

# Families and Children Study (FACS) 2005, Wave 7

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## 1 INTRODUCTION

This is a report on the research methods used in the Families and Children Study (FACS) 2005, Wave 7 (FACS was formerly known as SOLIF<sup>1</sup>). The study followed on from the baseline survey conducted in 1999 and the surveys conducted in 2000, 2001, 2002, 2003 and 2004. In 2005, the National Centre for Social Research was the lead organisation for the survey and took responsibility for determining the design of the sample, conducting fieldwork, coding and editing of data. Along with researchers at the Department for Work and Pensions, the National Centre for Social Research was also responsible for reporting the results. Responsibility for the content of the questionnaire was shared between the Department for Work and Pensions and other sponsoring government departments. Throughout the process our colleague Stephen McKay at the University of Birmingham has provided invaluable advice on many aspects of the study's design and fieldwork.

FACS covers a range of topics including: health; disability and caring; education; income; childcare; child maintenance; housing; transport; and labour market activity. The study is commissioned and managed by the Department for Work and Pensions (DWP) and is co-sponsored by HM Revenue and Customs (HMRC), Department for Education and Skills (DfES), Department for Communities and Local Government (DCLG) and Department for Transport (DfT). Within DWP FACS is primarily used to generate evidence in relation to child poverty and welfare to work policies for families, and in relation to childcare and child support.

In the first two years the study focused on lower income families with children<sup>2</sup>, however from 2001, the study expanded to cover **all families with children, irrespective of their income**. Thus, in 1999 and 2000, eligibility for interview in the first year of involvement with the study was determined during the course of a short doorstep-screening interview. In some cases a further in-home screening interview was required, where eligibility was not clearly established on the doorstep. From 2001 (Wave 3), in order to broaden the scope of the study by including families at all income levels, no screening exercise was carried out.

The focus of the study also widened. There are long-term Government targets to eradicate child poverty by 2020 and to reduce child poverty by half by 2010, as well as objectives to increase the proportion of households (particularly lone parents) in paid work. This study provides data which enables us to measure the impact of government policies on reducing childhood poverty and promoting work incentives. In particular, from 2001 onwards, the study focuses more on outcomes for children – such as educational attainment, health and behaviour – and the impact poverty has on children.

The 2005 (Wave 7) study had two main elements:

- The *panel sample*, where families who had entered the study in a previous year – 1999 or 2000 or 2001 or 2002 or 2003 or 2004 - were to be re-interviewed;
- The *booster sample*, where a number of new families were added to the sample in order to restore its representativeness of all families at the time the sample for Wave 7 was drawn.

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<sup>1</sup> Survey of Low-Income Families.

<sup>2</sup> The survey covered all lone parents and low-income couples in 1999; all lone parents and low / moderate-income couples in 2000.

In addition, there were a small number of cases which were treated slightly differently before fieldwork. These were the *opt-in sample*, where panel families who had refused in an earlier wave of the study were allocated to an opt-in procedure, allowing them to re-join the study (see Section 2.3).

The structure of the interview was as follows:

- CAPI interview with the main respondent
- CAPI interview with main respondent's partner (where possible)

In total, interviews were conducted in approximately 7,657 families. Within these there were approximately 3,397 additional interviews with the respondent's partner.

The remainder of this report focuses on the CAPI development process, fieldwork and data processing procedures. Chapter 2 describes the sample design. Developmental work on the survey and the conducting of fieldwork are described in chapters 3 and 4. Attrition analysis and detailed response rates are documented in chapter 5, and chapter 6 describes the derivation of weights. Chapter 7 describes the procedures for the editing, coding and checking of data.

## 2 SAMPLE DESIGN AND SELECTION PROCEDURES

### 2.1 The 1999 (Wave 1) Sample Design

The dual objectives of the initial sample design were to provide a representative sample of Britain's low-income families, while at the same time generating a sample of sufficient size for a longitudinal study.

Five types of families with dependent<sup>3</sup> children were of particular interest. Thus the 1999 (Wave 1) sample was designed to generate sufficient numbers of each family type to enable detailed sub-group analyses. These five groups were:

- all lone parents, irrespective of their income;
- out of work couples (defined as those not in paid work or those working fewer than 16 hours per week) with dependent children;
- those in work and receiving Family Credit (FC);
- those in work whose wages were low enough to qualify for Family Credit, but who were not claiming it ('Eligible non-recipients' or ENRs);
- those in work who had wages a little above the qualifying levels for Family Credit, but who might well qualify if they suffered a dip in income, or had another child, for example.

Child Benefit (ChB) records were used as the sampling frame from which the above groups could be identified. These records were considered to be a reliable source for identifying a representative sample of families with dependent children living in Great Britain.<sup>4</sup>

#### 2.1.1 Sampling procedures for 2000, 2001, 2002, 2003 and 2004

Sampling procedures for 2000 and 2001 were based on the product of the previous year's outcomes together with sample checking. Generally cases which were productive at the previous wave, and had given permission to be re-contacted in the next wave of the survey were issued to the field. In addition, a screening procedure was carried out in the first two waves of the survey, in order to screen out families with higher incomes. Where a family was screened out in 1999, the case was generally re-issued in 2000 as eligible for that year's screening exercise.

In 2001 (Wave 3) no screening exercise was carried out, as the sample was expanded to include all families with children, regardless of income level. This meant that - unless there was a reason not to issue the case - those families previously screened out were issued as part of the sample.

Reasons for not issuing potential sample members in 2000, 2001, 2002, 2003 and 2004 included: refusal to participate at a previous wave; moved outside area; refusal for re-contact; partial

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<sup>3</sup> A dependent child was defined as any child aged 16 years or under, or aged 17 or 18 and in full time education. The definition of 'in full time education' used on this survey was made with reference to the end of the academic year (ending the first Tuesday in September). Thus, a 17 or 18 year old child who had been in full time education during the 'current academic year' was counted as being a dependent child, even if, at the time of interview, they had finished their course of study.

<sup>4</sup> Further details of the 1999 sample design can be found in the FACS 1999 Technical Report (Woodland and Collins, 2001).



interview; DWP exclusion code applied (a number of codes were used to exclude sample members in 2000<sup>5</sup>, but this was reduced in 2001); no dependent children in the household at last wave; and address not traced and no new address found in sample checking. In 2002 (Wave 4) the Family Credit sample was also removed from the issued sample<sup>6</sup>.

## **2.2 Sampling methods and procedures for 2005 (Wave 7)**

The 2005 (Wave 7) sample consisted of a number of different sample types, the basis of which were a product of the outcomes of the previous year's survey and a process of sample checking which took place prior to 2005 (Wave 7) fieldwork.

### **2.2.1 Panel 2005**

The panel sample consisted of families who had been interviewed at least once in a previous wave - regardless of the year they first entered the study.

All panel cases whose last contact with the study was productive (i.e. an interview) were eligible for the 2005 (Wave 7) study, with the exception of those:

- where a DWP exclusion code applied (for death of a child in the family<sup>7</sup>);
- where the age of the youngest child was 19 or over at the last interview or no children in the household;
- whose 2004 interview was only partially completed;
- who had moved abroad since the last interview.

The panel sample also included cases with various different outcomes from previous waves. In summary these included:

- *Interviewed in 1999 and/or 2000 and/or 2001 and/or 2002 and/or 2003, no contact at 2004;*
- *Interviewed in 1999 and/or 2000 and/or 2001 and/or 2002 and/or 2003, soft refusal at 2004;*
- *Interviewed in 1999 and/or 2000 and/or 2001 and/or 2002 and/or 2003, untraced mover at 2004, new address found; and*
- *Mover / moved abroad 2004, new address found 2005*

A total of 7,980 panel cases were issued in 2004.

### **2.2.2 Booster sample**

In a household panel survey, by following up the individuals originally interviewed, it is possible to maintain a sample that is representative of households in each subsequent year. The process

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<sup>5</sup> Around 30 DWP exclusion codes were applied to the FACS 2000 sample. These are listed in full in Appendix A of the FACS 2000 Technical Report (Woodland and Woodward, 2002). Briefly, they covered such situations as death of a child; child not living in GB (permanently or temporarily); child not living with claimant; child in local authority care.

<sup>6</sup> Full details of the sampling procedures in 2000, 2001, 2002 and 2003 can be found in the FACS 2000, FACS 2001, FACS 2002 and FACS 2003 Technical Reports (Woodland and Woodward, 2002, Woodward *et al.*, 2003 and Phillips *et al.*, 2003, Lyon *et al* 2005 ).

<sup>7</sup> In 2002, 2003, 2004 and 2005 families were only excluded where there had been a death of a child in the family, whereas in previous years other exclusion codes applied - see previous footnote.

is, in practice, not perfect. Migration (inwards and outwards) means the system is not fully closed. There may also be differences in attrition from the survey that are too difficult to fully take account of by weighting.

FACS is not a household panel, it is a sample of Child Benefit recipients - broadly speaking the units sampled consist of a recipient (usually the mother), and her children. Whilst there is clearly an emphasis on the longitudinal conclusions to be drawn from FACS, it is also desired to approximate to a representative sample of Child Benefit recipients in each year.

The main way that Child Benefit recipients are 'created' in the sampled areas is through women giving birth and then claiming Child Benefit. An alternative way in which families may enter our eligible population is if they are existing Child Benefit recipients who move into the sampled areas.

In any year there are around 600,000 births, approximately half to existing families and half to new families. From a population of 7 million families, around 4.3 per cent are therefore added each year. Since around 100 families were originally selected in each sampling area, we selected 5 in-movers to Child Benefit to add to the sample.

The number of families entering given postcode sectors (these are known as the Postcode Sampling Units or PSUs) over time is not certain, but it should be possible to form a judgement based on following FACS families between survey waves. It was decided to add four families to each area as a reasonable starting point. It is known that around 11 per cent of households moved in the last year (Survey of English Housing). However, many such moves are local and need not imply moving from one postcode sector to another (around 1 in 5 of moves are of less than one mile, whilst 1 in 2 are under 5 miles). Moreover, some movers in this group will overlap with new births. The figure of four movers, representing around four per cent of the original Child Benefit sample, will need to be compared with rates of moving observed in FACS.

In addition to the main booster sample, a small number of cases which had been issued previously were selected as booster re-entry cases. Specifically, these cases were:

- *No contact 1999 and/or 2000 and/or 2001 and/or 2002 and/or 2003 and/or 2004, new address found in original postcode sector in 2005*

A total of 1,346<sup>8</sup> cases were selected to be in the booster sample.

### **2.2.3 Not Issued 2005**

In each year of the study a proportion of potential sample members are not issued. The reasons for non-issue were varied, and decisions were made on a case by case basis where necessary. In certain situations a case was subject to an address check, and the result of the check determined whether it was issued or not. The following gives a summary of the reasons for non-issue.

One of the main reasons for non-issue in 2005 was the removal of families where the age of the youngest child was 19 or over or there were no longer any children in the household. The

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<sup>8</sup> This figure is pre opt-out

decision not to issue these cases is because the focus of the study is on families with dependent children; therefore, much of the questionnaire is not relevant for families with older children, or no children.

Those not issued in 2005 included:

- Where the age of the youngest child was 19 or over at the last interview or no children in the household;
- *Opted out in 1999 or 2000 or 2001 or 2002 or 2003 or 2004;*
- *DWP exclusion code in 1999 and/or 2000 and/or 2001 and/or 2002 and/or 2003 and/or 2004;*
- *Refusal 2000 or 2001 or 2002 or 2003 or 2004 (booster cases only);*
- *Refusal 1999, (not issued 2000 and 2001 and 2002 and 2003 and 2004 and 2005);*
- *No interview 1999 and 2000 and no dependent children 2001 or 2002 or 2003 or 2004 (rescreen cases only);*
- *No interview 1999, 2000, 2001, 2002, 2003 no contact/refusal 2004;*
- *Interviewed 1999, no contact/refusal 2000 or 2001 or 2002, no contact 2003 or 2004, no new address 2005;*
- *Duplicate case 2002 or 2003 or 2004;*
- *Issued to opt-in 2005, unproductive or no telephone number.*

### **2.3 Opt in-Procedure**

An opt-in procedure was carried out in order to limit panel attrition by inviting some panel cases – that had taken part previously and then refused to take part again – to opt back in to the study. As this was an opt-in procedure, respondents needed to give a positive agreement to an interviewer contacting them. A total of 641 panel cases were eligible for the opt-in.

The opt-in procedure was carried out on the telephone by interviewers from the *National Centre Telephone Unit* and took place during October 2005. Telephone interviewers were given written instructions about the exercise.

There were 641 cases eligible for the telephone opt-in. These cases were checked to see if they had a telephone using the information given by the respondent at the last interview, or using telephone number lookup software<sup>9</sup>. After checking, 581 cases with a telephone number were issued to the telephone unit.

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<sup>9</sup> Wave 6 was the first time the telephone number look up software was used to check the opt-in sample.

The number of productive outcomes from the opt-in process is shown in Table 2.1 below. A productive outcome means the respondent gave agreement for a field interviewer to make contact. Overall, the opt-in was successful in 31 per cent of cases.

**Table 2.1 Summary of Opt-in Outcomes**

<b>Telephone opt-in outcome</b>	<b>Numbers</b>	<b>Percentage</b>
Total issued to telephone unit (i.e. had tel. number)	581	
Unproductive	401	69%
Productive	180	31%

Finally, we can consider the outcomes of those who were issued to field. Of the 180 productive opt-ins, 102 went on to have an interview at the mainstage (57 per cent).

## 2.4 Respondent selection for interview

The FACS sample is in essence a named respondent sample with the names and addresses selected at random from Child Benefit records. In FACS, the intention is for the main respondent to be female, and usually the 'mother' or 'mother figure' in the household. In most cases this is the named recipient of the Child Benefit payment. The main exception to this rule was where there was no 'mother figure' in the household, in which case the interviewer was instructed to interview the 'father figure' as the main respondent.

### Panel addresses

Interviewers were instructed to attempt to interview the person that was interviewed in the previous wave. To cover situations where there had been a change in the family circumstances, a set of rules were designed to guide the interviewer. These instructions were as follows.

*If the named respondent from the previous wave had left the household* – the person who was interviewed depended on what had happened to the children. Interviewers were instructed to follow the children, therefore, if they had left with their mother, the interviewer was to attempt to find where they had gone to and conduct the interview accordingly. Where they (the children) are split equally between the new parents, the interviewer had to follow whoever did the interview in the previous wave.

*If the named respondent from the previous wave had died* - if the named respondent died, but their partner was still alive and was in the household in the previous wave, the interviewer was instructed to interview the partner from the previous wave as the main respondent. If the named respondent was a lone parent in the previous wave, or both parents had died, no interview was conducted, even if the guardian(s) of the child(ren) could be traced.

*If there were no children in the household* – if the children had left the household (e.g. gone to university, living elsewhere) interviewers were instructed to conduct an interview as normal.

### Re-entry and booster addresses

Interviewers were instructed that the main respondent would always be female (usually the child's mother). The only exception to this rule is where there is no 'mother figure' in the household, in which case interviewers were instructed to interview the 'father figure' as the main respondent. Interviewers were advised where possible to conduct the screening interview with the main respondent, so that if eligible they could go straight into the main interview.

*If parents were recently separated* - Child Benefit records may not have been up-dated as yet to reflect this change. Thus the father may have been the named recipient yet the mother and children no longer live with him. Interviewers were instructed to follow up the parent with whom the children are now living; if the children are split between both parents to follow up the mother (or mother figure).

## **2.5 Incentives for participating**

Based on results from other panel surveys, the FACS research team along with the sponsoring departments decided that panel members – families that were interviewed in a previous wave – would receive a £10 incentive for continued participation in the survey. The reason for making such a payment was basically to attempt to limit panel attrition, that is, the loss of families participating in subsequent waves. It was seen as a reward for the burden placed on the respondent who was asked to give around 60 minutes of their time again.

As introduced in Wave 6, the £10 voucher was also given to booster cases that were interviewed in this wave.

The payments were made directly to the main respondent<sup>10</sup> and were in the form of a gift voucher. The vouchers were handed over by the interviewer, usually at the end of the interview.

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<sup>10</sup> A voucher was still payable irrespective of whether the main respondent had changed between different waves of the study.

## **3 DEVELOPMENT WORK**

### **3.1 Scope of development work**

The pilot and development stages of FACS (Wave 7) were conducted over a 6-month period, from March to August 2005. The development work at Wave 7 included a new section on social capital for the main respondent and partner and substantially amending the childcare section so it could be asked of all respondents. Wave 7 was the first time respondents were asked for their permission to link their and their partner's (where it was a full interview) study answers to DWP's administrative records and their child's/ children's data to the National Pupil database. Development work was carried out on the questions to use to ask for this permission and the associated documents required. The programme of development work was based on cognitive testing, a pilot dress rehearsal and subsequent CAPI program testing.

### **3.2 Development of the questions on childcare**

Following a review of childcare data by Brewer and Shaw (2004) it was decided that the childcare section of FACS should be adapted to make it more consistent with other data sources. Substantial changes were therefore made at Wave 7 and cognitive testing was conducted to look at the development of new questions about childcare to be used on Wave 7. Although questions about childcare had been used in previous waves of the study they had only been asked of those respondents in work. The cognitive testing had 4 main purposes:

- Establish whether the questions were suitable for people who were not in work.
- Look at the understanding of the terms used for different types of childcare.
- Explore respondents ability to estimate the amount of time used for each childcare type and, for those who were working, how much of this is for when they are in work.
- Explore ways of establishing differences in childcare and work arrangements during the school holidays.

A full listing of issues arising from the cognitive testing can be found in the report on this stage of development (in Appendix A).

### **3.3 Development of the data linking documents**

An expert panel to discuss data linking on FACS 7 was held on 28<sup>th</sup> April 2005. The panel consisted of representatives from both DWP and NatCen. This was followed by cognitive testing of the data linking documents. The development work had 3 main purposes:

- To develop the procedure to be used for obtaining the respondents and their partners consent for linking their survey data to DWP's administrative records. This included when the partner's interview was conducted over the telephone.
- To develop the procedure to be used for obtaining the respondents consent to link their child's / children 's data to the National Pupil database.
- To develop the content and wording of the questions and supporting documentation paying particular attention to the clarity / ambiguity of the words used and the provision of sufficient information for respondents to make an informed decision.

In addition a particular aim of the cognitive testing was to explore the respondents understanding of what they were giving their consent for, and their understanding of how they could withdraw this consent if they so wished.

A full listing of issues arising from the expert panel and cognitive testing can be found in the reports on these two stages of development (in Appendix A).

### **3.4 Pilot survey**

A pilot 'dress-rehearsal' of the survey procedures and instruments took place in June 2005. The pilot survey had two main purposes:

- To act as a dress-rehearsal for the main stage, providing a limited test of the sampling, contacting procedures to be used and the administration of the monetary incentives for participation;
- To test the main CAPI questionnaire, in terms of its length and acceptability to respondents – both those being interviewed for the first time and those participating for a third or fourth time.

#### **3.4.1 Pilot Sample**

The panel sample used was the same as for the pilot in all five previous waves (1999-2004). Since Wave 3 (2001), FACS has been expanded to cover all families with children, regardless of income.

At Waves 5 and 6 of the pilot the booster sample was selected from 10 different postcode sectors with the aim of achieving interviews with families with higher levels of income and so obtain a more representative sample. These postcode sectors were selected based on their proximity to the original sector and the proportion of lone parents. At Wave 6 feedback from interviewers indicated that they found it hard to obtain interviews with respondents in these new postcode sectors partly due to the number of 'non-contacts' but also the distance from the original postcode sectors. Thus at Wave 7, the booster sample was selected from the original postcode sectors.

20 families (10 in-movers and 10 new families) were selected from each postcode sector, a total of 200 cases.

The pilot addresses covered ten postcode sectors in the following areas across Great Britain: Stranraer, Cumbria, Liverpool, Hull, Leicester, Mid Glamorgan, Hereford, Milton Keynes, East London<sup>11</sup> and Southampton. In the 1999 (Wave 1) pilot, these areas were purposively selected to reflect a mixture of different areas across Great Britain with different types of families.

Opt-out letters<sup>12</sup> were sent to 198 families in the booster sample, of which 12 opted out (6 per cent). After the opt-out, a total of 243 addresses were issued to interviewers (77 panel cases, 166 booster cases). The interviewer workload for the pilot ranged from 24 to 30 addresses from which it was anticipated that they would achieve around ten interviews, comprising 4-6 panel families, with the remainder made up of booster cases.

### **3.4.2 Pilot briefing and debriefing**

The pilot briefing took place on 15<sup>th</sup> June 2005 with an interviewer debriefing on 30<sup>th</sup> June 2005. Both the briefing and debriefing were conducted face-to-face. Interviewers were provided with background information about the purpose of the survey, and trained in how to administer the main questionnaire. All interviewers had a set of project instructions, which provided further information about the survey and key definitions and rules.

For the debriefing, interviewers were asked to complete a Pilot Evaluation Form (refer to Appendix A), which summarised observations and any problems encountered during fieldwork. This formed the basis of discussion at the debriefing.

### **3.4.3 Pilot outcomes**

- A total of 124 addresses were attempted;
- Of those attempted, 99 were contacted;
- Interviews were obtained in 81 cases of which 37 were lone parents.

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<sup>11</sup> Due to interviewer illness it was not possible to cover this area in the pilot. This area accounted for 20 booster cases.

<sup>12</sup> The opt out was prepared and sent out by the IAD Information Centre at the Department of Work and Pensions. NatCen therefore only received details of those cases that had not opted out from the study.



**Table 3.1 Summary of pilot interview outcomes**

Type of interview	Panel	Booster	Total
Issued addresses:	77	166	243
Not attempted <sup>13</sup>	22	97	119
No contact <sup>14</sup>	4	21	25
Contact made	51	48	99
<b>Unproductive</b>			
Ineligible (no dependent children)	-	0	0
Refusal to interview	1	2	3
Other reason for unproductive	7	8	15
Total unproductive	8	10	18
<b>Productive</b>			
Lone Parent	14	23	37
Main respondent and partner	23	10	33
Main respondent and proxy partner	6	5	11
Main respondent, no partner interview (full or proxy)	-	-	-
<b>Total productive</b>	<b>43</b>	<b>38</b>	<b>81</b>

Table 3.2 summarises the average duration of the main respondent pilot interviews.

**Table 3.2 Average length of main respondent interview: pilot sample<sup>1</sup>**

	Length of CAPI interview (minutes)		
	All cases	Panel	Booster
Mean	60	57	62
Median	59	53	63
Max	192	192	98
Min	16	16	35
<b>Base</b>	<b>81</b>	<b>43</b>	<b>38</b>

<sup>1</sup> Calculated from CAPI timings

#### **3.4.4 Post pilot modifications**

Following the pilot survey, the research team made a number of changes to some parts of the questionnaire and survey process. These included:

<sup>13</sup> A large number of addresses were not attempted due to the limited fieldwork period for the pilot

<sup>14</sup> 'No-contact' refers to all cases where the interviewer did not make personal contact with the sampled person. These cases may have received an advance / opt out letter.

- Revisions to the questions in the childcare section, especially as this section was now to be asked of all respondents.
- Reordering the social capital questions
- Revisions to the documents and questions on data linking. Feedback from the pilot also highlighted the importance of covering the data linking section in detail at briefings so interviewers feel confident about asking the questions.

A full listing of issues arising from the pilot can be found in the pilot report (in Appendix A).

### **3.5 CAPI testing**

Pre and post-pilot changes were tested in Blaise; the programming language used for computer assisted interviewing, to ensure that the questionnaire performed well. This process was iterative and went on throughout the development stage, intensifying after the pilot when a number of changes and refinements were made to the program. In particular, the following aspects of the questionnaire were tested:

- The accuracy and sense of questionnaire wording and response options;
- The accuracy of the show card references;
- Appropriate instructions to interviewers were included, where required, in the standard format (i.e. in block capitals) or in help screens;
- The accuracy of existing range and consistency checks and the identification of additional checks to be programmed;
- That the questionnaire coped with different scenarios correctly, that is to say that any routing, range or consistency checks were appropriate for all foreseeable circumstances.

## 4 CONDUCTING OF FIELDWORK

### 4.1 Sample for 2005 (Wave 7)

The issued sample for 2005 was made up of the following cases:

- 7,980 panel cases (of which 180 were from the opt in procedure);
- 1,215 booster cases (of which 23 were booster re-entry cases<sup>15</sup>)

### 4.2 Opt-out letter from the DWP

All cases in the booster sample were sent a letter giving them an opportunity to opt out of the survey. This is a standard procedure used when a sample is drawn from benefit records, and means that only the addresses of sample members who have not opted out are issued to interviewers to contact. The letter stressed that this was a genuine research project and that any information provided by respondents would be treated in strict confidence. A copy of the opt-out letter is included in Appendix B.

Families in the panel and opt-in samples did not receive an opt-out letter in 2005 as they had participated in the opt-out exercise in their first contact with the survey.

Staff from the IAD information Centre at DWP carried out this exercise in 2005 (Wave 7). 1346 cases were selected from the child benefit records and a total of 137 cases (10 per cent) contacted IAD within the specified time period, by telephone or letter to opt-out of the survey.

Previous opt out rates have been 11.8 per cent in 1999 (Wave 1), 10.1 per cent in 2000 (Wave 2), 8.8 per cent in 2001 (Wave 3), 10.3 per cent in 2002 (Wave 4) , 11.1 per cent in 2003 (Wave 5) and 9.3 per cent in 2004 (Wave 6).

After removing those cases that opted-out during the specified time period from the in-scope sample, 9,195 cases were issued to interviewers. These were split between the different sample types as follows:

- 87 per cent (7,980) panel sample (including the 180 from the opt in procedure);
- 13 per cent (1,215) booster sample (excluding the 137 from the opt out procedure)

### 4.3 Advance letter from the National Centre

An advance letter was sent to all panel and booster cases notifying them that they were about to be contacted by an interviewer from the National Centre. The interviewers sent the letters themselves rather than centrally, the intent being to minimise the amount of time between the respondent receiving the letter and the interviewer calling at the address. Different letters were

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<sup>15</sup> See section 2.2.2 for explanation of booster re-entry cases

sent according to the sample type. Interviewers could distinguish between the letters by looking at the bottom right hand corner of the letter. A circled **P** indicated that the letter was to be sent to a panel address, a circled **B** indicated a booster address. Copies of these letters appear in Appendix B.

Interviewers were also given a 'mover letter' for panel sample types. This letter is designed to collect new address details of the named respondent, if the interviewer finds that they have moved and the new occupant is unwilling to pass on a forwarding address. The letter is given to the new occupant to post to the named respondent on behalf of the National Centre. The letter asks the named respondent to provide details of their new address either by calling a freephone number or by using the form provided with the letter. Copies of these letters also appear in Appendix B.

#### **4.4 Briefing and interviewer numbers**

A series of 22 briefing sessions were held between the 7<sup>th</sup> September and 22<sup>nd</sup> September 2005. At Wave 7 there were two types of briefings; eight 'Full' one day briefings for interviewers new to the study or those interviewers who did not work on the last wave and fourteen 'Refresher' half day briefings for those interviewers who worked on the study in 2004. National Centre researchers, in conjunction with officials from DWP, conducted the briefings.

Eight of the briefings were held in London with the remainder taking place in Bristol (3), Birmingham (1), Derby (2), Glasgow (2), Leeds (3) and Manchester (3). In total, 329 interviewers were briefed and worked on the study. All were trained members of the *National Centre's* interviewing panel.<sup>16</sup>

#### **4.5 Fieldwork progress**

After attending one of the briefings, interviewers immediately commenced work. Fieldwork lasted for a total of 23 weeks. The majority of the interviewer workload was completed in a three-month period with 89 per cent being returned to the office before the end of December.

There was very little difference in fieldwork progress between the sample types. This is illustrated in Table 4.1.

**Table 4.1** Date of last visit by interviewer to household

Work completed by the end of ...	Panel %	Booster %	All %	All (count)
September	6.1	5.6	6.0	550
October	38.8	33.2	38.0	3492
November	30.6	28.3	30.3	2782
December	14.3	15.3	14.5	1329
January	8.1	12.7	8.8	812
February	1.6	3.7	1.9	179
March	0.2	0.2	0.2	22
Date of return missing	0.2	1.0	0.3	29
Base: All issued addresses	7800	1395	100	9195

Once contact with a household had been made, the final output relating to that case was transmitted to the *National Centre's* Brentwood office by the interviewers via telephone modem. The outcome code<sup>17</sup> for each case was integrated into a database that was essentially the sample file for the survey. With this information, fieldwork progress could be updated on a daily basis.

This information, broken down by sample type, was reported on a weekly basis to DWP officials. An example of this output is included in Appendix B.

Using this information the researchers were able to identify potential problems with fieldwork. This data influenced decisions about re-issuing unproductive cases and was used to inform the quality control exercise.

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<sup>17</sup> An outcome code is a three-digit number that classifies the result of contact with each case. The code summarises information about the case, such as its eligibility to the study and the outcome of interview. The outcome code is recorded on the Address Record Form (ARF).

## 4.6 Interviewer workload

The mean number of productive interviews carried out per interviewer was 28 with 103 being the maximum.

The average **duration** of each interview is shown in Table 4.2<sup>18</sup>.

**Table 4.2** Average duration of interview, by type of interview

	Panel		Booster		All	
	<i>Mean</i>	<i>Median</i>	<i>Mean</i>	<i>Median</i>	<i>Mean</i>	<i>Median</i>
Lone Parent household	54	50	59	56	54	51
Couple households						
- main respondent & full face-to-face partner interviews	57	53	63	58	57	53
- main respondent & full telephone partner interviews	55	52	62	58	56	53
- main respondent & proxy partner interview	53	50	55	53	53	51
- main respondent interview, no partner interview (proxy or full)	47	46	56	54	49	46
Total	55	51	60	56	55	52

The mean interview length was 55 minutes and the median was 52 minutes, a decrease of 1 minutes on the median interview length in 2004. Of all productive interviews, just below six per cent lasted 90 minutes or more, a similar proportion to those over 90 minutes in 2004.

Data relating to the number of calls<sup>19</sup> required by an interviewer to complete a productive interview were collected. In 76 per cent of cases, more than one call was required to complete a productive interview, compared with 89 per cent of cases in wave 6. The average number of calls made to achieve a productive interview was 2.8 and the median 2.0. The average number of calls made to achieve a productive interview was slightly lower for panel cases (2.7 for panel vs. 3.2 for booster cases).

Table 4.3 shows that the average number of calls is greater for unproductive interviews compared to productive which is consistent with previous waves of FACS. These results show that interviewers work consistently hard year on year to achieve the maximum number of productive interviews.

<sup>18</sup> Separate figures were not available for both the main and partner interviews. Outliers at the top and bottom of the distribution have been recoded to fall within the range of 20 to 130 minutes. Further to this those with incomplete interview data were also excluded from this calculation. This affected 276 cases.

<sup>19</sup> This covers personal visits made by interviewers to the household.

**Table 4.3** Average number of calls made by interviewers, by productive and unproductive interviews

	Panel <i>Mean</i>	Booster <i>Mean</i>	All <i>Mean</i>
Productive interviews	2.7	3.2	2.8
Unproductive interviews	3.6	3.7	3.7

#### 4.7 Re-issuing of cases

During the course of fieldwork a small number of “returned” cases were re-issued to interviewers. This is standard practice on *National Centre* projects.

In total, 213 cases were sent back to interviewers. From the 213 cases re-issued, productive interviews were achieved in 63 per cent, or 135 households.

#### 4.8 Fieldwork quality control procedures

As with all surveys conducted by the *National Centre*, a programme of back checking interviewer work was undertaken. In addition to checking the quality of the interviews, there was also a desire to validate the screening exercise.

##### 4.8.1 Interview conduct

Periodically throughout fieldwork, random subsets of respondents were telephoned to check that the interviews were conducted correctly. If they could not be contacted by telephone, they were sent a postal questionnaire. The total number selected amounted to 14 per cent of those interviewed. Each ‘main’ respondent selected was thanked for their co-operation and invited to comment on the survey and the way it was carried out.

In total, 946 respondents were selected for telephone contact and of these, 730 were contacted. A further 105 respondents were sent a postal questionnaire with 40 returning this. In total, 10 per cent of those interviewed were successfully checked and in all cases respondents confirmed that the interview had been conducted correctly.

## 5 SUMMARY OF OVERALL RESPONSE

### 5.1 FACS response rates

The FACS cross-sectional response rate for any one year is calculated as the proportion of eligible families<sup>20</sup> who gave a productive main interview in that years' survey. By measuring those who took part and those who did not, we gain an insight into the representativeness of FACS findings in comparison with the whole population of families with dependent children.

The FACS longitudinal response rate (also called the panel sample retention rate) is the proportion of respondents who took part in one year who were also interviewed in future waves. For example, it calculates the likelihood of a family with children, first interviewed in Wave 1 (1999) participating again in Wave 2 (2002), or the probability of a family interviewed in 2001 providing a productive interview again in 2005.

### 5.2 Details of response in 2005 (Wave 7)

#### 5.2.1 Overall response rate

The overall response rate, that is the proportion of (eligible) families who took part in a main interview, can be presented in a number of ways. Two alternative response rates are discussed below:

- The **contact rate** is calculated by dividing the number of addresses contacted by interviewers by the number of issued addresses. The contact rate is an indicator of the quality of the contact details from the sampling frames. The contact rate was very high amongst both the panel sample (97 per cent) and booster sample at 85 per cent.
- The **co-operation rate** describes how many of those respondents who were contacted agreed to take part in a main interview. Those who could not be contacted or were ineligible are excluded from the calculation. The number of families participating in a main interview is divided by the number of addresses contacted by the interviewer (the contact rate).

The initial selected sample consisted of 9,195 families. This included 7,980 panel cases and 1,215 booster cases. In total there were 7,657 completed interviews. This represents an overall response rate of 84 per cent of eligible families, in other words, 16 per cent of eligible respondents were not interviewed in this wave. Of the panel families (respondents in previous waves) 87 per cent took part while two-thirds (65 per cent) of booster (new) cases provided a productive interview. (Table 5.1). The co-operation rate to main interview was also higher among the panel sample, compared to the booster sample, with 90 per cent providing a productive interview compared to 76 per cent.

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<sup>20</sup> An eligible family is defined as one with a respondent who has a dependent child living in his/her place of residence. However, if a family has previously participated in FACS they are eligible for interview for one year after no dependent children remain in the household.



### **5.2.2 Non-contact with sample members**

Table 5.1 also provides a detailed breakdown of response to the survey. In total, 447 families from the initial sample could not be contacted, representing five per cent of the sample. This was because, either the respondent had moved but provided no follow-up address (three per cent of addresses), or the respondent could not be contacted after four calls (two per cent). As might be expected, the non-contact rate was higher for new (booster) cases compared to panel cases, 15 per cent of booster addresses were unproductive through non-contact, compared to five per cent of the panel.

Measures were taken to try to reduce the number of non-contacts prior to issuing the sample. Panel families were sent a Newsletter of findings together with a 'Change of Address' card asking them to let us know if they moved. In addition, when supplied by the respondent at a previous interview, interviewers had the name and contact details of a 'stable' person who could be contacted if trying to trace a panel respondent. All cases from the 2004 sample (panel) were sent to the DWP who checked against Child benefit records and provided up-dated addresses. Booster cases came from Child Benefit records. Where interviewers were able to establish that the named person had moved from the sampled address, they were asked to try to obtain a follow-up address from the present occupants. If they were successful, the named person would be followed up.

### **5.2.3 Refusal to participate in the study**

Refusals to participate in the survey are defined as refusals *prior to the interviewer establishing whether the household is eligible for the survey* and are considered to be distinct from refusals of eligible respondents. There were four categories of refusal to participate in the survey.

- Opt-outs;
- Late opt-outs (those people who contacted the Natcen opt out phone line or the DWP after the cut off date specified in the opt-out letter);
- HQ refusals (those people who contacted the *National Centre* offices); and
- Refusal of information about the occupants of the sampled address to the interviewer.

Of those families contacted, the overall refusal rate to participate in the survey was two per cent of the overall initial sample (Table 5.1). A further 26 cases (less than one per cent of the sample) were found, upon contact, to be ineligible to participate in the study.

### **5.2.4 Reasons for non-interview with contacted eligible families**

Contacted non-productive cases can be split into two groups - those due to a refusal and those where an interview did not occur for some other reason.

Across all samples there were 844 refusals by eligible respondents, which represents nine per cent of those contacted from the sample. The majority of these refusals were personal refusals by the respondent to the interviewer (595 cases, three-quarters of all refusals to main interview). There were a small number of cases (63) where another resident of the household refused on behalf of an eligible respondent. The remaining refusals were broken appointments where the

interviewer was unable to re-contact the respondent - 186 cases, just under a quarter of all refusals of eligible respondents. In a further 59 cases (under one per cent of the sample) a main interview could not be carried out for reasons other than refusal (Table 5.1).

**Table 5.1 Summary of yield by sample type**

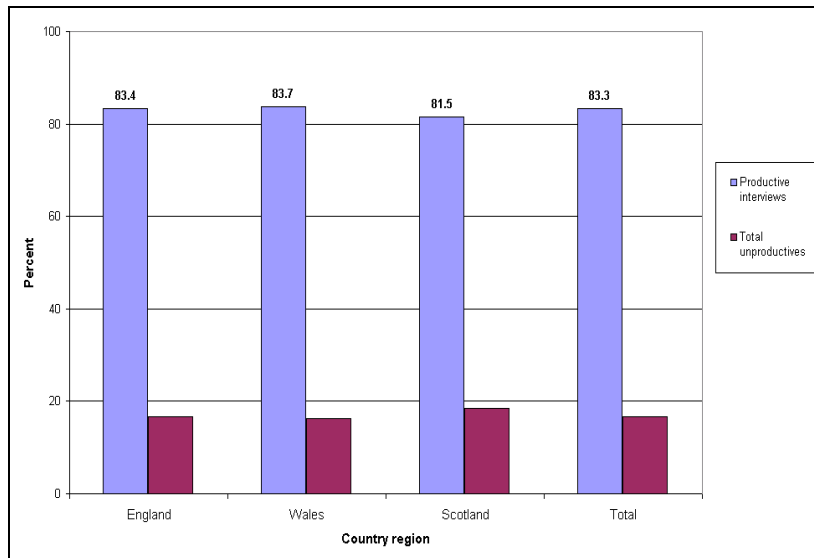
	All	% of all (includes ineligible)**	% of those contacted	Panel*	% of all (includes ineligible)	% of those contacted	Booster	% of all (includes ineligible)	% of those contacted
<b>Initial Sample</b>	<b>9,195</b>	<b>100</b>		<b>7,980</b>	<b>100</b>		<b>1,215</b>	<b>100</b>	
"-9" Not issued to field (pre or after opt in)	0	0		0	0		0	0	
<i>Total Addresses eligible for survey</i>	<i>9,195</i>	<i>100</i>		<i>7,980</i>	<i>100</i>		<i>1,215</i>	<i>100</i>	
Non contact with sample member	447	4.8		263	3.3		184	15.1	
1 Address inaccessible	12	0.1		6	0.1		6	0.5	
2 No contact after 4+ calls	150	1.6		89	1.1		61	5.0	
3 Mover address not known	285	3.1		168	2.1		117	9.6	
<b>Contact made at address</b>	<b>8,748</b>	<b>95.1</b>	<b>100</b>	<b>7,717</b>	<b>96.7</b>	<b>100</b>	<b>1,031</b>	<b>84.9</b>	<b>100</b>
Refusal to participate in the survey									
4 Opt out	0	0.0	0.0	0	0.0	0.0	0	0.0	0.0
5 Late opt out	6	0.1	0.1	0	0.0	0.0	6	0.5	0.6
7 Refusal to National Centre Office	122	1.3	1.4	90	1.1	1.2	32	2.6	3.1
8 Refusal of info about occupants	34	0.4	0.4	4	0.1	0.1	30	2.5	3.0
9 Not eligible - no dependent children	18	0.2	0.2	0	0.0	0.0	18	1.5	1.8
10 Other non-eligible	8	0.1	0.1	7	0.1	0.1	1	0.0	0.0
<b>Families eligible for main interview</b>	<b>8,560</b>	<b>93.1</b>	<b>97.9</b>	<b>7,616</b>	<b>95.4</b>	<b>98.7</b>	<b>944</b>	<b>77.7</b>	<b>91.6</b>
Total refusal of eligible respondents									
11 Refusal in person	595	6.5	6.8	499	6.3	6.5	96	8.0	9.3
12 Refusal by proxy	63	0.7	0.7	43	0.5	0.6	20	1.6	2.0
13 Broken appointment no recontact	186	2.0	0.2	151	1.9	2.0	35	2.9	3.4
Total other reasons for no interview with eligible respondent									
14 Ill/ away during fieldwork	47	0.5	0.5	43	0.5	0.6	4	0.3	0.4
15 Inadequate English/ senile	7	0.1	0.1	0	0.0	0.0	7	0.6	0.7
16 Other non interview	5	0.1	0.1	5	0.1	0.1	0	0.0	0.0
<b>Main interview achieved</b>	<b>7,657</b>	<b>83.3</b>	<b>87.5</b>	<b>6,875</b>	<b>86.2</b>	<b>89.1</b>	<b>782</b>	<b>64.4</b>	<b>75.9</b>
17 Main interview in full	7,653	82.2	87.4	6,873	86.2	89.1	780	64.2	75.7
18 Main interview in part	4	0.1	0.1	2	0.0	0.0	2	0.2	0.2

\*Panel includes 180 panel opt-in cases. \*\*Percentage of all cases includes ineligible cases.

### 5.3 Regional response variations

Figure 5.1 summarises survey outcomes across England, Wales and Scotland. Overall, the rate of productive interviews achieved was highest in Wales (84 per cent of all cases). England had a lower productive interview rate of 83 per cent.

**Figure 5.1 Response rates by country**



### 5.4 Child self-completion questionnaire

In 2003 and 2004 the FACS interview included a child self-completion questionnaire, which was given to all children aged 11-15. This questionnaire covered issues of activities in spare time, school life, and opinions about the local neighbourhood and the family. In 2005 this questionnaire was not administered, however, it is included in the next wave of FACS (2006).

### 5.5 Partner interview

Interviews were conducted with two distinct types of family, lone parents and couples. In summary:

- One quarter (25 per cent) of interviews were with lone parent families, and 75 per cent with couples.
- In over two-fifths of participating families (44 per cent) – or 61 per cent of couple families – a full interview was conducted with both partners in a couple.

In cases where the full partner interview was not collected, a proxy partner interview was carried out. This was to minimise the risk of having no data about the partner. Thus, in cases where

there was any doubt that the partner would be interviewed in person or over the telephone, interviewers were asked to collect a few key pieces of information from the main respondent about their partner. These included:

- Current or recent work status;
- Earnings;
- Industrial and occupational classification data; and
- Qualifications.

Having collected this proxy information, the intention was either for the interviewer to return to conduct an interview, or to conduct an interview with the partner over the telephone.

A total of 2,128 main respondents were asked whether they would provide this information with 2,062 (97 per cent) agreeing to this request. There were a further 66 cases where an interview was expected with the partner but for one reason or another this did not take place. In these cases no proxy information about the partner was collected from the main respondent.

Table 5.2 shows the partner interview outcomes for couple families. Information about the partner was obtained in all but one per cent of couple households. This breaks down to 64 per cent of cases providing a full partner interview and 35 per cent a proxy partner interview. The rates across different sample types vary slightly - with panel cases marginally less likely to have a full partner interview than booster cases (61 per cent compared to 65 per cent).

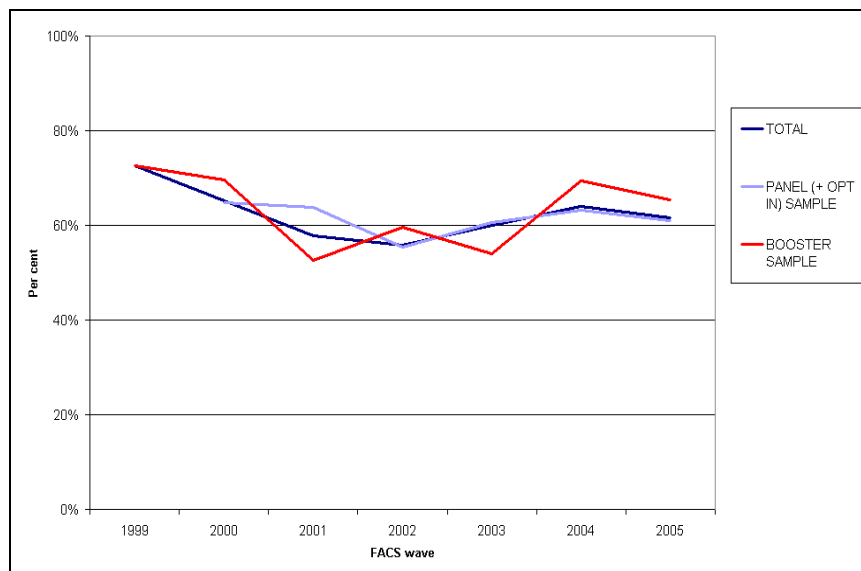
**Table 5.2 Outcome of partner interview, by sample type**

	Sample type		
	Panel (Col %)	Booster (Col %)	All couple families (Col %)
Full interview obtained with partner	3,020 61.0	366 65.2	3,386 63.8
- Face-to-face interview	2,462 49.7	287 51.2	2,769 51.6
- Telephone interview	558 11.3	79 14.1	654 12.2
Proxy partner interview	1,871 37.8	191 34.1	2,062 34.9
No partner interview	62 1.3	4 0.7	66 1.4
Total	4,953 100.0	561 100.0	5,514 100.0

For couple households where the outcome was a proxy partner interview or no partner interview, interviewers were asked to record the reason why a full partner interview had not been obtained. The two most common reasons were refusals: in the majority of cases (69 per cent) the reason given was a proxy refusal (i.e. by someone other than the partner); this compares to 10 per cent where the partner refused in person.

The response rate to the partner interview over the six waves of FACS has varied from 56 per cent in Wave 5 to 73 per cent in Wave 1 (Figure 5.2). The partner response rate in Wave 7 was similar to that of Wave 6, with 62 per cent of partners completing a full face-to-face or telephone interview, compared to 64 per cent in Wave 6. The higher partner response rates in Waves 6 and 7, compared to earlier waves, are likely to be because the option of a partner telephone interview was introduced in Wave 6. Whether the family is part of the panel or booster sample does not appear to affect the partner response rate. In Wave 2 partners were offered a £5 incentive for a full interview but as can be seen this did not significantly raise the response rate.

**Figure 5.2 Response to partner interview over time, by sample type**



## 5.6 Comparing cross-sectional response rates over time, FACS Waves 1 to 6

With the exception of the first wave of FACS in 1999, the overall response rate to the surveys has remained constant, with around four-fifths of eligible families providing a productive interview at each wave. This is shown in Table 5.3. The panel response rate over FACS has remained consistently between 80 per cent and 87 per cent. The booster response rate has fluctuated between 49 per cent in Wave 2 and 65 per cent in Wave 7. The relatively high response in the last two waves of booster cases could be due to the fact that, starting in Wave 6 new respondents were also offered a £10 incentive to participate in the study, where previously only the panel sample received an incentive payment.

The FACS sample also contains a rescreen sample, from Waves 2 to 4<sup>21</sup>, and an opt-in panel sample from Waves 5, 6 and 7. The rescreen sample response rate has varied between 36 per cent in Wave 2 to 70 per cent in Wave 3, when the rescreen sample contained those higher income families who were previously ineligible in Waves 1 and 2 (Table 5.3).

Over the seven waves of FACS, measures have been taken to try to reduce the number of non-contacts (respondents who cannot be traced) prior to issuing the sample. From Wave 5, when supplied by the respondent at a previous interview, interviewers had the name and contact details of a 'stable' person who could be contacted if trying to trace a panel respondent. In Waves 6 and 7 panel families were sent a Newsletter of findings together with a 'Change of Address' card asking them to inform the National Centre if they moved house. In addition, all cases from the 2002 sample (panel) were sent to the DWP who checked against Child benefit records and provided up-dated addresses.

**Table 5.3 Productive interviews at each wave of FACS by sample type**

Wave	Panel productive interview		Booster productive interview		Opt-in / rescreen productive interview		Overall	
	Per cent	Count	Per cent	count	Per cent	count	Per cent	count
1	n/a	n/a	50	4,659	n/a	n/a	50	4,659
2	83	4,092	50	474	36	686	78	5,252
3	84	4,671	56	727	70	3,143	80	8,541
4	84	6,919	59	811	59	153	80	7,883
5	87	6,846	56	767	65	133	82	7,746
6	84	6,578	60	803	58	90	80	7,471
7	87	6,773	65	782	57	102	84	7,657

## 5.7 FACS longitudinal response rate (1999-2005)

The same respondents are interviewed every year in FACS as part of a panel sample. This provides valuable longitudinal data on changes in family circumstances as well as a yearly snapshot of family characteristics. However, as with any other panel study (for example, the British Household Panel Survey, BHPS) there can be problems with respondents dropping out of the sample (termed "attrition") leading to the panel becoming either too small or unrepresentative of the total population. A further concern with the FACS panel is the "ageing out" of the sample. An eligibility criteria of FACS is that a family must have a dependent child<sup>22</sup> to participate. It is expected that a certain number of families will become ineligible to participate as their children grow older or leave the household. The rate of ageing out in FACS has been estimated at 3.5 per cent of families each year (McKay, 2003).

<sup>21</sup> The rescreen sample contains those families who were ineligible to participate in FACS in waves 1 and 2 (likely because their family income was too high) who became eligible to participate when the sample was redrawn in wave 3.

<sup>22</sup> Defined as a child in the household, who is under 16, or 18 and under, and in full time education.

### 5.7.1 Attrition analysis (Wave 6 to Wave 7)

Table 5.4 shows that of the 7,471 productive interviews conducted in 2004 an interview was conducted in 6,578 or 88 per cent of cases in 2005. Refusals to the interviewer were the largest contributor to panel attrition this year, representing nine per cent of those who were successfully interviewed in 2004. This was followed by non-contact with the address (four per cent).

**Table 5.4 Panel Attrition 2004 – 2005 for those interviewed in 2004**

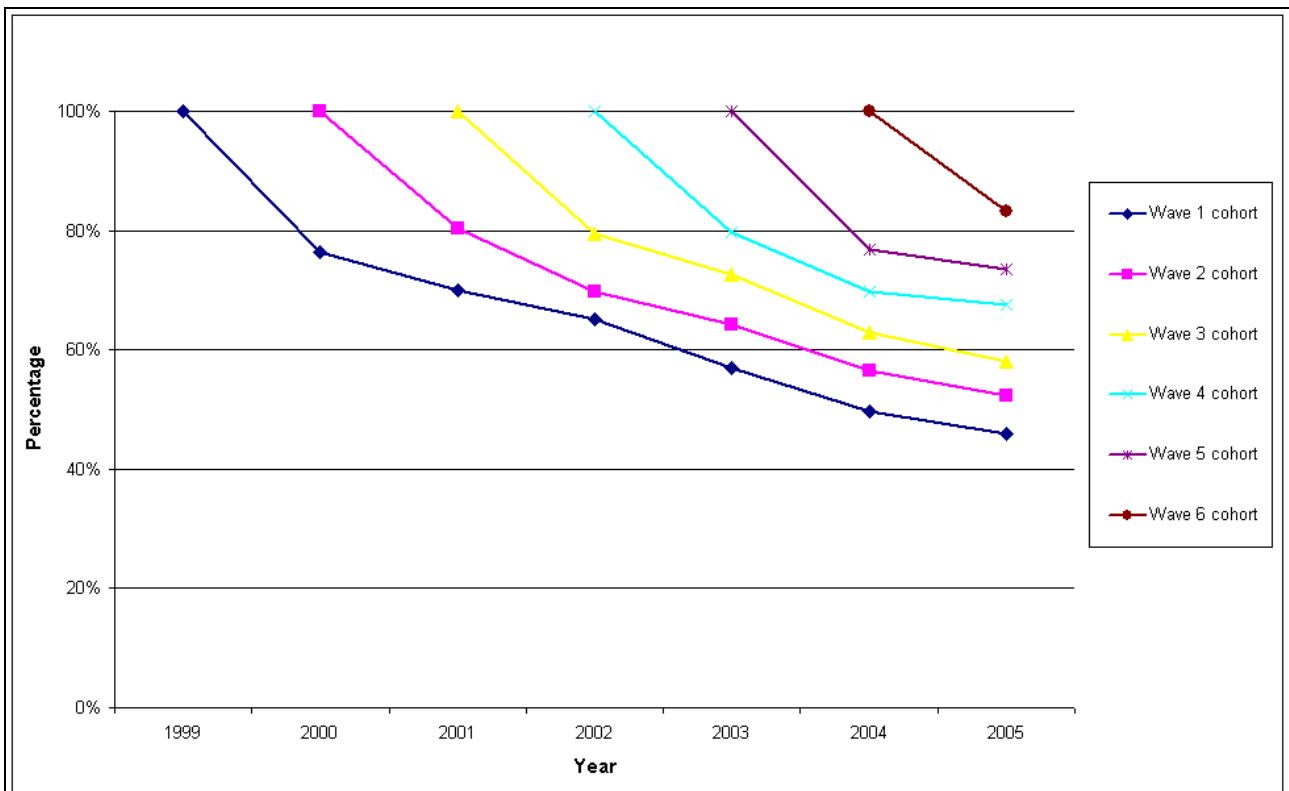
	Count	Percent
Productive interviews in 2004	7,471	100.0%
Of which:		
Productive interview in 2005	6,578	88.0%
Refusal / non-contact / unable to take part in 2005	893	12.0%
Non-contact	319	4.3%
Refusal	518	6.9%
Unable to take part	37	0.5%
Other/ not eligible	19	0.3%

### 5.7.2 Panel attrition analysis (Wave 1 to Wave 7)

As Table 5.5 shows there have been similar attrition rates amongst all seven of the yearly panel cohorts in FACS. On average, between a quarter and one fifth of respondents drop out after the first year, followed by roughly ten per cent of cases in years thereafter. On average in FACS, 78 per cent of any yearly cohort is interviewed again in the year following the first interview, 71 per cent of cases are still in the study after two years, 64 per cent after three years, 56 per cent after four years, about half (50 per cent) after the five years and just under half (46 per cent) after the seventh Wave of interviews (Table 5.5 and Figure 5.3).

**Figure 5.3 FACS yearly panel response rates, as a percentage of original cohort**





**Table 5.5 Longitudinal response as a percentage size of the original cohort, and of each waves' interviewed sample size**

FACS year	Year of first interview																			
	1999	As % of original cohort	As % of last wave	2000	As % of original cohort	As % of last wave	2001	As % of original cohort	As % of last wave	2002	As % of original cohort	As % of last wave	2003	As % of original cohort	As % of last wave	2004	As % of original cohort	As % of last wave	2005	As % of original cohort
1999*	4659	100%																		
2000	3560	76%	76%	1160	100%															
2001	3260	70%	92%	932	80%	80%	3871	100%												
2002	3031	65%	93%	809	70%	88%	3079	80%	80%	964	100%									
2003	2651	57%	87%	746	64%	91%	2814	73%	91%	768	80%	80%	767	100%						
2004	2313	50%	87%	656	57%	89%	2436	63%	86%	673	70%	88%	590	77%	77%	782	100%			
2005	2135	46%	92%	606	52%	92%	2251	58%	92%	652	68%	97%	563	73%	95%	668	83%	83%	782	100%

\*Excludes family credit sample

### **5.7.3 Demographic profile of the FACS panel**

For the Wave 6 Technical Report we identified 4,206 families who were productive at Wave 1 (Child Benefit families) and were *potential* respondents at Wave 6 by virtue of they not being excluded from the sample owing to being identified as a childless household. That is, childless households at a previous wave were not expected to be followed up for interview at a subsequent Wave. The socio-demographic characteristics at Wave 1 for those 4,206 families were compared with the subset of families who were successfully interviewed at Wave 6 to examine whether attrition was spread evenly amongst different social groups.

At Wave 7, we can identify 4,111 families who were productive at Wave 1 and were potential respondents at this wave. Table 5.6 shows that of the 4,111 productive interviews conducted in 1999, an interview was conducted in 1,928 or 47 per cent of cases in 2005.

A natural question to ask is whether the reduced sample of cases in 2005 looks different from the original sample of 1999. That is, is the attrition of the sample from 1999 to 2005 spread evenly amongst different social groups or are some groups more likely to dropout than others? The following analysis looks at a range of socio-demographic characteristics and compares those families successfully interviewed in the first Wave (1999) with those families who were still involved in 2005. Please note that this analysis compares the two groups in terms of their characteristics in 1999.

Table 5.6 shows a clear similarity in terms of socio-demographic characteristics between the original sample of 4,111 families in 1999 and the 1,928 families who also participated in 2005. However, a number of interesting differences do emerge. First, there is some evidence to suggest that non-whites are more likely to dropout than whites. Whilst 88 per cent of those taking part in 1999 were from the white group, 93 per cent of those also taking part in 2005 belonged to this category. Second, those living in the London area are more likely to dropout than families in other regions. Whilst 13 per cent of those taking part in 1999 were living in London, only eight per cent of those also participated in 2005. Finally, there is some evidence to suggest that families with younger children are less likely to drop out of FACS. Whilst 77 per cent of the families taking part in 1999 had a child below the age of 10, 86 per cent of those also participating in 2005 did so.

**Table 5.6 Profile of respondents in 1999 and 2005 (excluding childless households)**

Socio-demographic characteristics in 1999	Productive interview 1999 <sup>1</sup>	Productive interview 2005 <sup>1</sup>	Count
	Column % per category	Column % per category	
<b>Ethnic group</b>			
White	88	93	1,792
Black	4	3	54
Asian	6	3	56
Other	2	1	26
Missing	<1	-	
<b>Receipt of Income Support</b>			
Not on Income Support	65	65	1,262
Receiving Income Support	35	35	666
<b>Receipt of state benefit (not Income Support)</b>			
Not on state benefit	60	63	1,218
Receiving state benefit	40	37	710
Missing	<1	-	
<b>Employment status</b>			
Non working	58	56	1,082
Working	42	44	846
<b>Tenure</b>			
Not home owners	60	59	1,139
Home owners	40	41	789
<b>Partnership status</b>			
Couple	48	47	908
Lone parent	52	53	1,020
<b>Government Office Region</b>			
North East	7	8	153
North West	11	9	182
Merseyside	1	1	16
Yorkshire & Humberside	9	10	202
East Midlands	8	9	170
West Midlands	10	9	183
South West	7	8	161
Eastern	6	7	131
London	13	8	163
South East	10	10	196
Wales	7	8	150
Scotland	9	10	188
Missing	2	2	33
<b>Age of main respondent</b>			
16-24 years	11	11	207
25-29 years	17	19	359
30-34 years	26	29	560
35-39 years	22	24	460
40-44 years	15	12	235
45+ years	10	6	107

Socio-demographic characteristics in 1999	Productive interview 1999 <sup>1</sup> Column % per category	Productive interview 2005 <sup>1</sup> Column % per category	Count
<b>Number of dependent children</b>			
No dependent children	<1	-	
One dependent child	37	34	647
Two dependent children	37	40	762
More than two	26	27	519
<b>Age of youngest child</b>			
0-4 years	46	52	999
5-9 years	31	34	661
10-15 years	20	13	258
16+ years	3	<1	3
Missing	1	<1	7
<i>Base</i>	4,111	1,928	

<sup>1</sup> Percentages may not sum to 100 due to rounding.

It is also helpful to conduct the same analysis for the 2001 panel. The reason for interest in this group is that the sample design changed in 2001 when the study expanded to include families of all income levels (previously only low to moderate income levels were included).

For the Wave 6 Technical Report we identified 7,295 families who were productive at Wave 3 and were *potential* respondents at Wave 6 by virtue of they not being excluded from the sample owing to being identified as a childless household. The socio-demographic characteristics at Wave 3 for those 7,295 families were compared with the subset of families who were successfully interviewed at Wave 6 to examine whether attrition was spread evenly amongst different social groups.

At Wave 7, we can identify 7,073 families who were productive at Wave 3 and were potential respondents at this wave. Table 5.7 shows that of the 7,073 productive interviews conducted in 2001, an interview was conducted in 4,432 or 63 per cent of cases in 2005.

Again it is of interest to ask whether the attrition of the sample from 2001 to 2005 is spread evenly amongst different social groups or whether some groups are more likely to dropout than others. Please note that this analysis compares the two groups in terms of their characteristics in 2001.

Table 5.7 shows a clear similarity in terms of socio-demographic characteristics between the sample of 7,073 families in 2001 and the 4,432 families who also participated in 2005. As in the earlier analysis of attrition between 1999 and 2005, differences occur in the ethnic and region categories. First, there is some evidence to suggest that non-whites are more likely to dropout than whites. Whilst 92 per cent of those taking part in 2001 were from the white group, 94 per cent of those also taking part in 2005 belonged to this category. Second, those living in the London area are more likely to dropout than families in other regions. Ten per cent of those taking part in 2001 lived in the London area, whereas only eight per cent of those families also participated in 2005.

**Table 5.7 Profile of respondents in 2001 and 2005 (excluding childless households)**

Socio-demographic characteristics in 2001	Productive interview 2001 <sup>1</sup> Column % per category	Productive interview 2005 <sup>1</sup> Column % per category	Count
<b>Ethnic group</b>			
White	92	94	4,182
Black	2	2	82
Asian	4	3	114
Other	2	1	54
<b>Receipt of Income Support</b>			
Not on Income Support	83	83	3,677
Receiving Income Support	17	17	755
<b>Receipt of state benefit (not Income Support)</b>			
Not on state benefit	13	13	589
Receiving state benefit	87	87	3,843
<b>Employment status</b>			
Non working	36	35	1,558
Working	64	65	2,874
<b>Tenure</b>			
Not home owners	33	33	1,476
Home owners	67	67	2,956
<b>Partnership status</b>			
Couple	72	72	3,172
Lone parent	28	28	1,260
<b>Government Office Region</b>			
North East	6	6	282
North West	11	10	453
Merseyside	1	1	42
Yorkshire & Humberside	9	10	436
East Midlands	8	8	367
West Midlands	10	10	464
South West	9	9	394
Eastern	7	8	343
London	10	8	345
South East	14	13	581
Wales	6	6	270
Scotland	9	9	402
Missing	1	1	53
<b>Age of main respondent</b>			
16-24 years	7	7	303
25-29 years	11	12	519
30-34 years	22	23	1,031
35-39 years	27	27	1,202
40-44 years	20	20	876
45+ years	12	11	487

Socio-demographic characteristics in 2001	Productive interview 2001 <sup>1</sup> Column % per category	Productive interview 2005 <sup>1</sup> Column % per category	Count
<b>Number of dependent children</b>			
No dependent children	1	0	15
One dependent child	36	35	1,552
Two dependent children	43	45	1,976
More than two	20	20	889
<b>Age of youngest child</b>			
0-4 years	43	45	1,999
5-9 years	29	31	1,356
10-15 years	25	24	1,052
16+ years	3	0	22
Missing	0	0	3
<i>Base</i>	<i>7,073</i>	<i>4,432</i>	

<sup>1</sup> Percentages may not sum to 100 due to rounding.

## 6 WEIGHTS AND IMPUTATION

This section describes the weighting and imputation of the FACS data. The basic design of the 1999 (Wave 1) sample was to select an equal number of families from postcode sectors selected with a probability proportional to the total number of families. This design is self-weighting. However, weights are needed to deal with subsequent attrition from the sample, including those first interviewed in later waves. A grossing weight has also been calculated, to ensure the sample has characteristics very close to those of the population when analysed as a cross-section.

Such weighting serves to compensate for total (or unit) non-response, when none of the survey responses are available for a sampled family at a particular wave (Kalton and Kasprzyk, 1986). Total non-response may arise, for example, because of a refusal to participate or a family was not successfully traced from one wave to the next. Imputation procedures, on the other hand, serve to compensate for item non-response, when some but not all of the responses are available. Item non-response arises, for example, because of item refusals, 'don't know's' or omissions.

### 6.1 Weights for longitudinal respondents

When analysing panel data, we are (generally) only interested in cases where we have responses from a number of waves so that estimates of change (i.e. the movement from one state to another) can be produced. Now that FACS is a panel over seven waves (years) there are a number of possible combinations of data collection points over which change can be measured. For example, it is possible to measure change over consecutive years (e.g. Wave 1 to Wave 2 and Wave 2 to Wave 3) as well as change over non-consecutive years (e.g. Wave 3 to Wave 7). As shown elsewhere in this report, not all families who participate in any given year continue to do so in subsequent years. For example, of the 6,949 families with dependent children at Wave 6, 88% (6,127) were successfully interviewed at Wave 7.

The fact that 822 families have been "lost" from the sample between these two waves – either through refusals, non-contacts or some other form of sample attrition – needs to be taken account of in any analysis. This attrition is likely to get larger over time, although because of the effort put into tracking individuals and families, it is also possible that those lost at some stage in the panel can subsequently make their way back into the study. Nevertheless, assuming that the sample attrition has not occurred randomly, certain groups or types of families may be more or less likely to have left the panel. Failure to take into account this sample attrition will mean that the analysis of wave on wave change could be performed on samples that are not representative of families in general. To overcome the effects of non-random attrition, it is necessary to calculate longitudinal weights.

Two different sets of longitudinal weights are supplied with FACS datasets - balanced panel weights and paired transition weights.



### 6.1.1 **Balanced panel weights**

The following balanced panel longitudinal weights are supplied with the 2005 data<sup>23</sup>.

gLWAF	'Balanced panel longitudinal weight ALL families'. Use for looking at Waves 3-7, with a base of all families with dependent children in 2001. Only in the FACS 2002, 2003, 2004 and 2005 datasets, by definition.
gLWOF	'Balanced panel longitudinal weight ORIGINAL families'. In all datasets (but set as aLWOF=1 in the FACS 1999 dataset).

Balanced panel analyses can be used to explore patterns in a definitive group of respondents over time, for example, trends in family circumstances and fluctuations in income and work status. The distinctive feature of balanced panel analyses is that they only use respondents who have taken part in all years of interest.

One definitive group of FACS respondents are those who have taken part in all seven waves. This subset of FACS respondents represents a sample of *original* lone parent and lower/moderate income couple families, as high-income families were excluded from Waves 1 and 2.

In general, the longitudinal weights supplied with panel data at any wave represent the product of the sequence of attrition weights accounting for losses between each adjacent pair of waves up to that point, as well as the initial respondent weight at Wave 1. Applying this methodology, at the time of Wave 7, gLWOF can be used to re-weight for attrition the families interviewed at Wave 1 (1999). The formula used in its calculation can be summarised as follows (where A denotes Wave 1, B Wave 2, and so on):

$$1 \times \text{attritionweight}(A \rightarrow B) \times \text{attritionweight}(B \rightarrow C) \times \text{attritionweight}(C \rightarrow D) \\ \times \text{attritionweight}(D \rightarrow E) \times \text{attritionweight}(E \rightarrow F) \times \text{attritionweight}(F \rightarrow G)$$

At each particular wave the attrition weight is calculated as the inverse of the estimated probability of responding at that wave, based on characteristics such as region and family type that are likely to be associated with total non-response. (An estimated response probability of 0.8, for example, corresponds to a non-response/attrition weight of 1.25).

The attrition weight produced at Wave 7 for original families was based on a model of response between Waves 6 and 7 for those families who had taken part in each wave since the base year 1999 (Wave 1). The variables used to predict response were:

- ethnicity of respondent;

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<sup>23</sup>These longitudinal weights are defined only for those participating in every wave (i.e. Waves 3-7 for gLWAF (as the base year is 2001) and Waves 1-7 for gLWOF (the base year is 1999)). This is the methodology used in the British Household Panel Study. A maximal alternative would be to construct  $2^{W-1}$  separate longitudinal weights to capture each pattern of participation in  $W$  waves, i.e. 127 ( $2^7-1$ ) for the seven waves. To avoid such complexities many panel studies adopt the approach of producing longitudinal weights only for completely participating respondents. See Kalton and Brick (2000).

- benefit status (i.e. Income Support receipt);
- current work status of respondent;
- housing tenure (i.e. whether owner-occupier/renter);
- whether lone parent or couple;
- age of main respondent;
- number of dependent children;
- age of youngest child; and
- Government Office Region.

A logistic regression model of response at Wave 7 (1 = response, 0 = non-response) containing the above predictors was used. The values of the predictor variables were taken from the Wave 6 dataset (missing values were imputed from earlier waves).

The modelled Wave 6 to Wave 7 estimated response probabilities ranged from 0.73 to 0.98. To convert the response probabilities into the attrition weight ( $F \rightarrow G$ ) we simply obtained the inverse. The weight was then rescaled by dividing by the average to ensure that the weights were standardised around a mean of 1.

Finally, the balanced panel longitudinal weight gLWOF defined at Wave 7 was then obtained by multiplying the rescaled attrition weight ( $F \rightarrow G$ ) with the equivalent weight (fLWOF) defined at Wave 6.

A second definitive group of FACS respondents are those who have taken part in each wave since 2001. This subset of FACS respondents represents a sample of *all* families with children (i.e. not just low/moderate income households) as all families with children were included in FACS from Wave 3 (2001) onwards. Using the same methodology as for original families (but using the 2001 families as the base) gLWAF can be used at Wave 7 to re-weight for attrition all families interviewed at Wave 3. The formula used in its calculation can be summarised as follows<sup>24</sup>:

$$cGROSSW \times attritionweight(C \rightarrow D) \times attritionweight(D \rightarrow E) \times attritionweight(E \rightarrow F) \\ \times attritionweight(F \rightarrow G)$$

At each particular wave the attrition weight is calculated as the inverse of the estimated probability of responding at that wave, based on characteristics that are likely to be associated with total non-response. The non-response/attrition weight at Wave 7 for all families was based on a model of response between Waves 6 and 7 for those families who had taken part in each wave since the base year 2001. Note, however, that families with no dependent children at Wave 6 were excluded from the analysis. The variables used to predict response were:

- ethnicity of respondent;
- benefit status (i.e. Income Support receipt);
- current work status of respondent;
- housing tenure (i.e. whether owner-occupier/renter);

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<sup>24</sup> Where cGROSSW denotes the grossing weight at Wave 3. See the next section for the discussion of grossing weights.

- whether lone parent or couple;
- age of main respondent;
- number of dependent children;
- age of youngest child; and
- Government Office Region.

A logistic regression model of response at Wave 7 (1 = response, 0 = non-response) containing the above predictors was used. The modelled Wave 6 to Wave 7 estimated response probabilities ranged from 0.59 to 0.98. To convert the response probabilities into the non-response/attrition weight ( $F \rightarrow G$ ) we simply obtained the inverse. The weight was then rescaled by dividing by the average to ensure that the weights were standardised around a mean of 1.

Finally, the balanced panel longitudinal weight for all families gLWAF defined at Wave 7 was then obtained by multiplying the rescaled attrition weight ( $F \rightarrow G$ ) with the grossing weight defined at the base year of 2001 (cGROSSW) and the subsequent attrition weights ( $C \rightarrow D$ ), ( $D \rightarrow E$ ) and ( $E \rightarrow F$ ).

### 6.1.2 Paired transitions weights

The balanced panel weights are defined only for those families participating in every wave of FACS. At Wave 7 gLWAF is only defined for those families who have taken part at each wave since Wave 3 (as the base year is 2001). Families who re-entered the study at Wave 7 or new entrants since Wave 3 do not receive a balanced panel weight. A further set of longitudinal weights, 'paired transition weights', enable researchers to include these families where possible in a (weighted) analysis of adjacent waves.

The following paired transition weight is supplied with the 2005 data:

tranwtFG      'Paired transition weight Wave 6 to Wave 7'.

Using the Wave 6 families as the base, tranwtFG can be used at Wave 7 to re-weight for attrition all families interviewed at Wave 6. The formula used in its calculation can be summarised as follows (where fGROSSW denotes the grossing weight at Wave 6):

$$fGROSSW \times attrition\ weight\ (F \rightarrow G)$$

Hence, the grossing weight at Wave 6 is used to ensure representativeness of the families at Wave 6 and the attrition weight component corrects for any potential non-response bias between Waves 6 and 7.

As with the balanced panel weights, the attrition weight is calculated as the inverse of the estimated probability of responding at that wave, based on characteristics that are likely to be associated with non-response. The non-response/attrition weight at Wave 7 was based on a model of response between Waves 6 and 7 for those families successfully interviewed at

Wave 6. Note, however, that families with no dependent children at Wave 6 were excluded from the analysis.<sup>25</sup> The variables used to predict response were:

- ethnicity of respondent;
- benefit status (i.e. Income Support receipt);
- current work status of respondent;
- housing tenure (i.e. whether owner-occupier/renter);
- whether lone parent or couple;
- age of main respondent;
- number of dependent children;
- age of youngest child; and
- Government Office Region.

A logistic regression model of response at Wave 7 (1 = response, 0 = non-response) containing the above predictors was used. The modelled Wave 6 to Wave 7 estimated response probabilities ranged from 0.63 to 0.95. To convert the response probabilities into the non-response/attrition weight ( $F \rightarrow G$ ) we simply obtained the inverse. The weight was then rescaled by dividing by the average to ensure that the weight was standardised around a mean of 1.

Finally, the paired transition weight  $\text{tranwtFG}$  defined at Wave 7 for the 6,127 families who participated at Waves 6 and 7 was then obtained by multiplying the rescaled attrition weight ( $F \rightarrow G$ ) with the grossing weight defined at Wave 6 ( $\text{fGROSSW}$ )<sup>26</sup>.

## 6.2 Cross-sectional and grossing weights

### 6.2.1 Introduction

The following grossing weights are supplied with the 2005 data (with equivalents for 2001, 2002, 2003 and 2004 only).

$\text{gGROSSW}$	Grossing weight; available for FACS 2001, 2002, 2003, 2004 and 2005 datasets. Sums to sample numbers (6,990 families with dependent children in 2005), i.e. $\text{MEAN}(\text{gGROSSW})=1$ .
$\text{gGROSSP}$	Grossing weight; available for FACS 2001, 2002, 2003, 2004 and 2005 datasets. Sums to administrative numbers (6,986,120 families with dependent children in November 2005). $\text{MEAN}(\text{gGROSSP}) = 999$ in 2005.

Note that  $\text{gGROSSW}$  is simply a scaled version of  $\text{gGROSSP}$  (i.e. the weighted total of  $\text{gGROSSW}$  equals the number of families with dependent children in the 2005 dataset). It is

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<sup>25</sup> The analysis was conducted on 6,949 families.

<sup>26</sup> Paired transition weights to analyse earlier adjacent waves (e.g. Waves 4 to 5) will be created in an analogous fashion

generally recommended that analysts use the grossing weights for conducting cross-sectional analysis from 2001 onwards.

### **6.2.2 Grossing-up**

Grossing-up means calculating weighting factors that, when applied to the data, give estimates for the survey that match the population's known profile on a range of different characteristics. Some (rather technical) descriptions of the approach may be found in Deville and Särndal (1992) and Vanderhoeft (2002).

In FACS 2005, an iterative procedure was used that matches the sample to five separate population distributions, whilst ensuring that the weights are not too widely spread, and not too distant from the basic cross-sectional weight.

The population distributions or 'control totals' used to generate the grossing weights for the 2002 data (Wave 4) were:

1. Age distribution of Child Benefit recipients.
2. Number of dependent children.
3. Government Office Region.
4. Number/proportion of Working Families Tax Credit (WFTC) recipients.
5. Proportion of lone parents.

Distributions [1-3] were derived from Child Benefit (ChB) administrative data, whilst [4] was based on combining HM Revenue and Customs (HMRC) statistics (HMRC 2003) with ChB data. The proportion of lone parents, [5], was based on research by John Haskey (2002) suggesting a figure of 25 per cent of families with children.

The calculation of the grossing weights since 2002 has been revised to take account of the replacement of WFTC by the new tax credits (Working Tax Credits (WTC) and Children's Tax Credits (CTC)). The distributions currently used to match the sample to the population are:

1. Age distribution of Child Benefit recipients.
2. Number of dependent children.
3. Government Office Region.
4. Number/proportion of new tax credit recipients.
5. Proportion of lone parents.

For FACS 2005 distributions [1-3] were derived from HMRC data (published from a 5% ChB sample in November 2005), whilst the estimated proportion of lone parents remained at 25%. The control totals, [4], relating to the new tax credits were also supplied by the HMRC and are set out in Table 6.1. Note that 'other families' is calculated as the difference between the sum of the first two rows subtracted from the total number of families on Child Benefit, the latter figure also being supplied by HMRC.

**Table 6.1 New Tax Credit control totals**

Category	(IR totals) : November 2005
Families claiming WTC and CTC	1,469,300
Families claiming CTC only	3,178,000
Other families	2,338,820
Total	6,986,120 families with dependent children in GB claiming Child Benefit

Table 6.2 compares the distributions of the sample to that of the population on these five dimensions. The grossing weights supplied generally do better than would the unweighted sample in matching known national distributions for families with children.

**Table 6.2** Effects of cross-sectional and grossing weights 2005 (families with dependent children)

Characteristic	Unweighted figures	Basic cross-section weight [gXSW]	Scaled grossing weight [gGROSSW]	ChB population data
<i>Age of recipient (years)</i>				
16-24	8.1	7.6	6.1	6.1
25-29	11.4	10.6	9.9	9.9
30-34	18.6	18.2	17.6	17.6
35-39	23.3	23.4	24.1	24.1
40-44	21.0	21.3	22.8	22.8
45-49	12.0	12.8	13.0	13.0
50+	5.6	6.1	6.5	6.5
<i>Number of dependent children</i>				
1	45.1	46.1	45.1	45.1
2	39.3	38.5	38.8	38.8
3	11.6	11.6	12.1	12.1
4+	4.0	3.9	4.0	4.0
<i>Lone parent</i>	27.3	25.6	25.0	25.0
<i>Region of respondent</i>				
North East	6.1	5.1	5.0	5.0
North West and Merseyside	10.8	11.6	12.0	12.0
Yorkshire and the Humber	9.8	8.9	8.6	8.6
East Midlands	8.5	8.0	7.7	7.7
West Midlands	10.5	9.4	9.4	9.4
South West	8.9	8.6	8.4	8.4
Eastern	8.2	9.3	9.6	9.6
London	8.7	11.3	11.8	11.8
South East	13.5	13.9	14.1	14.1
Wales	6.0	5.3	5.0	5.0
Scotland	9.0	8.5	8.4	8.4
<i>New tax credit recipients</i>				
CTCs only	45.1	45.8	45.5	45.5

WTC & CTC	20.1	19.2	21.0	21.0
Other families	34.8	35.0	33.5	33.5
<b>Total</b>	6,990	6,990	6,990	6,986,120

Note: column percentages

### 6.3 Imputation

Data may be missing, or system-missing, for a number of reasons. First, there may be structural reasons. A respondent in one wave may not appear in another wave. This kind of missing data, or attrition, is dealt with through applying weights that serve to compensate for differences in response patterns among different groups. Families in London, for example, tend to receive higher weights as response rates are typically lower compared to other regions. Second, data may be missing because the questions are not relevant to that respondent. Only those families receiving a benefit are, naturally enough, asked for the amount of that benefit.

Third, missing data can arise because respondents either did not know the required answer ('don't knows') or were not prepared to provide an answer ('refusals'). This is sometimes known as 'item non-response'. This section focuses on this reason for missing data.

Missing data arising because of don't knows or refusals are not flagged as being 'user-missing' in FACS datasets, as is possible in statistical software packages such as SPSS, SAS and STATA. Mostly they have been left as missing value codes in the dataset. However, throughout the lifetime of FACS, for some important variables a system of imputation has been used to 'patch up' missing values.

Rather than having to work around missing values the imputation of don't knows or refusals makes the analysis more straightforward. It also ensures greater consistency in the kinds of results that different users produce, which might be lost if users applied different approaches. Set against these practical advantages, analysts should be cautious about drawing statistical inferences from imputed data. First, imputed values are treated in nearly all statistical software packages as real values. Standard errors of estimates are then underestimated, leading to confidence intervals that are too narrow, or to test statistics that are too large (Groves et al,2004). Second, imputation will have a greater effect in distorting the distribution of original data for variables that have a higher proportion of non-response, as the proportions of imputed data will be higher (Department for Work and Pensions,2005).

#### 6.3.1 Approaches to imputing missing data

A variety of approaches have been used by survey researchers and secondary data analysts to impute missing values. The simplest approach is listwise deletion or 'complete case analysis'. This means excluding cases where there are missing values on any variables required. It is common for those supplying survey data to be opposed to listwise deletion, on the general grounds that it throws away data that was expensive to collect.

An alternative is imputation. In single imputation the missing value is replaced with one imputed value. In multiple imputation (Rubin,1987), several values are used. Survey data collectors have tended to rely on single imputation methods – substituting for each missing value a specific answer, based on a reasonable guess or method. Analysis may then proceed using all available cases, whether imputed or not. The value used instead of the missing value may, for example, be:

- a summary statistic such as the mean or median of the non-missing values (the mode for categorical data);
- a prediction from a regression model, sometimes called an algorithm approach (or, in simpler models, the conditional mean or subgroup means)<sup>27</sup>; or
- a value from a relatively ‘similar’ case to the respondent with a missing value (the ‘hot-deck’ method).

Different surveys have adopted quite different approaches to imputation. The Family Resources Survey uses a high proportion of hot-deck approaches (72 per cent of imputed missing values in 1999-2000), having previously pioneered the use of Neural Network imputations. The British Household Panel Survey (BHPS) uses a mixture of hot-deck and approaches based on regression models. Additional BHPS imputation uses information from previous waves.

### **6.3.2 Imputing FACS 2005 data**

The FACS approach to data imputation is currently less sophisticated than towards other survey elements such as weighting. Most imputations for FACS datasets are based on replacing missing values (‘don’t knows’ or ‘refusals’) with the (weighted) median of the non-missing values. In many instances, the median among particular sub-groups is used where sub-group membership is known. For example, the payment frequency for a respondent may be known even if the value of earnings is not.

Where variables have been imputed, a flag variable ending ‘X’ has been created to show this fact. The flag variable contains the value that has been replaced (following BHPS practice), typically 998 in the case of a refusal and 999 for respondents who don’t know the answer. The method of imputation for each variable is shown in Table 6.3, whilst the number of imputations made is shown in Table 6.4. The most common imputations related to housing costs, savings, income and debts. The imputations included in the FACS series are pragmatic and facilitate analysis, but users may wish to consider other approaches in particular settings.

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<sup>27</sup> As an example of a conditional or subgroup mean, the imputed mean for monthly housing payments may depend on the respondent’s tenure (which may be known for all families).



**Table 6.3**      **Methods of imputation used**

<b>Variable</b>	<b>Imputation method</b>
GWRK27	Median
GWRK83	Median
GWRK34	Median
GPWRK27	Median
GPWRK83	Median
GPWRK34	Median
GBEN2_1 - GBEN2_13	Mean
GBEN2_15 - GBEN2_23	Mean
GBEN2_14	Algorithm
GIS1	Median
GSAV2_1 - GSAV2_13	Median, by tax credit group <sup>28</sup>
GSAV4	Median, by tax credit group
GWRK17	Median, by payment frequency
GWRK25	Median, by payment frequency
GWRK17B	Median, by payment frequency
GWRK18	Median, by payment frequency
GWRK19	Median, by payment frequency
GWRK21	Median, by payment frequency
GWRK81	Median amount (for modal period)
GOIN2	Median amount (for modal period)
GPWRK17	Median, by payment frequency
GPWRK25	Median, by payment frequency
GPWRK17B	Median, by payment frequency
GPWRK18	Median, by payment frequency
GPWRK19	Median, by payment frequency
GPWRK21	Median, by payment frequency
GPWRK81	Median amount (for modal period)
GPPAY	Median, by payment frequency
GOUS14	Median amount (for modal period)
GHOUS23	Median amount (for modal period)
GHOUS24E	Median amount (for modal period)
GHOUS25	Median amount (for modal period)
GHOUS43	Median amount (for modal period)
GHOUS52	Median monthly payment
GHOUS54	Median monthly payment
GEXP121 - GEXP188	Median
GCM5 - GCM17	Median amount (for modal period)

<sup>28</sup> Families were defined as either claiming CTCs only, WTC and CTC, or other.

**Table 6.4 Imputed variables in FACS 2005 dataset, by frequency of imputation**

Variable	N	Label	Flag
ghous54	929	Water charges	ghous54x
gppay	517	Proxy earnings of partner	gppayx
ghous25	443	Water charges	ghous25x
gsav4	408	Worth of investments	gsav4x
gsav2_2	269	Savings in a bank current account	gsv2_2x
gsav2_1	256	Savings in a bank deposit account	gsv2_1x
ghous43	241	Mortgage payments	ghous43x
gsav2_11	222	Savings in ISAs - cash based	gsv2_11x
gwrk18	210	Deductions to pay due to pension contributions	gwrk18x
gwrk25	201	Amount usually paid	gwrk25x
gpwrk18	170	Deductions to pay due to pension contributions	gpwrk18x
gben2_16	170	Amount of Children's Tax Credit	gben2_16x
gsav2_4	163	Savings in a building society account	gsv2_4x
gben2_14	160	Amount of Child Benefit	gben2_14x
gsav2_12	144	Savings in ISAs - stocks and shares	gsv2_12x
gsav2_6	113	Savings in premium bonds	gsv2_6x
gwrk17	111	Amount last paid	gwrk17x
gpwrk17	105	Amount last paid	gpwrk17x
gpwrk25	89	Amount usually paid	gpwrk25x
ghous24e	87	Rent payments	ghous24ex
gwrk27	86	Weekly hours	gwrk27x
gsav2_13	71	Savings in other savings	gsv2_13x
gsav2_10	68	Savings in a TESSA	gsv2_10x
gcm17	67	Maintenance receipt payment	gcm17x
gpwrk27	63	Weekly hours	gpwrk27x
gexp124	59	Owe for Council Tax	gexp124x
gben2_15	54	Amount of Working Tax Credit	gben2_15x
gexp129	51	Owe for water rates	gexp129x
gwrk19	48	Deductions to pay due to union dues	gwrk19x
gpwrk19	41	Deductions to pay due to union dues	gpwrk19x
gben2_13	38	Amount of Income Support	gben2_13x
gcm5	36	Maintenance receipt payment	gcm5x
gwrk21	31	Deductions to pay due to other dues	gwrk21x
gpwrk21	31	Deductions to pay due to other dues	gpwrk21x
gwrk17b	30	Amount of Working Tax Credit	gwrk17bx
ghous23	27	Rent payments	ghous23x
gben2_6	25	Amount of DLA - mobility component	gben2_6x
gsav2_3	24	Savings in a post office account	gsv2_3x
gexp121	24	Owe for electricity bill	gexp121x
gexp122	23	Owe for gas bill	gexp122x
gsav2_5	22	Savings in a friendly society account	gsv2_5x

*continued...*

<b>Variable</b>	<b>N</b>	<b>Label</b>	<b>Flag</b>
gsav2_7	21	Savings in family bonds	gsv2_7x
gben2_5	20	Amount of DLA - care component	gben2_5x
gsav2_9	18	Savings in national savings	gsv2_9x
gwrk81	17	Income from second jobs	gwrk81x
gben2_1	17	Amount of Incapacity Benefit	gben2_1x
gpwrk17b	16	Amount of Working Tax Credit/Disabled Persons Tax Credit	gpwrk17bx
gis1	15	Start of Income Support spell	gis1x
gben2_18	13	Amount of Statutory Maternity Pay	gbn2_18x
gexp1210	11	Owe for other bills	gxp1210x
gexp128	10	Owe for other HP payments	gexp128x
gpwrk81	9	Income from second jobs	gpwrk81x
gexp185	9	Owe for loan from friend or relative	gexp185x
gben2_7	9	Amount of DLA for children - care component	gben2_7x
gben2_3	9	Amount of Statutory Sick Pay	gben2_3x
gwrk83	8	Additional hours	gwrk83x
gexp151	8	Owe for credit cards	gexp151x
gexp126	8	Owe for telephone bill	gexp126x
gsav2_8	7	Savings in a credit union	gsv2_8x
ghous14	7	Housing costs	ghous14x
gben2_8	7	Amount of DLA for children - mobility component	gben2_8x
goin2	6	Extra money	goin2x
gben2_20	6	Amount of Jobseekers Allowance	gbn2_20x
gpwrk83	5	Additional hours	gpwrk83x
gexp184	5	Owe for loan from money lender	gexp184x
gben2_2	5	Amount of Severe Disablement Allowance	gben2_2x
gben2_17	5	Amount of Maternity Allowance	gbn2_17x
gben2_11	5	Amount of Invalid Care Allowance	gbn2_11x
gexp154	4	Owe for catalogues	gexp154x
gexp127	4	Owe for television/video rental bill	gexp127x
gwrk34	3	Weekly hours (self-employed)	gwrk34x
gexp187	3	Owe for loan from social fund	gexp187x
gexp182	3	Owe for bank/building society loan	gexp182x
gexp125	3	Owe for insurance bill	gexp125x
gpwrk34	2	Weekly hours (self-employed)	gpwrk34x
ghous52	2	Mortgage interest payments	ghous52x
gexp183	2	Owe for finance company loan	gexp183x
gben2_9	2	Amount of Industrial Injuries Disablement benefit	gben2_9x
gben2_22	2	Amount of State Retirement Pension	gbn2_22x
gben2_12	2	Amount of other health benefit	gbn2_12x

*continued...*

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<b>Variable</b>	<b>N</b>	<b>Label</b>	<b>Flag</b>
gexp188	1	Owe for other loan	gexp188x
gexp153	1	Owe for shop/store cards	gexp153x
gexp123	1	Owe for other fuel bills	gexp123x
gben2_19	1	Amount of Widows Benefit	gben2_19x

---

## 7 CODING, EDITING AND CHECKING OF DATA

### 7.1 Introduction

Checks on the FACS data are conducted at three separate stages in the collection and production of the data. The majority of data validation is carried out in the first stage by interviewers using the CAPI program in the field. Secondly, more complex checks, which may prove time consuming and detrimental to the successful completion of the interview are carried out 'in-office'. Finally, an initial dataset is compared with data from the last wave of FACS as well as Government administrative data to check for any inconsistencies.

### 7.2 Checks in the CAPI program

Interviewer checks in the CAPI program allowed interviewers to clarify and query any data discrepancies directly with the respondent. The CAPI program applies range and consistency error checks and both types of checks are used extensively throughout the questionnaire. The CAPI range checks were on all the main continuous variables and the ranges were based on previous waves data, as well as interviewer feedback and feedback from checks carried out in previous waves' edit processes. Where a check was triggered the interviewer often opened and recorded a note explaining the respondent's situation.

For each productive interview a 'fact sheet' was produced for editors and the research team to use. This provided a concise summary of the respondent and key data from the interview to alert editors to possible errors or inconsistencies that need to be dealt with at a later stage. A typical fact sheet will contain a listing of the respondent's details, key data items, open and "other specify" responses, interviewer comments and results to pre-defined edit checks (i.e. whether they have passed or failed the check).

### 7.3 Editing and coding the questionnaire

An experienced Data Processing Team carried out coding and editing of questionnaires at the *National Centre's* Brentwood offices. Researchers at the *National Centre* were continuously involved in all complex editing decisions. The survey sponsor (DWP) agreed all edit checks and coding instructions (a copy can be found in Appendix C).

If the editor could not provide a solution to the check, they would flag the check for further consideration by the research team. These more complex checks required 'in-office' editing and coding using a modified version of the CAPI program. The majority of these checks were consistency checks where responses in different parts of the questionnaire were unlikely to occur (for example, extreme values of amounts) or were not logically possible according to some pre-defined rule.

Researchers attempted to validate the extreme value or inconsistency by examining other characteristics of the case to see whether the keyed response could be valid. For example, if very high earnings are identified, an attempt was made to examine whether this is caused through the payment of a bonus, or due to the respondent being in a high wage occupation.

If a satisfactory explanation for the check was not forthcoming from either of these two processes then previous year's data for cases with similar characteristics to the case reporting the extreme value were examined. If it was still not possible to resolve the inconsistency or extreme value at this stage, the value remains in the data file with a flag attached to the case. For instance, if it is a value associated with a benefit amount, the presence of an inconsistent or extreme value is noted in the 'benflag' variable.

Researchers carried out imputation (see chapter 6) of missing data after the data had been through the data edit stage.

### 7.3.1 Coding of open and 'other specify' questions

The number of verbatim questions to be coded were as follows (Table 7.1):

**Table 7.1** Number of verbatim questions in FACS 2005

	Main respondent interview	Partner interview	Proxy partner interview
Open	8	3	2
Other specify	51	15	1

The code frames used on this study were developed by *National Centre* researchers from a listing of responses to the relevant questions from the first 500 completed interviews.

In the course of each interview, where a respondent gave details of current or recent spells of employment, this information was coded to the Standard Industrial and Standard Occupational classifications - *SIC (1992)* and *SOC (2000)*. Industry was classified to a 2-digit level and Occupation to a 3-digit level.

A complete description of the codes developed at this stage of the project is available in the questionnaire documentation that accompanies this report (Appendix D).

## 7.4 Data checks

Once the editing and coding of the FACS data was completed initial datasets at both family and child level were prepared. Numerous additional checks were carried out on all variables in these datasets by NatCen and external collaborators, specifically:

- Frequencies of all variables in the Wave 7 dataset were run and the results were compared with those from previous waves to check consistency. In addition, the means, medians and maximum and minimum values of all continuous variables were compared with those from previous waves. If the values differed from Wave 6 by more than five per cent then the values were examined by researchers at NatCen. If an inconsistency could not be resolved then extreme "outlying" values were once again checked and flagged.
- DWP also examined the initial FACS dataset (containing raw variables only) and compared key estimates from Wave 7 with Wave 6 raw variables, to ensure constancy.

- Steve McKay at the University of Birmingham compared key household demographic variables, income and benefit variables in the Wave 7 dataset (raw variables and derived variables) with Wave 6 estimates (comparing the distribution of answers, numbers of missing values, size of max/min).
- HMRC compared the Wave 7 Tax Credit claimant figures with administrative data, to ensure the estimates in FACS were consistent with official data.

## **7.5 Data availability**

A data set with complete survey documentation will be deposited in the Economic and Social Research Council Data Archive at the University of Essex.

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## **APPENDIX A PRE-PILOT AND PILOT DOCUMENTS**

The following documents (referred to in Chapter 3) appear in this appendix:

Development work before the pilot

- Development of childcare questions; cognitive testing report
- Development of procedure for data linking ; the expert panel
- Cognitive testing of Data Linking documents

Pilot:

- Evaluation form
- Report

## **APPENDIX B MAIN FIELDWORK DOCUMENTS**

The following documents (referred to in Chapter 4) appear in this appendix:

- Opt out letter
- Advance letter – panel/booster
- Mover letter – panel
- Address Record Form (ARF) – panel/booster
- Data linking documents
- Fieldwork update report
- FACS study leaflet

Where appropriate, Welsh copies of letters have also been included. Originally, some documents were coloured, rather than black or white (for example, the letterhead logo, front cover of ARFs and study leaflet). However, original colours have not been replicated here.

## **APPENDIX C EDITING AND CODING DOCUMENTS**

The coding and edit instructions (referred to in Chapter 7) appear in this appendix.

## **APPENDIX D FIELDWORK QUESTIONNAIRE**

The family level questionnaire (Word format) is included in this appendix.

P2472

# FACS wave 7 Cognitive testing of childcare questions

Prepared for DWP, IR and DfES  
April 2005

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## 1 BACKGROUND

The aim of this cognitive testing was to look at the development of some new questions about childcare to be used on wave 7 of the Families and Children Study. Although questions about childcare have been asked in previous waves of the study they have only been asked of those respondents in work. The structure of these questions has always been very detailed with a series of questions asked about each child and each type of childcare used. The current questions also ask about differences in childcare between school term time and during school holidays.

The key aims of this round of cognitive testing was:

- Establish whether the questions were suitable for people who were not in work
- Look at the understanding of the terms used for the different types of childcare
- Explore respondents ability to estimate the amount of time used for each childcare type and, for those who were working, how much of this is for when they are at work
- Explore ways of establishing differences in childcare and work arrangements during the school holidays

## 2 ACHIEVED INTERVIEWS

Four experienced cognitive interviewers undertook the testing. They were asked to achieve a minimum of 5 interviews, 3 with respondents who were working and 2 with respondents who were not working. Interviews were to be conducted with the female mother figure in the household.

Interviewers were working in different areas in England including the south west, north east and the midlands. The type of areas they covered included rural, sub-urban and a small town.

Feedback suggested that it was relatively easy to obtain the interviews with the relevant respondents either through cold calling or 'snowballing'.

In total 21 interviews were achieved, 14 with respondents who were working (including full time, part time, casual and shift workers) and 7 with respondents who were not working.

## 3 FINDINGS AND RECOMMENDATIONS

### 3.1 Q1 to Q5

Q1 Int1 CODE OR ASK: First, can I just check, are you currently in paid employment? Please include part-time or temporary work, or self-employment.

Yes	1
No	2



Q2            How many children aged 13 or under do you have who live in this  
Int2           household?  
  
ENTER NUMBER

Q3            How old is he/she/your youngest child?  
Int3  
  
ENTER AGE OF CHILD 1

Q4            And what is his/her name?  
Int4  
  
ENTER NAME OF CHILD 1

IF MORE THAN ONE CHILD AGED 13 OR UNDER (Q2 > 1)

Q5            How old is/are your other child(ren)?  
Int5  
  
ENTER AGE OF CHILD 2   
ENTER AGE OF CHILD 3   
ENTER AGE OF CHILD 4   
ENTER AGE OF CHILD 5   
ENTER AGE OF CHILD 6

The first five questions were designed to provide information that was needed for later routing in the questionnaire and to establish the 'reference child' about whom the questions would be asked.

For the cognitive testing the childcare questions were only asked about the youngest child in the household (in the CAPI questionnaire the questions will be asked about all children in the household age 16 and under). The age of the 'reference child' in the cognitive testing ranged from 1 to 10 years, medium 4 years.

### Findings

- Respondents with children of similar or same age (two respondents had triplets) found it difficult to focus on the childcare for just the one child, especially when the childcare was the same for all of them.
- Interviewers felt that Q1 meant respondents tended to think that we were only asking about childcare that used when they were working.
- For future cognitive testing: These introductory questions should have included a question about whether the respondent had a partner living in the household.

### Recommendations

- Although the use of textfills of the child's name in the CAPI should go some way to overcome this first problem we need to be aware that it may be difficult for some respondents to separate out the childcare for the different children in the household.
- Maybe consider including an introductory explanation that the questions are going to be asked about each child so the respondent is aware of this.
- Need to review the structure of the CAPI questions to ensure that it is not too repetitive for those cases where the arrangements are the same for all or some of the children and also allows for easy coding of this by the interviewers.

### 3.2 Q6 CcUsu

Q6 SHOW CARD A

CcUsu These questions are about arrangements that you may use to look after your child(ren). We are interested in the different arrangements shown on this card. That is anyone who looks after your child, excluding yourself [and your partner]. Please include all types of arrangements formal or informal, paid or unpaid. Please do not include time when your children were at school during school hours.

#### Findings

- Generally it was felt that this question was too long and detailed for respondents to take in, especially as they were also looking at the show card at the same time. Interviewers were unsure when to introduce the show card.
- The wording of the question is quite formal, especially using terms like 'arrangements'. It was felt that this formal wording made the respondents think it was about childcare used for when people were working.
- The terms 'formal' and 'informal' generally understood eg formal = paid for, use regularly, planned.
- Term 'look after' caused some problems as respondents took this to mean that it did not include those types of childcare which were also educational eg nursery class attached to a primary school and Local authority nursery school or crèche.
- A similar problem was found with the phrase 'Please do not include time when your children were at school during school hours' as these types of childcare mentioned above were considered to be school and therefore not included.

#### Recommendations:

- Shorten this introduction.
- Consider whether we should use the term 'childcare' instead of 'arrangements'.
- Remove the last sentence as it is not adding anything to the question and is causing confusion.
- Consider whether should be using the show card at this introduction.

Below is the introduction used in PDFC. This is still quite lengthy but the reference to during school hours is as an interviewer note. (The terms 'childcare or nursery education/childcare' are textfills which are based on the age of the children. If all the child is aged 5 and over then the textfill is 'childcare'.)

#### IntCarB

I would like to ask you about any [childcare or nursery education/childcare] that [*children's names*] may have received recently.

We are interested in all the different types of [childcare or nursery education/childcare] shown on this card.

By 'childcare' I mean care carried out by anyone other than yourself [or (*partner's name*)]. Please include all types of [childcare or nursery education/childcare], both formal and informal. We are interested both in people who do not use regular [childcare or nursery education/childcare] and in those who do.

INTERVIEWER: IF CHILD IS SCHOOL AGE, PLEASE DO NOT INCLUDE TIME WHEN THE CHILD WAS AT SCHOOL DURING SCHOOL HOURS, EXCEPT FOR NURSERY AND RECEPTION CLASSES.

### 3.3 Q7 CcTyU

Q7 SHOW CARD A

CcTypU What are your usual arrangements for looking after [child's name]?  
CODE ALL THAT APPLY

Group1	Ex-partner	1
	Child's grandparents(s)	2
	Child's brother or sister	3
	Other relative/ friend	4
Group2	Babysitter	5
Group3	Nanny/ au pair/ home childcarer	6
Group4	Local Authority nursery school or crèche	7
	Private day nursery or crèche	8
	Workplace nursery or crèche	9
Group5	Registered childminder	10
	Unregistered childminder	11
Group6	Playgroup or pre-school	12
	Nursery class attached to a primary school	13
Group7	Out of school club (e.g. before/ after school)	14
	Holiday club/scheme	15
	Old enough to look after themselves	16
	Other type of arrangement ( <i>Please write in</i> )	17
None of these (SPONTANEOUS)		18

#### Findings Question:

- The term 'usual arrangements' had different meanings for different respondents. Some thought about all the arrangements they had used since the child was born, this was especially the case for the younger children. Others were thinking about the most recent or current arrangements for example, one respondent had recently changed her arrangements and referred to this when answering the question.
- For some respondents 'usual' didn't included childcare that only happened occasionally even if it happened regularly eg once a month.
- Some respondents requested a time period eg Do you mean in the last year, the last month etc?
- Others wanted to know whether it meant all arrangements in the past or just their current arrangements.
- Some commented that because their arrangements were different in the school holidays it was difficult to say what were their 'usual' arrangements.

#### Recommendations Question:

- There is some indication that a reference period would easier for respondents to answer. This would also overcome the problem of respondents using different time periods when answering the question.

- It has been recognised on other studies<sup>1</sup> that using the term 'usual' means that irregular patterns of arrangements are not included. The findings from the this cognitive testing suggest that infrequent but regular arrangements may also be excluded.
- Although not covered in the cognitive testing, some of the findings suggest that asking about childcare in school term and school holidays is a better approach.

#### **Findings code list:**

- Childcare that was used regularly but only occasionally (eg once a month) or irregularly tended not to be coded and was only mentioned following the probing. Generally these were the informal types of childcare but not always.
- Childcare which was used for non-work reasons (eg socialising) was sometimes not included maybe because respondents thought the question was only about childcare they used when working.
- One non-working respondent didn't feel any of the types of childcare were relevant to her but on probing it was established that sometimes the grandparent's looked after the children.
- Interviewers felt that the list was too long and this is why people missed some of the codes.
- There was some confusion about the term 'Ex-partner' as some respondents took this to mean a ex-boyfriend and couldn't see why it would be relevant. It was also queried about why this was at the top of the list when it wouldn't apply to that many people.
- Because 'Other relative/friend' is one code sometimes respondents missed the reference to relative and mentioned it under 'other type of arrangement'.
- The term 'babysitter' caused some problems as it was not necessarily an exclusive code for example, the babysitter could also be a friend.
- Generally people didn't understand the distinction between 'Local Authority nursery school or crèche', 'Playgroup or pre-school' and 'Nursery class attached to a primary school'. Those using these types of childcare found it difficult to decided which was the right code.
- It wasn't always easy for respondents to decide whether the nursery school or day nursery was Private or Local Authority. Respondents tend to refer to the childcare by it's local name eg Busy bees, rather than the type of provider.
- One respondent suggested it would make more sense if it said Local Authority funded nursery school/crèche.
- Generally the terms 'Nanny' and 'Au pair' were understood but only one respondent understood and was able to describe a 'Home childcarer'. None of the respondents used these types of childcare.
- Unregistered and registered childminder were also generally understood but probing showed that this sometimes included what would be considered to be a home childcarer.
- An unregistered childminder was thought to be negative (ie a childcare that you wouldn't want to use) so some may be reluctant to use this code.
- 'Old enough to look after themselves' was also thought not to be a good thing to say so again people may be reluctant to mention this.
- One respondent was unsure where to code neighbour.
- Respondents generally thought the list was comprehensive.

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<sup>1</sup> Williams R (2004) Investigating hours worked measurements. Labour Market Trends, Feb 2004, pp71-79

**Recommendations code list:**

- Consider splitting the question so that ask about formal and informal arrangements separately.
- Consider giving both respondents and interviewers definitions of the formal types of childcare as is done on PDFC.
- Review whether it is necessary to know the provider the nursery school/day nursery/crèche.
- Only have childminder on the show card and then a follow up question to establish whether they are registered or unregistered.
- Reorder the codes on the list so ex-partner is not first on the list.
- Change code ex-partner to 'ex-husband or ex-partner'.
- Have separate codes for 'Other relative' and 'Friend'.
- Maybe include 'Neighbour' in the 'Friend' code.

**3.4 Q8 CcNne**

Q8 Can I just check what arrangements do you use to look after [child's  
CcNne name] when you are working?  
CODE ALL THAT APPLY

Only work during school hours	1
Take them to work with me	2
Work at home	3
Looked after by partner	4
Other type of arrangement	5

All the respondents were using some form of childcare so this question was not asked or tested in this pilot.

**3.5 Q9 CcHrs and Q10 CcWrk**

To avoid too much repetition and reduce the length of the interview the types of childcare were grouped (see section 3.3) and the follow up questions CcHrs and CcWrk were only asked about the first type of childcare mentioned in the group.

Q9 How many hours per week does [child's name] usually spend being looked after by  
CcHrs [childcare type]?

ENTER NUMBER

Q10 And thinking about the hours of the week when [child's name] is looked after by  
CcWrk [childcare type], for approximately how many of these hours are you working? Please include any time spent travelling to and from work.

ENTER NUMBER

**Findings:**

- Generally respondents found it difficult to give an answer to these questions. This was especially the case when the childcare used was used infrequently or the arrangements were irregular. This tended to be more common for the informal types of childcare.
- Those who were not working found this a more difficult task than those who were in work. However, among the respondents who were working, those working part time or irregular shifts also found this a very difficult task.
- Those who used childcare regularly, and for same amount of time each week, found the questions easier to answer.
- Some respondents and interviewers queried about how accurate this information needed to be for example would giving the answer as banded hours or an average be sufficient?
- The term 'per week' caused problems for respondents where the childcare was used very infrequently especially if that type of childcare had not been used recently (some respondents hadn't used the childcare mentioned for several months or even years).
- Some respondents used combinations of childcare for example, the child is taken to the play group by the childminder, so it was difficult for them to summarise the number of hours spent with the different providers.
- One respondent describe the process of trying to work out the number of hours used as 'mental torture'.
- A couple of respondents requested a pen and paper so they could do the calculations.
- Some respondents agonised over giving the right answer, while others gave up trying and guessed or estimated the hours used.
- Similar comments were made about Q10 CcWrk.
- The respondent who worked shifts found it difficult to estimate how much of the childcare was for when she was at work partly because her husband also helped with the childcare.
- There were some indications that respondents were reluctant to say they used childcare for reasons other than when they were at work. However others did make comments about the use of childcare for other reasons for example, 'it is important for the child to socialise with other children'.

**Recommendations:**

- We need to accept that with these questions we are only going to get a rough approximation of the number of hours used.
- Need to consider how relevant the information is when the childcare hasn't been used for some period of time.
- It should be made clear in the question that an average or rough approximation is sufficient so that respondents don't feel under pressure to give precise answers.

**3.6 Q25 CcHol and Q26 CcDif**

**Q25** Now thinking about during the school holidays, do your childcare arrangements for  
**CcHol** [child's name] change in the school holidays?

Yes, arrangements change	1
No, arrangements the same	2

**If Q25=YES (Q25=1)**

**Q26** How do your childcare arrangements change during the school holidays?  
**CcDif** CODE ALL THAT APPLY

Use a different provider(s)	1
Number of hours used increase	2
Number of hours used decrease	3
Other	4

**Findings:**

- Most respondents responded ‘no’ to the first question but on probing there were found to be changes in the arrangements. Interviewers felt that the word ‘changes’ was the reason for this, although the arrangements may be different in the school holidays these were regular, planned arrangements so were not seen as a change. For example, one respondent who used a nursery school said no to this question. On probing it was established that the nursery school was closed during the school holidays. As this was normal it was not seen as a change.
- Another respondent commented that the grandparents took the children out more during the school holidays but did not see this as a change in the arrangements as they also cared for the child during school term time.
- In one case the way the childcare provider was paid was different in the school holidays, ie paid weekly rather than monthly, and this was considered to be a change in arrangements.
- Those who were not working were less likely to change their childcare arrangements during the school holidays.
- Some responses to Q26 CcDif were not easily accommodated in the given code frame. Examples include; don’t use any childcare, hours are the same but the arrangement of these hours are different in the school holidays.
- Interviewers felt Q26 would better as a ‘read out’ but we would need to review the terms used especially ‘provider’ as this is not the kind of language respondents used to describe the changes.
- Interviewers needed get quite a lot of detail about the changes in the arrangements before they were able to code the answer.

**Recommendations:**

- Refer to ‘differences’ in childcare rather than ‘changes’.
- Give respondents some indication of the differences we are asking about by including them in the question or using a ‘read out’.
- Use the term ‘different type of childcare’ rather than ‘provider’.

**3.7 Q27 CcChg and Q28 CcHow**

**ASK IF RESPONDENT IS WORKING (Q1=YES)**

**Q27** During the school holidays, do you [or your partner] change your working  
**CcChg** arrangements?

Yes

No 

2
---

**If Q27=YES (Q27=1)****Q28** Can you tell me how your work arrangements change?

CcHow CODE ALL THAT APPLY

I do not work	1
My partner does not work	2
I work fewer hours	3
My partner works fewer hours	4
I work more hours	5
My partner works more hours	6
I work at home	7
My partner works at home	8
Other working arrangement	9

**Findings:**

- Interviewers thought this question would work better with a show card.
- The current codes didn't allow answers such as 'take annual leave', 'take time off in lieu' 'take child to work' and 'work same number of hours but different arrangement of hours over the week'
- 'I don't work' was seen as meaning 'I don't have a job' rather than 'I don't work during the school holidays'.
- One respondent's working arrangements were such that she never worked during the school holidays so didn't see this as a change in her working arrangements.
- A couple of respondents worked the same number of hours per week during the school holidays but the arrangement of these hours were different eg started and finished work earlier during the school holidays.

**Recommendations:**

- Use a show card at this question.
- Replace the code 'I don't work' (and the partner equivalent) with 'Take annual leave/days in lieu'

**3.8 Q29 CcPrb and Q30 CcWht**

**Q29** Do you have any problems making arrangements to look after your child(ren) during the school holidays?  
CcPrb

Yes	1
No	2

**If Q30=YES (Q30=1)****Q30** What problems have you had?

CcWht



### Findings:

- The term 'problems' was interpreted differently. Some saw this as an 'emergency situation' such as a breakdown in planned childcare whereas others mentioned finding suitable/appropriate childcare care.
- The term 'problems' meant that respondents tended to say. The term 'difficulties' was thought to be more appropriate.
- Most respondents were thinking about the summer holidays when answering this question. Generally the childcare arrangements during this holiday was planned in advance so it was only considered a problem if the planned childcare changed.
- Respondents could explain what changes in childcare arrangements would cause problems in the future for example, it would be a problem if the childminder was on holiday in August, but not about problems that had happened in the past.
- As Q30 was an open question this was not included in the testing.

### Recommendations:

- Need to clarify the purpose of this questions and whether the respondents responses to it are as intended/expected.
- There is some indication that a lot of people are going to answer no to this question in the current format and the use of the term 'difficulties' may produce different responses.
- A reference period (eg last summer holidays) may help focus respondents on actual events rather than possible future problems.

## 4 SUMMARY

- Are the questions suitable for people who are not in work?

The findings of the cognitive testing indicate that the questions can be used with respondent who are not working but not without a caveat. Those respondents who were not working were more likely to use informal childcare and did not always mention this until the interviewer probed further. Therefore at the mainstage these types of childcare may not be mentioned and so give a underestimation of the childcare used. Further to this, their use of childcare tends to be more infrequent and irregular which means these respondents will find it difficult to give the number of hours used per week and the answers are likely to be rough estimates.

- Understanding of the terms used for the different types of childcare

Not all types of childcare listed on the show card were understood. This was mainly for the more formal types of childcare. The terms used to refer to the formal types of childcare need to be reconsidered so that they are easily understood and identified by respondents but are still specific enough for analysis purposes. This may mean the addition follow up questions to obtain more details about the childcare used.

- Respondents ability to estimate the amount of time used for each childcare type and, for those who were working, how much of this is for when they are at work

This was generally seen as a difficult task and it needs to be acknowledged that the information obtained from these questions is not going to be very precise particularly for those types of childcare which are used infrequently and/or on an irregular basis.

- Explore ways of establishing differences in childcare and work arrangements during the school holidays

The questions about changes in childcare arrangements during the school holidays used in the cognitive testing were not very successful. The current version of the questionnaire already has questions to establish differences in childcare in the school holidays (see below) and it is suggested that these questions continue to be used.

**Wrkch1a**

When you are working, do you use the same childcare arrangements for looking after [name of child] during school term-time and in school holidays?

*{If Wrkch1a =yes }*

**Wrkch1c**

Are the number of hours per week used to look after [name of child] the same during school term-time and in school holidays (for each childcare provider)?

The question about changes in work arrangements were more successful. The use of a show card and some revision of the pre-codes suggest this could be used in the main questionnaire if there is space to accommodate it.

It is suggested that the questions about problems with arrangements during the school holidays is not included in the main questionnaire.

P2472

# FACS wave 7 Cognitive testing of Data Linking documents

Prepared for DWP, IR and DfES  
July 2005

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## 1 INTRODUCTION AND AIMS

The aim of this cognitive testing was to look at the two data linking documents to be included in the next wave of the Families and Children Study (FACS7). In Wave 7 the intention is to ask consent from the main respondent and their partner, to link their survey responses to administrative records held by DWP. In addition to this the respondent will also be asked for their permission to link their survey responses to their child's/ children's records held in the National Pupil Database (NPD). A copy of the data linking document to administrative records, and data linking document to the National Pupil Database, are included at the end of this report.

The cognitive testing aimed to provide feedback on the process of obtaining consent, the information provided to the respondents and the supporting documents. In particular the aim was to explore the respondents understanding of what they were giving their consent for, and their understanding of how they could withdraw this consent if they so wished.

## 2 ACHIEVED INTERVIEWS

Two experienced cognitive interviewers undertook the testing, with one of the interviewers having just worked on the FACS7 pilot. They were asked to achieve five interviews from the sample of families who had taken part in the FACS7 pilot, 3 to 4 weeks before the cognitive testing took place. Interviews were to be conducted with the female mother figure in the household.

The interviewers were working in two different areas, one in Leicester and one in Ferndale, Wales. Feedback suggested that it was relatively easy to obtain the interviews with the relevant respondents, especially as one of the interviewers had just finished working on the Pilot and so was already known to the families.

In total nine interviews were achieved, four with panel members and five with respondents who were taking part in FACS for the first time this year (booster cases). Within these nine interviews there was a mix of lone parents and couples. Two of the respondent's first language was not English.

## 3 FINDINGS AND RECOMMENDATIONS

### 3.1 Data Linking with administrative records at DWP

Eight respondents had given consent for their survey responses to be linked with DWP's administrative records in the pilot and one respondent had refused. The respondents were asked to re-read the data linking consent form and were then cognitively interviewed about it.

#### Findings

- Respondents found the opening paragraph of the document too long and preferred the layout when bullet points were used further down the page.

- The use of the term 'linking data' was not fully understood by most respondents. One respondent thought that by not giving her permission to link her data she would not be interviewed again. For those who felt they did have an understanding they thought their data could be linked to other respondents, and one respondent thought that her data could possibly be linked with banks.
- There was a concern that consenting to the document would affect respondents benefits and tax credits.
- The term 'statistical purposes' (1<sup>st</sup> bullet point) was not understood by some respondents.
- Bold type helped to improve the respondents understanding of bullet points 4 and 5.
- Respondents did not have a clear understanding of how to withdraw their consent. One respondent thought she would be able to phone a number if she wanted to withdraw or write a letter. It was only after probing from the interviewer asking whom she would phone or where she would write, did she realise that there was the box at the end of the form to use if she wished to withdraw consent.
- Some respondents thought withdrawing their consent would result in them no longer participating in the next FACS.
- The respondents agreement to give consent was largely based on the high level of trust they placed in the interviewer and in the National Centre. Respondents were also keen to be as helpful as possible to the study.

Respondents were willing to give their consent for their data to be linked. Even the one respondent who had previously refused in the Pilot had misunderstood the document and after going through it with the interviewer would have given her permission in retrospect.

### **Recommendations**

- Split the opening paragraph of the data linking form into bullets points.
- Consider using a term in addition to 'link' to help make the process clearer to respondents e.g. 'we would like to look at your answers alongside information...'
- Consider re-ordering the bullet points to ensure respondents are more aware that their benefits and tax credits will not be affected.
- It will be very important to cover data linking in detail at briefings so interviewers feel confident about asking the questions. It will also be important to explain to interviewers the necessity of going through the document with the respondent to ensure they understand what they are giving their consent for, and the method of withdrawing their consent if they wished at a later date.

### **3.2 Data linking with National Pupil Database**

Four of the respondents had eligible children and participated in this part of the cognitive testing. All of these respondents had given their consent for their child's/ children's data to be linked to the NPD database in the pilot, 3-4 weeks previously.

### **Findings**

- The respondents liked the layout and found the opening paragraph easier to read, being shorter than the previous data linking document.
- Respondents were not familiar with the Department of Education and Skills (DfES), but had an understanding of the type of administrative data that was being referred to.

- Respondents willingness to give consent may depend on how well their child/ children were doing at school. Those interviewed felt their children were doing well and so gave consent, however they suggest they would not do so if they felt one or more of their children were not doing well. For families with two or more children, one child not doing well could lead the respondent into not giving consent given the document covers all children.
- Respondents did express some concern about giving permission on behalf of their children, especially older children. Two respondents checked with their older children that they were happy to give their consent. One of these respondents was happy to act on behalf of her 7/8-year-old child but asked the 15-year-old before giving consent.
- The respondents could easily explain how to withdraw consent having just looked at the administrative data linking document with the interviewer as part of the cognitive testing.
- Once again, the high level of trust between the interviewer and respondent played a large part in the respondents giving permission.

### Recommendations

- Consider rewording the phrase ‘...contains information on how well children are doing...’ in the opening paragraph of the document to try and limit the number of respondents who may not give consent because they do not think their child is doing well at school e.g. ‘contains information on children’s results in the various tests and exams they take.’
- Consider requesting consent for each individual child rather than blanket consent.
- As found for the data linking to administrative records document, it will be very important to fully brief interviewers on the contents of this document and the importance of going through it with the respondent to make sure they know what they are giving their consent for and the method for withdrawing consent if they so wished.

### 3.3 Other findings

The interviewers had not had to use the data linking examples information sheet given to them, and were able to use their own examples in explaining the process of data linking to the respondents. However they felt it was useful to have these examples to demonstrate the data linking process to both interviewers and respondents.

Interviewers were asked for their thoughts on whether respondents having to provide signed consent would have made a difference to their willingness to give permission for their or their children’s data to be linked. Although this had not been tested or asked of respondents, the interviewers did not feel that having to give signed consent would affect a respondents willingness to co-operate.

## 4. COPIES OF DOCUMENTS

Copies of the following are included with this report;

- The data linking document to administrative records
- The data linking document to the National Pupil Database
- Examples of data linking information sheet



## FAMILIES AND CHILDREN STUDY

### About data linking – administrative records

We would like to link your answers from the questions we have just asked you to information held by the Department for Work and Pensions. This information concerns the benefits and tax credits people are receiving and details about the periods of time when people have a job. By linking to this information we will be able to get a more accurate picture of people's work history, benefits and needs. This will help researchers and policymakers to be better informed in their work to improve programs designed to help people.

In order to do this we need your permission to pass your full name, sex, date of birth and address to the Department for Work and Pensions.

- The information will only be used for research and statistical purposes.
- The information will be kept confidential.
- Names and addresses are never included in the results and no individual can be identified from the research
- Your personal details will **not** be passed to anyone else outside the research team.
- The information will **not** be used to work out whether anyone is claiming benefits or tax credits they should not be.
- Any current or future claims for benefits or tax credits will not be affected.
- You can withdraw your permission to link to these records at any time by completing the form below. This will not affect your future participation in the study.

I wish to withdraw my permission to link my study information to the Department for Work and Pensions Administrative records.

Title:                      First name:                      Last name:

Address:

Postcode:

Please complete the details above and send this form to:  
Families and Children Study  
National Centre for Social Research  
35 Northampton Square  
London  
EC1V 0AX





## FAMILIES AND CHILDREN STUDY

### About data linking – National Pupil Database

We would like to obtain more information about how well your child(ren) are doing at school. We would like to do this by linking the answers you have given to the questions in this interview to information on the National Pupil Database. This database is held by the Department of Education and Skills (DfES) and contains information on how well children are doing at school in the various exams and tests that they take.

In order to do this we need your permission to pass your child's/children's full name, sex, date of birth and address to the Department for Education and Skills (DfES).

- The information will only be used for research and statistical purposes.
- Names and addresses are never included in the results and no individual can be identified from the research
- The information will be kept confidential.
- Your child's details will **not** be passed to anyone else outside the research team.
- Your child's education **will not** be affected.
- You can withdraw your permission to link to these records at any time. This will not affect your future participation in the study.

I wish to withdraw my permission to link my child's study information to the National Pupil Database.

First name:                      Last name:

Address:

Postcode:

Please complete the details above and send this form to:  
Families and Children Study  
National Centre for Social Research  
35 Northampton Square  
London  
EC1V 0AX

## DATA LINKING EXAMPLES

### Example 1: Benefits claimed

We have asked you for information about the benefits and tax credits you may be receiving. The benefits system can be confusing and the names of benefits change over time. The Department for Work and Pensions (DWP) will link the information you have provided with their benefit records to confirm which benefits you are claiming. This is not carried out in order to detect fraud and will not affect any claim you have at present or in the future.

#### An example:

Mr Jones has arthritis and is unable to work. He says in the FACS interview that he thinks he is receiving Incapacity Benefit but is not sure. When Mr Jones' information is linked with the DWP benefit records, it is actually found that Mr Jones is receiving Disability Living Allowance for his arthritis. This makes no difference to Mr Jones' claim, but helps the statistics and research department understand more about the benefits and the people who receive them.

### Example 2: Test results

We have asked you how you think your child is performing at school in maths, English and science. Children take a number of tests at school called key stage tests. The Department for Education and Skills (DfES) holds the results of these tests for all children at school. DfES will link your child's personal details to the results information they hold to give more detailed information about your child's progress.

#### An example

Mrs Smith said she thought her son Tommy was performing slightly better than average in maths. Tommy's details are linked with the DfES data and his test results put him in the top 10% of pupils. This more detailed picture of how Tommy is doing would enable the statistics and research department to understand more about how he performs at school. This would not affect his education and personal identifiable information about Tommy would not be made available outside the DfES and DWP.

### Example 3: Jobs

We have asked you about your current/last job(s). You may have only had one job, but some people may have had more and may find it difficult to remember the exact date they started and finished each job. The Department for Work and Pensions (DWP) holds information about people's jobs. DWP will link the information you have provided with their employment records to provide a more detailed picture about when you started and finished each job. This will tell them more about how long people spend in jobs and how many jobs they are likely to have.

#### An example

Fred says he has had 4 jobs over the last year. He thinks the first one started in December and ended in March, with the next one starting in April. His information is linked to DWP records. These show that Fred's first job started in December but ended in February. His next job started in April which meant Fred was not working at all in March. Again, this would not affect any benefits Fred was claiming but the statistics and research department would have a better idea about how people move from job to job and from benefits to jobs.

## **FACS 7: Development of procedure for data linking**

### **1 The expert panel**

An expert panel to discuss data linking on FACS 7 was held on 28<sup>th</sup> April. The following people attended the meeting:

Jane Perry, DWP  
Vicki Robinson, DWP  
Tracy Anderson, NatCen  
Joanne Pascale, NatCen  
Clare Tait, NatCen

The aims of the expert panel were as follows:

1. The procedure for obtaining the respondent's consent for linking their survey data.
2. The procedure for obtaining consent to link to the NPD for children.
3. The procedure for obtaining the partner's consent when the interview is conducted over the telephone.
4. The content and wording of the questions and supporting documentation paying particular attention to the clarity/ambiguity of the words used and the provision of sufficient information for respondents to make an informed decision.
5. Other issues including whether signed consent is needed and the use of a letter of retraction.

Although the purpose of the expert panel was not explicitly to discuss the legal and ethical considerations regarding data linking these were taken into consideration when agreeing best procedures and wording of the questions and documentation.

### **2 Outcomes**

The following sections outline the main decisions made at the expert panel. Where appropriate the discussion that led to the decision are included.

#### *2.1 Placement of questions and requests for permission to link*

1. The request for permission to link to the administrative records and National Pupil Database should be asked towards the end of the interview.
2. The request for permission to link to the NPD would be asked of the main respondent for children who were in school (up to the age of 16) and of whom the main respondent was the parent or legal parental guardian.
3. The request for permission to link to the NPD will be asked separately to the permission to link to the admin records.

4. The request for the partner's permission to link to the admin records can only be sought if the interview was carried out face to face or over the telephone. When carried over the telephone the interviewer will leave the associated documents at the respondent's household before conducting the interview by telephone.

## 2.2 *Informed consent and Signed consent?*

Both informed consent and the need for signed consent were discussed. There are no clear guidelines on whether signed consent is required specifically for the permission to carry out data linking. There is however a lot of discussion generally about need for signed consent in social research. The argument for obtaining a signed consent is usually seen as a measure to protect the researchers.

'In order to protect researchers from accusations of failing to secure informed consent a practice has grown in of having subjects sign a consent form.' (SRA 2003).

The arguments against obtaining signed consent are mainly concerned with the breaching of confidentiality and anonymity as by signing a consent document respondents are giving identifiable information. Also there is concern that introducing such procedures makes the process more formal and official than is necessary and is likely to put respondents off participating.

The difficulty is that these arguments do not necessarily apply in the case of asking for permission to data link on the Families and Children Study.

At the expert panel it was generally agreed that it was not necessary to obtain signed consent (which would also have additional practical problems regarding the partner interviews conducted over the telephone). However, it was felt that it was important that as far as possible respondents were giving informed consent. Outlined below is the suggest procedure for ensuring we obtain the respondent's informed consent.

### **Obtaining informed consent**

It is important that respondents are all given the same information about data linking and that they are allowed time to read through and understand this information. Therefore all respondents will be given a data linking information sheet (separate sheets for admin and NPD linking) which explains the purpose, procedure and issues regarding data use and confidentiality.

There was a concern that not all respondents would read the information and this method alone would not be appropriate for those respondents with reading difficulties. Therefore in addition to the written information the interviewer will read through the document with the respondent. This will be achieved by including the document text as a question in the CAPI questionnaire.

It was also recognised that we need to accommodate the different levels of information that people are likely to require about the procedure for data linking and its purpose. Additional explanations and examples had been prepared to use at briefings to help interviewers answer people's queries (appendix 1). It is also suggested that some of these

examples/explanations are incorporated into the interview. By using the routing capacity of CAPI the interviewers will be able to refer to these where necessary.

### *2.3 Retraction of consent*

It is important that respondents are made aware that they are able to retract their consent to link their data and informed of the process for doing this. Other studies, such as the Health Survey for England, include a statement about retraction on the consent form with contact addresses. It was not felt that this was sufficient, especially as it does not tell respondents what information is required from them. The option of a pre printed letter of retraction was discussed but it was agreed that, partly to reduce the number of documents required, a retraction slip could be included with the data linking information form.

### *2.4 Wording*

The wording of the questions and associated documents are important. Draft statements of intent (which will form the data linking information sheets) and question wording were discussed. As stated above, the intention is that the wording of the information sheet and question in the CAPI will be the same.

There was also discussion about the process of data linking as this will have an impact on the wording used. Following this discussion it became clear the original questions ask about permission to link to the admin records or NPD when what is needed is the respondents permission to pass identifiable information to DWP or DfES in order for the linking to take place.

Revised drafts of the questions and data linking information sheets are attached in appendix 2.

Appendix 3 explains how the data linking process will work and associated flow diagrams which was produced by DWP following the expert panel.

## **3 References**

A list of selected on line references are given below:

### **SRA ethical guidelines**

<http://www.the-sra.org.uk/Ethicals.htm>

### **Patterns of consent: Evidence from a general household survey**

<http://www.iser.essex.ac.uk/pubs/workpaps/pdf/2004-27.pdf>

### **ESRC research methods informed consent and the research process**

[http://www.sociology.soton.ac.uk/Proj/Informed\\_Consent/project.htm](http://www.sociology.soton.ac.uk/Proj/Informed_Consent/project.htm)

### **Doing the right thing: Outlining the Department for Work and Pensions' approach to ethical and legal issues in social research**

<http://www.dwp.gov.uk/asd/asd5/WP11.pdf>

## **Appendix 1: Briefing examples**

### **Example 1: Benefits claimed**

We have asked you for information about the benefits and tax credits you may be receiving. The benefits system can be confusing and the names of benefits change over time. The Department for Work and Pensions (DWP) will link the information you have provided with their benefit records to confirm which benefits you are claiming. This is not carried out in order to detect fraud and will not affect any claim you have at present or in the future.

#### **An example:**

Mr Jones has arthritis and is unable to work. He says in the FACS interview that he thinks he is receiving Incapacity Benefit but is not sure. When Mr Jones' information is linked with the DWP benefit records, it is actually found that Mr Jones is receiving Disability Living Allowance for his arthritis. This makes no difference to Mr Jones' claim, but helps the statistics and research department understand more about the benefits and the people who receive them.

### **Example 2: Test results**

We have asked you how you think your child is performing at school in maths, English and science. Children take a number of tests at school called key stage tests. The Department for Education and Skills (DfES) holds the results of these tests for all children at school. DfES will link your child's personal details to the results information they hold to give more detailed information about your child's progress.

#### **An example**

Mrs Smith said she thought her son Tommy was performing slightly better than average in maths. Tommy's details are linked with the DfES data and his test results put him in the top 10% of pupils. This more detailed picture of how Tommy is doing would enable the statistics and research department to understand more about how he performs at school. This would not affect his education and personal identifiable information about Tommy would not be made available outside the DfES and DWP.

### **Example 3: Jobs**

We have asked you about your current/last job(s). You may have only had one job, but some people may have had more and may find it difficult to remember the exact date they started and finished each job. The Department for Work and Pensions (DWP) holds information about people's jobs. DWP will link the information you have provided with their employment records to provide a more detailed picture about when you started and finished each job. This will tell them more about how long people spend in jobs and how many jobs they are likely to have.

#### **An example**

Fred says he has had 4 jobs over the last year. He thinks the first one started in December and ended in March, with the next one starting in April. His information is linked to DWP records. These show that Fred's first job started in December but ended in February. His next job started in April which meant Fred was not working at all in March. Again, this would not affect any benefits Fred was claiming but the statistics and research department would have a better idea about how people move from job to job and from benefits to jobs.

## Appendix 2: Questions and information sheets

### DWPLnk1

INTERVIEWER: GIVE RESPONDENT THE DATA LINKING INFORMATION SHEET

In order to make of the information we collect on this study more useful we would like to link your answers from these questions to administrative records held by the Department for Work and Pensions. These records hold information about what benefits and tax credits people are receiving and details about the periods of time when people have a job.

In order to do this we need your permission to pass your full name, sex, date of birth and address to the Department for Work and Pensions.

- The information will only be used for research and statistical purposes.
- The information will be kept confidential.
- Your personal details will **not** be passed to anyone else outside the research team.
- The information will **not** be used to work out whether anyone is claiming benefits or tax credits they should not be.
- Any current or future claims for benefits or tax credits will not be affected.
- You can withdraw your permission to link to these records at any time.

### DWPLnk2

Can we have your permission to pass on your full name, sex, date of birth and address to the Department for Work and Pensions?

1. Yes
2. No
3. Not sure/has queries

*{If not sure/has queries (DWPLnk2 = 3)}*

### DWPLnk3

ABOUT BENEFITS...

We have asked you for information about the benefits and tax credits you may be receiving. The benefits system can be confusing and the names of benefits change over time. The Department for Work and Pensions (DWP) will link the information you have provided with their benefit records to confirm which benefits you are claiming. This is **not** carried out in order to detect fraud and will not affect any claim you have at present or in the future.

ABOUT JOBS...

We have asked you about your current/last job(s). You may have only had one job, but some people may have had more and may find it difficult to remember the exact date they started and finished each job. The Department for Work and Pensions (DWP) holds information about people's jobs. DWP will link the information you have provided with their employment records to provide a more detailed picture about when you started and finished each job. This will tell them more about how long people spend in jobs and how many jobs they are likely to have.

### DWPLnk4

Can we have your permission to pass on your full name, sex, date of birth and address to the Department for Work and Pensions?

1. Yes
2. No
3. Not sure/has queries

# FAMILIES AND CHILDREN STUDY

## About data linking – administrative records

In order to make of the information we collect on this study more useful we would like to link your answers from these questions to administrative records held by the Department for Work and Pensions. These records hold information about what benefits and tax credits people are receiving and details about the periods of time when people have a job.

In order to do this we need your permission to pass your full name, sex, date of birth and address to the Department for Work and Pensions.

- The information will only be used for research and statistical purposes.
- The information will be kept confidential.
- Your personal details will **not** be passed to anyone else outside the research team.
- The information will **not** be used to work out whether anyone is claiming benefits or tax credits they should not be.
- Any current or future claims for benefits or tax credits will not be affected.
- You can withdraw your permission to link to these records at any time by completing the form below.

I wish to withdraw my permission to link my study information to the Department for Work and Pensions Administrative records.

Title:

First name:

Last name:

Address:

Postcode:

Please complete the details above and send this form to:

Families and Children Study  
National Centre for Social Research  
35 Northampton Square  
London  
EC1V 0AX



### **NPDLnk1**

INTERVIEWER: GIVE RESPONDENT THE DATA LINKING INFORMATION SHEET

We would (also) like to obtain more information about your child's/children's educational achievement by linking to the National Pupil Database. This database is held by the Department of Education and Skills (DfES) and contains information on children's key stage test results.

In order to do this we need your permission to pass your child's/children's full name, sex, date of birth and address to the Department for Education and Skills (DfES).

- The information will only be used for research and statistical purposes.
- The information will be kept confidential.
- Your child's details will **not** be passed to anyone else outside the research team.
- Your child's education **will not** be affected.
- You can withdraw your permission to link to these records at any time.

### **NPDLnk2**

Can we have your permission to pass your child's/children's full name, sex, date of birth and address to the Department for Education and Skills (DfES)?

1. Yes
2. No
3. Not sure/has queries

*{If not sure/has queries NDPLnk2=3}*

### **NPDLnk3**

We have asked you how you think your child is performing at school in maths, English and science. Children take a number of tests at school called key stage tests. The Department for Education and Skills (DfES) holds the results of these tests for all children at school. DfES will link your child's personal details to the results information they hold to give more detailed information about your child's progress.

### **NPDLnk4**

Can we have your permission to pass your child's/children's full name, sex, date of birth and address to the Department for Education and Skills (DfES)?

1. Yes
2. No
3. Not sure/has queries

*{If NPDLnk2=Yes or NPDLnk4=Yes}*

### **NPDLnk5**

In order to do this we need to collect the full name[s] of your child/children.

Please can you give me [Child 1's first name from household grid] full first name?

INTERVIEWER: ENTER FIRST NAME HERE

### **NPDLnk6**

And what is [Child 1's first name from household grid] last name?

INTERVIEWER: ENTER LAST NAME HERE

# FAMILIES AND CHILDREN STUDY

## About data linking – National Pupil Database

We would like to obtain more information about your child's/children's educational achievement by linking the study data to the National Pupil Database. This database is held by the Department of Education and Skills (DfES) and contains information on children's key stage test results.

In order to do this we need your permission to pass your child's/children's full name, sex, date of birth and address to the Department for Education and Skills (DfES).

- The information will only be used for research and statistical purposes.
- The information will be kept confidential.
- Your child's details will **not** be passed to anyone else outside the research team.
- Your child's education **will not** be affected.
- You can withdraw your permission to link to these records at any time.

I wish to withdraw my permission to link my child's study information to the National Pupil Database.

First name:                      Last name:

Address:

Postcode:

Please complete the details above and send this form to:  
Families and Children Study  
National Centre for Social Research  
35 Northampton Square  
London  
EC1V 0AX

## **Data linking procedures**

- The National Centre for Social Research (Natcen) will give each adult and child in FACS an identifier. This can be used for linking datasets.

### ***FACS and DWP administration data***

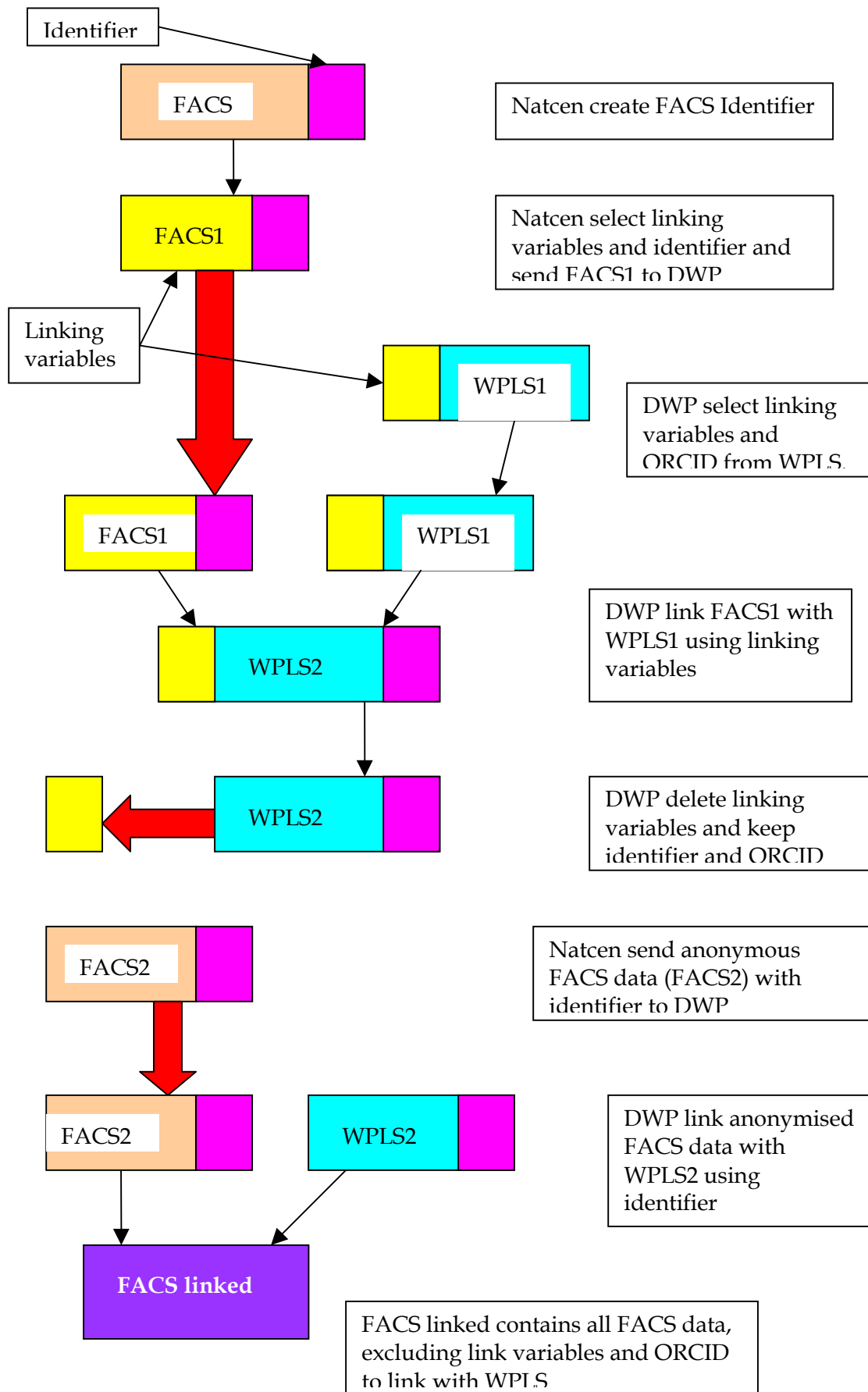
Natcen states in their literature that all information provided to the interviewers will remain confidential and “name and details will never be passed on to anyone else”. The data linking procedure clearly involves passing identifiable information to DWP and DfES.

- Natcen will send a dataset containing the name, address, date of birth and adult identifiers to DWP.
- DWP will create a linking version of the WPLS containing name, address, date of birth and ORCID (the identifier used by WPLS to link datasets).
- DWP will link the FACS adult data to the WPLS link data.
- After linking, DWP will delete the names and addresses of the adults from the linked dataset, leaving only the FACS identifier and the ORCID.
- Natcen will then send a dataset to DWP containing FACS data, excluding names and addresses but including the adult identifier.
- DWP will use the adult identifier to link the FACS dataset to the dataset containing only the ORCID and the identifier. This will leave a dataset containing all of the FACS data (excluding names and addresses) and the ORCID so that the FACS data can be linked with the WPLS.

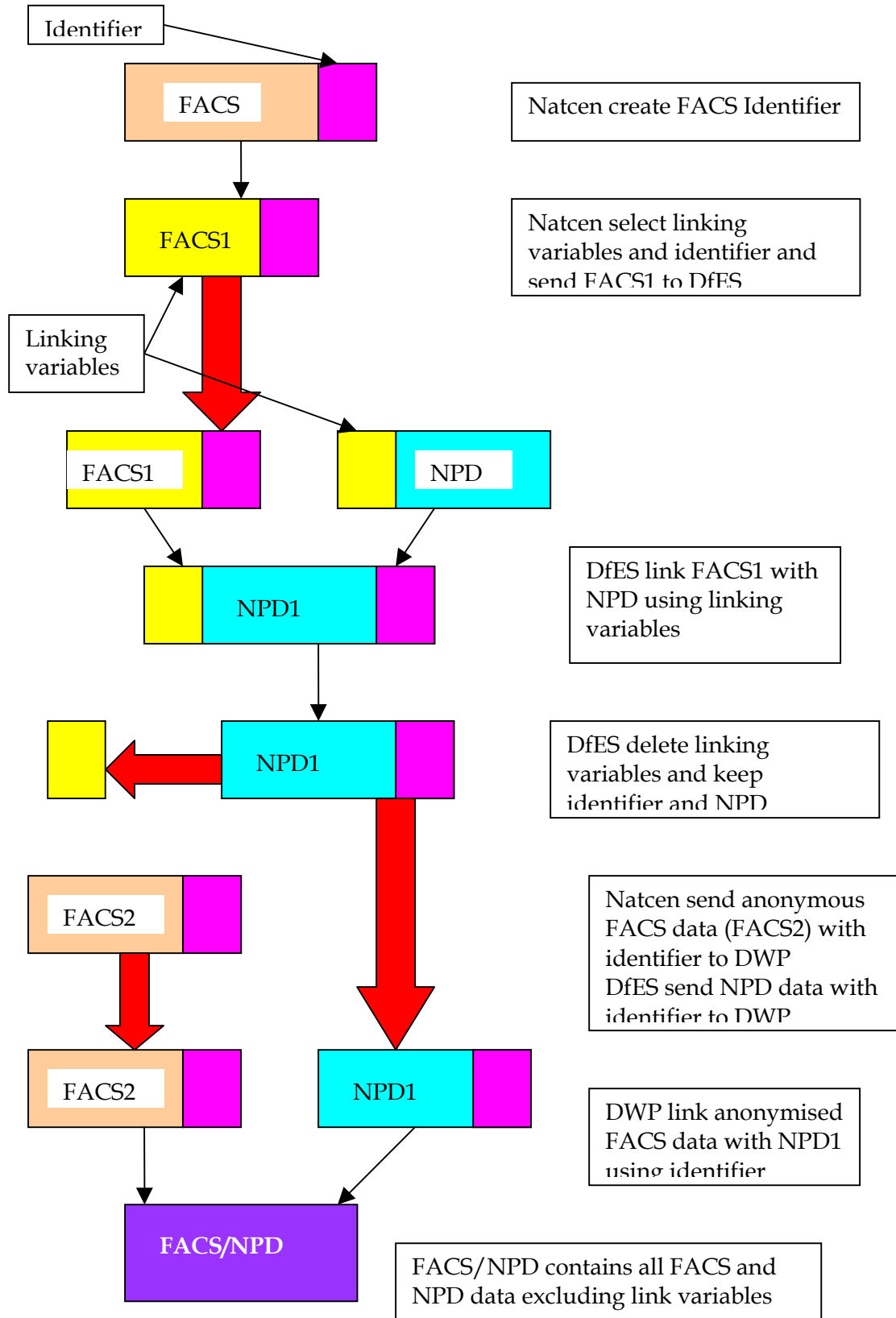
### ***FACS and DfES' National Pupil Database***

- The name, postcode and date of birth for every child on FACS will be passed directly from Natcen to DfES along with the child's identifier.
- DfES will link the FACS child data to the National Pupil Database (NPD) to collect information about key stage test results.
- After linking, DfES will delete the names and addresses of the children from the linked dataset.
- The linked dataset will then be passed to DWP.
- DWP will link the anonymised FACS data received from Natcen with the NPD data using the child identifier.

*Data linking process: FACS and DWP*



*Data linking process: FACS, DfES and DWP*



**FAMILIES AND CHILDREN STUDY (WAVE 7)  
PILOT EVALUATION FORM**

Interviewer name: \_\_\_\_\_

Here are some questions for you to consider for this pilot. They focus on both the contacting procedures and the actual questionnaire, and should be used as a guide to help you critically evaluate our proposed strategy for conducting this survey. Please do not feel constrained by this format - if there are other issues which you come across which are not covered here we want to know about them.

It would also be useful if you could obtain feedback from respondents on the content of the interview and so on.

Many thanks.

**A THE SAMPLE**

A1) How many of the following types of families did you make contact with?

**Panel:**

Lone parents interviewed last time {Pink ARFs}

Couples interviewed last time {Pink ARFs}

**Booster:**

New households {Blue ARFs}

A2) How many did you **interview**?

**Panel:**

Lone Parents

Couples

**Booster:**

Lone Parents

Couples

A3) Of those interviewed last time (panel), in how many cases did you find the household composition had changed?

**Number with a new adult in household**

**Number where an adult has left the household**

A4) How many movers did you have? Please state how many addresses you visited during the pilot fieldwork period and the number of movers you came across.

**Number of addresses contacted**

**Number of movers**

A5) Were there any other problems with the sample, apart from movers?

Yes

No

**IF YES:** *please give details*

A6) How many children were there in the households where you interviewed?

**Number of Households with 1 child**

**Number of Households with 2 children**

**Number of Households with 3 + children**

A7) How many households were in receipt of the Tax Credits ie Working Tax Credit and/or Child Tax Credit)?

**Number of households in receipt of Tax credits**

**B TRACING OF MOVERS**

B1) In how many cases were you able to obtain new contact information for movers?

--	--

**Number of cases in which new contact details obtained**

B2) Were most movers still living in the area or had most movers moved to another area?

- Mostly in-area movers
- Mostly outside area movers
- About half and half



**C THE MAIN INTERVIEW (PARTNER INTERVIEW COVERED IN SECTION H)**

C1) How long did your MAIN respondent interviews take?

a) For Panel respondents (ie those interviewed before)?

Between  and  mins

b) For Booster respondents (ie those interviewed for the first time)?

Between  and  mins

C2) Were there particular types of respondents for whom the interview was much longer than others?

No

Yes -give details \_\_\_\_\_

C3) Did respondents comment on the length of the interview? If yes, what comments did they make?

Comments: *By people interviewed last time:*

*By new people, being interviewed for the first time:*

C4) Were there particular sections of the questionnaire which were very long for some people? If yes which types of people (eg those with more than one child, panel respondents, booster respondents)

*Please give name of section(s) and which type of people this applied too.*

C5) Did the structure of the questionnaire seem logical to you and the respondent? Where were there problems?

*Please give details of questions and/or sections and whether these affected panel or booster people*

**D CHILD CARE SECTION**

D1) How well did these questions work for respondents who were not working?

*Give details*

D2) Generally how easy/difficult was it for respondents to answer these questions - were there any specific problems with the definition of the various childcare types (crèche, day nursery, nursery school, playgroup)?

*Give details:*

D3) Were there any problems with other questions in the childcare section?

*Give details:*

**E TAX CREDIT SECTION**

E1) Generally how well did this section work - were there any specific problems?

*Give details:*

E2) How long did this section take?

Between  and  mins

E3) Were there particular types of respondents for whom this section was much longer than others?

No

Yes -give details \_\_\_\_\_

E4) How did respondents find this section – did they generally like it or dislike it?

*Please give examples of any comments made by respondents:*

E5) Were any of the questions particularly sensitive for respondents?

*IF YES give details of questions, and any comments made by respondents:*

E6) Were any of the questions particularly confusing for respondents - Did they know what 'award notice' and 'annual review form' were?

*IF YES give details of any comments made by respondents:*

**F DATA LINKING QUESTIONS**

F1) Did the respondents understand what was being asked in the data linking questions eg did they need additional clarification, did they ask you to explain/repeat any sections?

*Give details*

F2) How did you feel about asking these questions eg did you feel you were given enough/too little/too much information, were you able to answer respondents' queries?

*Give details*

F3) How did you and/or the respondent feel about the placement of these questions eg are they in the right place in the interview or should they be asked earlier on?

*Give details*

F4) Any other comments about the data linking questions not covered above.

*Give details*

## G OTHER QUESTIONS

G1) Were there any other particularly problematic questions? Why were they problematic?

*Please give details of question(s) and problem(s), stating whether these affected the panel, booster or both*

G2) Were there any types of respondent whose circumstances were not adequately covered by the questionnaire?

*Please give examples, stating whether they were a panel or booster*



## H THE PARTNER INTERVIEW

H1) Were you always able to get a partner interview?

Yes

No

N/A All respondents were lone parents ☞ *GO TO SECTION I*

*IF NO: please give reasons?*

H2) How long did the full **face to face partner** interview take?

Between  and  mins

H3) How many partner **telephone interviews** did you do (if any)?

☞ *IF NONE, GO TO SECTION I*

H4) How long did the full **telephone partner** interview take?

Between  and  mins

H5) Were there any particular problems/issues with the partner telephone interview(s)?

*IF YES - please give details of difficulties*

H5) continued

## I OTHER FEEDBACK

I1) Do you have any comments or suggestions on additional documents or information interviewers need?

*Comments:*

I2) Were there any issues that the briefing did not cover sufficiently, which caused you difficulties during fieldwork?

Have you got any suggestions regarding the **format/structure of the briefing**, especially as an interviewer having worked on FACS before?

*Please give details:*

*Please remember to bring this form with you to the debriefing on 30th June. Thank you.*

## Families and Children Study (FACS) – Wave 7

### Pilot Report

This report summarises the main findings from the pilot, which was conducted between 15 June and 30 June 2005.

#### 1 Sample

Ten areas (postcode sectors) across Britain were selected (listed below):

- Stranraer
- Workington, Cumbria
- Liverpool
- Hull
- Leicester
- Ferndale, Mid-Glamorgan
- Hereford
- Milton Keynes
- East London<sup>1</sup>
- Southampton

These areas were originally selected in 1999 (Wave 1), when FACS was a survey of low-income families. At the time of their selection there was no information available at postcode sector level on the proportion of families with low-incomes. Thus as a proxy for this, Census data on the proportion of lone parent households were used. These sample areas were then used for the pilot in the first four waves of the study (1999 – 2002).

##### *Booster sample*

At waves 5 and 6 of the pilot the booster sample was selected from 10 different postcode sectors with the aim of achieving interviews with families with higher levels of income and so obtain a more representative sample. These postcode sectors were selected based on their proximity to the original sector and the proportion of lone parents. At wave 6 feedback from interviewers indicated that they found it hard to obtain interviews with respondents in these new postcode sectors partly due to the number of 'non-contacts' but also the distance from the original postcode sectors. Thus at wave 7, the booster sample was selected from the original postcode sectors.

20 families (10 in-movers and 10 new families) were selected from each postcode sector, a total of 200 cases.

##### *Opt-out*

Booster cases were sent an opt out letter on 9 May 2005, which informed them about the study and instructed those who did not wish to be contacted by an interviewer to contact IAD information Centre at the Department for Work and Pensions by the 20 May 2005.

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<sup>1</sup> Due to interviewer illness it was not possible to cover this area in the pilot.

The opt-out procedure was carried out by IAD information centre and NatCen were only given the details of those people who did not opt out. 12 cases (6 per cent) opted out of the pilot study in this wave. This is notably lower than the opt out rate at wave 6 which was 20 per cent and more in line with the opt out rate at wave 4 which was 5 per cent. In addition to the cases that opted out a further

*Panel sample*

The panel sample was made up of respondents who were interviewed last year. There were 77 panel cases issued in Wave 7.

Panel cases were sent a letter by interviewers in advance of their making contact at these addresses, explaining the purpose of the survey and seeking their co-operation.

*Issued sample*

After the opt out, a total of 243 addresses were issued to interviewers (77 panel cases, 166 booster cases).

The workload for interviewers ranged from 24 to 30 addresses. Interviewers were asked to achieve a maximum of 10 interviews: 4-6 with panel cases, and the remainder with booster cases.

## 2 Addresses contacted, interviews achieved

*Movers and non-contacts*

124 addresses were visited during the pilot, of which 7 addresses (1 panel case and 6 booster) were known to be 'movers' (6 per cent). A further 18 (14 per cent) addresses were non-contacts (3 panel and 15 booster cases). It is possible that some of these non-contacts were also movers but due to the limited fieldwork period it was not possible to establish for certain.

*Achieved interviews*

Interviewers made contact at 99 addresses, and achieved 81 interviews: 43 panel cases and 38 booster cases.

**Table 1: Distribution of achieved interviews by sample type**

<i>Type of family</i>	<i>Panel</i>	<i>Booster</i>	<i>Total</i>
<b>Lone Parent (all)</b>	14	23	37 (46%)
<b>Couple (all)</b>	29	15	44 (54%)
Main respondent and full partner interview (incl. telephone int)	23	10	33 (75%)
Main respondent and proxy partner interview	6	5	11 (25%)
Main respondent, no partner interview	-	-	-
<b>Total</b>	43	38	81

*Contacting and interviewing the booster sample*

It was encouraging to see that the proportion of interviews with the booster cases was higher this wave compared to last wave (47 per cent vs 35 per cent). Interviewers reported that this was partly due to the location of the booster cases (ie in the original postcodes) which made contacting easier but also could be due to the £10 incentive (this was not introduced for the booster cases until the mainstage at wave 6).

There was some concern that this would mean the booster sample would be more likely to contain lower income or lone parent families. This is partly supported by the larger number of booster interviews with lone parents at this wave.

Interviewers were concerned about the number of booster cases that were movers or non-contacts. In a couple of cases, interviewers established that the selected respondent hadn't lived at the address in over two years.

*Contacting and interviewing the panel sample*

Obtaining interviews with the panel cases was comparatively easy with very few non-contacts or movers. Interviewers reported that the panel cases were often very happy/keen to take part again.

*Recommendations*

- Although there is some indication that selecting the booster cases from the original postcode sectors means the pilot sample is likely to be less representative than the mainstage sample this is outweighed but the higher number of interviews obtained with this sample
- We need to be aware that there is increasingly a problem with the reliability of the addresses for the booster cases. Although interviewers make every effort to trace movers this is often difficult as they have little information to work on.
- One interviewer recommended that the panel cases on the pilot sample should also be sent the newsletter (currently this is only sent to those in the mainstage sample).

### **3 Interview length**

#### **3.1 Length of main interviews**

**NB: Detailed breakdowns of the interview length, including module lengths are given in tables 6 to 22.**

The table below shows the mean, median, minimum and maximum interview lengths for the main respondent interview, by sample type and number of children in the household taken from the CAPI program times.

**Table 2: Length of main interviews – CAPI timings (minutes)**

	Mean	Median	Min	Max	Base
All cases	60	59	16	192	81
<b>Sample type</b>					
Panel	57	53	16	192	43
Booster	62	63	35	98	38
<b>Children</b>					
1 child	56	57	20	96	40
2 children	65	59	30	192	23
3+ children	67	71	29	98	11

An additional measure of how long FACS takes to administer comes from interviewers' timings (shown in Table 3). These are likely to reflect the time the whole interview process takes, including setting up and giving the respondent any explanations needed. It should be noted that these timings may also include partner interviews where applicable.

**Table 3: Length of main interviews – Interviewer timings (minutes)**

	Mean	Median	Min	Max	Base
All cases	75	75	30	192	81
<b>Sample type</b>					
Panel	72	70	30	192	43
Booster	77	79	42	120	38
<b>Children</b>					
1 child	73	75	42	120	40
2 children	80	79	45	192	23
3+ children	77	75	48	102	11

Table 4 below shows the mean module lengths for wave 7 and wave 6. Generally the module lengths are same length or shorter at wave 7 which is most notable for child health, schooling and outcomes and the tax credits block. The work history block is also shorter at wave 7 which is possibly due to the larger number of non-working respondents at this wave compared to wave 6.

**Table 4: Wave 6 and Wave 7 Mean module lengths**

<i>Module name</i>	<i>Wave 6 (mean)</i>	<i>Wave 7 (mean)</i>
Household grid	3.5	3.5
Respondent's health	1.9	1.7
Child health, schooling and outcomes	9.0	6.6
Child maintenance	3.9	4.6
Caring for others	0.3	0.5
Housing	5.8	5.6
Respondent's education	3.0	2.8
Respondent's work history	7.1	4.9
Childcare	4.1	4.3
Job search	2.0	2.1
Benefits	4.1	4.5
Tax Credits	8.4	5.5
Income Support	1.2	1.5
Other income	0.2	0.1
Savings	2.3	2.2
Hardship	9.7	8.3
Social capital	NA	3.2

*Comments*

The overall mean CAPI interview length at wave 7 was 60 minutes, at wave 6 it was 62 minutes. Both interviewers and panel respondents commented that they felt the interviewer was shorter this wave.

The shorter module lengths for the child outcomes and tax credits blocks is as a result of the cuts that have been made to these sections at wave 7.

*Recommendations*

- At this point there are no further cuts needed to the questionnaire.

**3.2 Length of partner interviews**

The same as at the last wave the interviewers were option of completing the partner interview by telephone. A total of 33 partner interviews were completed, of which 6 were completed by telephone.

**Table 5: Length of Full Partner Interview - CAPI Timings (minutes)**

	Mean	Median	Min	Max	Base
All cases	13.4	12.8	4.3	27.0	33
<b>Interview type</b>					
Face to face	12.8	12.3	4.3	27.0	27
Telephone	15.7	15.0	11.1	23.7	6

*Comments and recommendations*

Although the bases are small, the findings from the pilot suggest that conducting the partner interview by telephone only adds marginally to the interview length. Interviewers also found it a useful option if they were having difficulty obtaining a face to face interview with the respondents. Feedback suggested that just having the option meant the partners were more likely to give an interview.

## **4 Interviewer Feedback**

Overall, the pilot fieldwork went well: although not all interviewers were able to achieve the target number of interviews there are a sufficient number of interviews to provide feedback. Interviewers seemed to enjoy working on the study and gave very useful feedback at the debrief. A number of specific issues that were raised are discussed below.

### **4.1 Questionnaire**

#### **4.1.1 Childcare Arrangements**

There were a few key changes to the childcare section at this pilot, these were as follows:

- questions to be asked of all respondents, rather than just those who were in work
- changes to the list of childcare types to make them more in line with other surveys
- more information collected about changes to respondent's working patterns/use of childcare whilst at work

*General Comments*

*Non working respondents*

Many interviewers commented that the current structure of the questions didn't work well with non-working respondents. In particular asking about childcare during school term time and then school holidays didn't make sense for many of those who were not working as this is not how their childcare is arranged, especially if the child/children were under school age. In addition to this interviewers pointed out that many respondents provided the childcare themselves and the coding of this should be allowed at the first question so to avoid asking irrelevant questions.

*Recommendations*

- Allow for those who do not use any childcare to be coded out at **Cintro**
- Consider whether those households where all the children are under school age should be asked about differences between term time and school holidays.

*Childcare types*

(Cintro, Wrkch2a, wrkch7a)

The list of childcare types was thought to be very long and it took some time for respondents to read through the list. Some interviewers suggested splitting the card into formal and informal care. There was also some suggestion of using a definition list similar to the one used on the Childcare Survey. However interviewers also



commented that once the respondent had read the list through they could confidently pick out the type of childcare they used.

Respondents for whom English was not their first language they tended to have more difficulties understanding the terminology used on the list of childcare types.

*Recommendations*

- Review the childcare list again to see if anything can be clarified or grouped together
- Look at the supporting documents used on the Childcare Survey again and consider whether this is appropriate for FACS.

*Terms and phrases used*

Interviewers felt that the introductory text at Cintro (see below) was very long and complicated.

“The next section is about childcare that you may use to look after your child(ren). We are interested in all the different types of childcare shown on this card. By 'childcare' I mean care carried out by anyone other than yourself [or your partner]. Please include all types of childcare, both formal and informal and early years education. We are interested both in people who do **not** use regular childcare and in those who do. [Please do not include time when your children were in school during school hours].”

In particular interviewers felt that the term childcare could sometimes be confusing for example, the child may be looked after by the grandparents but respondents didn't consider this as childcare. This was more likely for the non-working respondents.

Further to this interviewers felt that the terms 'informal and formal' unnecessary. Although respondents understood the terms they were not generally used to describe the childcare they used.

Some respondents queried whether to included certain types of childcare, especially if it was some they only used occasionally. The use of the term 'usual arrangements' at Wrkch2a and Wrkc7a was felt to add to the confusion as this implied to respondents that we only wanted 'regular' childcare.

*Recommendations*

- Suggest removing the reference to informal and formal in Cintro and in the interviewer instructions at wrkch2/2a and wrkch7/7a.
- Consider adding the interviewer instruction at wrkch2/2a and wrkch7/7a about including occasional childcare to the question.
- Need to be aware that the use of the term 'usual arrangements' means that we may not pick up details about occasional or irregular childcare.

*Other comments*

Generally respondents could give an estimate of the amount of time used they used the childcare for. The new questions for those who were working seemed to work well (Wrkch3a/Wrkch8a).

There was some sensitivity about asking whether a grandparent/relative was a registered childminder as respondents thought that it was to check up on the legitimacy of the person as a child carer.

- Consider whether we want to continue asking this question in these cases. If it is to remain then add some explanation as to why we are asking this.

*Specific comments*

**Wrkch2a -Wrkch7a** Due to the number of possible codes at Wrkch2a and Wrkch7a interviewers are not able to see all the codes on the screen and therefore cannot easily see the “none of these code”. This code was not included on the show card to avoid it being used as an ‘opt out’.

- It is suggested that “none of these” is included on the show card.

**Wrkch1a** Interviewers reported some confusion about what to code at this question if the respondent didn’t use any childcare. There is an instruction but interviewers often missed this.

“Do you use the same childcare providers for looking after [child’s name] during school term-time and in school holidays?

INTERVIEWER: IF USE MORE THAN ONE PROVIDER, ALL MUST BE THE SAME IN SCHOOL TIME AND HOLIDAYS TO CODE YES  
IF DOES NOT USE ANY CHILDCARE, CODE YES.”

- Maybe add filter so this only asked of those respondents who do use childcare OR make instruction to interviewers clearer.

#### **4.1.2 Benefits**

*General comments*

At the briefing and debrief interviewers commented that there was no range check on the benefits especially when the amount that respondents receive is fixed, for example child benefit.

*Recommendations*

- FACS has range checks on benefit amounts in the edit but not as part of the interview. We need to consider whether these should be included in the interview and the possible implications of doing this in terms of the quality of data but also the consistency across waves.

*Specific comments*

There has been an on going problem with the question Ben6 (see below). This question is asked after the respondent has given details about the amounts of the different benefits they receive. Interviews reported that respondents find this difficult to answer as they try to calculate the answer when only an estimate is required. Further to this respondents query the relevance of the question when they have just given the amounts.

## **Ben6**

Can I just check, what is the total amount you [and your partner] receive from all these benefits each week?

ENTER POUNDS AND PENCE

### *Recommendations*

- Consider whether this question should remain, especially if range checks are added for the benefit amounts.
- If the question is to remain then a clearer explanation of what is required is needed. It is worth noting that the wording of this question changed at wave 4. In previous waves the question was 'Do you know the total amount that you receive from all of these benefits each week?'

## **4.1.3 Tax Credits**

### *General comments*

Interviewers did note that this section of questions had been shortened which was appreciated. However they generally felt that the questions still ask for too much specific information that the respondents rarely know the answers to.

Problems around the tax credit forms were brought up again. Respondents either do not have these easily to hand or if they do, they have so many different forms they are not sure which is the right one. The references to the form numbers and location of information on the forms included in the interviewer instructions were not always helpful due to the number of different versions of the forms. Interviewer pilot reports indicate that a lot of time was spent locating the award notice yet very little information was required from these documents.

Interviewers reported that most respondents knew the amount they were receiving in tax credits and if they had been required to pay any money back.

### *Recommendations*

- Review again the need for respondents to refer to the tax credit documents especially if there is very little information taken from the document. Further to this it needs to be made clear to interviewers that respondents may not need to refer to the documentation in order to answer the question for example see Renw (below).

## **RenW**

INTRODUCTION (READ OUT): The amount of Tax Credits you receive is reviewed every year. The Inland Revenue sends you an annual review form.

Have you received your annual review form (for 2004/2005) from the Inland Revenue?

INTERVIEWER: IF NECESSARY, SHOW EXAMPLE OF ANNUAL REVIEW FORM TC603R

Interviewers reported that several respondents didn't know anything about the tax credits and how to claim. They were unsure about what information to give them.

*Recommendations*

- A tax credits information card has been used at previous waves but not at this pilot. This should be reintroduced at the mainstage.

#### **4.1.4 Social capital**

*General comments*

Interviewers felt that these questions worked well and provided a welcome change in the type of questions. It was also felt that the questions were well placed at the end of the interview.

*Specific comments*

Some interviewers said they would like some more information about the purpose of the questions to help answer respondent's queries.

- Add additional information to the introduction screen (Sint) which interviewers can refer to if necessary.

Interviewers felt that the ordering of the questions could be revised in particular, to start with the questions about problems in the area and order these so that it starts with 'minor' problems (eg rubbish) and moves on to 'major' problems eg drug dealing.

- Re order questions as suggested by interviewers.

#### **4.1.4 Data linking**

This pilot included questions about data linking to the DWP administrative records and National Pupil Database and asked for the respondent's and partner's permission to pass their (and their children's) details to DWP or DfES.

The pilot aimed to provide feedback on the process of obtaining consent, the information provided for respondents and interviewers, and the supporting documents.

*Agreement to data linking*

74 out of 81 (92 per cent) of the main respondents and 31 out of 33 (94 per cent) of the partners gave permission to pass their details to DWP. 6 of the 7 main respondents who did not give consent were lone parents. In one case both the respondent and the partner did not give permission to pass on their details.

The permission to link to the NPD was asked of the main respondent for children of school age of whom the respondent was the legal guardian. This applied to 42 households and 40 (95 per cent) of the main respondents gave their consent to this. In all these cases the main respondent had also given their consent to the data linking.

Booster cases were less likely than panel cases to give their consent to the data linking (84 per cent compared to 98 per cent).

*General comments*

Although interviewers were initially unsure about the amount of information contained in the data linking questions they felt it worked well in the interview and that they had very few problems with the questions. Interviewers summarised that those respondents who had been reticent about taking part in the interview or had other family problems were less likely to give consent to the data linking.

The placement of the data linking questions, towards the end of the interview was thought to be the right place for these questions.

At the briefing interviewers had given information about the data linking process and printed examples of how this would benefit the study. Interviewers felt this had been very useful and they felt more confident about asking the questions. However few respondents required this extra information with only one respondent being coded as have queries.

There were some differences in how the interviewers approached the data linking questions. Some read through the information on the screen then gave the respondent the printed information sheet. Others gave the respondent the information sheet first and read through this together with the respondent. This did not seem to affect the likelihood of whether the respondent would agree or not, however the latter was seen as the best approach as it ensured people had been given all the information, especially if they had reading difficulties.

*Recommendations*

- Important to cover the data linking in detail at briefings so interviewers feel confident about asking the questions.
- Give new interviewers precise information on how to administer the questions and use the documents.

*Specific comments*

The title 'Data linking' at the top of the data linking information sheets was thought to be unnecessary and could put respondents off.

- Change the title on the document

The Address box at the bottom of the document for those who wish to withdraw their consent caused some confusion as respondents thought they needed to fill this in to give their permission.

- Make the instructions about withdrawing consent clearer.

The format of the question in the CAPI could mean that people were more likely to refuse as the permission question is asked separately to the information section.

- Look into the possibility of combining the two screens of the information and permission question.

Interviewers were unsure what to do about the data linking information sheet if they were conducting the partner interview over the telephone.

- Include the information sheet in the show cards for the partner telephone interview.

**Table 6: Summary of interview times: All cases (minutes)**

	<i>Mean</i>	<i>Median</i>	<i>Minimum</i>	<i>Maximum</i>	<i>Count</i>
Household grid	3.5	2.4	0.7	41.9	81
Respondent's health	1.6	1.3	0.3	8.4	81
Child health, schooling and outcomes	6.6	4.1	0.2	26.3	81
Child maintenance	4.6	2.6	1.1	65.3	81
Caring for others	0.5	0.3	0.1	2.3	81
Housing	5.6	4.6	1.9	37.3	81
Respondent's education	2.8	2.2	0.7	10.1	81
Respondent's work history	4.9	4.9	0.1	18.8	81
Childcare	4.3	3.1	0.3	35.7	81
Respondent Jobsearch	2.1	1.4	0.1	10.4	81
Benefits	4.5	3.3	0.8	25.8	81
Tax Credits	5.5	5.2	0.2	18.4	81
Income Support	1.6	0.6	0.1	7.6	81
Other income	0.2	0.1	0.0	1.3	81
Savings	2.2	1.9	0.4	8.4	81
Hardship	8.3	7.5	1.8	26.5	81
Social capital	4.1	3.5	1.0	34.5	81
CAPI interview length	59.6	59.0	16.0	192.0	81
Interviewer interview length	74.5	75.0	30.0	192.0	81

**Table 7: Summary of interview times: Couples (minutes)**

	<i>Mean</i>	<i>Median</i>	<i>Minimum</i>	<i>Maximum</i>	<i>Count</i>
Household grid	3.5	2.3	0.9	41.9	44
Respondent's health	1.5	1.2	0.3	4.5	44
Child health, schooling and outcomes	6.5	5.0	0.2	26.3	44
Child maintenance	2.9	3.2	1.1	6.0	44
Caring for others	0.4	0.2	0.1	2.3	44
Housing	4.5	4.4	1.9	9.2	44
Respondent's education	2.4	2.1	0.8	9.2	44
Respondent's work history	4.8	5.6	0.1	13.1	44
Childcare	3.7	3.3	0.3	16.0	44
Respondent Jobsearch	1.8	1.1	0.1	8.7	44
Benefits	4.5	3.4	0.8	25.8	44
Tax Credits	6.0	5.8	0.2	18.4	44
Income Support	0.7	0.3	0.1	3.9	44
Other income	0.2	0.1	0.0	1.3	44
Savings	2.7	2.5	0.4	8.4	44
Hardship	7.7	7.3	1.8	26.5	44
Social capital	4.4	3.2	1.2	34.5	44
CAPI interview length	54.7	54.5	16.0	98.0	44
Interviewer interview length	73.0	75.0	30.0	100.0	44

**Table 8: Summary of interview times: Lone parents (minutes)**

	<i>Mean</i>	<i>Median</i>	<i>Minimum</i>	<i>Maximum</i>	<i>Count</i>
Household grid	3.4	2.4	0.7	14.1	37
Respondent's health	1.8	1.4	0.5	8.4	37
Child health, schooling and outcomes	6.7	3.8	0.4	23.3	37
Child maintenance	4.8	2.6	1.1	65.3	37
Caring for others	0.5	0.3	0.1	2.2	37
Housing	6.9	6.1	2.5	37.3	37
Respondent's education	3.3	2.7	0.7	10.1	37
Respondent's work history	5.0	2.5	0.3	18.8	37
Childcare	5.0	2.9	0.6	35.7	37
Respondent Jobsearch	2.5	2.3	0.2	10.4	37
Benefits	4.5	3.2	1.4	14.0	37
Tax Credits	4.9	4.8	0.3	14.3	37
Income Support	2.6	2.4	0.2	7.6	37
Other income	0.1	0.1	0.1	0.5	37
Savings	1.7	1.5	0.5	5.2	37
Hardship	9.0	8.0	3.3	17.9	37
Social capital	3.7	3.6	1.0	8.0	37
CAPI interview length	65.4	64.0	28.0	192.0	37
Interviewer interview length	76.3	75.0	42.0	192.0	37



**Table 9: Summary of interview times: Panel cases (minutes)**

	<i>Mean</i>	<i>Median</i>	<i>Minimum</i>	<i>Maximum</i>	<i>Count</i>
Household grid	2.7	2.0	0.7	14.1	43
Respondent's health	1.7	1.4	0.3	6.0	43
Child health, schooling and outcomes	9.0	8.0	0.6	26.3	43
Child maintenance	6.7	3.2	1.1	65.3	43
Caring for others	.	.	.	.	43
Housing	5.4	4.2	1.9	37.3	43
Respondent's education	2.1	1.7	0.8	9.2	43
Respondent's work history	4.4	4.7	0.1	12.2	43
Childcare	4.6	3.7	0.4	20.5	43
Respondent Jobsearch	1.5	1.1	0.1	4.9	43
Benefits	4.1	3.2	0.8	13.7	43
Tax Credits	5.1	4.8	0.2	15.0	43
Income Support	0.8	0.4	0.1	3.9	43
Other income	0.2	0.1	0.0	1.3	43
Savings	2.3	1.9	0.4	8.4	43
Hardship	7.9	7.3	1.8	26.5	43
Social capital	3.9	3.6	1.2	13.5	43
CAPI interview length	57.3	53.0	16.0	192.0	43
Interviewer interview length	71.8	70.0	30.0	192.0	43

**Table 10: Summary of interview times: Booster cases (minutes)**

	<i>Mean</i>	<i>Median</i>	<i>Minimum</i>	<i>Maximum</i>	<i>Count</i>
Household grid	4.3	2.5	1.1	41.9	38
Respondent's health	1.6	1.3	0.5	8.4	38
Child health, schooling and outcomes	4.0	1.7	0.2	18.9	38
Child maintenance	2.9	2.6	1.1	6.8	38
Caring for others	0.5	0.3	0.1	2.3	38
Housing	5.8	5.7	2.5	13.6	38
Respondent's education	3.5	2.9	0.7	10.1	38
Respondent's work history	5.4	5.2	0.3	18.8	38
Childcare	4.0	2.5	0.3	35.7	38
Respondent Jobsearch	2.8	2.4	0.1	10.4	38
Benefits	4.9	3.5	1.4	25.8	38
Tax Credits	5.9	6.1	0.8	18.4	38
Income Support	2.4	2.3	0.1	7.6	38
Other income	0.1	0.1	0.0	0.5	38
Savings	2.2	1.8	0.8	8.4	38
Hardship	8.7	8.2	3.3	16.0	38
Social capital	4.3	3.5	1.0	28.8	38
CAPI interview length	62.2	63.0	35.0	98.0	38
Interviewer interview length	77.4	78.5	42.0	120.0	38

**Table 11: Summary of interview times: Households with no dependent children (minutes)**

	<i>Mean</i>	<i>Median</i>	<i>Minimum</i>	<i>Maximum</i>	<i>Count</i>
Household grid	2.6	1.6	1.4	5.8	7
Respondent's health	2.4	1.6	1.1	6.0	7
Child health, schooling and outcomes	4.7	5.8	0.6	8.0	7
Child maintenance	4.4	4.4	3.8	5.0	7
Caring for others	.	.	.	.	7
Housing	4.6	4.6	3.1	6.1	7
Respondent's education	2.5	1.8	1.0	5.1	7
Respondent's work history	4.3	6.0	0.1	9.5	7
Childcare	.	.	.	.	7
Respondent Jobsearch	2.2	2.3	0.9	4.9	7
Benefits	3.0	2.2	0.8	5.8	7
Tax Credits	3.8	4.8	0.2	6.9	7
Income Support	0.5	0.3	0.2	2.0	7
Other income	0.2	0.2	0.1	0.5	7
Savings	2.4	1.5	0.4	8.4	7
Hardship	11.8	9.7	1.8	26.5	7
Social capital	4.0	3.8	1.2	7.3	7
CAPI interview length	49.0	48.0	16.0	68.0	7
Interviewer interview length	60.3	65.0	30.0	75.0	7

**Table 12: Summary of interview times: Households with one dependent child (minutes)**

	<i>Mean</i>	<i>Median</i>	<i>Minimum</i>	<i>Maximum</i>	<i>Count</i>
Household grid	2.9	2.4	0.7	7.9	40
Respondent's health	1.6	1.3	0.5	8.4	40
Child health, schooling and outcomes	3.3	1.5	0.2	26.3	40
Child maintenance	2.7	2.4	1.1	6.8	40
Caring for others	0.5	0.3	0.1	2.3	40
Housing	5.3	4.7	2.5	11.4	40
Respondent's education	2.7	2.4	0.7	7.3	40
Respondent's work history	5.0	4.7	0.3	18.8	40
Childcare	3.6	2.6	0.3	35.7	40
Respondent Jobsearch	2.6	2.2	0.1	10.4	40
Benefits	4.9	3.4	1.4	25.8	40
Tax Credits	5.7	5.3	0.3	18.4	40
Income Support	2.0	1.5	0.1	7.6	40
Other income	0.2	0.1	0.0	1.1	40
Savings	2.1	1.8	0.5	8.4	40
Hardship	8.4	8.0	1.9	16.0	40
Social capital	4.4	3.5	1.0	28.8	40
CAPI interview length	56.4	56.5	20.0	96.0	40
Interviewer interview length	72.9	75.0	42.0	120.0	40

**Table 13: Summary of interview times: Households with two dependent children (minutes)**

	<i>Mean</i>	<i>Median</i>	<i>Minimum</i>	<i>Maximum</i>	<i>Count</i>
Household grid	3.3	2.4	1.1	14.1	23
Respondent's health	1.5	1.4	0.4	3.4	23
Child health, schooling and outcomes	9.4	9.1	1.1	23.3	23
Child maintenance	9.0	3.3	1.6	65.3	23
Caring for others	0.5	0.3	0.1	1.4	23
Housing	5.6	4.4	2.2	21.6	23
Respondent's education	3.2	2.3	0.8	10.1	23
Respondent's work history	5.2	4.9	0.4	16.0	23
Childcare	5.1	4.2	0.9	20.5	23
Respondent Jobsearch	1.3	1.1	0.1	5.4	23
Benefits	4.6	3.8	1.7	13.7	23
Tax Credits	5.9	5.8	0.3	15.0	23
Income Support	1.5	0.6	0.1	4.5	23
Other income	0.2	0.1	0.0	1.3	23
Savings	2.6	2.4	0.9	5.2	23
Hardship	7.5	7.0	2.9	17.9	23
Social capital	3.8	3.2	1.4	13.3	23
CAPI interview length	65.1	59.0	30.0	192.0	23
Interviewer interview length	80.5	78.5	45.0	192.0	23

**Table 14: Summary of interview times: Households with three or more dependent children (minutes)**

	<i>Mean</i>	<i>Median</i>	<i>Minimum</i>	<i>Maximum</i>	<i>Count</i>
Household grid	6.5	2.7	1.4	41.9	11
Respondent's health	1.5	1.2	0.3	3.9	11
Child health, schooling and outcomes	13.7	14.2	7.3	18.9	11
Child maintenance	3.0	3.2	1.2	4.7	11
Caring for others	0.3	0.2	0.2	0.5	11
Housing	7.4	3.9	1.9	37.3	11
Respondent's education	2.3	2.2	1.1	3.9	11
Respondent's work history	3.9	3.3	0.6	8.6	11
Childcare	5.1	4.3	1.4	16.0	11
Respondent Jobsearch	2.1	1.7	0.1	4.7	11
Benefits	3.4	3.3	1.2	6.9	11
Tax Credits	5.2	5.9	1.0	8.7	11
Income Support	0.7	0.3	0.1	2.4	11
Other income	0.1	0.1	0.1	0.1	11
Savings	2.0	1.8	0.6	4.0	11
Hardship	7.4	6.2	3.3	12.0	11
Social capital	3.8	3.5	2.0	6.5	11
CAPI interview length	66.5	71.0	29.0	98.0	11
Interviewer interview length	77.3	75.0	48.0	102.0	11

**Table 15: Summary of interview times: Receiving Tax Credits (minutes)**

	<i>Mean</i>	<i>Median</i>	<i>Minimum</i>	<i>Maximum</i>	<i>Count</i>
Household grid	3.9	2.4	1.1	41.9	57
Respondent's health	1.5	1.3	0.3	8.4	57
Child health, schooling and outcomes	7.0	5.7	0.2	26.3	57
Child maintenance	5.6	3.2	1.1	65.3	57
Caring for others	0.5	0.3	0.1	2.3	57
Housing	6.1	4.6	1.9	37.3	57
Respondent's education	3.0	2.4	0.8	10.1	57
Respondent's work history	5.6	5.8	0.4	18.8	57
Childcare	4.1	3.3	0.3	20.5	57
Respondent Jobsearch	2.1	1.2	0.1	10.4	57
Benefits	4.8	3.8	1.2	25.8	57
Tax Credits	6.7	6.6	1.6	18.4	57
Income Support	1.6	0.4	0.1	7.6	57
Other income	0.1	0.1	0.0	1.3	57
Savings	2.4	2.0	0.6	8.4	57
Hardship	8.2	7.5	2.9	17.9	57
Social capital	4.3	3.4	1.4	34.5	57
CAPI interview length	64.2	63.0	29.0	192.0	57
Interviewer interview length	79.3	80.0	42.0	192.0	57

**Table 16: Summary of interview times: Not receiving Tax Credits (minutes)**

	<i>Mean</i>	<i>Median</i>	<i>Minimum</i>	<i>Maximum</i>	<i>Count</i>
Household grid	2.5	2.3	0.7	5.8	24
Respondent's health	2.0	1.6	0.5	6.0	24
Child health, schooling and outcomes	5.7	3.6	0.5	19.8	24
Child maintenance	2.5	1.9	1.1	4.8	24
Caring for others	0.4	0.3	0.1	1.3	24
Housing	4.4	4.5	2.5	6.5	24
Respondent's education	2.2	1.9	0.7	6.1	24
Respondent's work history	3.0	1.2	0.1	13.1	24
Childcare	4.8	2.5	0.4	35.7	24
Respondent Jobsearch	2.1	2.1	0.2	6.4	24
Benefits	3.6	2.8	0.8	13.7	24
Tax Credits	2.8	1.8	0.2	9.3	24
Income Support	1.5	1.5	0.2	3.9	24
Other income	0.2	0.1	0.1	1.1	24
Savings	1.8	1.4	0.4	8.4	24
Hardship	8.6	8.0	1.8	26.5	24
Social capital	3.6	3.4	1.0	10.0	24
CAPI interview length	48.7	47.5	16.0	72.0	24
Interviewer interview length	63.0	64.0	30.0	90.0	24



**Table 17: Summary of interview times: Main respondent in work (minutes)**

	<i>Mean</i>	<i>Median</i>	<i>Minimum</i>	<i>Maximum</i>	<i>Count</i>
Household grid	3.1	2.3	1.1	14.1	28
Respondent's health	1.2	1.0	0.3	2.5	28
Child health, schooling and outcomes	9.4	8.0	0.2	26.3	28
Child maintenance	9.6	3.5	1.1	65.3	28
Caring for others	0.4	0.3	0.2	1.0	28
Housing	5.0	4.1	2.2	21.6	28
Respondent's education	2.5	2.2	0.8	9.2	28
Respondent's work history	7.4	7.4	3.3	12.2	28
Childcare	4.5	4.0	0.3	20.5	28
Respondent Jobsearch	1.3	0.7	0.1	8.7	28
Benefits	4.2	3.6	0.8	10.0	28
Tax Credits	6.3	5.9	1.0	15.0	28
Income Support	0.5	0.3	0.1	1.8	28
Other income	0.2	0.1	0.0	1.3	28
Savings	2.8	2.5	0.6	8.4	28
Hardship	8.1	6.6	3.3	26.5	28
Social capital	4.4	3.1	1.4	29.2	28
CAPI interview length	63.4	60.5	29.0	192.0	28
Interviewer interview length	78.0	73.0	48.0	192.0	28

**Table 18: Summary of interview times: Main respondent not in work (minutes)**

	<i>Mean</i>	<i>Median</i>	<i>Minimum</i>	<i>Maximum</i>	<i>Count</i>
Household grid	3.6	2.4	0.7	41.9	53
Respondent's health	1.9	1.6	0.4	8.4	53
Child health, schooling and outcomes	5.2	2.3	0.2	19.8	53
Child maintenance	2.9	2.5	1.1	6.8	53
Caring for others	0.5	0.3	0.1	2.3	53
Housing	5.9	4.9	1.9	37.3	53
Respondent's education	2.9	2.3	0.7	10.1	53
Respondent's work history	3.5	1.7	0.1	18.8	53
Childcare	4.2	2.6	0.4	35.7	53
Respondent Jobsearch	2.6	2.3	0.2	10.4	53
Benefits	4.6	3.3	1.2	25.8	53
Tax Credits	5.1	4.8	0.2	18.4	53
Income Support	2.1	2.0	0.2	7.6	53
Other income	0.2	0.1	0.0	1.1	53
Savings	1.9	1.7	0.4	5.2	53
Hardship	8.4	8.0	1.8	16.0	53
Social capital	3.9	3.6	1.0	16.9	53
CAPI interview length	57.6	56.0	16.0	98.0	53
Interviewer interview length	72.8	75.0	30.0	120.0	53

**Table 20: Summary of interview times: Partner interviews All cases (minutes)**

	<i>Mean</i>	<i>Median</i>	<i>Minimum</i>	<i>Maximum</i>	<i>Count</i>
Partner's Health	1.6	1.3	0.2	6.3	33
Partner's Education	1.9	1.8	0.3	5.6	33
Partner's work	5.1	4.9	0.2	11.7	33
Partner's job search	1.5	1.0	0.1	6.4	33
Partner's social capital	3.3	3.3	0.6	6.5	33
Total Partner interview length	13.4	12.8	4.3	27.0	33

**Table 21: Summary of interview times: Partner interviews: Face to face (minutes)**

	<i>Mean</i>	<i>Median</i>	<i>Minimum</i>	<i>Maximum</i>	<i>Count</i>
Partner's Health	1.7	1.3	0.2	6.3	27
Partner's Education	1.8	1.7	0.3	5.6	27
Partner's work	4.7	4.7	0.2	11.7	27
Partner's job search	1.6	1.0	0.1	6.4	27
Partner's social capital	3.0	2.8	0.6	6.5	27
Total Partner interview length	12.8	12.3	4.3	27.0	27

**Table 22: Summary of interview times: Partner interviews: Telephone (minutes)**

	<i>Mean</i>	<i>Median</i>	<i>Minimum</i>	<i>Maximum</i>	<i>Count</i>
Partner's Health	1.2	1.2	0.6	1.7	6
Partner's Education	2.3	2.1	1.3	4.0	6
Partner's work	6.8	5.8	3.3	10.9	6
Partner's job search	1.2	1.1	0.8	2.3	6
Partner's social capital	4.3	4.4	3.2	5.3	6
Total Partner interview length	15.7	15.0	11.1	23.7	6

## **Astudiaeth Teuluoedd a Phlant: Rhan 7**

Yn nechrau mis Awst, ysgrifennodd Kirsty Pearson o Gyllid y Wlad atoch i ofyn am eich help gydag astudiaeth bwysig o deuluoedd yn magu plant. Rydym yn siarad gyda gwahanol deuluoedd o bob rhan o Brydain, yn dysgu am eu profiadau o fywyd a gwaith teuluoedd. Fel y dywedodd, mae gennym ddiddordeb mawr mewn cael gwybod am eich syniadau a'ch profiadau, ni waeth beth fo'ch amgylchiadau ar hyn o bryd.

Bydd cyfwelydd o'r *Ganolfan Genedlaethol Ymchwil Gymdeithasol* yn cysylltu â chi'n fuan. Gall y cyfwelydd ateb unrhyw gwestiynau sydd gennych am yr astudiaeth, ac os ydych yn barod i gymryd rhan, bydd yn trefnu apwyntiad i ddod i'ch cyfweld. Mae croeso ichi ofyn am gael gweld hwn. Yn arwydd o'n gwerthfawrogiad bydd y teuluoedd hynny sy'n cymryd rhan yn y cyfweiliad hwn yn derbyn tocyn anrheg gwerth £10.

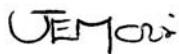
**Mae gan bob cyfwelydd gerdyn adnabod**, gyda ffotograff.

Enw'r cyfwelydd a fydd yn cysylltu â chi yw: \_\_\_\_\_

Byddwn yn trin eich holl atebion yn gwbl gyfrinachol yn unol â'r Ddeddf Diogelu Data ac ni fydd canlyniadau'r astudiaeth hon yn cyfeirio'n benodol atoch chi na'ch teulu. Ni fydd enwau'r bobl sy'n cymryd rhan yn yr astudiaeth yn cael eu trosglwyddo i neb y tu allan i'r *Ganolfan Genedlaethol Ymchwil Gymdeithasol* (y *Ganolfan*).

Rydym yn mawr obeithio y byddwch am gymryd rhan yn yr astudiaeth bwysig hon, ac y byddwch yn mwynhau siarad gydag un o'n cyfwelwyr.

Yn gywir,



Janice Morris  
On behalf of the research team

Our Ref: P2472/

Dear

**Families and Children Study: Wave 7**

In July, Mike Bielby from HM Revenue and Customs wrote to you asking for your help with an important study about families bringing up children. We are talking to different families all over Britain, finding out about their experiences of family life and work. As he mentioned, we are very interested in finding out about your views and experiences, whatever your present circumstances.

A National Centre for Social Research (NatCen) interviewer will call at your address soon. The interviewer will be able to answer any questions you have about the study and will make an appointment to come and interview you. As a token of our appreciation those families taking part in this interview will receive a £10 gift voucher.

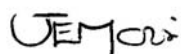
**All our interviewers carry an identification card**, with a photograph. Please ask to see this.

The name of the interviewer who will be contacting you is: \_\_\_\_\_

All your answers will be treated in strict confidence in accordance with the Data Protection Act and the findings of this study will not identify you or your family. The names of those who take part in the study will not be passed to anyone outside NatCen without their permission.

We do hope you will want to be involved in this important study, and that you will enjoy speaking to one of our interviewers.

Yours sincerely,



Janice Morris  
On behalf of the research team

**B**

**P2472**

**FAMILIES AND CHILDREN STUDY 2005**  
**ADDRESS RECORD FORM (ARF)**  
**BOOSTER ORANGE TEAM**

<b>B</b>	ASSIGNMENT NAME:	
	TRIP NO:	
	FINAL OUTCOME:	

**ADDRESS LABEL**

**CHANGE OF ADDRESS**

**FOR THIS CASE YOU NEED TO:**

- Send out advance letter B
- Check that the main respondent has dependent children living with them as part of their household
- Carry out the main interview (and partner where appropriate) if family eligible
- Give respondent £10 for taking part

Title First name & Surname

Respondent name:

Respondent Phone No:

Respondent Mobile No:  No

Respondent E-mail:

Interviewer name:

Interviewer number:

3 No. refused / ex- directory:  4 Total no. of Personal visits:

Call No.	Date DD/MM	Day of week	Call Start Time 24hr Clock	VISITS RECORD Record all visits, even if no reply For phone calls – see separate grid on next page	*Call Status (Enter codes only)	Call End Time 24hr Clock	Call followed by personal/ non-CAPI time? (tick)
1	/		:			:	
2	/		:			:	
3	/		:			:	
4	/		:			:	
5	/		:			:	
6	/		:			:	
7	/		:			:	
8	/		:			:	
9	/		:			:	
10	/		:			:	

**Call Status Codes:** 1=No Reply, 2=Contact Made, 3=Appointment Made, 4=Any Interviewing done, 5=Any Other Status (describe in visits record)

Call No.	Date DD/MM	Day of week	Call Start Time 24hr Clock	VISITS RECORD (continued) Record all visits, even if no reply For phone calls – see separate grid on next page	*Call Status (Enter codes only)	Call End Time 24hr Clock	Call followed by personal/non-CAPI time? (tick)
11	/		:			:	
12	/		:			:	
13	/		:			:	
14	/		:			:	
15	/		:			:	
16	/		:			:	
17	/		:			:	
18	/		:			:	
19	/		:			:	
20	/		:			:	
<b>Call Status Codes: 1=No Reply, 2=Contact Made, 3=Appointment Made, 4=Any Interviewing done, 5=Any Other Status (describe in visits record)</b>							

Call No.	Date DD/MM	Day of week	Call Start Time 24hr Clock	TELEPHONE CALLS RECORD Record all telephone calls, even if no reply	*Call Status (Enter codes only)	Call End Time 24hr Clock
1	/		:			:
2	/		:			:
3	/		:			:
4	/		:			:
5	/		:			:
6	/		:			:
7	/		:			:
8	/		:			:
9	/		:			:
10	/		:			:
<b>Call Status Codes: 1=No Reply, 2=Contact Made, 3=Appointment Made, 4=Any Interviewing done, 5=Any Other Status (describe in calls record)</b>						



## A. Contact with *main respondent*

### NOTE

- The **main respondent** should always be the **female** ‘mother-figure’ **unless** the respondent is a **lone father**.
- If the named person and partner have split up **follow the children**. If the children are split between the mother and father, follow the mother **only**.
- Remember, for new cases you do **not** interview the main respondent (and partner) **if all** the **children** are now **living elsewhere** (i.e. if they have all left home, gone into care etc).

<b>A1</b>	<p><b>Is the <i>main respondent</i> living at this address?</b></p> <p style="text-align: right;">Yes</p> <p style="text-align: right;">No</p> <p style="text-align: right;">Don't know</p> <p style="text-align: right;">Office Refusal</p> <p style="text-align: right;"><i>Main respondent</i> died</p> <p style="text-align: right;">Re-allocated to another interviewer</p>	AA	<b>GO TO E1</b>	
		BB	<b>GO TO A3</b>	
		CC	<b>GO TO A2</b>	
		<b>410</b>	<b>RETURN TO OFFICE</b>	
		<b>700</b>		
		<b>900</b>		
<b>A2</b>	<p><b>Please code the reason why you are unable to establish whether the <i>main respondent</i> is living at this address.</b></p> <p style="text-align: right;">Address inaccessible</p> <p style="text-align: right;">Information refused about whether <i>main respondent</i> is resident at address</p> <p style="text-align: right;">Unknown if <i>main respondent</i> resident due to non-contact at address after 4+ calls</p>	<b>620</b>	<b>CALL OFFICE BEFORE RETURNING</b>	*
		<b>651</b>	<b>RETURN TO OFFICE</b>	*
		<b>652</b>		
<b>A3</b>	<p><b>Were you able to obtain a follow-up address for the <i>main respondent</i>?</b></p> <p style="text-align: right;">Yes, follow up address in area</p> <p style="text-align: right;">Yes, but follow up address outside area</p> <p style="text-align: right;">No, follow up address unknown</p>	DD	<b>RECORD ADDRESS AT B1 (p.3)</b>	
		<b>681</b>	<b>RECORD ADDRESS AT B1 (p.3) and RETURN TO OFFICE</b>	*
		<b>682</b>	<b>RECORD TRACING ATTEMPTS AT A4 &amp; RETURN TO OFFICE</b>	*
<b>A4</b>	<p><b>WRITE IN ALL ATTEMPTS TO FIND FOLLOW UP ADDRESS FOR <i>MAIN RESPONDENT</i></b></p> <p><b><i>Fill in any details at B1 (p.3). Record whether left tracing letter with present occupants.</i></b></p> <p style="text-align: right;"><b>RETURN TO OFFICE</b></p>			

## B. Tracing *main respondent* - attempt 1

<b>B1</b>	<p><b>RECORD FOLLOW UP ADDRESS/ TELEPHONE NUMBER OF RESPONDENT</b></p> <p>ADDRESS:</p>   <p>POSTCODE: <span style="float: right;">PHONE NO: (<i>incl. STD code</i>)</span></p> <p>Notes on address location <span style="float: right;">MOBILE NO:</span></p>																						
<b>B2</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; vertical-align: top;"> <p>Is the <i>main respondent</i> living at this address?</p> </td> <td style="width: 10%; text-align: center; vertical-align: top;">Yes</td> <td style="width: 10%; text-align: center; vertical-align: top;">AA</td> <td style="width: 20%; text-align: center; vertical-align: top;"><b>GO TO E1</b></td> </tr> <tr> <td></td> <td style="text-align: center; vertical-align: top;">No</td> <td style="text-align: center; vertical-align: top;">BB</td> <td style="text-align: center; vertical-align: top;"><b>GO TO B4</b></td> </tr> <tr> <td></td> <td style="text-align: center; vertical-align: top;">Don't know</td> <td style="text-align: center; vertical-align: top;">CC</td> <td style="text-align: center; vertical-align: top;"><b>GO TO B3</b></td> </tr> <tr> <td></td> <td style="text-align: center; vertical-align: top;">Office refusal</td> <td style="text-align: center; vertical-align: top;"><b>410</b></td> <td rowspan="3" style="text-align: center; vertical-align: middle;"><b>RETURN TO OFFICE</b></td> </tr> <tr> <td></td> <td style="text-align: center; vertical-align: top;"><i>Main respondent</i> died</td> <td style="text-align: center; vertical-align: top;"><b>700</b></td> </tr> <tr> <td></td> <td style="text-align: center; vertical-align: top;">Re-allocated to another interviewer</td> <td style="text-align: center; vertical-align: top;"><b>900</b></td> </tr> </table>	<p>Is the <i>main respondent</i> living at this address?</p>	Yes	AA	<b>GO TO E1</b>		No	BB	<b>GO TO B4</b>		Don't know	CC	<b>GO TO B3</b>		Office refusal	<b>410</b>	<b>RETURN TO OFFICE</b>		<i>Main respondent</i> died	<b>700</b>		Re-allocated to another interviewer	<b>900</b>
<p>Is the <i>main respondent</i> living at this address?</p>	Yes	AA	<b>GO TO E1</b>																				
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	Don't know	CC	<b>GO TO B3</b>																				
	Office refusal	<b>410</b>	<b>RETURN TO OFFICE</b>																				
	<i>Main respondent</i> died	<b>700</b>																					
	Re-allocated to another interviewer	<b>900</b>																					
<b>B3</b>	<p><b>Please code the reason why you are unable to establish whether the <i>main respondent</i> is living at this address.</b></p>  <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; vertical-align: top;"> <p style="text-align: right;">Address inaccessible</p> <p>Information refused about whether <i>main respondent</i> is resident at address</p> <p>Unknown if <i>main respondent</i> resident due to non-contact at address after 4+ calls</p> </td> <td style="width: 10%; text-align: center; vertical-align: top;"><b>620</b></td> <td style="width: 10%; text-align: center; vertical-align: top;"><b>CALL OFFICE BEFORE RETURNING</b></td> <td style="width: 20%;"></td> </tr> <tr> <td></td> <td style="text-align: center; vertical-align: top;"><b>651</b></td> <td style="text-align: center; vertical-align: top;"><b>RETURN TO OFFICE</b></td> <td></td> </tr> <tr> <td></td> <td style="text-align: center; vertical-align: top;"><b>652</b></td> <td style="text-align: center; vertical-align: top;"><b>RETURN TO OFFICE</b></td> <td></td> </tr> </table>	<p style="text-align: right;">Address inaccessible</p> <p>Information refused about whether <i>main respondent</i> is resident at address</p> <p>Unknown if <i>main respondent</i> resident due to non-contact at address after 4+ calls</p>	<b>620</b>	<b>CALL OFFICE BEFORE RETURNING</b>			<b>651</b>	<b>RETURN TO OFFICE</b>			<b>652</b>	<b>RETURN TO OFFICE</b>											
<p style="text-align: right;">Address inaccessible</p> <p>Information refused about whether <i>main respondent</i> is resident at address</p> <p>Unknown if <i>main respondent</i> resident due to non-contact at address after 4+ calls</p>	<b>620</b>	<b>CALL OFFICE BEFORE RETURNING</b>																					
	<b>651</b>	<b>RETURN TO OFFICE</b>																					
	<b>652</b>	<b>RETURN TO OFFICE</b>																					
<b>B4</b>	<p><b>Were you able to obtain a follow-up address for the <i>main respondent</i>?</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; vertical-align: top;"> <p style="text-align: right;">Yes, follow up address in area</p> <p style="text-align: right;">Yes, but follow up address outside area</p> <p style="text-align: right;">No, follow up address unknown</p> </td> <td style="width: 10%; text-align: center; vertical-align: top;">DD</td> <td style="width: 10%; text-align: center; vertical-align: top;"><b>RECORD ADDRESS AT C1 (p.4)</b></td> <td style="width: 20%;"></td> </tr> <tr> <td></td> <td style="text-align: center; vertical-align: top;"><b>681</b></td> <td style="text-align: center; vertical-align: top;"><b>RECORD ADDRESS AT C1 (p.4) and RETURN TO OFFICE</b></td> <td></td> </tr> <tr> <td></td> <td style="text-align: center; vertical-align: top;"><b>682</b></td> <td style="text-align: center; vertical-align: top;"><b>RECORD TRACING ATTEMPTS AT B5 &amp; RETURN TO OFFICE</b></td> <td></td> </tr> </table>	<p style="text-align: right;">Yes, follow up address in area</p> <p style="text-align: right;">Yes, but follow up address outside area</p> <p style="text-align: right;">No, follow up address unknown</p>	DD	<b>RECORD ADDRESS AT C1 (p.4)</b>			<b>681</b>	<b>RECORD ADDRESS AT C1 (p.4) and RETURN TO OFFICE</b>			<b>682</b>	<b>RECORD TRACING ATTEMPTS AT B5 &amp; RETURN TO OFFICE</b>											
<p style="text-align: right;">Yes, follow up address in area</p> <p style="text-align: right;">Yes, but follow up address outside area</p> <p style="text-align: right;">No, follow up address unknown</p>	DD	<b>RECORD ADDRESS AT C1 (p.4)</b>																					
	<b>681</b>	<b>RECORD ADDRESS AT C1 (p.4) and RETURN TO OFFICE</b>																					
	<b>682</b>	<b>RECORD TRACING ATTEMPTS AT B5 &amp; RETURN TO OFFICE</b>																					
<b>B5</b>	<p><b>WRITE IN ALL ATTEMPTS TO FIND FOLLOW UP ADDRESS FOR MAIN RESPONDENT</b></p> <p><i>Fill in any details at C1 (p.4). Record whether left tracing letter with present occupants</i></p>          <p style="text-align: right;"><b>RETURN TO OFFICE</b></p>																						

## C. Tracing *main respondent* - attempt 2

<b>C1</b>	<p><b>RECORD FOLLOW UP ADDRESS/ TELEPHONE NUMBER OF RESPONDENT</b></p> <p><b>ADDRESS:</b></p> <p><b>POSTCODE:</b></p> <p>Notes on address location</p>			<p><b>PHONE NO: (<i>incl. STD code</i>)</b></p> <p><b>MOBILE NO:</b></p>										
<b>C2</b>	<p>Is the <i>main respondent</i> living at this address?</p>	<p>Yes</p> <p>No</p> <p>Don't know</p> <p>Office refusal</p> <p><i>Main respondent</i> died</p> <p>Re-allocated to another interviewer</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">AA</td><td style="text-align: center;"><b>GO TO E1</b></td></tr> <tr><td style="text-align: center;">BB</td><td style="text-align: center;"><b>GO TO C4</b></td></tr> <tr><td style="text-align: center;">CC</td><td style="text-align: center;"><b>GO TO C3</b></td></tr> <tr><td style="text-align: center;">410</td><td rowspan="3" style="text-align: center;"><b>RETURN TO OFFICE</b></td></tr> <tr><td style="text-align: center;">700</td></tr> <tr><td style="text-align: center;">900</td></tr> </table>	AA	<b>GO TO E1</b>	BB	<b>GO TO C4</b>	CC	<b>GO TO C3</b>	410	<b>RETURN TO OFFICE</b>	700	900	*
AA	<b>GO TO E1</b>													
BB	<b>GO TO C4</b>													
CC	<b>GO TO C3</b>													
410	<b>RETURN TO OFFICE</b>													
700														
900														
<b>C3</b>	<p>Please code the reason why you are unable to establish whether the <i>main respondent</i> is living at this address.</p>	<p>Address inaccessible</p> <p>Information refused about whether <i>main respondent</i> is resident at address</p> <p>Unknown if <i>main respondent</i> resident due to non-contact at address after 4+ calls</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">620</td><td style="text-align: center;"><b>CALL OFFICE BEFORE RETURNING</b></td></tr> <tr><td style="text-align: center;">651</td><td rowspan="2" style="text-align: center;"><b>RETURN TO OFFICE</b></td></tr> <tr><td style="text-align: center;">652</td></tr> </table>	620	<b>CALL OFFICE BEFORE RETURNING</b>	651	<b>RETURN TO OFFICE</b>	652	*					
620	<b>CALL OFFICE BEFORE RETURNING</b>													
651	<b>RETURN TO OFFICE</b>													
652														
<b>C4</b>	<p>Were you able to obtain a follow-up address for the <i>main respondent</i>?</p>	<p>Yes, follow up address in area</p> <p>Yes, but follow up address outside area</p> <p>No, follow up address unknown</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">DD</td><td style="text-align: center;"><b>RECORD ADDRESS AT D1 (p.5)</b></td></tr> <tr><td style="text-align: center;">681</td><td style="text-align: center;"><b>RECORD ADDRESS AT D1 (p.5) and RETURN TO OFFICE</b></td></tr> <tr><td style="text-align: center;">682</td><td style="text-align: center;"><b>RECORD TRACING ATTEMPTS AT C5 &amp; RETURN TO OFFICE</b></td></tr> </table>	DD	<b>RECORD ADDRESS AT D1 (p.5)</b>	681	<b>RECORD ADDRESS AT D1 (p.5) and RETURN TO OFFICE</b>	682	<b>RECORD TRACING ATTEMPTS AT C5 &amp; RETURN TO OFFICE</b>	*				
DD	<b>RECORD ADDRESS AT D1 (p.5)</b>													
681	<b>RECORD ADDRESS AT D1 (p.5) and RETURN TO OFFICE</b>													
682	<b>RECORD TRACING ATTEMPTS AT C5 &amp; RETURN TO OFFICE</b>													
<b>C5</b>	<p><b>WRITE IN ALL ATTEMPTS TO FIND FOLLOW UP ADDRESS FOR MAIN RESPONDENT</b></p> <p><b>Fill in any details at D1 (p.5). Record whether left tracing letter with present occupants</b></p>													
	<b>RETURN TO OFFICE</b>													

### D. Tracing *main respondent* - attempt 3

<b>D1</b>	<b>RECORD FOLLOW UP ADDRESS/ TELEPHONE NUMBER OF RESPONDENT</b> <b>ADDRESS:</b>   <b>POSTCODE:</b>  Notes on address location	<b>PHONE NO: (incl. STD code)</b>  <b>MOBILE NO:</b>																	
<b>D2</b>	<b>Is the <i>main respondent</i> living at this address?</b>	Yes No Don't know Office refusal <i>Main respondent</i> died Reallocated to another interview	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">AA</td> <td style="width: 10%;"></td> <td style="width: 80%; text-align: center;"><b>GO TO E1</b></td> </tr> <tr> <td style="text-align: center;">BB</td> <td></td> <td style="text-align: center;"><b>GO TO D4</b></td> </tr> <tr> <td style="text-align: center;">CC</td> <td></td> <td style="text-align: center;"><b>GO TO D3</b></td> </tr> <tr> <td style="text-align: center;">410</td> <td></td> <td rowspan="3" style="text-align: center;"><b>RETURN TO OFFICE</b></td> </tr> <tr> <td style="text-align: center;">700</td> <td></td> </tr> <tr> <td style="text-align: center;">900</td> <td></td> </tr> </table>	AA		<b>GO TO E1</b>	BB		<b>GO TO D4</b>	CC		<b>GO TO D3</b>	410		<b>RETURN TO OFFICE</b>	700		900	
AA		<b>GO TO E1</b>																	
BB		<b>GO TO D4</b>																	
CC		<b>GO TO D3</b>																	
410		<b>RETURN TO OFFICE</b>																	
700																			
900																			
<b>D3</b>	<b>Please code the reason why you are unable to establish whether the <i>main respondent</i> is living at this address.</b>	Address inaccessible  Information refused about whether <i>main respondent</i> is resident at address Unknown if <i>main respondent</i> resident due to non-contact at address after 4+ calls	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">620</td> <td style="width: 10%;"></td> <td style="width: 80%; text-align: center;"><b>CALL OFFICE BEFORE RETURNING</b></td> </tr> <tr> <td style="text-align: center;">651</td> <td></td> <td rowspan="2" style="text-align: center;"><b>RETURN TO OFFICE</b></td> </tr> <tr> <td style="text-align: center;">652</td> <td></td> </tr> </table>	620		<b>CALL OFFICE BEFORE RETURNING</b>	651		<b>RETURN TO OFFICE</b>	652									
620		<b>CALL OFFICE BEFORE RETURNING</b>																	
651		<b>RETURN TO OFFICE</b>																	
652																			
<b>D4</b>	<b>Were you able to obtain a follow-up address for the <i>main respondent</i>?</b>	Yes, follow up address in area Yes, but follow up address outside area  No, follow up address unknown	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">DD</td> <td style="width: 10%;"></td> <td style="width: 80%; text-align: center;"><b>GO TO CONT. SHEET</b></td> </tr> <tr> <td style="text-align: center;">681</td> <td></td> <td style="text-align: center;"><b>GO TO CONT. SHEET</b></td> </tr> <tr> <td style="text-align: center;">682</td> <td></td> <td style="text-align: center;"><b>RECORD TRACING ATTEMPTS AT D5 &amp; RETURN TO OFFICE</b></td> </tr> </table>	DD		<b>GO TO CONT. SHEET</b>	681		<b>GO TO CONT. SHEET</b>	682		<b>RECORD TRACING ATTEMPTS AT D5 &amp; RETURN TO OFFICE</b>							
DD		<b>GO TO CONT. SHEET</b>																	
681		<b>GO TO CONT. SHEET</b>																	
682		<b>RECORD TRACING ATTEMPTS AT D5 &amp; RETURN TO OFFICE</b>																	
<b>D5</b>	<b>WRITE IN ALL ATTEMPTS TO FIND FOLLOW UP ADDRESS FOR <i>MAIN RESPONDENT</i></b> <i>Fill in any details on continuation sheet. Record whether left tracing letter with present occupants</i>																		
			<b>RETURN TO OFFICE</b>																

## E. ESTABLISH IF RESPONDENT HAS DEPENDENT CHILDREN

<b>E1</b>	<p><b>Were you able to make contact with the <i>main respondent</i>?</b></p>	Yes  No, no contact with <i>main respondent</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">EE</td> <td style="width: 50%; text-align: center;"><b>GO TO E2</b></td> </tr> <tr> <td style="text-align: center;">662</td> <td style="text-align: center;"><b>GO TO E4</b></td> </tr> </table>	EE	<b>GO TO E2</b>	662	<b>GO TO E4</b>		
EE	<b>GO TO E2</b>								
662	<b>GO TO E4</b>								
<b>E2</b>	<p><b>ASK RESPONDENT: Are there any children aged 18 or under living with you as part of your family?</b></p>	Yes  No  Information refused	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">FF</td> <td style="width: 50%; text-align: center;"><b>GO TO E2a</b></td> </tr> <tr> <td style="text-align: center;">770</td> <td style="text-align: center;"><b>RETURN TO OFFICE</b></td> </tr> <tr> <td style="text-align: center;">661</td> <td style="text-align: center;"><b>GO TO E4</b></td> </tr> </table>	FF	<b>GO TO E2a</b>	770	<b>RETURN TO OFFICE</b>	661	<b>GO TO E4</b>
FF	<b>GO TO E2a</b>								
770	<b>RETURN TO OFFICE</b>								
661	<b>GO TO E4</b>								
<b>E2 a</b>	<p><b>IF CHILDREN AGED 18 OR UNDER LIVING WITH <i>MAIN RESPONDENT</i></b>  <b>How many children do you have living here who are 16 years or younger?</b></p>	<input style="width: 40px; height: 20px;" type="text"/>	<b>GO TO E2b</b>						
<b>E2 b</b>	<p><b>How many children do you have living here aged 17 or 18 who are in full-time education? (INCLUDE THOSE CHILDREN WAITING TO GO TO 6<sup>th</sup> FORM/COLLEGE)</b></p>	<input style="width: 40px; height: 20px;" type="text"/>	<b>GO TO E2c</b>						
<b>E2 c</b>	<p><b>ENTER TOTAL NUMBER OF DEPENDENT CHILDREN (SUM OF E2a &amp; E2b)</b></p>	<input style="width: 40px; height: 20px;" type="text"/>	<b>GO TO E3</b>						
<b>E3</b>	<p><b>SUMMARY:                  DOES <i>MAIN RESPONDENT</i> HAVE ANY DEPENDENT CHILDREN LIVING WITH THEM AS PART OF THEIR FAMILY?</b></p>	Yes, has dependent child(ren)  No, does not have dependent child(ren)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">HH</td> <td style="width: 50%; text-align: center;"><b>GO TO F1</b></td> </tr> <tr> <td style="text-align: center;">770</td> <td style="text-align: center;"><b>RETURN TO OFFICE</b></td> </tr> </table>	HH	<b>GO TO F1</b>	770	<b>RETURN TO OFFICE</b>		
HH	<b>GO TO F1</b>								
770	<b>RETURN TO OFFICE</b>								
<b>E4</b>	<p><b>PLEASE GIVE DETAILS</b></p> <p style="text-align: right; margin-top: 100px;"><b>RETURN TO OFFICE</b></p>								

## F. OUTCOME OF INTERVIEW FOR *MAIN RESPONDENT* (& PARTNER)

<b>F1</b>	<p><b>DID YOU CARRY OUT AN INTERVIEW WITH THE <i>MAIN RESPONDENT</i>?</b> (RING ONE CODE ONLY)</p> <p style="text-align: right;">Yes, full interview with <i>main respondent</i> (no partner in hhld) <b>110</b></p> <p style="text-align: right;">Yes, full interview with <i>main respondent</i> <b>and</b> partner (face to face) <b>111</b></p> <p style="text-align: right;">Yes, full interview with <i>main respondent</i> <b>and</b> partner (telephone) <b>114</b></p> <p style="text-align: right;">Yes, full interview with <i>main respondent</i>, <b>proxy</b> partner interview <b>112</b></p> <p style="text-align: right;">Yes, full interview with <i>main respondent</i>, <b>no</b> partner interview (proxy or full) <b>113</b></p> <p style="text-align: right;">Yes, <b>partial</b> interview with <i>main respondent</i> (no partner in hhld) <b>210</b></p> <p style="text-align: right;">Yes, <b>partial</b> interview with <i>main respondent</i>, full <b>face to face</b> partner interview <b>211</b></p> <p style="text-align: right;">Yes, <b>partial</b> interview with <i>main respondent</i>, full <b>telephone</b> partner interview <b>214</b></p> <p style="text-align: right;">Yes, <b>partial</b> interview with <i>main respondent</i>, <b>proxy</b> partner interview <b>212</b></p> <p style="text-align: right;">Yes, <b>partial</b> interview with <i>main respondent</i>, <b>no</b> partner interview (proxy or full) <b>213</b></p> <p style="text-align: right;">No interview <b>JJ</b></p>	<p><b>GO TO F7</b></p> <hr/> <p><b>GO TO F5</b></p> <hr/> <p><b>GO TO F4</b></p> <hr/> <p><b>GO TO F2</b></p>	<p>*</p> <hr/> <p>*</p> <hr/> <p>*</p> <hr/> <p>*</p>
<b>F2</b>	<p><b>CODE REASON FOR NO INTERVIEW WITH <i>MAIN RESPONDENT</i></b> (RING ONE CODE ONLY)</p> <p style="text-align: right;">Personal refusal <b>431</b></p> <p style="text-align: right;">Proxy refusal <b>432</b></p> <p style="text-align: right;">Respondent refused during interview (before completed Benefits section) <b>440</b></p> <p style="text-align: right;">Broken appointment, no re-contact <b>450</b></p> <p style="text-align: right;">Ill at home during survey period <b>510</b></p> <p style="text-align: right;">Away/in hospital during entire survey period <b>520</b></p> <p style="text-align: right;">Physically or mentally unable/incompetent <b>530</b></p> <p style="text-align: right;">Language difficulties <b>540</b></p> <p style="text-align: right;">Other (please specify)_____ <b>560</b></p>	<p><b>GO TO F3</b></p>	<p>*</p>
<b>F3</b>	<p><b>IF <u>NO</u> INTERVIEW WITH <i>MAIN RESPONDENT</i>, PLEASE GIVE DETAILS</b></p> <p style="text-align: right; padding-right: 100px;"><b>RETURN TO OFFICE</b></p>		
<b>F4</b>	<p><b>IF PARTIAL INTERVIEW WITH <i>MAIN RESPONDENT</i>, PLEASE GIVE REASON(S).</b></p> <p style="text-align: right;"><b>GO TO F7</b></p>		

F5	<b>WHY WERE YOU UNABLE TO CARRY OUT THE FULL PARTNER INTERVIEW?</b>	Personal refusal by partner	81	<b>GO TO F6</b>
		Proxy refusal on behalf of partner	82	
		Partner broke appointment, no re-contact	83	
		Partner ill at home during survey period	84	
		Partner away/in hospital during entire survey period	85	
		Partner physically or mentally unable/incompetent	86	
		Partner had language difficulties	87	
		Other (please specify) _____	88	
F6	<b>IF NO FULL PARTNER INTERVIEW, PLEASE GIVE DETAILS</b>			<b>GO TO F7</b>
F7	<b>DID YOU GIVE THE MAIN RESPONDENT A £10 VOUCHER? PLEASE ENSURE THAT THE RESPONDENT SIGNS THE VOUCHER RECEIPT FORM, ON THE BACK OF THIS ARF</b>	Yes, and signed receipt	1	<b>GO TO F8</b>
		No	2	
F8	<b>ENTER TOTAL LENGTH OF INTERVIEW</b>	Enter length of <b>Main respondent</b> interview:	<input type="text"/>	<b>GO TO G1</b>
	Enter length of <b>full</b> face to face/telephone partner interview (if applicable):	<input type="text"/>		
	Enter <b>Total</b> interview length:	<input type="text"/>		

**G. Interviewer observation of address**  
**(all outcomes codes except 410, 681, 682, 700 and 900)**

<b>G1</b>	<b>Are any of these physical barriers to entry present at the house/flat/building?</b> <b>(CODE ALL THAT APPLY)</b>	Locked common entrance	1	<b>GO TO G2</b>
		Locked gates	2	
		Security staff or gatekeeper	3	
		Entry phone access	4	
		None of these	5	
		Don't know/Haven't visited	8	
		<b>G2</b>	<b>Which of these best describes the accommodation?</b> <b>(CODE ONE ONLY)</b>	
Semi-detached house	2			
Terraced house	3			
Flat or maisonette – purpose built	4			
Flat or maisonette – conversion	5			
Other	6			
Don't know/ Haven't visited	8			





P2472

**FAMILIES AND CHILDREN STUDY**

**VOUCHER RECEIPT**

I (name) \_\_\_\_\_,

having taken part in the above study, agree that I have received (from the interviewer) a £10 voucher as a token of appreciation.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Interviewer signature: \_\_\_\_\_



## FAMILIES AND CHILDREN STUDY

### DWP records

The Department for Work and Pensions (formerly the Department for Social Security – DSS) holds information about benefits, tax credits and employment.

We would like to add this information to your answers from the questions we have just asked you to:

- Create a more accurate picture of people’s work history, benefits and needs
- Help researchers and policymakers to be better informed in their work to improve programs designed to help people

In order to do this we need your permission to pass your **full name, sex, date of birth and address** to the Department for Work and Pensions.

- The information will **only** be used for research and statistics.
- The information will be kept **confidential**.
- Names and addresses are **never** included in the results and no individual can be identified from the research
- Your personal details **will not** be passed to anyone else outside the research team.
- The information **will not** be used to work out whether anyone is claiming benefits or tax credits they should not be.
- Any current or future claims for benefits or tax credits **will not** be affected.
- You can withdraw your permission to link to these records at **any time by completing the form below**. This **will not** affect your future participation in the study.



I wish to withdraw my permission to link my study information to the Department for Work and Pensions records.

Title:

First name:

Last name:

Address:

Postcode:

Please complete the details above and send this form to:  
Families and Children Study  
National Centre for Social Research  
35 Northampton Square  
London EC1V 0AX



## FAMILIES AND CHILDREN STUDY

### National Pupil Database

The Department for Education and Skills (DfES) looks after schools, colleges and other forms of education.

We would like to obtain more information about how your child(ren) are doing at school by joining the answers you have given to the questions in this interview to information on the National Pupil Database. This database is held by DfES and contains information about how children are doing at school in the various exams and tests that they take.

In order to do this we need your permission to pass your **child's/children's full name, sex, date of birth** and **address** to the Department for Education and Skills.

- The information will **only** be used for research purposes.
- Names and addresses are **never** included in the results and no individual can be identified from the research
- The information will be kept **confidential**.
- Your child's details **will not** be passed to anyone else outside the research team.
- Your child's education **will not** be affected.
- You or your child can withdraw your permission to link to these records at **any time by completing the form below**. This **will not** affect your future participation in the study.

✂-----

I wish to withdraw my permission to link my child's study information to the National Pupil Database.

Title:

First name:

Last name:

Address:

Postcode:

Please complete the details above and send this form to:  
Families and Children Study  
National Centre for Social Research  
35 Northampton Square  
London  
EC1V 0AX



**DWP** Department for  
Work and Pensions

**Families and Children Study**  
c/o Information Directorate  
Department for Work and Pensions  
**FREEPOST HQ5**  
Room BP5201  
Benton Park View  
Benton Park Road  
Newcastle upon Tyne  
NE98 1YX  
**Tel: 0800 015 0254**  
**Email: [facs1@dpw.gsi.gov.uk](mailto:facs1@dpw.gsi.gov.uk)**

**Date: 15<sup>th</sup> July 2005**

**Our ref:**

Dear

### **Families and Children Study**

I am writing to ask for your help with an important study about families bringing up children in Great Britain. The study is being carried out for HM Revenue & Customs and the Department for Work and Pensions by an independent research organisation, the *National Centre for Social Research* (NatCen).

This study is designed to collect information about all experiences of family life and work. We are interested in the views and experience of all parents, whatever their circumstances. It is important that the study includes as many of those families selected as possible so we can get an accurate picture of this. Your name has been selected at random from our records.

This is a voluntary study and your answers will be treated in **strict confidence** in accordance with the Data Protection Act. The findings of this study will not identify you or your family. The names of those who take part in the study will not be passed on to anyone outside NatCen without their permission. Whether or not you take part will not affect your entitlement to any benefits or tax credits, or any other dealings with HM Revenue & Customs or the Department for Work and Pensions, now or in the future.

An interviewer from NatCen will be calling on you at home some time during the next few weeks, to explain more about the study and ask you to take part. The interviewer will carry an identification card.

I do hope you decide to take part in the study. If, however, you do not wish an interviewer to contact you, please either write to the Department for Work and Pensions Project Team at the FREEPOST address above, email: **[facs1@dpw.gsi.gov.uk](mailto:facs1@dpw.gsi.gov.uk)**, or telephone FREEPHONE: **0800 015 0254** 9am - 4:30pm Monday to Thursday and 9am - 4pm on Friday before Friday 29<sup>th</sup> July. If you write or phone, please remember to give your name and the reference number at the top of this letter, as we cannot guarantee that you will be excluded from the study unless we receive these details.

I hope you will be able to help with this important study.  
Yours sincerely

Mike Bielby  
Analysis  
HM Revenue & Customs

Our Ref: P2472

Serial Number: \_\_\_\_\_

Dear \_\_\_\_\_

### **Families and Children Study: Wave 7**

In the past you kindly took part in this important study. It is a panel study, which means that we go back to the same families and speak to the same people every year. Your contribution, along with nearly eight thousand other families, has helped to make it a great success.

This study is designed to collect information about your experiences of family life and work. In particular it will provide information on how family circumstances change over time, and about whether new government initiatives designed to help families with children have any impact. It is therefore very important that we give everyone who has participated in earlier rounds of the study the opportunity to take part in the study again this year. As a token of our appreciation those families who are interviewed this year will receive a £10 gift voucher.

\_\_\_\_\_, an interviewer from the *National Centre for Social Research* called today at the address we have on our files only to learn that you now live elsewhere.

The interviewer spoke to \_\_\_\_\_ who did not wish to give your new address without your permission, but did agree to forward this letter to you on our behalf.

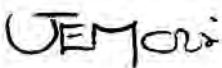
We would be most grateful if you would let us have details of your present address as soon as possible, wherever you are living now. Please call me on 01277 200 600 between 9:30am and 5:00pm, Monday to Friday. Alternatively, you can complete the form on the back of this letter and return it to us in the FREEPOST envelope – you will not need a stamp.

Can I stress that by giving us your address you are not committing yourself to be interviewed. You can decide that when the interviewer contacts you to explain the interview and asks you to take part in the survey. All your answers will be treated in strict confidence in accordance with the Data Protection Act and the findings of this study will not identify you or your family. The names of those who take part in the study will not be passed to anyone outside the *National Centre for Social Research (NatCen)*.

If you have any questions or would like any further information please do not hesitate to contact me on 01277 200 600.

Thank you very much for your help.

Yours sincerely



Janice Morris

On behalf of the research team



## MY NEW ADDRESS

Please complete using BLOCK CAPITALS

Title:	First Name:	Surname:
--------	-------------	----------

Address:	
Post code:	Telephone: (inc. STD code)

PLEASE COMPLETE THE FOLLOWING:

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

- To help us check our records are correct, what is your full date of birth?
- If you have changed your name (*eg*: as a result of marriage) in the past year, please give details of your old and new names below:

Current (new) last/family name:
Current (new) first name(s):
Old last/family name(s):
Old first name(s):

Please return the completed form in the enclosed FREEPOST envelope - you don't need a stamp if you post it in the UK.

If you have any questions about this form, or about the study please call:

---

**Janice Morris on 01277 200 600**  
**THANK YOU FOR YOUR HELP**

---

## Astudiaeth Teuluoedd a Phlant: Rhan 7

Buoch mor garedig â chymryd rhan yn yr astudiaeth bwysig hon yn y gorffennol. Astudiaeth banel yw hi, sy'n golygu ein bod yn mynd yn ôl at yr un teuluoedd ac yn siarad gyda'r un bobl bob blwyddyn. Mae'ch cyfraniad chi, a chyfraniadau bron i wyth mil o bobl eraill, wedi gwneud yr astudiaeth hon yn llwyddiant mawr.

Dyma ysgrifennu i roi gwybod i chi y bydd un o'n cyfwelwyr yn cysylltu â chi'n fuan. Lle bo modd, byddwn yn defnyddio'r un cyfweld â'r tro o'r blaen. Fodd bynnag, nid yw hyn yn bosibl bob amser am y bydd gan rai cyfwelwyr alwadau eraill. **Mae gan bob cyfwelydd gerdyn adnabod**, gyda ffotograff. Mae croeso ichi ofyn am gael gweld hwn.

Enw'r cyfwelydd a fydd yn cysylltu â chi yw: \_\_\_\_\_

Gall y cyfwelydd ateb unrhyw gwestiynau sydd gennych am yr astudiaeth, ac os ydych yn barod i gymryd rhan, bydd yn trefnu apwyntiad i ddod i'ch cyfweld. Yn arwydd o'n gwerthfawrogiad bydd y teuluoedd hynny sy'n cymryd rhan yn y cyfweiliad hwn yn derbyn tocyn anrheg gwerth £10.

Byddwn yn trin eich holl atebion yn gwbl gyfrinachol yn unol â'r Ddeddf Diogelu Data ac ni fydd canlyniadau'r astudiaeth hon yn cyfeirio'n benodol atoch chi na'ch teulu. Ni fydd enwau'r bobl sy'n cymryd rhan yn yr astudiaeth yn cael eu trosglwyddo i neb y tu allan i'r *Ganolfan Genedlaethol Ymchwil Gymdeithasol (y Ganolfan)*.

Rwyf yn mawr obeithio y byddwch am barhau i gymryd rhan yn yr astudiaeth bwysig hon, ac y byddwch yn mwynhau siarad gydag un o'n cyfwelwyr eto.

Yn gywir,



Janice Morris  
Ar ran y tîm ymchwil





Our Ref: P2472/

Dear

**Families and Children Study: Wave 7**

In the past you kindly took part in this important study. It is a panel study, which means that we go back to the same families and speak to the same people every year. Your contribution, along with nearly eight thousand other families, has helped to make it a great success.

We are writing to you to let you know that one of our interviewers will call at your address soon. Where possible this will be the same interviewer you spoke to last time. However this may not always be possible as some interviewers will have other commitments. **All our interviewers carry an identification card**, with a photograph. Please ask to see this.

The name of the interviewer who will be contacting you is: \_\_\_\_\_

The interviewer will be able to answer any questions you have about the study, and if you are willing to participate, will make an appointment to come and interview you. As a token of our appreciation those families taking part in this interview will receive a £10 gift voucher.

All your answers will be treated in strict confidence in accordance with the Data Protection Act and the findings of this study will not identify you or your family. The names of those who take part in the study will not be passed to anyone outside NatCen (National Centre for Social Research) without their permission.

I do hope you will want to continue to be involved in this important study, and that you will enjoy speaking to one of our interviewers again.

Yours sincerely,



Janice Morris  
On behalf of the research team

**P2472**

**FAMILIES AND CHILDREN STUDY 2005**  
**ADDRESS RECORD FORM (ARF)**  
**PANEL ORANGE TEAM**

<b>P</b>	ASSIGNMENT NAME:	
	TRIP NO:	
	FINAL OUTCOME:	

**ADDRESS LABEL**

**CHANGE OF ADDRESS**

**FOR THIS CASE YOU NEED TO:**

- Send out advance letter P
- Carry out main interview (and partner where appropriate)
- Give respondent £10 for taking part

Title First name & Surname

Respondent name:

Respondent Phone No:

Respondent Mobile No:  No

Respondent E-mail:

Interviewer name:

Interviewer number:

3 No. refused / ex- directory:  4 Total no. of Personal visits:

Call No.	Date DD/MM	Day of week	Call Start Time 24hr Clock	VISITS RECORD Record all visits, even if no reply For phone calls – see separate grid on next page	*Call Status (Enter codes only)	Call End Time 24hr Clock	Call followed by personal/non-CAPI time? (tick)
1	/		:			:	
2	/		:			:	
3	/		:			:	
4	/		:			:	
5	/		:			:	
6	/		:			:	
7	/		:			:	
8	/		:			:	
9	/		:			:	
10	/		:			:	

**Call Status Codes:** 1=No Reply, 2=Contact Made, 3=Appointment Made, 4=Any Interviewing done, 5=Any Other Status (describe in visits record)

Call No.	Date DD/MM	Day of week	Call Start Time 24hr Clock	VISITS RECORD (continued) Record all visits, even if no reply For phone calls – see separate grid on next page	*Call Status (Enter codes only)	Call End Time 24hr Clock	Call followed by personal/non-CAPI time? (tick)
11	/		:			:	
12	/		:			:	
13	/		:			:	
14	/		:			:	
15	/		:			:	
16	/		:			:	
17	/		:			:	
18	/		:			:	
19	/		:			:	
20	/		:			:	
<b>Call Status Codes: 1=No Reply, 2=Contact Made, 3=Appointment Made, 4=Any Interviewing done, 5=Any Other Status (describe in visits record)</b>							

Call No.	Date DD/MM	Day of week	Call Start Time 24hr Clock	TELEPHONE CALLS RECORD Record all telephone calls, even if no reply	*Call Status (Enter codes only)	Call End Time 24hr Clock
1	/		:			:
2	/		:			:
3	/		:			:
4	/		:			:
5	/		:			:
6	/		:			:
7	/		:			:
8	/		:			:
9	/		:			:
10	/		:			:
<b>Call Status Codes: 1=No Reply, 2=Contact Made, 3=Appointment Made, 4=Any Interviewing done, 5=Any Other Status (describe in calls record)</b>						

## A. Contact with *main respondent*

### NOTE

- You should attempt to re-interview the main respondent (who will usually be female) except:
- If the **main respondent** has **left or died** and all the children live with the partner – interview the partner as main respondent. However if the partner is male, and he has re-partnered then his new partner should be interviewed as the main respondent.
- Remember, for panel cases you **still interview** the main respondent (and partner) **if all the children** are now **living elsewhere** (i.e. if they have all left home, gone into care etc).

<b>A1</b>	<p><b>Is the <i>main respondent</i> living at this address?</b></p>	Yes No Don't know Office Refusal <i>Main respondent</i> died Re-allocated to another interviewer	AA BB CC <b>410</b> <b>700</b> <b>900</b>	GO TO F1 GO TO A3 GO TO A2 <b>RETURN TO OFFICE</b>	*
<b>A2</b>	<p><b>Please code the reason why you are unable to establish whether the <i>main respondent</i> is living at this address.</b></p>	Address inaccessible Information refused about whether <i>main respondent</i> is resident at address Unknown if <i>main respondent</i> resident due to non-contact at address after 4+ calls	620 420 310	CALL OFFICE BEFORE RETURNING <b>RETURN TO OFFICE</b>	* *
<b>A3</b>	<p><b>Were you able to obtain a follow-up address for the <i>main respondent</i>?</b></p>	Yes, follow up address in area Yes, but follow up address outside area No, follow up address unknown	DD 681 682	RECORD ADDRESS AT B1 (p.3) RECORD ADDRESS AT B1 (p.3) and RETURN TO OFFICE RECORD TRACING ATTEMPTS AT A4 & RETURN TO OFFICE	* *
<b>A4</b>	<p><b>WRITE IN ALL ATTEMPTS TO FIND FOLLOW UP ADDRESS FOR <i>MAIN RESPONDENT</i></b></p> <p><i>Fill in any details at B1 (p.3). Record whether left tracing letter with present occupants.</i></p> <p style="text-align: right;"><b>RETURN TO OFFICE</b></p>				

### B. Tracing *main respondent* - attempt 1

B. Tracing <i>main respondent</i> - attempt 1													
<b>B1</b>	<p><b>RECORD FOLLOW UP ADDRESS/ TELEPHONE NUMBER OF RESPONDENT</b></p> <p>ADDRESS:</p>   <p>POSTCODE: <span style="float: right;">PHONE NO: (<i>incl. STD code</i>)</span></p> <p>Notes on address location <span style="float: right;">MOBILE NO:</span></p>												
<b>B2</b>	<p><b>Is the <i>main respondent</i> living at this address?</b></p>	Yes No Don't know Office refusal <i>Main respondent</i> died Re-allocated to another interviewer	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">AA</td> <td style="text-align: center;">GO TO F1</td> </tr> <tr> <td style="text-align: center;">BB</td> <td style="text-align: center;">GO TO B4</td> </tr> <tr> <td style="text-align: center;">CC</td> <td style="text-align: center;">GO TO B3</td> </tr> <tr> <td style="text-align: center;">410</td> <td rowspan="3" style="text-align: center; vertical-align: middle;">RETURN TO OFFICE</td> </tr> <tr> <td style="text-align: center;">700</td> </tr> <tr> <td style="text-align: center;">900</td> </tr> </table>	AA	GO TO F1	BB	GO TO B4	CC	GO TO B3	410	RETURN TO OFFICE	700	900
AA	GO TO F1												
BB	GO TO B4												
CC	GO TO B3												
410	RETURN TO OFFICE												
700													
900													
<b>B3</b>	<p><b>Please code the reason why you are unable to establish whether the <i>main respondent</i> is living at this address.</b></p>	Address inaccessible Information refused about whether <i>main respondent</i> is resident at address Unknown if <i>main respondent</i> resident due to non-contact at address after 4+ calls	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">620</td> <td style="text-align: center;">CALL OFFICE BEFORE RETURNING</td> </tr> <tr> <td style="text-align: center;">651</td> <td rowspan="2" style="text-align: center; vertical-align: middle;">RETURN TO OFFICE</td> </tr> <tr> <td style="text-align: center;">652</td> </tr> </table>	620	CALL OFFICE BEFORE RETURNING	651	RETURN TO OFFICE	652					
620	CALL OFFICE BEFORE RETURNING												
651	RETURN TO OFFICE												
652													
<b>B4</b>	<p><b>Were you able to obtain a follow-up address for the <i>main respondent</i>?</b></p>	Yes, follow up address in area  Yes, but follow up address outside area  No, follow up address unknown	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">DD</td> <td style="text-align: center;">RECORD ADDRESS AT C1 (p.4)</td> </tr> <tr> <td style="text-align: center;">681</td> <td style="text-align: center;">RECORD ADDRESS AT C1 (p.4) and RETURN TO OFFICE</td> </tr> <tr> <td style="text-align: center;">682</td> <td style="text-align: center;">RECORD TRACING ATTEMPTS AT B5 &amp; RETURN TO OFFICE</td> </tr> </table>	DD	RECORD ADDRESS AT C1 (p.4)	681	RECORD ADDRESS AT C1 (p.4) and RETURN TO OFFICE	682	RECORD TRACING ATTEMPTS AT B5 & RETURN TO OFFICE				
DD	RECORD ADDRESS AT C1 (p.4)												
681	RECORD ADDRESS AT C1 (p.4) and RETURN TO OFFICE												
682	RECORD TRACING ATTEMPTS AT B5 & RETURN TO OFFICE												
<b>B5</b>	<p><b>WRITE IN ALL ATTEMPTS TO FIND FOLLOW UP ADDRESS FOR <i>MAIN RESPONDENT</i></b></p> <p><i>Fill in any details at C1 (p.4). Record whether left tracing letter with present occupants</i></p>       <p style="text-align: right;"><b>RETURN TO OFFICE</b></p>												

## C. Tracing *main respondent* - attempt 2

<b>C1</b>	<b>RECORD FOLLOW UP ADDRESS/ TELEPHONE NUMBER OF RESPONDENT</b> <b>ADDRESS:</b>     <b>POSTCODE:</b>  <b>Notes on address location</b>	<b>PHONE NO: (incl. STD code)</b>   <b>MOBILE NO:</b>											
<b>C2</b>	<b>Is the <i>main respondent</i> living at this address?</b>	Yes No Don't know Office refusal <i>Main respondent</i> died Re-allocated to another interviewer	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">AA</td> <td style="width: 80%; text-align: center;"><b>GO TO F1</b></td> </tr> <tr> <td style="text-align: center;">BB</td> <td style="text-align: center;"><b>GO TO C4</b></td> </tr> <tr> <td style="text-align: center;">CC</td> <td style="text-align: center;"><b>GO TO C3</b></td> </tr> <tr> <td style="text-align: center;">410</td> <td rowspan="3" style="text-align: center; vertical-align: middle;"><b>RETURN TO OFFICE</b></td> </tr> <tr> <td style="text-align: center;">700</td> </tr> <tr> <td style="text-align: center;">900</td> </tr> </table>	AA	<b>GO TO F1</b>	BB	<b>GO TO C4</b>	CC	<b>GO TO C3</b>	410	<b>RETURN TO OFFICE</b>	700	900
AA	<b>GO TO F1</b>												
BB	<b>GO TO C4</b>												
CC	<b>GO TO C3</b>												
410	<b>RETURN TO OFFICE</b>												
700													
900													
<b>C3</b>	<b>Please code the reason why you are unable to establish whether the <i>main respondent</i> is living at this address.</b>	Address inaccessible  Information refused about whether <i>main respondent</i> is resident at address Unknown if <i>main respondent</i> resident due to non-contact at address after 4+ calls	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">620</td> <td style="width: 80%; text-align: center;"><b>CALL OFFICE BEFORE RETURNING</b></td> </tr> <tr> <td style="text-align: center;">651</td> <td rowspan="2" style="text-align: center; vertical-align: middle;"><b>RETURN TO OFFICE</b></td> </tr> <tr> <td style="text-align: center;">652</td> </tr> </table>	620	<b>CALL OFFICE BEFORE RETURNING</b>	651	<b>RETURN TO OFFICE</b>	652					
620	<b>CALL OFFICE BEFORE RETURNING</b>												
651	<b>RETURN TO OFFICE</b>												
652													
<b>C4</b>	<b>Were you able to obtain a follow-up address for the <i>main respondent</i>?</b>	Yes, follow up address in area  Yes, but follow up address outside area  No, follow up address unknown	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">DD</td> <td style="width: 80%; text-align: center;"><b>RECORD ADDRESS AT D1 (p.5)</b></td> </tr> <tr> <td style="text-align: center;">681</td> <td style="text-align: center;"><b>RECORD ADDRESS AT D1 (p.5) and RETURN TO OFFICE</b></td> </tr> <tr> <td style="text-align: center;">682</td> <td style="text-align: center;"><b>RECORD TRACING ATTEMPTS AT C5 &amp; RETURN TO OFFICE</b></td> </tr> </table>	DD	<b>RECORD ADDRESS AT D1 (p.5)</b>	681	<b>RECORD ADDRESS AT D1 (p.5) and RETURN TO OFFICE</b>	682	<b>RECORD TRACING ATTEMPTS AT C5 &amp; RETURN TO OFFICE</b>				
DD	<b>RECORD ADDRESS AT D1 (p.5)</b>												
681	<b>RECORD ADDRESS AT D1 (p.5) and RETURN TO OFFICE</b>												
682	<b>RECORD TRACING ATTEMPTS AT C5 &amp; RETURN TO OFFICE</b>												
<b>C5</b>	<b>WRITE IN ALL ATTEMPTS TO FIND FOLLOW UP ADDRESS FOR <i>MAIN RESPONDENT</i></b> <b><i>Fill in any details at D1 (p.5). Record whether left tracing letter with present occupants</i></b>												
<b>RETURN TO OFFICE</b>													



## F. OUTCOME OF INTERVIEW FOR *MAIN RESPONDENT* (& PARTNER)

<b>F1</b>	<b>DID YOU CARRY OUT AN INTERVIEW WITH THE <i>MAIN RESPONDENT</i>?</b> <b>(RING ONE CODE ONLY)</b>			
	Yes, full interview with <i>main respondent</i> (no partner in hhld)	<b>110</b>	<b>GO TO F7</b>	*
	Yes, full interview with <i>main respondent</i> <b>and</b> partner (face to face)	<b>111</b>		
	Yes, full interview with <i>main respondent</i> <b>and</b> partner (telephone)	<b>114</b>	<b>GO TO F5</b>	*
	Yes, full interview with <i>main respondent</i> , <b>proxy</b> partner interview	<b>112</b>		
	Yes, full interview with <i>main respondent</i> , <b>no</b> partner interview (proxy or full)	<b>113</b>	<b>GO TO F4</b>	*
	Yes, <b>partial</b> interview with <i>main respondent</i> (no partner in hhld)	<b>210</b>		
	Yes, <b>partial</b> interview with <i>main respondent</i> , full <b>face to face</b> partner interview	<b>211</b>		
	Yes, <b>partial</b> interview with <i>main respondent</i> , full <b>telephone</b> partner interview	<b>214</b>		
	Yes, <b>partial</b> interview with <i>main respondent</i> , <b>proxy</b> partner interview	<b>212</b>		
	Yes, <b>partial</b> interview with <i>main respondent</i> , <b>no</b> partner interview (proxy or full)	<b>213</b>	<b>GO TO F2</b>	
	No interview	<b>FF</b>		
<b>F2</b>	<b>CODE REASON FOR NO INTERVIEW WITH <i>MAIN RESPONDENT</i></b> <b>(RING ONE CODE ONLY)</b>			
	Personal refusal	<b>431</b>	<b>GO TO F3</b>	*
	Proxy refusal	<b>432</b>		
	Respondent refused during interview (before completed Benefits section)	<b>440</b>		
	Broken appointment, no re-contact	<b>450</b>		
	Contact made with <i>main respondent's</i> hhld but not with responsible adult	<b>330</b>		
	Contact made with responsible adult in hhld but not with <i>main respondent</i>	<b>340</b>		
	Ill at home during survey period	<b>510</b>		
	Away/in hospital during entire survey period	<b>520</b>		
	Physically or mentally unable/incompetent	<b>530</b>		
	Language difficulties	<b>540</b>		
	Other (please specify)_____	<b>560</b>		
<b>F3</b>	<b>IF <u>NO</u> INTERVIEW WITH <i>MAIN RESPONDENT</i>, PLEASE GIVE DETAILS</b>			
			<b>RETURN TO OFFICE</b>	
<b>F4</b>	<b>IF <u>PARTIAL</u> INTERVIEW WITH <i>MAIN RESPONDENT</i>, PLEASE GIVE REASON(S).</b>			
			<b>GO TO F7</b>	



F5	<b>WHY WERE YOU UNABLE TO CARRY OUT THE FULL PARTNER INTERVIEW?</b>	Personal refusal by partner	81	<b>GO TO F6</b>
		Proxy refusal on behalf of partner	82	
		Partner broke appointment, no re-contact	83	
		Partner ill at home during survey period	84	
		Partner away/in hospital during entire survey period	85	
		Partner physically or mentally unable/incompetent	86	
		Partner had language difficulties	87	
		Other (please specify) _____	88	
F6	<b>IF NO FULL PARTNER INTERVIEW, PLEASE GIVE DETAILS</b>			<b>GO TO F7</b>
F7	<b>DID YOU GIVE THE MAIN RESPONDENT A £10 VOUCHER? PLEASE ENSURE THAT THE RESPONDENT SIGNS THE VOUCHER RECEIPT FORM, ON THE BACK OF THIS ARF</b>	Yes, and signed receipt	1	<b>GO TO F8</b>
		No	2	
F8	<b>ENTER TOTAL LENGTH OF INTERVIEW</b>	Enter length of <b>Main respondent</b> interview :	<input type="text"/>	<b>GO TO G1</b>
	Enter length of <b>full</b> face to face/telephone partner interview (if applicable):	<input type="text"/>		
	Enter <b>Total</b> interview length:	<input type="text"/>		

**G. Interviewer observation of address**  
**(all outcomes codes except 410, 681, 682, 700 and 900)**

<b>G1</b>	<b>Are any of these physical barriers to entry present at the house/flat/building?</b> <b>(CODE ALL THAT APPLY)</b>	Locked common entrance	1	<b>GO TO G2</b>
		Locked gates	2	
		Security staff or gatekeeper	3	
		Entry phone access	4	
		None of these	5	
		Don't know/Haven't visited	8	
		<b>G2</b>	<b>Which of these best describes the accommodation?</b> <b>(CODE ONE ONLY)</b>	
Semi-detached house	2			
Terraced house	3			
Flat or maisonette – purpose built	4			
Flat or maisonette – conversion	5			
Other	6			
Don't know/ Haven't visited	8			

<b>FACS Summary response</b>								
12-Dec-05								
	<b>Panel</b>		<b>Booster</b>		<b>Opt in</b>		<b>All cases</b>	
	n	%	n	%	n	%	n	%
Issued cases	7800		1215		180		9195	
Outcome not finalised	1157		205		76		1438	
Covered cases	6643	85.2	1010	83.1	104	57.8	7757	84.4
<b>Ineligible cases</b>								
Respondent deceased	5	0.1	1	0.1	0		6	0.1
No dependent children	0	0.0	14	1.4	0		14	0.2
<b>Eligible cases (=covered-ineligible)</b>	6638		995		104		7737	
<b>Productive cases</b>								
Full interview with main respondent	5906	89.0	684	68.7	63	60.6	6653	86.0
Partial interview with main respondent	1	0.0	1	0.1	0	0.0	2	0.0
Total productives	5907	89.0	685	68.8	63	60.6	6655	86.0
<b>Unproductive cases</b>								
Refusal to Head Office	79	1.2	31	3.1	4	3.8	114	1.5
Refusal to interviewer	401	6.0	135	13.6	32	30.8	568	7.3
Non-contact	51	0.8	30	3.0	1	1.0	82	1.1
Untraced movers	147	2.2	102	10.3			249	3.2
Other unproductive	53	0.8	12	1.2	4	3.8	69	0.9



### **What is the National Centre for Social Research?**

The National Centre for Social Research is Britain's largest independent non-profit social research institute. We carry out many important national research studies for government departments, research councils and charitable foundations. You can find out more at our web site [www.natcen.ac.uk](http://www.natcen.ac.uk)

### **What should you do if you have any further queries?**

Please contact the National Centre on 01277 200600 or email [facs@natcen.ac.uk](mailto:facs@natcen.ac.uk) or you can look on our web site [www.natcen.ac.uk/facs](http://www.natcen.ac.uk/facs)

# The Families and Children Study

# What is the Families and Children Study?

Design: Viviane Li



**Families and Children Study**



## What is the Families and Children Study?

The Families and Children Study is a national study of families in Britain. The study started in 1999 and it is carried out every year.

The results from the study help departments across the government to:

- Be aware of the important issues facing families in Britain today
- Develop policies which will work to address these issues
- Check that policies are working well and, if not, how they can be changed for the better

To put it another way, there is little point in the Government working on new initiatives without reliable data to show that these initiatives are needed and that they will work.

*As part of this study we would like to conduct an interview with your family.*

## Why us?

It is not possible to ask everyone in Britain to take part, so we have selected families at random from everyone who receives Child Benefit.

Once we have selected our families we rely on everyone taking part so that we can get accurate results. It is not possible for us to talk to a different family instead.

We talk to people from all different walks of life, from families who live in big cities like London, Glasgow and Liverpool to families in more isolated rural communities. It is only by speaking to everyone that we get a true picture of people's experiences and priorities for the future.

Although your participation is voluntary it is important that, if chosen, you take part because:

- Your unique experiences are vital in helping us to build a true picture of families in Britain today
- Whatever your circumstances – your views are important to us
- You will probably enjoy it!

## What is the Study about?

It is about your family, how you are getting on and the issues which are important to you. By speaking to you the Government is able to introduce policies which help families in similar circumstances.

The questions cover, amongst other things:

- Housing
- Education and schools
- Local services
- Employment
- Family life

## The study doesn't seem relevant to me?

The study covers a range of different subject areas some of which will seem relevant to you, some of which will not. It is only by asking for everyone's views and about their circumstances that we can get a real picture of what family life is like and what policies are needed to help people. We apologise if some questions don't seem relevant to you and your family – it is very hard to design a questionnaire which suits absolutely everyone!

## How will it work?

The interviewer has been given a list of families including your own. They will be in touch to find a time when it is convenient for you to take part. When you take part is up to you, but if you have to cancel at short notice, please try and let us know, they may have travelled a long way to come and see you.

## I have already completed an interview last year...

The most important part of the Families and Children Study is that it is a panel study. This means that we go back to the same families and speak to the same people every year.

Because of this we can see how family life is changing over time. It also means that we can look at how government policies, such as Working Tax Credit and Child Tax Credit are working.

*Your continued support is very important to us.*

## Is it confidential?

Yes – and your privacy is protected. Your answers, given in strict confidence, are used for statistical research purposes only. Names and addresses are never included with the results.

Your name and details will *never* be passed on to anyone else without your permission. You will not receive 'junk mail' as a result of taking part.

## Who will use the results?

The results of the study will be used by:

- Government departments such as the Department for Work and Pensions, Department for Education and Skills, The Scottish Office, The Welsh Office, Department for Transport, HM Revenue and Customs – right across the Government
- Academic researchers



**FAMILIES AND CHILDREN STUDY (2005)  
(FACS 7)**

**CODE BOOK  
AND  
EDIT INSTRUCTIONS**



## Introduction

### Coding

The coding of interviewer responses is by and large taken care of within CAPI through the use of fully closed questions. There are however a number of questions where all possible responses could not be envisaged prior to the interview or where the interviewer was not confident enough to code the responses to existing code frames (these are semi-open questions). In these cases respondents are given the opportunity to offer other answers which are then transcribed by interviewers.

In many instances it will be possible to code these responses back into the existing code frame. This should always be the coder's first response. However, this will not always be possible, as new, distinct group(s) of responses may emerge. The researchers at the *National Centre* have looked at some early returns from the field and decided where new codes might be necessary. Coders should use these where the existing code frame is not appropriate. Any other difficult cases should be referred to the researchers with a note being made on the fact sheet.

### Editing

As in the case of coding, most of the editing of FACS is carried out by interviewers in the field. Interviewer checks in the Blaise program mean that interviewers can clarify and query any data discrepancies directly with the respondent. The Blaise program ensures that the correct routing is followed through the interview questionnaire and applies range and consistency checks. Consistency checks comprise soft and hard checks. Soft checks can be suppressed by the interviewer but hard checks must be resolved by the interviewer at the time of interviewing.

However, some data checking is too complex to be carried out in the field. More complex checks based on several questions has the effect of slowing down the Blaise program, to the detriment of both the interviewer and the respondent. As a result, a separate in-house editing process is required to complete the data set. All the edit checks to be carried out are agreed with the client (DWP). The editor's role is to tidy up the data when it arrives from the field in order to improve the data quality and accuracy for the client.

Editing is to be done in Blaise in CAPI mode for editing. Errors in the data are identified or error checks are triggered for the editor to action as you move through the questionnaire. To aid this process, editors will have access to both ARFs and fact sheets for each respondent. The fact sheets contain summary data that should be used to indicate solutions to inconsistencies and errors.

In FACS, the main tasks will be to:

- interpret interviewer notes,
- rid the data of any incorrect coding,
- resolve any inconsistencies especially in the benefits/tax credits that the respondent receives.



### *Making changes*

As a general rule, you should only make changes where you have a reason to do so – such as an interviewer note which explains the situation. You can also make changes where a keying error is clear and apparent – e.g. if in the benefits/tax credits section an amount which is usually £16.05 per week has been recorded as £1605 per week. However, this should only be done when it is an obvious mistake.

It is important that you only make changes to the data according to the rules written down in the editing instructions. Where a situation has not been covered you should always consult your supervisor. It is important that one person keeps a general overview of the editing process and decision making. The supervisor will know if another editor is encountering a similar difficulty or omission.

If you encounter a problem with the data that you cannot resolve, please flag this for either a supervisor or a researcher to review.

Please note that you should NEVER delete a case unless you have been instructed to do so by the supervisor or researcher.

This document should be used in conjunction with the FACS questionnaire.

### *Fact sheets*

Listed on the fact sheet, in addition to the notes and responses for coding, are a number of details that should help you with the coding exercise. Please take a moment to read through this information before starting to make changes. You will find the household information (names, dates of birth, relationships) particularly useful. There are other details about rent/mortgage payments and disabilities/health conditions provided in the 'Other Items' section. You do not need to 'action' these comments.

Similarly, the 'Main Respondent Questionnaire' section includes one variable (WTCdif) for which verbatim text is recorded but *no coding* is required. Where a respondent has mentioned two different amounts of Working Tax Credit (WTC) received in two different sections of the questionnaire, and where the respondent says that both amounts are correct, or that they do not know the correct amount, WTCdif records their reason for saying so.

### *Interviewer notes*

The first stage of the FACS edit is to interpret **all** notes made by interviewers using the Blaise notepad facility. These are listed on the fact sheet under 'remarks'. Using these notes, it may be possible to establish what the correct response should have been and subsequently code a response into an existing code frame. The presence of a note in Blaise is indicated by a small paper clip symbol which appears beside the answer field where the note was made. Interviewers are instructed to make a note at the precise question concerned, but sometimes they might be at an adjacent question instead.

More specifically:

- If there are any notes in the **admin block** about names, address, phone numbers, and other information about the interview we need to know about (e.g. unsafe to interview), flag to researcher (who will make a record of it).
- If there are any notes about people in the household in the **household grid**, such as incorrect names, ages, or the wrong people appearing, etc., flag to researcher (who will make a record of it).

#### *Resolving Benefits/Tax Credits data inconsistencies*

Many of the edit checks in the FACS edit program relate to benefit/tax credit data. Your task here is to look for any extra information which is relevant to the benefit/tax credit data (such as who is claiming the benefit/tax credit, how many children there are, whether the respondent/partner has a long term health problem etc.). You should also check for any notes relating to the benefits/tax credits received, or the amounts/time period data. This information may help you to decide:

- that the amount received is appropriate, in which case you can suppress the check,
- that there has been a keying error. The two main errors here are;
  - the benefit amount is £40.55 but £4,055 has been entered instead
  - typing an extra digit and coding £1,000 instead of £100in both cases, you should change the amount coded.
- that the amount is correct, but the wrong time period has been coded (e.g. a benefit which is usually £42 per week has been coded at £42 per calendar month) – in this case, you should change the time period.

*Use of Ben6* - If a respondent receives more than one benefit or tax credit they are asked the total amount received in benefits per week at Ben6 (Screen 97 of 199). This can sometimes help resolve anomalies in the amounts of individual benefits but **DO NOT** change the amount given at Ben6.

**Do not change the data in other circumstances** - Where the data is clearly wrong and you have not been able to resolve the inconsistency, flag to your supervisor (who will make a record of it). However, if the amount is fairly close (e.g. within £10 of the advised amount/range), you do not need to flag this.

**Incapacity Benefit and Income Support:** Respondents often combine these two benefits when asked the amount they receive for each. In such cases, interviewers have been instructed to record which benefits are covered in a note. In all cases where there is a note, flag to researcher (who will make a record of it).

#### *Other amount checks*

The other checks in FACS are around amounts paid out for example rent and mortgage or amounts received from wages etc. As with benefit amounts, please do not change any other recorded amounts unless there is an obvious keying error with regard to the amount or time period. Instead, highlight the problem (and possible solutions) and flag to researcher.

### *Activity and Work History (Screen 69 of 199)*

Respondents and their partners are asked to give details of their activity and work history. For some this is back to the date of the last interviewer and for others it goes back as far as April 2003. This information is collected in a grid format and sometimes a check may come up because the information has not been collected correctly (eg a gap between activities or an overlap in activities). Correcting this information can be complicated, so unless the error is easy to resolve, suppress the check and flag to the researchers.

### *Resolving hard checks*

You may come across an occasional hard check in the edit program, though this will be rare. In these instances, you have to take action (by changing an answer) in order to move on. There should be clear instructions on screen when a hard check comes up – follow these to move past the check.

As a general rule, if you are going to change an answer, you **MUST** record the original answer on the fact sheet, along with the question name, and flag this to a researcher. An example of the situation that this might occur in is when a respondent says they moved into their home before they were born. In this case, you will have to change the date of moving into the house to one that falls after the respondent's date of birth.

### *Empty answer boxes*

If you come across an 'empty' answer box in the edit program, check to see if there is a good reason why this has been left blank. For example, you may have changed an answer which has brought different questions on to the route. To move forward, enter CTRL + R. If there are a lot of empty answers, please bring this to the attention of a supervisor, who will know whether it is happening in other cases too.

If this happens in the **relationship block** (a parallel block, accessed by pressing CTRL and S), enter CTRL+R as instructed above. However, where questions **FC12a, Follup and AltAd299** are 'empty', code as '**Not asked in interview**', and proceed.

## **A. Coding Instructions**

Block:	Household grid
Question:	<b>CWhy</b> (coded to XCWhy)
Question text:	"What was the main reason that [person name] left home?"
Open	
1	To live with other parent
2	To live with other relative(s)
3	To live with partner / boyfriend/girlfriend/spouse
4	To live with friends
5	To live on own / independently
6	To go to university / college / study
7	Due to difficult or problematic relationships in household <i>Include: "there was a personality clash"</i> <i>"we had an argument"</i>
8	Other specific answer, not codeable to 1-7
97	Other vague answer, not codeable to 1-8

NB The following question (CWho) in the interview asks who the person is currently living with, so if codes 1-5 are used at this question, this should match the answer at CWho

Block: Household grid  
Question: **Difresp** (coded to XDifResp)  
Question text: "INTERVIEWER TO ASK/RECORD: A DIFFERENT PERSON IS BEING INTERVIEWED FROM LAST YEAR. WHY IS THIS SO?"

*Open*

- 1 Main respondent from last year deceased
- 2 Main respondent from last year left the household (split from partner)
- 3 Other specific answer, not codeable to 1-2
- 97 Other vague answer, not codeable to 1-3

Block: Household grid  
Question: **OthEth** (backcoded to XEthnic)  
Question text: To which of these ethnic groups do you consider you belong?  
*Other specify*

- 1 British
- 2 Any other white background (please describe)
- 3 White and Black Caribbean
- 4 White and Black African
- 5 White and Asian
- 6 Any other mixed background (please describe)
- 7 Indian
- 8 Pakistani
- 9 Bangladeshi
- 10 Any other Asian background (please describe)
- 11 Caribbean
- 12 African
- 13 Any other Black background (please describe)
- 14 Chinese
- 15 Any other background (please describe)
- 16 None of these
- 17 Black British

For this question we expect that it will be difficult to code back to the original frame due to a lack of sufficient information. An example should illustrate what needs to be done.

If the original response was "2. Any other white background" and the text response was "Dutch" it is not possible to code this to the existing frame. In this circumstance you should go to **Tryback** and code "5. Back coding attempted, leave as is".

If the interviewer had coded "Dutch" as "15 Any other background" you could not code this back to "2. Any other white background" as you cannot be sure that the person is white. You would therefore code "5. Back coding attempted, leave as is" at **Tryback**.

However, if the text response *"White Dutch"* was coded as *"15 Any other background"* you could code this back to *"2. Any other white background"*.

If you are unsure how to code this question, code *"3. Leave for later"* at **Tryback** and alert your supervisor.



Block: Children's health  
Question: **TypeO** (coded to XTypeEd)  
Question text: What type of school or college does (*Child's name*) attend?  
*Other Specify*

- 1 Nursery school
- 2 Primary/Junior/Infant/First school
- 3 Middle school
- 4 Secondary school
- 5 Special school(e.g. children with disabilities and special educational needs)
- 6 6th form/tertiary/further education college
- 7 University/any other higher education
- 8 City Technology College
- 9 [Other - Code not available in edit]
- 10 Not attending school/college [spontaneous code]
- 11 Other specific answer, not codeable to 1-10
- 97 Other vague answer, not codeable to 1-11

Block: Children's Health  
Question: **TypePO** (coded to XTypeP)  
Question text: Is this a state or private school/nursery?  
*Other specify*

- 1 State
- 2 Private
- 3 [Other - Code not available in edit]
- 4 Other specific answer, not codeable to 1-2
- 97 Other vague answer, not codeable to 1-4

Block: Children's health  
Question: **Cheaw1b** (coded to XCheaw1a [Multicoded])  
Question text: For what reason has (*child*) been identified as having a Special Educational Need (SEN)?

*Other specify*

- 1 Dyslexia
- 2 Dyscalculia
- 3 Dyspraxia
- 4 Learning Difficulties (including mild, moderate, severe, complex, profound, Down's Syndrome)
- 5 Behavioural problems
- 6 Emotional problems
- 7 Mental health problems / depression
- 8 Social problems
- 9 ADHD / hyperactivity / lack of concentration  
*Include: ADD/Attention Deficit Disorder, Hyperactivity disorder*
- 10 Autistic Spectrum Disorder
- 11 Aspergers Syndrome
- 12 Speech and/or language difficulties/problems
- 13 Physical disability
- 14 Visual impairment / blindness
- 15 Hearing impairment / deafness
- 16 Multi Sensory Impairment / Deafblind
- 17 [Other - Code not available in edit]
- 18 Gifted/High IQ
- 19 No diagnosis/reason
- 20 Other specific answer, not codeable to 1-19
- 97 Other vague answer, not codeable to 1-20

Block: Children's Health  
Question: **XTravSc** (coded to TravScX)  
Question text: And how does (Child's name) usually travel to school?  
*Other specify* INTERVIEWER NOTE: CODE ONE ONLY, FOR THE LONGEST PART, BY DISTANCE, OF THE CHILD'S USUAL JOURNEY TO SCHOOL.  
If different methods used on different days of the week, code method used on the majority of days in the week

- 1 Underground, metro, light rail, tram
- 2 Train
- 3 Public bus, minibus or coach
- 4 School or local authority bus, minibus or coach
- 5 Motorcycle, scooter or moped
- 6 Car or van
- 7 Taxi/minicab
- 8 Bicycle
- 9 On foot
- 10 [Other - Code not available in edit]
- 11 Other specific answer, not codeable to 1-9
- 97 Other vague answer, not codeable to 1-11

Block: Children's Health  
Question: **NotOAln** (coded to XNotAln [multicoded])  
Question text: "What are the reasons why [child's name] does not usually travel  
to and from school on his/her own?"

*Other specify*

- 1 Traffic danger
- 2 Child might get lost/ doesn't know the way
- 3 Child might not arrive (on time)
- 4 Fear of assault/ molestation by an adult
- 5 Fear of bullying by other children
- 6 School too far away
- 7 [Other - Code not available in edit]
- 8 Safety reasons  
*"I just want to know she gets there safely"*  
*"Because this area isn't safe"*
- 9 Adult going anyway (e.g. with other children / works there)  
*Include: More convenient*
- 10 Child prefers not to go alone
- 11 Parent prefers to take child  
*"I like going with him -we get to talk"*
- 12 Child needs assistance (disability, special needs, illness)
- 13 Child too young (no further reason given)
- 14 Other specific answer, not codeable 1-13
- 97 Other vague answer, not codeable 1-14

Block: Children's Health  
Question: **XTravB** (coded to XTravBk1)  
Question text: How does (child's name) travel back from school?  
*Other specify*

- 1 Underground, metro, light rail, tram
- 2 Train
- 3 Public bus, minibus or coach
- 4 School or local authority bus, minibus or coach
- 5 Motorcycle, scooter or moped
- 6 Car or van
- 7 Taxi/minicab
- 8 Bicycle
- 9 On foot
- 10 [Other - Code not available in edit]
- 11 Other specific answer, not codeable 1-9
- 97 Other vague answer, not codeable 1-11

Block: Children's Health  
 Question: **CscAttO** (coded to XCscAtt [multicoded])  
 Question text: In the last 12 months, that is since [date], has [child's name] been away from school for at least half a day or more for any of these reasons?

*Other specify*

- 0 None of these
- 1 Own (child's) illness  
*Include: head lice, accident/health emergency*
- 2 Illness or death in the family
- 3 Health or dental appointment  
*Include: hospital or specialist appointment*
- 4 Looking after member(s) of the family
- 5 Visiting family or friends for other reasons  
*Include: weddings, funerals*
- 6 Religious reasons or festivals
- 7 Truancy
- 8 Going on holiday (in term time)
- 9 Shopping
- 10 [Other - Code not available in edit]
- 11 Not attending school
- 12 Bullying
- 13 Suspension/Expulsion/Behaviour at school  
*"he was sent home because he was in trouble"*
- 14 Transport problems  
*"the car broke down and he couldn't get to school"*
- 15 Sport/music/art activity  
*"private music exam"*  
*"playing cricket for county team (not school activity)"*
- 16 Moving house
- 17 Other specific answer, not codeable 1-16
- 97 Other vague answer, not codeable 1-17

Block: Children's Health  
Question: **UsePO2** (coded to XUseP2 [multicoded])  
Question text: You have told us that [*child's name has a problem*]. Have you/you and your partner spoken to any of the people on this card about this?

*Other specify*

- 1 Teacher from your child's school
- 2 Health professional e.g. GP, nurse
- 3 Social worker
- 4 Police officer
- 5 Education welfare officer
- 6 School counsellor
- 7 Other counsellor or support worker
- 8 Youth Worker
- 9 Psychologist
- 10 Family or friends
- 11 [Other - Code not available in edit]
- 12 None of these
- 13 Other specific answer not codeable 1-12
- 97 Other vague answer not codeable 1-13



Block:

Children's health

Question:

**Pxarasp1** (backcoded to XParasp1)

Question text:

*Other Specify*

When (child) reaches 16 and can leave school, what *would you like* him/her to do?

INTERVIEWER NOTE: ONLY ONE ACTIVITY SHOULD BE RECORDED.

IF RESPONDENT MENTIONS MORE THAN ONE, PLEASE PROBE FOR MAIN.

- 1 Continue in full time education
- 2 Go on a training course or start an apprenticeship
- 3 Get a full-time paid job (either as an employee or self-employed)  
*Include: Any type of paid job*
- 4 Work, unpaid, in the family business full-time
- 5 Work, unpaid, as a volunteer full-time
- 6 Start a family
- 7 [Other - Code not available in edit]
- 8 Don't know
- 9 None of these
- 10 Armed forces
- 11 Other specific answer, not codeable to 1-10
- 97 Other vague answer, not codeable to 1-11

Block: Children's health  
Question: **Pxarasp2** (coded to XParasp2 [Multicoded])  
Question text: What *would you like* (child) to have done or be doing by the time he/she reaches his/her mid 20s?  
Other Specify

- 1 Gone to University  
*Include: Have a degree/ Masters degree*
- 2 Gone to College
- 3 Had a full-time paid job (either as an employee or self-employed)  
*Include: Any kind of paid job*
- 4 Worked unpaid in the family business full-time
- 5 Worked unpaid as a volunteer full-time
- 6 Started a family
- 7 Left home
- 8 Been travelling
- 9 [Other - Code not available in edit]
- 10 None of these
- 11 Part time job
- 12 Volunteering part time
- 13 Armed forces
- 14 Other specific answer, not codeable to 1-13
- 97 Other vague answer, not codeable to 1-14

- Block: Children's health  
 Question: **Pxarasp4** (backcoded to XParasp4)  
 Question text: What type of job would (child) like to be doing by the time he/she reaches his/her mid twenties?  
*Other Specify*
- 0 Has no specific job in mind
  - 1 Armed forces  
*include navy*
  - 2 **Manager or senior official in someone else's business**  
eg shop manager, marketing or sales manager, health service manager, bank manager, transport manager, farm manager, office manager
  - 3 Running their own business
  - 4 **Professional or technical**  
eg teacher, stockbroker, lawyer, engineer, architect, doctor, accountant, nurse, computer programmer, musician, train driver, police officer, graphic designer, footballer, journalist, photographer, financial adviser, insurance broker, personnel officer, RSPCA inspector
  - 5 **Administrative, clerical or secretarial**  
eg bank clerk, typist, secretary, civil service or local government clerical officer, VDU operator, trade union official, bookkeeper, telephonist
  - 6 **Skilled trade**  
eg tool maker, electrician, fitter, motor mechanic, dressmaker, printer, carpenter, baker, builder, chef, gardener, farmer, fisherman, sheet metal worker, welder, roofer, stone mason, glassblower, florist
  - 7 **Caring, leisure, travel or personal services**  
eg ambulance driver, dental nurse, nursery nurse, veterinary assistant, travel agent, holiday rep, hairdresser, beautician, caretaker, undertaker
  - 8 **Sales or customer service**  
eg shop assistant, window dresser, market trader, sales representative, customer care adviser
  - 9 **Plant, process or machine drivers or operators**  
eg assembly line worker, miner, packer, sewing machinist, asphalter, lorry driver, taxi driver, crane driver
  - 10 **Other jobs**

such as labourers, packers, shelf-fillers, couriers, porters, bar staff, waiters, cleaners, security guards and wardens

- 11 [Other - Code not available in edit]
- 12 None of these
- 13 Acting/singing/ performance arts
- 14 Other specific answer, not codeable to 1-13
- 97 Other vague answer, not codeable to 1-14

**See next page for an alphabetical listing of job titles and codes.**

Job title	Code
accountant	4
Acting/singing/ performance arts	13
ambulance driver	7
architect	4
Armed forces (include navy)	1
asphalter	9
assembly line worker	9
baker	6
bank clerk	5
bank manager	2
bar staff	10
beautician	7
bookkeeper	5
builder	6
caretaker	7
carpenter	6
chef	6
civil service or local government clerical officer	5
cleaners	10
computer programmer	4
couriers	10
crane driver	9
customer care adviser	8
dental nurse	7
doctor	4
dressmaker	6
electrician	6
engineer	4
farm manager	2
farmer	6
financial adviser	4
fisherman	6
fitter	6
florist	6
footballer	4
gardener	6
glassblower	6
graphic designer	4
hairdresser	7
health service manager	2
holiday rep	7
insurance broker	4
journalist	4
labourers	10
lawyer	4

Job title	Code
lorry driver	9
market trader	8
marketing or sales manager	2
miner	9
motor mechanic	6
musician	4
nurse	4
nursery nurse	7
office manager	2
packer	9
packers	10
personnel officer	4
photographer	4
police officer	4
porters	10
printer	6
roofer	6
RSPCA inspector	4
Running own business	3
sales representative	8
secretary	5
security guards and wardens	10
sewing machinist	9
sheet metal worker	6
shelf-fillers	10
shop assistant	8
shop manager	2
stockbroker	4
stone mason	6
taxi driver	9
teacher	4
telephonist	5
tool maker	6
trade union official	5
train driver	4
transport manager	2
travel agent	7
typist	5
undertaker	7
VDU operator	5
veterinary assistant	7
waiters	10
welder	6
window dresser	8

Block: Child Maintenance  
Question: **CM27a** (code to XCM27 [Multicoded])  
Question text:  
*Other Specify* What do you use the maintenance for?

- 1 Paying for childcare
- 2 Put it into savings (own or child's)
- 3 Paying off debts
- 4 Paying towards bills
- 5 Paying towards travel costs
- 6 Paying towards housing
- 7 Buying food/meals for your children
- 8 Buying clothes/shoes for your children
- 9 Paying for trips/holidays
- 10 [Other - Code not available in edit]
- 11 Other specific answer, not codeable to 1-9
- 97 Other vague answer, not codeable to 1-11

Block: Housing  
Question: **Hous2b** (backcoded toXHous2a)  
Question text: What kind of accommodation does the family occupy?

*Other Specify*

- 1 Private residence (includes all rental accommodation, local authority residences, housing association accommodation)  
*Include :Housing Association  
Privately Rented Flat  
'Parents property  
Property with business attached  
Caravan*
- 2 Hotel/bed & breakfast
- 3 [Other - Code not available in edit]
- 4 Other specific answer, not codeable to 1-2
- 97 Other vague answer, not codeable to 1-4

Block:

Housing

Question:

**Hous11b** (backcoded to XHous11a)

Question text:

*Other Specify*

What kind of accommodation do you occupy here?

- 1 Detached house/bungalow
- 2 Semi-detached house/bungalow
- 3 Terrace house (not including End terrace house )
- 4 End terrace house
- 5 Purpose built flat/maisonette
- 6 Self contained flat/maisonette in converted building
- 7 Room(s) not self contained
- 8 Caravan/mobile home/houseboat
- 9 [Other - Code not available in edit]
- 10 Other specific answer, not codeable to 1-8
- 97 Other vague answer, not codeable to 1-10



Block: Housing  
Question: **Hous19b** (coded to XHous19a [Multicoded])  
Question text: Are there any repairs that need to be done to your home such as the problems listed on this card?

*Other Specify*

- 1 Rising damp in floor & walls
- 2 Water getting in from roof, gutters or windows  
*Include: Water getting in through cracks in wall, under doors etc*
- 3 Bad condensation problems
- 4 Problems with mould growth
- 5 Electrical wiring
- 6 Plumbing
- 7 General rot and decay  
**Use as this code as general catch all for any specific house problems eg:**  
*'Plaster falling-off landing wall'*  
*'Front door warping'*  
*'Front gate needs repair'*  
*'Replacing ceiling'*  
*'Replastering'*
- 8 Problems with insects
- 9 Problems with mice or rats
- 10 Problems with draughts  
*'draughty front door, ...'*  
*'draughty windows and doors'*
- 11 [Other - Code not available in edit]
- 12 None of these
- 13 Needs windows replacing
- 14 Other specific answer, not codeable to 1-13  
*eg: 'fire condemned as unsafe'*
- 97 Other vague answer, not codeable to 1-14

Block:

Question:

Question text:

*Other Specify*

Housing

**HousO40** (coded to XHous40)

Is your mortgage ... READ OUT...

- 1 An ENDOWMENT mortgage, (where your mortgage payments cover interest only)
- 2 A REPAYMENT mortgage, (where your mortgage payments cover interest and part of the original loan)
- 3 A PENSION mortgage, (where your mortgage payments cover interest only)
- 4 A PEP, Unit Trust, or ISA mortgage
- 5 Both an ENDOWMENT (or any interest only) mortgage AND a REPAYMENT mortgage
- 6 [Other - Code not available in edit]
- 7 Interest only (not specified whether endowment or pension)  
*"it's an interest mortgage"*
- 8 Capital and interest (not specified which types)
- 9 Other combinations of mortgage not covered by code 5  
e.g. ISA and REPAYMENT, PEP and REPAYMENT,
- 10 Other specific answer, not codeable 1-9
- 97 Other vague answer, not codeable 1-10

Block:	Education
Question:	<b>Ed14b</b> (backcoded to XEd14r)
Question text:	Which qualifications were you aiming towards on that course?
<i>Other Specify</i>	
1	GCSE or SCE
2	GCE 'A'-level or AS level or Scottish National Qualifications (Higher level)
3	Level 1 NVQ or SVQ, Foundation GNVQ or GSVQ
4	Level 2 NVQ or SVQ, Intermediate GNVQ or GSVQ
5	Level 3 NVQ or SVQ, Advanced GNVQ or VCE or GSVQ
6	Level 4 NVQ or SVQ
7	Level 5 NVQ or SVQ
8	NVQ, SVQ or GNVQ - not sure what level
9	City & Guilds Part 1, RSA Certificate <i>Include: RSA 1 /Word processing'</i>
10	BTEC/Edexcel First or General Certificate, BEC or TEC General Certificate, City & Guilds Part 2, Craft or Intermediate, RSA/OCR Advanced Diploma or Certificate
11	BTEC/Edexcel National Certificate or Diploma, City&Guilds Part 3, Final or Advanced Craft, ONC or OND
12	BEC Higher, TEC Higher, BTEC Higher, City & Guilds Part 4, HNC or HND
13	First degree, e.g. BSc, BA, BEd, MA at first degree level
14	Higher degree, e.g. MSc, MA, MBA, PGCE, PhD
15	Teaching Qualification (not including PGCE)
16	Nursing Qualification
17	Trade apprenticeship
18	[Other - Code not available in edit]
19	City and Guilds / RSA - not sure what level <i>"Inspection and testing electrical city and guilds"</i>

*"SCOTVEC Social Care in the Community"*

20 Other specific answer, not codeable to 1-19

97 Other vague answer, not codeable to 1-20

**Please use the list of equivalent qualifications given on Page 35 as a guide to code into the Ed14b code frame.**

Block: Education

Question: **Ed3b** (backcoded to XEd3a)

Question text:

*Other Specify*

(Now, thinking about all the qualifications you may have ...)

From this list, please tell me the highest qualification which you have obtained.

- 1 GCSE grade D-G, CSE grade 2-5, SCE O Grades D-E, SCE Standard Grades 4-7, Scottish National Qualifications (Access level), SCOTVEC National Certificate Modules
- 2 GCSE grade A-C, GCE 'O'-level passes, CSE grade 1, SCE O Grades A-C, SCE Standard Grades 1-3, Scottish National Qualifications (Intermediate level), School Certificate / Matriculation
- 3 GCE 'A'-level, AS Level, SCE Higher Grades A-C, Scottish National Qualifications (Higher level)
- 4 First degree, eg BSc, BA, BEd, MA at first degree level
- 5 Higher degree, eg MSc, MA, MBA, PGCE, PhD
- 6 [Other - Code not available in edit]
- 7 None of these
- 8 Has qualification, level unknown
- 9 Overseas qualification
- 10 Other specific answer, not codeable 1-9
- 97 Other vague answer, not codeable 1-10

**Please note, if a vocational qualification is coded at Ed3b, please use the list of equivalent qualifications given on Page 35 to code into the Ed3b code frame. If no equivalent is found code Ed3b as 8 'Has qualification, level unknown'.**

Block:	Education
Question:	<b>Ed2a</b> (coded to XEd2 [Multicoded])
Question text:	Do you have any of the qualifications listed on this card?
Other Specify	
	1 Level 1 NVQ/SVQ, Foundation GNVQ or GSVQ
	2 Level 2 NVQ/SVQ, Intermediate GNVQ or GSVQ
	3 Level 3 NVQ/SVQ, Advanced GNVQ or VCE or GSVQ
	4 Level 4 NVQ/SVQ <i>"certificate of education teachers qual."</i> = <b>NVQ level 4</b> <i>"RGN nursing"</i> = <b>NVQ level 4</b>
	5 Level 5 NVQ/SVQ
	6 NVQ, SVQ or GNVQ - not sure what level
	7 City & Guilds Part 1, RSA Certificate
	8 BTEC/Edexcel First or General Certificate, BEC or TEC General Certificate, City & Guilds Part 2, Craft or Intermediate, RSA or OCR Advanced Diploma or Certificate
	9 BTEC/Edexcel National Certificate or Diploma, City&Guilds Part 3, Final or Advanced Craft, ONC or OND
	10 BEC or TEC Higher, BTEC Higher, City & Guilds Part 4, HNC or HND
	11 Teaching qualification
	12 Nursing qualification
	13 Trade apprenticeship
	14 [Other - Code not available in edit]
	15 No, none of these
	16 City and Guilds / RSA - not sure what level
	17 Other specific answer, not codeable to 1-16 <i>"HGV driving licence / PSV licence"</i>
	97 Other vague answer, not codeable to 1-17

**Please use the list of equivalent qualifications given on Page 35 to code into the Ed2a code frame.**

### Qualifications and their academic / vocational equivalents:

You may find that the following tables helps when classifying qualifications.

Vocational		Academic
Ed2a		Ed3b
NVQ Level 5 (Code 5)	Higher degrees	Higher Degree (Code 5)
NVQ Level 4 (Code 4)	First degree Other degree Diploma in Higher Education HNC, HND, higher BTEC Teaching – further education Teaching – secondary education Teaching – primary education Teaching – level not stated Nursing or other medical qualification Other higher qualification below degree level RSA/OCR - higher diploma	First Degree (Code 4)
NVQ Level 3 (Code 3)	GNVQ – advanced level A level or equivalent RSA/OCR- advanced diploma BTEC / Edexcel National/ONC/OND SCOTVEC National Certificate. City and Guilds - Advanced Craft Scot. Certificate of 6 <sup>th</sup> year studies SCE higher or equivalent (3+) AS level or equivalent Trade Apprenticeships CLAIT Advanced Certificate (level 3) CACHE / NNEB diploma	A-level (Code 3)
NVQ Level 2 (Code 2)	GNVQ – intermediate RSA/OCR - diploma City and Guilds – Craft or Part II BTEC / Edexcel, SCOTVEC etc. first or general diploma O Level, GCSEs A-C and equivalents (5+) A Level (1 only) AS level (2 or 3) SCE higher or equivalent (1 or 2) ECDL (European Computer Driving Licence) CLAIT Plus (level 2) CACHE / NNEB certificate	GCSE A-C (Code 2)
NVQ Level 1 (Code 1)	GCSE below grade C, CSE below grade 1 BTEC / Edexcel, SCOTVEC etc. first or general certificate GNVQ, GSVQ foundation level YT/YTP certificate RSA, other City and Guilds – Part I O Level, GCSE etc. (less than 5) AS Level (1 only) CLAIT (level 1)	GCSE below C (Code 1)



Block	Work
Question:	<b>Wrk1b</b> (coded to XWrk1a)
Question text:	May I just check, what are you currently doing?
<i>Other Specify</i>	
	1 Working 16 or more hours per week
	2 Working fewer than 16 hours per week
	3 Unemployed and seeking work
	4 On a training scheme
	5 Full time education/at school
	6 Sick/ disabled (up to 6 months)
	7 Sick/ disabled (6 months or longer)
	8 Looking after the home or family <i>'Part-time college and looking after the family home'</i>
	9 Caring for a sick, elderly or disabled person
	10 Retired
	11 [Other - Code not available in edit]
	12 Other specific answer, not codeable to 1-10
	97 Other vague answer, not codeable to 1-12

**Look at code for other response and see if can be coded back. If said they were on statutory maternity leave, look at response to Wrk27 (How many hours a week do they work) and see whether this is 16 hours a more per week or not. If it is 16+ hours, code Wrk1a as 1. If working less than 16 hours, code Wrk1a as 2.**

Block

Work

Question:

**Wrk9a**

Question text:

*Open*

What does the firm/organisation you work for mainly make or do at the place where you work(ed)?

Code to 1992 Standard Industrial Classification

Block	Work
Question:	<b>Wrk9b, Wrk9c, Wrk9d, Wrk10a</b>
Question text:	What was your (main) job? What did you mainly do in your job?
<i>Open</i>	What training or qualifications were needed for that job? Please describe the type of responsibility you had for supervising the work of other employees.

Code to 2000 Standard Occupational Classification

Block

Question:

Question text:

*Other Specify*

Work

**XTravwr** (backcoded to TravWrX)

How do you usually travel to work?

INTERVIEWER NOTE: CODE ONE ONLY, FOR THE LONGEST PART, BY DISTANCE, OF USUAL JOURNEY TO WORK.

If different methods used on different days of the week, code method used on the majority of days in the week

- 1      Underground, metro, light rail, tram
- 2      Train
- 3      Public bus, minibus or coach
- 4      Motorcycle, scooter or moped
- 5      Car or van
- 6      Taxi/minicab
- 7      Bicycle
- 8      On foot
- 9      Usually works from home
- 10     [Other - Code not available in edit]
- 11     Other specific answer, not codeable to 1-9
- 97     Other vague answer, not codeable to 1-11

Block	Work
Question:	<b>Wrk77</b> (backcoded to XWrk76)
Question text:	What was the <i>main</i> reason why you left your last job?
Other Specify	
	1 It was a fixed term or temporary job
	2 You were made redundant <i>Include: business failure business closed down</i>
	3 You were dismissed
	4 You were pregnant
	5 For health reasons <i>(respondent's)</i>
	6 You decided to leave yourself <i>'career break' 'different career direction' 'I fell out with the manageress so I left the job'</i>
	7 College/ full-time study
	8 Wanted to look after family <i>'child was ill' 'daughter had severe problems at school daughter needed her' 'because partner became unwell after accident' 'child started walking'</i>
	9 Childcare broke down
	10 Breakdown of marriage/relationship
	11 Problems with transport
	12 Too difficult to combine work with childcare
	13 [Other - Code not available in edit]
	14 Financial reasons (these could be coded as 6, "you decided to leave yourself") <i>"better off on IS" "it wasn't paying, I lost rent rebate"</i>
	15 Retired
	16 Other specific answer, not codeable 1-15
	97 Other vague answer, not codeable 1-16

Block	Work
Question:	<b>PrbOTyp</b> (coded to XPrbTyp [Multicoded])
Question text:	What sort of problems with transport were these?
<i>Other Specify</i>	
	1 Too far
	2 Car not available
	3 Don't have a current driving licence/can't drive
	4 Cost of petrol
	5 Lack of parking facilities
	6 Cost of parking
	7 Traffic congestion/roadworks
	8 Inadequate public transport
	9 Cost of using public transport
	10 Personal physical difficulties/disability
	11 Personal safety concerns
	12 Congestion charges
	13 [Other - Code not available in edit]
	14 Other specific answer, not codeable to 1-13
	97 Other vague answer, not codeable to 1-14

Block	Work
Question:	<b>Wrk79</b> (coded to XWrk79 [Multicoded])
Question text:	What kind of extra paid work did you do?
Open	
	1      Cleaning (includes domestic work)
	2      Social care, care for adults <i>Include:    care worker,</i> <i>youth worker</i>
	3      Childcare, babysitting <i>Include:    childminder,</i> <i>nursery nurse</i>
	4      Secretarial work <i>Include: +admin, include accountants, bookkeeping,</i> <i>receptionists etc</i>
	5      Catering <i>Include; waittressing, barstaff and dinner lady</i>
	6      Fostering
	7      Hairdressing <i>Include: beauty therapy</i>
	8      Catalogue agent <i>Include: courier</i>
	9      Shop assistant <i>Include: retail assistant, sales assistant</i>
	10     Teaching <i>Include:    tutoring</i> <i>classroom assistant</i> <i>supply teaching</i>
	11     'Other specific answer, not codeable to 1-10'
	97     'Other vague answer, not codeable to 1-11'

Block	Childcare Arrangements
Question:	<b>Ir2o</b> (coded to XIr2) [Multicoded]
Question text:	What were your reasons for choosing this childcare?
<i>Other Specify</i>	
1	Quality of provision
2	Location
3	Availability
4	Cost
5	[Other - Code not available in edit]
6	Other specific answer, not codeable 1-4
97	Other vague answer, not codeable 1-6



Block  
Question:  
Question text:  
*Other Specify*

Childcare Arrangements  
**OthSourc** (coded to XSourc [Multicoded])

In the last 12 months, that is since (date), from which, if any, of these people or places have you obtained information about childcare in your local area?

- 1 Word of mouth (e.g. friends or relatives)
- 2 Children's information services
- 3 ChildcareLink (the national helpline and web site)
- 4 National organisation(s) (e.g. Kids' Club Network, Citizen's Advice Bureau)
- 5 Employment Service or Jobcentre adviser
- 6 Your employer
- 7 Local advertising (e.g. in shop windows, local newspaper)
- 8 Yellow Pages
- 9 Doctor's surgery
- 10 Health visitor
- 11 Local community centre
- 12 Local library
- 13 Internet
- 14 [Other - Code not available in edit]
- 15 [Other - Code not available in edit]
- 16 None of these
- 17 Child's school
- 18 Parent & toddler group / playgroup  
*Include: Nursery*
- 19 Other professional (e.g. social worker, family support worker)
- 20 Leaflets, flyers through the letterbox

- 21 Sure Start  
*Include: Sure Start meetings*
- 22 Other specific answer, not codeable 1-21
- 97 Other vague answer, not codeable 1-22

Block Job search  
Question: **Jsc13b** (coded to XJsc13a)  
Question text: Thinking about the most recent job you applied for or considered applying for, how much pay was that job offering? Please enter period first.

*Other Specify*

- 1 Per hour
- 2 Per week
- 3 Per month
- 4 Per year
- 5 [Other - Code not available in edit]
- 6 Other specific answer, not codeable to 1-4
- 97 Other vague answer, not codeable to 1-6

Block	Job search
Question:	<b>Jsc31b</b> (coded to XJsc31b [Multicoded])
Question text:	Is there anything in particular which is stopping you looking for a job of 16 or more hours a week at the moment?
<i>Other Specify</i>	
	1 No, nothing: already looking
	2 Cannot afford childcare
	3 No childcare available
	4 Own illness/disability
	5 Child's illness/disability
	6 Other household member's illness/disability <i>Include: caring for family member not in the household</i>
	7 No work available
	8 Don't have the skills/qualifications <i>"I want to go on a study course for a degree before I take a job"</i>
	9 Studying/on a training course
	10 Better off not working
	11 Don't want to spend more time apart from my children <i>"Commitment to caring for daughter including travel to school"</i>
	12 Would not be able to pay rent or mortgage
	13 Problems with transport
	14 Don't need to
	15 No reason
	16 [Other - Code not available in edit]
	17 Pregnant
	18 Retired or approaching retirement
	19 Other specific answer, not codeable to 1-18 <i>happy doing what I am doing resp lives in an area that has poor public transport and little or no job opportunities.</i>
	97 Other vague answer, not codeable to 1-19

Block	Job search
Question:	<b>JscO31c</b> (coded to XJsc31c [Multicoded])
Question text:	What sort of problems with transport are these?
<i>Other Specify</i>	
1	Too far
2	Car not available
3	Don't have a current driving licence/can't drive
4	Cost of petrol
5	Lack of parking facilities
6	Cost of parking
7	Traffic congestion/roadworks
8	Inadequate public transport
9	Cost of using public transport
10	Personal physical difficulties/disability
11	Personal safety concerns
12	Congestion charges
13	[Other - Code not available in edit]
14	Other specific answer, not codeable to 1-13
97	Other vague answer, not codeable to 1-14

Block	Job search
Question:	<b>Jsc40b</b> (coded to <b>XJsc40b</b> [Multicoded])
Question text:	Is there anything in particular which is stopping you looking for a job of 16 hours or more at the moment?
<i>Other Specify</i>	
	1 No, nothing: already looking
	2 Cannot afford child care
	3 No child care available
	4 Own illness/disability <i>Include: problems with drugs or alcohol</i>
	5 Child's illness/disability
	6 Other household member's illness/disability <i>Include: caring for family member not in the household</i>
	7 No work available
	8 Don't have the skills/qualifications  <i>Cannot read, and has very limited intelligence</i>
	9 Studying/on a training course
	10 Better off not working <i>Include: better off on benefit</i>
	11 Don't want to spend more time apart from my children <i>Include: looking after children want to be at home when children get back from school</i>
	12 Would not be able to pay rent or mortgage
	13 Problems with transport <i>"too isolated where we live to get to work"</i>
	14 Don't need to look for a job <i>Include: Waiting to take up new job Has job lined up</i>
	15 No reason / none of these
	16 [Other - Code not available in edit]
	17 Pregnant

- 18 Retired or approaching retirement
- 19 Other specific answer, not codeable to 1-18  
*Include: Does not speak English*
- 97 Other vague answer, not codeable to 1-19

Block	Job search
Question:	<b>JscO40c</b> (backcoded to XJsc40c) [Multicoded]
Question text:	What sort of problems with transport are these?
<i>Other Specify</i>	
	1 Too far
	2 Car not available
	3 Don't have a current driving licence/can't drive
	4 Cost of petrol
	5 Lack of parking facilities
	6 Cost of parking
	7 Traffic congestion/roadworks
	8 Inadequate public transport
	9 Cost of using public transport
	10 Personal physical difficulties/disability
	11 Personal safety concerns
	12 Congestion charges
	13 [Other - Code not available in edit]
	14 Other specific answer, not codeable to 1-13
	97 Other vague answer, not codeable to 1-14



Block Job search  
Question: **Jsc50b** (backcoded to XJsc50a)  
Question text: How much money would you need to be offered in a new job before you felt it worth taking? First code time period.  
*Other Specify*

- 1 per hour
- 2 per week
- 3 per month
- 4 per year
- 5 [Other - Code not available in edit]
- 6 Other specific answer, not codeable to 1-4
- 97 Other vague answer, not codeable to 1-6

Block Job search  
Question: **Jsc53b** (backcoded to XJsc53a)  
Question text: How much do you think you would have to end up accepting?  
First code time period.  
*Other Specify*

1	Per hour
2	Per week
3	Per month
4	Per year
5	[Other - Code not available in edit]
6	Other specific answer, not codeable to 1-4
97	Other vague answer, not codeable to 1-6

Block	Job search
Question:	<b>JscO70</b> (backcoded to XJsc70 [multicoded])
Question text:	If you were to take up working (more than 16 hours) (again) what would be your usual arrangements for looking after the children? Children would be cared for by..."
<i>Other Specify</i>	
	1      Nursery school or nursery class
	2      Special day school or nursery or unit for children with special educational needs
	3      Day nursery or creche
	4      Playgroup or pre-school (including welsh medium)
	5      Childminder
	6      Nanny or au pair or childcarer in the home
	7      Babysitter who came to home
	8      Breakfast club or After school club, on school/nursery site
	9      Breakfast club or After school club, not on school/nursery site
	10     Holiday club/scheme
	11     My husband/wife/partner
	12     My ex-husband/wife/partner/the child's other non resident parent
	13     The child's grandparent(s)
	14     The child's older brother /sister
	15     Another relative
	16     A friend or neighbour
	17     I would only work during school hours
	18     I would take them to work
	19     Old enough to look after themselves
	20     I would work from home

- 21 [Other arrangements - not available in edit]
- 22 None of these
- 23 Other specific answer, not codeable to 1-22
- 97 Other vague answer, not codeable to 1-23

Block	Benefits
Question:	<b>Ben1b</b> (coded to XBen1a [Multicoded])
Question text:	And which, if any, of these benefits or tax credits other than Council Tax Benefit, housing benefit or rent rebate are you or your partner receiving at the moment?
<i>Other Specify</i>	
	1 Income Support
	2 Child Benefit
	3 Maternity Allowance
	4 Statutory Maternity Pay
	5 Widows Benefit, Bereavement Allowance or Widowed Parents (formerly Widowed Mother's) Allowance
	6 Job Seeker's Allowance (was Unemployment Benefit)
	7 New Deal Allowance
	8 State Retirement Pension
	9 [Other - Code not available in edit]
	10 None of these <i>Any of the health benefits listed at Ben1 (e.g. Incapacity benefit, Disability Living Allowance) Child Benefit Housing Benefit</i>
	11 Pension Credit
	12 Other specific answer, not codeable to 1-11  <i>student grant</i>
	97 Other vague answer, not codeable to 1-12

**If one of the health benefits is listed in other (i.e. a response from Ben1) check to see that it is coded correctly at Ben1.**

**Please note that one parent benefit was replaced by a new lone parent rate of Child Benefit, therefore, this answer should be returned to a "11. None of these".**

Block

Question:

Question text:

*Other Specify*

Benefits

**TakUpO** (backcoded to XtakUp2) [Multicode]

What are the reasons you did not apply for any of the Tax Credits?

- 1 Don't know about them/haven't heard of them
- 2 Not entitled/eligible  
*Include: Income too high/earn too much  
Children too old  
Not working  
Assumed not entitled*
- 3 Don't know how to claim
- 4 Not got round to applying  
*Include: have received forms but not claimed yet*
- 5 No particular reason  
*Include: don't know*
- 6 Other specific answer, not codeable to 1- 5
- 97 Other vague answer, not codeable to1- 6

Block

Question:

Question text:

Benefits

**CBTakUpo** (backcoded to XCBTakUp)

Why are you (or your partner) not receiving Child Benefit at the moment?

*Other Specify*

- 1 Have not had time to claim it yet
- 2 Wasn't aware of Child Benefit
- 3 Aware but chose not to claim it
- 4 Claim is being processed
- 5 Payment is suspended or interrupted for some reason
- 6 Not eligible  
*Include: Children too old  
children in full-time work  
children away at university  
children no longer in household*
- 7 [Other - Code not available in edit]
- 8 Benefit paid to other parent
- 9 Other specific answer, not codeable to 1-8
- 97 Other vague answer, not codeable to 1-9

Block

NTC

Question:

**NTC1b** (backcoded to XNTC1a)

Question text:

Do you know the name of any of these payments?

*Other Specify*

- 1 Family Credit
- 2 Income Support
- 3 Family Allowance(s)
- 4 WFTC - Working Families' Tax Credit
- 5 WTC - Working Tax Credit
- 6 CTC - Child Tax Credit
- 7 Tax Credit (type not specified)
- 8 Children's Tax Credit
- 9 Job seekers allowance
- 10 Unable to name any
- 11 [Other - Code not available in edit]
- 12 New Deal
- 13 Other specific answer, not codeable to 1-12
- 97 Other vague answer, not codeable to 1-13



Block	NTC
Question:	<b>FC13b</b> (coded to XFC13a [Multicoded])
Question text:	Thinking back, from where did you first find out about Child Tax Credit and/or Working Tax Credit?
<i>Other Specify</i>	
	1 Received application pack
	2 TV adverts
	3 Radio adverts
	4 Newspaper/magazine
	5 Other advert
	6 Bounty pack <i>"hospital leaving bounty pack after birth of child"</i> <i>"starter pack had a leaflet – when baby was born"</i>
	7 Just started claiming Child Benefit
	8 Notice in Child Benefit book
	9 Department of Work and Pensions (formerly DSS) office/official
	10 Letter from DWP
	11 Tax Credit Office or Inland Revenue Official
	12 Letter from IR
	13 Leaflet in Post Office
	14 Other leaflets
	15 Citizen's Advice Bureau
	16 Welfare Rights Worker
	17 Job Centre/Job Centre Plus/ New Deal advisor
	18 Employer/Workmates
	19 Relatives/Friends/ neighbours
	20 Internet
	21 At last interview
	22 [Other - Code not available in edit]

- 23 Accountant / solicitor / financial adviser
- 24 Hospital /surgery / clinic / GP/health visitor
- 26 Other specific answer, not codeable to 1-24
- 97 Other vague answer, not codeable to 1-25

Block NTC  
Question: **App2do** (backcoded to XApp2d) [Multicoded]  
Question text: From who did you get any advice about the Tax Credits?

*Other specify*

- 1 Friends or relatives
- 2 Inland Revenue (now known as HM Revenue and Customs) or Tax Credit Office helpline
- 3 Local tax office
- 4 Job centre/Jobcentre Plus
- 5 A voluntary/community or charitable organisation  
*Include: Citizen's Advice Bureau*
- 6 [Other - Code not available in edit]
- 7 Accountant / solicitor / financial adviser
- 8 Other specific answer, not codeable to 1-7  
*Include: Health visitor/single parent advisor*
- 97 Other vague answer, not codeable to 1-8

Block NTC  
Question: **App6** (Coded to XApp6)  
Question text:

*Open* What are the reasons you did not contact the Inland Revenue, Local Tax Office or Job Centre sources, for help with the application form?

- 1 Used an accountant / solicitor / financial adviser
- 2 Used a voluntary/community or charitable organisation  
*Include: Community Centre*
- 3 Used Citizen's Advice Bureau
- 4 Other specific answer, not codeable to 1-3
- 97 Other vague answer, not codeable to 1-4

Block NTC  
 Question: **Renw3O** (Coded to XRenw3)  
 Question text: What did you notify the Inland Revenue (now known as HM revenue and Customs) about in your annual declaration form?

- Other Specify*
- 1 That there was no change in circumstances and/or income
  - 2 Moved in with step-family
  - 3 Birth of child
  - 4 Just separated / divorced/ split up
  - 5 Change in childcare (e.g. cost, provider)
  - 6 Started/stopped using childcare
  - 7 Started earning more money
  - 8 Hours increased  
*Include: Took a second job*
  - 9 Stopped working
  - 10 Moved job
  - 11 Moved into work (from out of work)
  - 12 Earning less money
  - 13 Hours were reduced
  - 14 My partner started earning more money
  - 15 My partner's hours increased
  - 16 My partner had stopped working
  - 17 My partner just moved job
  - 18 My partner just moved into work (from out of work)
  - 19 My partner was earning less money
  - 20 My partner's hours were reduced
  - 21 [Other - Code not available in edit]
  - 22 Personal details (e.g. name/address/bank details)

- 23 Child's circumstances (e.g. age/education/employment)  
*Include: Child left home  
Child went to university  
death of a child*
- 24 Start of cohabitation / marriage  
*Include: husband or previous partner moved back in  
remarried*
- 25 Pregnancy
- 26 Maternity leave had ended
- 27 Correction of mistake in award/on award notice  
*Include: To correct information about the number of hours  
worked  
Number of children in the house  
Partnership status*
- 28 Other specific answer, not codeable to 1-27
- 97 Other vague answer, not codeable to 1-28

Block

NTC

Question:

**NotO** (Coded into Xnot2 [Multicoded])

Question text:

What changes did you notify the Inland Revenue (now known as HM Revenue and Customs) about?

*Other Specify*

- 1 Moved in with step-family
- 2 Birth of child
- 3 Just separated / divorced / split up
- 4 Change in childcare (e.g. cost, provider)
- 5 Started/stopped using childcare
- 6 I started earning more money  
*Include: Took a second job*
- 7 My hours increased
- 8 I had stopped working
- 9 I had moved job
- 10 I had moved into work (from out of work)
- 11 I was earning less money
- 12 My hours were reduced
- 13 My partner started earning more money
- 14 My partner's hours increased
- 15 My partner had stopped working
- 16 My partner just moved job
- 17 My partner just moved into work (from out of work)
- 18 My partner was earning less money
- 19 My partner's hours were reduced
- 20 [Other - Code not available in edit]
- 21 Personal details (e.g. name/address/bank details)
- 22 Child's circumstances (e.g. age/education/employment)  
*Include: Child left home*

*Child went to university  
death of a child*

- 23 Start of cohabitation / marriage  
*Include: husband or previous partner moved back in  
remarried*
- 24 Pregnancy
- 25 Maternity leave had ended
- 26 Correction of mistake in award/on award notice  
*Include: To correct information about the number of hours  
worked  
Number of children in the house  
Partnership status*
- 27 Other specific answer, not codeable to 1-26
- 97 Other vague answer, not codeable to 1-27



Block

NTC

Question:

**NTC390** (backcoded to XNTC39 [Multicoded])

Question text:

*Other Specify*

If your family circumstances or income changed, how would you find out if these changes would affect your entitlement to Tax Credits? How else?

- 1 Contact the Inland Revenue/use the Helpline  
*Include: Write to Inland Revenue / IR  
Contact tax credit office*
- 2 Contact the local council
- 3 Use the Internet
- 4 Ask friends and family
- 5 Citizens Advice Bureau
- 6 Visit a financial Adviser
- 7 Visit the local Jobcentre  
*Include any reference to Jobcentre / Department for Work and Pensions e.g. DWP/DSS/Benefits Agency*
- 8 Visit the local tax office
- 9 [Other - Code not available in edit]
- 10 Post Office
- 11 Look at documents: Award notice /letters/leaflet  
*"Check paperwork sent to me"  
"look on my previous letter"*
- 12 Other specific answer, not codeable to 1-11
- 97 Other vague answer, not codeable to 1-12

Block NTC  
 Question: **FC48b** (coded to XFC48a [Multicoded])  
 Question text: Apart from earnings, what other things do you think the Inland Revenue (now known as HM Revenue and Customs) take into account in working out whether or not you can get Tax Credits, or how much you can get?

*Other Specify*

- 1 Number of children
- 2 Age of children
- 3 Whether or not has a partner  
*Include: marital status*
- 4 Other income  
*Include: Income from savings/shares  
Rent from lodger*
- 5 Amount of Savings
- 6 Rent/Mortgage payments
- 7 Fares to work
- 8 Food/fuel costs
- 9 Amount of maintenance
- 10 Hours worked
- 11 Use of childcare
- 12 Don't know
- 13 [Other - Code not available in edit]
- 14 Other out-goings  
*Include: household expenditure*
- 15 Child Benefit
- 16 Other Social Security benefits
- 17 Issues relating to Health/Caring responsibility / dependants  
*Include: caring for others*
- 18 Property/local area  
*Where you live / the area you live in  
Whether you own your house or not / type of house*

- 19 Other specific answer, not codeable 1-18
- 97 Other vague answer, not codeable 1-19

Block Income support  
Question: **IS6d** (coded to XIS6d [Multicoded])  
Question text: In what way has the lone parents' benefit run-on made you think differently about moving into paid work?

*Open*

- 1 Transition into work will be financially less difficult  
*"It will help pay for the clothes I need for work"*  
*"Will not be short of money in the first week of working"*
- 2 Generally, will be financially better off from working
- 3 Thinking about work SOONER than otherwise would
- 4 Other specific answer, not codeable to 1-3
- 97 Other vague answer, not codeable to 1-4

Block Income support  
 Question: **IS9** (coded to XIS9 [Multicoded])  
 Question text: for what reason has the respondent applied to the Department  
 for Work and Pensions for a Social Fund Community Care  
 Grant?

*Other Specify*

- 1 Bed
- 2 Other furniture
- 3 Cooker
- 4 Fridge
- 5 Washing machine
- 6 Other appliance
- 7 [Other - Code not available in edit]
- 8 Clothing  
*Not including School uniform*
- 9 Removal costs
- 10 Carpets/ Home decoration  
*Include: Home improvements*
- 11 Applied for ineligible item  
*Include: Children's schoolwear  
School Uniform grant*
- 13 Other specific answer, not codeable to 1-11  
*Include Aids for my disability*
- 97 Other vague answer, not codeable to 1-13

Block Other income  
 Question: **Oin4a** (coded to XOin4 [Multicoded])  
 Question text: And where does this money come from?

- Other Specify*
- 1 Board and lodgings from son/ daughter
  - 2 Board and lodgings from other  
*Include: rent on my own property  
 rent from holiday lets*
  - 3 Private / occupational pension  
*Include: from partner's pension*
  - 4 Income from benefit payments
  - 5 Income from maintenance payments
  - 6 [Other - Code not available in edit]
  - 7 Bursary/ grant for study  
*Include: Student loan*
  - 8 Occasional job  
*(Only use this code if the person is not currently in work)*
  - 9 Other specific answer, not codeable to 1-8  
*Include: trust fund  
 adoption / fostering allowance*
  - 97 Other vague answer, not codeable to 1-9

**If only response is 'partner's income' editor should recode Oin1 as No as we are not including partner's income as other income.**

**If child benefit or other benefits are the only response here, recode Oin1 as No as we are not including child benefit as other income. Record benefits other than child benefit at Ben1/ Ben1a/ Ben1b.**

Block

Question:

Question text:

*Other Specify*

Savings

**Sav5a** (backcoded to XSav5)

Which of the ways listed on this card comes closest to the way you organise your family finances?

- 1 I look after all the household's money (except some personal spending money for my partner, if any)  
*Include: "Everything goes into my account and I pay my partner's bills etc out of that account"*
- 2 My partner looks after all the household's money (except my personal spending money, if any)
- 3 I am given a housekeeping allowance. My partner looks after the rest of the money
- 4 We share and manage our finances jointly  
*Include: "He pays some bills, I pay the others"*  
*Have joint and own separate accounts*
- 5 We keep our finances completely separate
- 6 [Other - Code not available in edit]
- 7 Other specific answer, not codeable to 1-5
- 97 Other vague answer, not codeable to 1-7

Block

Savings

Question:

**Sav7** (coded to XSav7 [Multicoded])

Question text:

What changes to your family's finances have you made?

*Open*

1. Budget over a different period (e.g. weekly instead of monthly)
2. Partner now gives me more
3. I now give my partner more
4. We now share the finances
- 5 Other specific answer, not codeable to 1-4
- 97 Other vague answer, not codeable to 1-5

**If change is not directly related to NTC, recode Sav6 to no**

*e.g. "now we have mortgage we have to cut back"*

*e.g. "change of jobs"*

**If change is not in the way they organise their finances recode Sav6 to no.**

*e.g. "We can buy extra clothes for the kids, and plan to replace washing machine"*



Block

Question:

Question text:

*Other Specify*

Hardship

**Exp11o** (coded to XExp11 [Multicoded])

Sometimes families are not able to pay every bill when it falls due. May I ask, are you up to date with the bills on this card, or are you behind with any of them?

- 1 behind with the electricity bill
- 2 behind with the gas bill
- 3 behind with other fuel bills like coal or oil
- 4 behind with Council Tax
- 5 behind with insurance policies
- 6 behind with telephone bill
- 7 behind with television/video rental or HP
- 8 behind with other HP payments
- 9 behind with water rates
- 10 [Other - Code not available in edit]
- 11 Not behind with any of these
- 12 Rent/Mortgage  
*Include: housing arrears*
- 13 Catalogue payments
- 14 Other specific answer, not codeable to 1-13
- 97 Other vague answer, not codeable to 1-14

Block	Hardship
Question:	<b>Exp16o</b> (coded to XExp16 [Multicoded])
Question text:	Over the past 12 months, have you used any of these ways to borrow money?
<i>Other Specify</i>	
	1 a bank overdraft
	2 a fixed term loan from the Bank or Building Society (NOT MORTGAGE)
	3 a loan from a finance company
	4 a loan from a money lender or 'tally man'
	5 a loan from a friend or relative
	6 a loan, or advance on wages, from your employer
	7 a Social Fund loan
	8 [Other - Code not available in edit]
	9 None of these
	10 Re-mortgage house/equity release/increase mortgage <i>"remortgage for extra funds"</i> <i>"took out mortgage top up to build extension"</i> <i>"advance from mortgage to renovate kitchen"</i>
	11 Student loan
	12 Other specific answer, not codeable to 1-11
	97 Other vague answer, not codeable to 1-12

Block Hardship  
 Question: **Exp26b** (coded to XExp26b [Multicoded])  
 Question text: "Some people bringing up children receive financial help from their families, often from their parents. Over the past 12 months, has your family ever helped you with ...READ OUT ... (buying new items - please specify)

*Other Specify*

- 1 Paying towards bills
- 2 Buying clothes for your children
- 3 Buying clothes for you
- 4 Paying for trips/holidays  
*Include: money for socialising*
- 5 [Other - Code not available in edit]
- 6 None of these
- 7 Not applicable, has no family
- 8 Buying electrical equipment  
*Include: Washing Machine  
Microwave  
DVD  
Computer*
- 9 Buying furniture / furnishings / home-improvements  
*Include: wallpaper and decorating  
carpets  
bedding*
- 10 Buying toys and equipment for the children  
*Include: cot/pram  
nappies*
- 11 Food
- 12 Car
- 13 Other specific answer, not codeable to 1-12
- 97 Other vague answer, not codeable to 1-13

Block: Partner proxy  
Question: **PPSIC**  
Question text: What does the firm or organisation (name of partner)  
works/worked for mainly make or do?  
*Open*  
Code to 1992 Standard Industrial Classification

Block

Partner proxy

Question:

**Ppjobt, PPJobDE, PPTrain, PPSup**

Question text:

What was (name of partner's) (main) job?

*Open*

What did (name of partner) mainly do in his/her job?

What training or qualifications are/were needed for (name of person's) job?

Please describe the type of responsibility (name of partner) has for supervising the work of other employees.

Code to 2000 Standard Occupational Classification

Block: Partner proxy  
Question: **Pacedqo** (backcoded to XPacedq)  
Question text: From this list, please tell me the highest qualification which you have obtained.

*Other Specify*

- 1 GCSE grade D-G / CSE grade 2-5 / SCE O Grades (D-E) / SCE Standard Grades (4-7) / Scottish National Qualifications (Access level) / SCOTVEC National Certificate Modules
- 2 GCSE grade A-C / GCE 'O'-level passes / CSE grade 1 / SCE O Grades (A-C) / SCE Standard Grades (1-3) / Scottish National Qualifications (Intermediate level) / School Certificate / Matriculation
- 3 GCE 'A'-level / AS level / SCE Higher Grades (A-C) / Scottish National Qualifications (Higher level)
- 4 "First degree, eg BSc, BA, BEd, MA at first degree level
- 5 Higher degree, eg MSc, MA, MBA, PGCE, PhD
- 6 [Other - Code not available in edit]
- 7 No, none of these
- 8 Has qualification, level unknown
- 9 Other specific answer, not codeable to 1-8
- 97 Other vague answer, not codeable to 1-9

**Please note, if a vocational qualification is coded at Pacedqo, please use the list of equivalent qualifications given on Page 33 to code into the Pacedqo code frame. If no equivalent is found code Pacedqo as 8 'Has qualification, level unknown'.**

Block: Partner proxy  
Question: **Pvocqa** (coded to XPvocqa [Multicoded])  
Question text: Does [*partner's name*] have any professional, vocational or other  
*Other Specify* work-related qualifications?

- 1 Level 1 NVQ/SVQ / Foundation GNVQ/GSVQ
- 2 Level 2 NVQ/SVQ / Intermediate GNVQ/GSVQ
- 3 Level 3 NVQ/SVQ / Advanced GNVQ/GSVQ
- 4 Level 4 NVQ/SVQ
- 5 Level 5 NVQ/SVQ
- 6 NVQ/SVQ or GNVQ - not sure what level
- 7 City & Guilds Part 1 / RSA Certificate
- 8 BTEC First/General Certificate / BEC/TEC General/City  
& Guilds Part 2/Craft/Intermediate/ RSA Advanced  
Diploma/Certificate  
*Include : Edexcel First  
OCR Advanced Diploma / Certificate*
- 9 BTEC National Certificate/Diploma/ City&Guilds Part  
3/Final or Advanced Craft/ ONC/OND  
*Include : Edexcel National Certificate*
- 10 BEC (Higher)/TEC (Higher)/ BTEC (Higher) / City &  
Guilds Part 4/ HNC / HND
- 11 Teaching qualification
- 12 Nursing qualification
- 13 Trade apprenticeship
- 14 [Other - Code not available in edit]
- 15 No, none of these
- 16 City and Guilds / RSA - not sure what level
- 17 Other specific answer, not codeable to 1-16  
*HGV licence /PSV licence*
- 97 Other vague answer, not codeable to 1-17

**Please use the list of equivalent qualifications given on Page 35 to code into the Pvocqa code frame.**





## **B. Editing Instructions**

<b>Section</b>	<b>Question name</b>	<b>Edit check</b>	<b>Instruction to editor</b>
Household grid	Persage	SIGNAL If age greater than 70, flag to editor.	Editor to look at the date of birth and the relationship of person to main respondent. Look for any obvious errors and correct.
	Relextr	SIGNAL If persage less than 16 and relextr is coded as 1 (Partner), 2 (Parent), 3 (LParent), 4 (GPARENT), 6 (Lson), 7 (SParent), 8 (FParent), 9 (OthAdult) or 10 (UnrAdult), flag to editor.	Check to see interviewer has correctly coded the relationship. Eg, person under 16 should not be a parent or partner of main respondent. Recode any obvious error otherwise flag to researcher.
	Relextr	SIGNAL If persage less than 19 and relextr is coded as 1 (partner), flag to editor	Check to see interviewer has correctly coded the relationship. Recode any obvious error otherwise flag to researcher.
	Relextr	SIGNAL If Relextr is coded as partner twice in one household.	Check to see interviewer has correctly coded the relationship.
	DHR / Relpar	SIGNAL If persage less than 16 and relpar is coded as 1 (Partner), 2 (Parent), 3 (LParent), 4 (GPARENT), 6 (Lson), 7 (SParent), 8 (FParent), 9 (OthAdult) or 10 (UnrAdult), flag to editor.	Check to see interviewer has correctly coded the relationship. Person under 16 should not be a parent or partner of the partner. Recode any obvious error otherwise flag to researcher.
Children's health, education and service use	Chea3a	CHECK Age of child must be greater than or equal to response at Chea3. Flag to editor.	Check to see if obvious error in the coding of the date of birth, look for any interviewer notes otherwise make a note of the current answer on the fact sheet, then change the CAPI answer to a number lower than the child's age, and flag to researcher.

<b>Section</b>	<b>Question name</b>	<b>Edit check</b>	<b>Instruction to editor</b>
	CM5	SIGNAL Compute derived variable for weekly maintenance payments based on CM5 and CM6 (excluding cases where CM5 = 9997). If weekly payment above £400 per week, flag to editor.	Check to see if there has been any obvious miscodes
	CM17	SIGNAL Compute derived variable for weekly maintenance payments based on CM17 and CM18 (excluding cases where CM17 = 9997). If weekly payment above £400 per week, flag to editor.	Check to see if there has been any obvious miscodes
	Chea11	SIGNAL If list of other people that respondent cares for includes any children in the household, flag to editor.	Delete any children that have been coded here. If children only coded, change chea10 from 1 to 2.
	Chea12	CHECK If number of years caring for other person is greater than the respondent's age, flag to editor.	Consult interviewer notes and check for any obvious miscoding (e.g. date of birth), otherwise make a note of the current answer on the fact sheet, then change the CAPI answer to a number of years less than respondent's age, and flag to researcher.
	Chea13	SIGNAL If respondent is spending more than 40 hours per week caring for other person and is currently working 16 or more hours per week, flag to editor.	Look at occupation and see if occupation is care related. If care related editor to remove person listed at chea11. If this leaves none coded at chea11, re-code chea10 to no (code 2).

<b>Section</b>	<b>Question name</b>	<b>Edit check</b>	<b>Instruction to editor</b>
Housing	Hous5 /Hous6	CHECK If date at which left temporary accommodation is before the date of birth of the respondent, flag to editor.	Consult interviewer notes and check for any obvious miscoding (e.g. date of birth or date moved in), otherwise make a note of the current answer on the fact sheet, then change the CAPI answer to a date after the respondent's date of birth, and flag to researcher.
	Hous9	CHECK If date when started living in current accommodation is before the respondent's date of birth, flag to editor.	Consult interviewer notes and check for any obvious miscoding (e.g. date of birth or date moved in), otherwise make a note of the current answer on the fact sheet, then change the CAPI answer to a date after the respondent's date of birth, and flag to researcher.
	Hous17	SIGNAL If hous17 equals zero, flag to editor.	There should be at least one bedroom in the dwelling (even if bedsit). Recode values of zero to 1.
	Hous23 /Hous24	SIGNAL Compute derived variable for weekly rent payments based on Hous23 and Hous24. If weekly payment above £250 per week, flag to editor.	Check to see if there has been any obvious miscodes (e.g. interviewer has not recorded payment in whole pounds). If no explanation, flag for researchers, suppress and proceed.
	Hous25 / Hous26	SIGNAL Compute derived variable for weekly water payments based on Hous25 and Hous26. If weekly payment above £50 per week, flag to editor.	Check to see if there has been any obvious miscodes (e.g. interviewer has not recorded payment in whole pounds). If no explanation, flag for researchers, suppress and proceed.
	Hous29 /Hous30	SIGNAL Compute derived variable for weekly Housing Benefit based on Hous29 and Hous30. If weekly HB above £250 per week, flag to editor.	Check to see if there has been any obvious miscodes If no explanation, flag for researchers, suppress and proceed.

<b>Section</b>	<b>Question name</b>	<b>Edit check</b>	<b>Instruction to editor</b>
	Hous32 /Hous33	SIGNAL Compute derived variable for weekly rent payments based on Hous32 and Hous33. If weekly payment above £250 per week, flag to editor.	Check to see if there has been any obvious miscodes. If no explanation, flag for researchers, suppress and proceed.
	Hous24e, Hous29,Hous32,Hous33	SIGNAL If total amount of rent doesn't equal the amount respondent pays, plus amount they receive in Housing Benefit/rent rebate, flag to editor.	Editor to check for any interviewer notes, and see if there have been any obvious miscodes. If no explanation, flag for researchers, suppress and proceed.
	Hous41	SIGNAL Year must be greater than or equal to date of birth of eldest person in the household. If not, flag to editor.	Consult interviewer notes and check for any obvious miscoding (e.g. date of birth), otherwise suppress edit check.
	Hous43 / Hous44	SIGNAL Compute derived variable for weekly mortgage payments based on Hous43 and Hous44. If weekly payment above £250 per week, flag to editor.	Check to see if there has been any obvious miscodes. If no explanation, flag for researchers, suppress and proceed.
	Hous52 /Hous53	SIGNAL Compute derived variable for mortgage interest based on Hous52 and Hous53. If weekly payment above £250 per week, flag to editor.	Check to see if there has been any obvious miscodes. If no explanation, flag for researchers, suppress and proceed.
	Hous54 /Hous55	SIGNAL Compute derived variable for weekly water payments based on Hous54 and Hous55. If weekly payment above £50 per week, flag to editor.	Check to see if there has been any obvious miscodes. If no explanation, suppress and proceed.
	Hous56b	SIGNAL Check on weekly Council tax Flag to editor if over £60	Check to see if there has been any obvious miscodes. If no explanation, flag for researchers, suppress and proceed.

<b>Section</b>	<b>Question name</b>	<b>Edit check</b>	<b>Instruction to editor</b>
Education <sup>1</sup>	Ed4	SIGNAL If respondent 25 years or less and on “New Deal for long-term unemployed (over 25)”, or more than 25 years and on “New Deal for Young People”, flag to editor.	Check for any obvious miscodes, look at notes, otherwise suppress and proceed.
Work <sup>2</sup>	Wrk3	SIGNAL This must be greater than year respondent was born plus 14 years. If not, flag to editor.	Consult interviewer notes and check for any obvious miscoding (e.g. date of birth), otherwise suppress edit check.
	Wrk6a	SIGNAL This must be greater than year respondent was born plus 14 years. If not, flag to editor.	Consult interviewer notes and check for any obvious miscoding (e.g. date of birth), otherwise suppress edit check.
	Wrk17	SIGNAL Check on amount of income if weekly salary is more than £2000	Editor to check notes to explain why income so high (over £2000 a week). See if there is any obvious miscoding. If cannot resolve, flag for researchers and then suppress edit check.
	Wrk17b	SIGNAL Check on amount of WTC received in wages is greater than £300	Editor to check notes to see why amount of WTC is so high (over £300). See if there is any obvious miscoding. If cannot resolve, flag for researchers and then suppress edit check.
	Wrk19	SIGNAL Check on weekly union dues (Wk19pay). Flag to editor if over £100 per week	Check to see if there has been any obvious miscodes. If no explanation, flag for researchers, suppress and proceed.

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<sup>1</sup> All questions in this block were also asked of partners. Need equivalent check to apply to the partner data.

<sup>2</sup> All questions in this block were also asked of partners. Need equivalent check to apply to the partner data.

Section	Question name	Edit check	Instruction to editor
	Wrk21	SIGNAL Check on other weekly deductions from pay (Wk21pay). Flag to editor if over £100	Check to see if there has been any obvious miscodes. If no explanation, flag for researchers, suppress and proceed.
	WkPay	SIGNAL If WkPay (weekly income) is less than £10 or more than £999, flag to editor.	If looking at job done and hours worked per week, the income seems fine, editor to suppress check. However, if it looks unusual, editor to look for obvious miscodes (e.g. amount or time period). If not resolved, flag to researcher.
Proxy Partner interview	Ppay, PPperd	Compute derived variable for weekly income based on Ppay and PPperd. If weekly income is less than £10 or more than £999, flag to editor.	If looking at job done and hours worked per week, the income seems fine, editor to suppress check. However, if it looks unusual, editor to look for obvious miscodes (e.g. amount or time period). If not resolved, flag to researcher.
	Wrk18	SIGNAL If amount is greater than $0.17 * Wrk17$ , flag to editor.	Editor to look at interviewer notes for any explanation why pension contributions abnormally high. If no reason given, editor to suppress and proceed.
Benefits	Ben1	SIGNAL If receives Disability Living Allowance - care component and Attendance Allowance (Ben1 = 4 and 5), flag to editor	Disability Living Allowance - care component cannot be received with Attendance Allowance. If in combination editor should check the age of the recipient. If they are over 64 years of age, code "Attendance Allowance" (4); if the recipient is 64 years or younger, code "Disability Living Allowance" (5). <b>Check to see who is receiving the benefit as it may be the partner who is in the age range.</b>



Section	Question name	Edit check	Instruction to editor
	Ben1	SIGNAL If receives Attendance Allowance (code 4) and respondent and partner are both younger than 65, flag to editor.	Attendance Allowance can only be received by those 65 years or older. If less than 65 years of age, editor should recode Ben1 to 'Disability Living Allowance', code 5. <b>Check to see who is receiving the benefit as it may be the partner who is in the age range.</b>
	Ben1	SIGNAL If receives Incapacity Benefit (code 1) and both respondent and partner are 69 or older, flag to editor.	Recipients of Incapacity Benefits should be younger than 69. If not, editor should remove code 1 from Ben1. <b>Check to see who is receiving the benefit as it may be the partner who is in the age range.</b>  If no other benefits coded at ben1, editor to enter 12, 'None of these'.
	Ben1	SIGNAL If receives Severe Disablement Allowance (code 2) and both respondent and partner are 69 or older, flag to editor.	Recipients of Severe Disablement Allowance should be younger than 69. If not, editor should remove code 2 from Ben1.  If no other benefits coded at ben1, editor to enter 12, 'None of these'.
	Ben1a	SIGNAL If receives Retirement Pension (code 9), and both respondent and partner are less than 60, flag to editor.	Recipient should be at least 60 to receive a retirement pension. If not editor should remove code 9 from Ben1a.  If no other benefits coded at ben1a, editor to enter 12, 'None of these'.

Section	Question name	Edit check	Instruction to editor
	BenNTC, Ben2, Ben2a	SIGNAL Compute derived variable for weekly amount of child tax credit (CTC). If receives CTC and amount received is equal to £0, or amount received is above £149 per week, flag to editor.	Editor to check for any obvious miscodes in amount or time period, and make changes accordingly. If receives CTC and amount = £0, flag to researcher.
	BenNTC, Ben2, Ben2a	SIGNAL Compute derived variable for weekly amount of working tax credit (WTC). If receives WTC and amount received is equal to £0, or amount received is above £199 per week, flag to editor.	Editor to check for any obvious miscodes in amount or time period, and make changes accordingly. If receives WTC and amount = £0, flag to researcher.
	PyNTC, Ben2N, Ben2aN	SIGNAL Compute derived variable for weekly amount of combined WTC and CTC. If receives WTC and CTC as one amount and amount received is greater than £250 per week, flag to editor.	Editor to check for any obvious miscodes in amount or time period, and make changes accordingly. If you cannot resolve, suppress check and flag to researcher.
	Ben1, Ben2, Ben3	SIGNAL If receives Attendance Allowance (code 4) and Ben3 is either 1 or 2, and amount received is not between £40 to £41 or £60 to £61, flag to editor.  If receives Attendance Allowance (code 4) and Ben3 is 3, and amount received is greater than £123, flag to editor.	Editor to check for obvious miscodes. The lower rate is currently £40.55 per week and the higher rate is £60.60. If obvious mis-code of amount editor to make correction. If you cannot resolve, suppress check and proceed.  The same practice to apply if both receive the Benefit.

Section	Question name	Edit check	Instruction to editor
	Ben1, Ben2, Ben3	<p>SIGNAL</p> <p>If receives Disability Living Allowance – care component (code 5) and Ben3 is either 1 or 2, and amount received does not equal £16 to £17, £40 to £41, or £60 to £61 flag to editor.</p> <p>If receives Disability Living Allowance – care component (code 5) and Ben3 is 3, and amount received is more than £122, flag to editor.</p>	<p>Editor to check for obvious miscodes in amount or time period. The care component is paid at three levels: £16.05, £40.55 or £60.60 per week. There may have been rounding errors. The question DLAcare asks which rate the respondent is getting– check the answer to this to help you resolve. If you cannot resolve suppress check and proceed.</p> <p>The same practice to apply if both receive the Benefit.</p>
	Ben1, Ben2, Ben3	<p>SIGNAL</p> <p>If receives Disability Living Allowance – mobility component (code 6) and Ben3 is either 1 or 2, and amount received does not equal £16 to £17 or £42 to £43, flag to editor.</p> <p>If receives Disability Living Allowance – mobility component (code 6) and Ben3 is 3, and amount received is more than £86, flag to editor.</p>	<p>Editor to check for obvious miscodes in amount or time period.. The DLA mobility component is paid at two levels: £16.05 or £42.30 per week. There may have been rounding errors. The question DLA mob asks which rate the respondent is getting– check the answer to this to help you resolve. If you cannot resolve suppress check and proceed.</p> <p>The same practice to apply if both receive the Benefit.</p>
	Ben1, Ben2	<p>SIGNAL</p> <p>If receives Disability Living Allowance <b>for children</b>– care component (code 7) and amount received does not equal £16 to £17, £40 to £41, or £60 to £61, flag to editor.</p>	<p>Editor to check for obvious miscodes in amount or time period. The care component is paid at three levels: £16.05, £40.55 or £60.60 per week. There may have been rounding errors. If you cannot resolve suppress check and proceed.</p>

<b>Section</b>	<b>Question name</b>	<b>Edit check</b>	<b>Instruction to editor</b>
	Ben1, Ben2	SIGNAL If receives Disability Living Allowance for children – mobility component (code 8) and amount received does not equal £16 to £17, or £42 to £43, flag to editor.	Editor to check for obvious miscodes in amount or time period.. The DLA mobility component is paid at two levels: £16.05 or £42.30 per week. There may have been rounding errors. If you cannot resolve suppress check and proceed.
	Ben1, Ben2, Ben2a	SIGNAL If receives Incapacity Benefit and amount received is over £255 per week, flag to editor.	Editor to check for any obvious miscodes in amount or time period – if so, editor to make change. NB If applicable, check if amount high because both respondent and partner receive it (Ben3). If you cannot resolve, suppress check and proceed.
	Ben1, Ben2, Ben2a	SIGNAL If receives Invalid Care Allowance and amount received is not between £44 and £125 per week, flag to editor.	Editor to check for any obvious miscodes in amount or time period – if so, editor to make change. NB If applicable, check if amount high because both respondent and partner receive it (Ben3). If you cannot resolve, suppress check and proceed.
	Ben1, Ben2, Ben2a	SIGNAL If receives Severe Disablement Allowance and amount received is not between £44 and £125 per week, flag to editor.	Editor to check for any obvious miscodes in amount or time period – if so, editor to make change. NB If applicable, check if amount high because both respondent and partner receive it (Ben3). If you cannot resolve, suppress check and proceed.
	Ben1a, Ben2, Ben2a	SIGNAL If receives Child Benefit and amount received is not between £16 and £ 99 per week, flag to editor.	Editor to check for any obvious miscodes in amount or time period – if so, editor to make change. NB If applicable, check if amount high because both respondent and partner receive it (Ben3). See table below for a guide to Child Benefit amounts. If you cannot resolve, suppress check and proceed.

<b>Section</b>	<b>Question name</b>	<b>Edit check</b>	<b>Instruction to editor</b>
	Ben1a, Ben2, Ben2a	SIGNAL If receives State Retirement Pension and amount received is over £500 per week, flag to editor.	Editor to check for any obvious miscodes in amount or time period – if so, editor to make change. NB If applicable, check if amount high because both respondent and partner receive it (Ben3). If you cannot resolve, suppress check and proceed.
	Ben1a, Ben2, Ben2a	SIGNAL If receives Jobseeker's Allowance and amount received is over £200 per week, flag to editor.	Editor to check for any obvious miscodes in amount or time period – if so, editor to make change. NB If applicable, check if amount high because both respondent and partner receive it (Ben3). If you cannot resolve, suppress check and proceed.
Income Support	IS1	SIGNAL If date started on Income Support earlier than year respondent was born plus 14 years, flag to editor.	Consult interviewer notes and check for any obvious miscoding (e.g. date of birth), otherwise suppress edit check.
Jobsearch	Jsc40a	SIGNAL If own illness or disability stopping respondent from working (Jsc40a = 4) and recorded that did not have longstanding illness (hea2 = 2), flag to editor.	Editor to remove code 4 at Jsc40a. If no other answer coded at Jsc40a, enter code 15 'No reason'  NB Check respondent's work status and whether receiving health benefits – it is possible that Hea2 needs to change rather than Jsc40a.
	Jsc40a	SIGNAL If child's illness or disability stopping respondent from working (Jsc40a = 5) and recorded that child(ren) does not have longstanding illness (chea1 = 2), flag to editor.	Editor to remove code 5 at Jsc40a. If no other answer coded at Jsc40a, enter code 15 'No reason'

Section	Question name	Edit check	Instruction to editor
Current and ex-partners	R1q	SIGNAL If date first met partner is before respondent was born, flag to editor.	Consult interviewer notes and check for any obvious miscoding (e.g. date of birth), otherwise suppress edit check.
	R2q	SIGNAL If date first started to share a home with partner is before first met partner, flag to editor.	Consult interviewer notes and check for any obvious miscoding (e.g. date of birth), otherwise suppress edit check.
	R2q	CHECK If date first started to share a home with partner is before respondent / partner was born, flag to editor.	Consult interviewer notes and check for any obvious miscoding (e.g. date of birth), otherwise make a note of the current answer on the fact sheet, then change the CAPI answer to a date after the respondent's (partner's) date of birth, and flag to researcher.
	R15q	CHECK If date first started to share a home with ex-partner is before respondent / partner was born, flag to editor.	Consult interviewer notes and check for any obvious miscoding (e.g. date of birth), otherwise make a note of the current answer on the fact sheet, then change the CAPI answer to a date after the respondent's (partner's) date of birth, and flag to researcher.

Rough guide to Child Benefit amounts (weekly), as from April 2004.

Number of children*	Couple	Lone parent
1	£17.00	£17.55
2	£28.40	£28.95
3	£39.80	£40.35
4	£51.20	£51.75
5	£62.60	£63.15

\*Paid for each child aged 0-15, and each child aged 16-18 and in full-time education

Note: Amounts for lone parents may sometimes be the same as for couples, depending on when they first became a lone parent.

Families and Children Study  
(FACS):  
Wave 7 Questionnaire

National Centre for Social Research

# Families and Children Study (FACS): Wave 7 Questionnaire

National Centre for Social Research

Prepared for Department for Work and Pensions

2005



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## Introduction

The presentation of the CAPI questionnaire follows a consistent structure which is shown by the following example.

*If dismissed*

**Dground^**

On what grounds was [HE / SHE] dismissed?

1. Shortage of work/need for redundancies,
2. Change in job specification/requirements,
3. Disobedience/refusal to do as instructed/including health/safety aspects,
4. Dishonesty/theft/malicious damage,
5. Violence/threats,
6. (undisclosed) criminal record/security risk,
7. Attendance record/unjustified absences,
8. Insufficient quality of work/not developed necessary skills,
9. Other reasons (please specify)
10. *Other vague answer (not codeable 1-9)*
97. *Other specific answer (not codeable 1-10)*

The first line *If dismissed* is a brief description of the routing for the question. Where there is no italicised comment preceding the variable name then the routing is the same as the preceding question(s).

The variable name appears in bold (e.g. **Dground**). When the name is followed by ^ this signifies that the question can have more than one answer (i.e. a multiple response).

Where a piece of text appear in brackets, for example [name of organisation], this indicates that a textfill has been used. A textfill is an insert to a question that is based on an answer given in a previous question.

The other format that a textfill can take on occurs where there are two parts to the routing instruction as shown in **Cform**.

*If no vacancies in past 12 months / If vacancies*

**Cform\***

This card shows a list of recruitment channels which we refer to as 'formal'. [In the 12 months before your last vacancy / In the last 12 months], which of these channels did this establishment make use of to notify one or more vacancies?

Where there is a '/' this indicates that there are two ways in which the question could be asked. If there were no vacancies in the past 12 months, the respondent will be asked, 'In the 12 months before your last vacancy, which of these channels did this establishment make use of to notify one or more vacancies?', whereas a workplace with vacancies will be routed through the question following the '/'.

Codes that were added at the coding and editing stage (after interviews were returned to the office) are shown in italics in the code frame for the original question. In cases of open questions, the entire code frame appears in italics.

# 1 Household grid

ASKED FOR MAIN RESPONDENT ONLY

*If panel interview, information about members of the household at the time of the last interview is fed forward.  
Interviewer to check details and ask about any new members in the household.*

Present	Gone	Name	Relextr	RelPar	DHR...	Sex	DOB	Empstat
		Person 1	96	YYYY	XXXX	FFFF	FFFF	XXXX
		Person 2	XXXX	96	XXXX	FFFF	FFFF	XXXX
		Person 3	XXXX	XXXX	96	FFFF	FFFF	XXXX
		Person 4 ...	XXXX	XXXX	XXXX	FFFF	FFFF	XXXX

*{If panel}*

## Present

ASK OR CODE: Is [person's name] still in this household?

- 1 Yes
- 2 No

*{If not living in household (Present=2)}*

## Gone

May I ask, what has happened to [name of person]?

- 1 Deceased
- 2 Living elsewhere

## Gdob

**FEED FORWARD VARIABLE:** Date of birth of people who've [died/living elsewhere].

## GpersAge

**COMPUTED VARIABLE:** Person's age in years for people who've [died/living elsewhere].

*{If age = 15 to 18 and living elsewhere (GpersAge=15 to 18 AND Gone = 2)}*

## GoneW

SHOW CARD A1

Looking at this card, what is [person's name] currently doing?

- 1 Working 16 or more hours
- 2 Working fewer than 16 hours
- 3 Unemployed and seeking work
- 4 On a training scheme
- 5 Full time education/at school
- 6 Sick/disabled (up to 6 months)
- 7 Sick/disabled (6 months or longer)
- 8 Looking after the home or family
- 9 Caring for a sick, elderly or disabled person
- 10 Retired
- 11 Other

## Cwhy

What was the main reason that [person's name] left home?

- 1 To live with other parent
- 2 To live with other relative(s)
- 3 To live with partner/boyfriend/girlfriend/spouse
- 4 To live with friends
- 5 To live on own/independently
- 6 To go to university/college/study
- 7 Due to difficult or problematic relationships in household
- 8 Other specific answer, not codeable to 1-7,
- 97 Other vague answer, not codeable to 1-8

**Cwho**

Can I check, who is [person's name] living with now?

INTERVIEWER CODE OR ASK

- 1 With other parent
- 2 With other relatives
- 3 With partner/ wife/ husband
- 4 With friends/ students
- 5 On their own
- 6 Other

**Csee**

How often do you see or contact [person's name]?

- 1 Every day
- 2 At least once a week
- 3 At least once a month
- 4 Every 2-3 months
- 5 At least once a year
- 6 Less than once a year
- 7 Never

**CPar**

Does [person's name] have any natural children of their own?

- 1 Yes
- 2 No
- 3 No but they are pregnant/ partner is pregnant

*{If panel and if living in household and if age greater than 15 at time of interview}*

**Empstat**

SHOWCARD A1

Looking at this card, what is [name of person] currently doing?

- 1 Working 16 or more hours per week
- 2 Working fewer than 16 hours per week
- 3 Unemployed and seeking work
- 4 On a training scheme,
- 5 Full time education/ at school
- 6 Sick/ disabled (up to 6 months)
- 7 Sick/ disabled (6 months or longer)
- 8 Looking after the home or family
- 9 Caring for a sick, elderly or disabled person
- 10 Retired
- 11 Other

**Soft check**

*if Empstat= Sick/disabled (up to 6 months) or Sick/disabled (6 months or longer)*

**INTERVIEWER CHECK, EVEN THOUGH CURRENTLY SICK, DO THEY HAVE A CONTRACT OF EMPLOYMENT?**

IF YES, YOU MUST CHANGE CODE TO 1 OR 2.

In panel, once interviewer has asked about people on grid, interviewer to see if there are any new members in the household. For cross-section, all respondents enter the questionnaire at this point.

*{If panel / cross-section}*

INTERVIEWER TO ASK: Is there any one else in the household? If YES: / Starting with yourself, what is your name?

**HOUSEHOLD GRID**

*{Asked about each household member in turn}*

**Name**

Name of person in household (for reference during interview only)

**Sex**

Gender of person in household

- 1 Male
- 2 Female

**DOB**

What is [name of person]'s date of birth?

IF DAY NOT KNOWN, ENTER 15<sup>TH</sup>

**Relextr**

Relationship to named respondent

- 1 Husband/Wife/Partner
- 2 Parent
- 3 In law - parent
- 4 Grandparent
- 5 Brother/sister (incl. Step/foster/adopted)
- 6 In law - son / daughter
- 7 Step parent
- 8 Foster parent
- 9 Other adult relative
- 10 Unrelated adult
- 11 Son / Daughter (incl. adopted)
- 12 Grandchild
- 13 Step child
- 14 Foster child
- 15 Unrelated child
- 16 Other related child (eg: niece/nephew)
- 96 Main Respondent

**RelPar**

Relationship to respondent's partner

- 1 Husband/Wife/Partner
- 2 Parent
- 3 In law - parent
- 4 Grandparent
- 5 Brother/sister (incl. Step/foster/adopted)
- 6 In law - son / daughter
- 7 Step parent
- 8 Foster parent
- 9 Other adult relative
- 10 Unrelated adult
- 11 Son / Daughter (incl. adopted)
- 12 Grandchild
- 13 Step child
- 14 Foster child
- 15 Unrelated Child
- 16 Other related child (eg: niece/nephew)
- 96 Main Respondent

**DHR**

What is ([x] *name's*) RELATIONSHIP to ([y] *name*)?  
 ([x] *name*) is ([y] *name's*) ...

- 1 Husband/Wife/Partner
- 2 Parent
- 3 In law - parent
- 4 Grandparent
- 5 Brother/sister (incl. Step/foster/adopted)
- 6 In law - son / daughter
- 7 Step parent
- 8 Foster parent
- 9 Other adult relative
- 10 Unrelated adult
- 11 Son / Daughter (incl. adopted)
- 12 Grandchild
- 13 Step child
- 14 Foster child
- 15 Unrelated child
- 16 Other related child (eg: niece/nephew)
- 96 Main Respondent

*{If age greater than 15}*

**Empstat**

SHOWCARD A1

Looking at this card, what is [name of person] currently doing?

- 1 Working 16 or more hours per week
- 2 Working fewer than 16 hours per week
- 3 Unemployed and seeking work
- 4 On a training scheme
- 5 Full time education/at school
- 6 Sick/disabled (up to 6 months)
- 7 Sick/disabled (6 months or longer)
- 8 Looking after the home or family
- 9 Caring for a sick, elderly or disabled person
- 10 Retired,
- 11 Other

**Soft check**

*if Empstat= Sick/disabled (up to 6 months) or Sick/disabled (6 months or longer)*

INTERVIEWER CHECK, EVEN THOUGH CURRENTLY SICK, DO THEY HAVE A **CONTRACT OF EMPLOYMENT?**

IF YES, YOU MUST CHANGE CODE TO 1 OR 2.

*if Empstat= Looking after home and family*

INTERVIEWER CHECK, ARE THEY CURRENTLY ON MATERNITY LEAVE AND HAVE A CONTRACT OF EMPLOYMENT?

IF Yes, THEN CODE AS 1 OR 2

**END GRID**

**Respond**

INTERVIEWER TO CODE: PLEASE CODE THE RESPONDENT FROM THE PEOPLE IN THE HOUSEHOLD GRID.

[List of household members]

*{If panel and if the respondent is different from the last interview}*

**Difresp**

INTERVIEWER TO ASK/RECORD: A DIFFERENT PERSON IS BEING INTERVIEWED FROM LAST YEAR. WHY IS THIS SO?

- 1 Main respondent from last year deceased
- 2 Main respondent from last year left the household (split from partner)
- 3 Other specific answer, not codeable to 1-2
- 97 Other vague answer, not codeable to 1-3

**Marital**

Can I just check your current legal marital status. Are you...

ASK OR RECORD. CODE FIRST THAT APPLIES

IF COHABITING AND **NEVER PREVIOUSLY MARRIED** CODE 1

- 1 ...single, that is never married
- 2 married and living with husband/wife
- 3 married and separated from husband/wife
- 4 divorced
- 5 widowed?

*{If respondent different or if non-panel}*

**Ethnic**

SHOWCARD A2

To which of these ethnic groups do you consider you belong?

INTERVIEWER: THIS IS A QUESTION OF OPINION

- 1 British
- 2 Any other White background (please describe)
- 3 White and Black Caribbean
- 4 White and Black African
- 5 White and Asian
- 6 Any other mixed background (please describe)
- 7 Indian
- 8 Pakistani
- 9 Bangladeshi
- 10 Any other Asian background (please describe)
- 11 Caribbean
- 12 African
- 13 Any other Black background (please describe)
- 14 Chinese
- 15 Any other (please describe)
- 16 None of these
- 17 *Black British*

*{If Ethnicity Other White or Other Mixed or Other Asian or Other Black or Any Other background (Ethnic =2 or 6 or 10 or 13 or 15)}*

**OthEth**

Please can you describe your ethnic group?

**Lang**

(Can I check,) is English your first or main language?

- 1 Yes, English is first or main language
- 2 No, another language is first or main language
- 3 Respondent is bilingual in English with another language

*{If a partner in household, and respondent's marital status is not 'married'}*

**MaritP**

Can I just check your partner's current legal marital status. Is he/she ..

ASK OR RECORD. CODE FIRST THAT APPLIES

IF COHABITING AND NEVER PREVIOUSLY MARRIED CODE 1

- 1 ...single, that is never married
- 2 married and living with husband/wife
- 3 married and separated from husband/wife
- 4 divorced
- 5 widowed?



**TABLE**

*{If lone parent household or if partner in household and child is stepchild to either partner}*

**Septide**

(Can I check) Is the [father/mother] of [name of child] still alive?

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

*{If person aged 0-16 and relationship to respondent is grandchild, foster child, unrelated child or other related child}*

**Legal**

Can I just check, do you (or your partner) have legal parental responsibility for [name of child]?

INTERVIEWER: IF NOT SURE, CHECK WHETHER THEY RECEIVE CHILD BENEFIT FOR THIS CHILD. IF SO, CODE YES.

- 1 Yes
- 2 No

**END TABLE**

## 2 Respondent's health

ASKED FOR MAIN RESPONDENT AND PARTNER SEPARATELY

### Intro

HEALTH SECTION

### Hea1

I would now like to ask you about your health. Over the last 12 months would you say your health has been good, fairly good or not good?

- 1 good
- 2 fairly good
- 3 not good

### Hea2

Do you have any longstanding illness, disability, or infirmity of any kind? By longstanding I mean anything that has troubled you over a period of time or that is likely to affect you over a period of time?

- 1 Yes
- 2 No

*{If Hea2 = yes}*

### Hea3^

SHOWCARD B1

What kind of illness or disability do you have?

INTERVIEWER: THERE ARE 13 CODES.

- 1 Problem with arms, legs, hands, feet, back or neck (including arthritis or rheumatism)
- 2 Difficulty in seeing
- 3 Difficulty in hearing
- 4 Skin conditions, allergies
- 5 Chest, breathing problem, asthma, bronchitis
- 6 Heart, blood pressure or blood circulation problems
- 7 Stomach, liver, kidney or digestive problems
- 8 Diabetes,
- 9 Depression, bad nerves
- 10 Mental illness or suffer from phobia, panics or other nervous disorders
- 11 Learning difficulties (or mental handicap)
- 12 Epilepsy,
- 13 Other health problems or disabilities

*{If has depression or mental illness (Hea3=9 or 10)}*

### Hea3a

Has a doctor ever told you that you were suffering from depression or severe anxiety?

INTERVIEWER: Includes postnatal depression:

- 1 Yes
- 2 No

{If Hea2 = yes}

**Hea4**

[Does this health problem/Do any of these health problems] limit your daily activities in any way compared to people of your age?

- 1 Yes
- 2 No

**TABLE for each illness coded at Hea3**

{If Hea2 = yes}

**Hea5**

INTERVIEWER: QUESTION ABOUT [Illness listed at **Hea3**]

How old were you when this health problem started?

Range = 0..120

**Hard Check**

If age of respondent less than Hea5

According to Date of Birth, they haven't reached this age yet. Please change!

**END OF TABLE**

{If Hea2 = yes}

**Hea6**

Do you expect [this/these] health [problem/problems] or [disability/disabilities] to last more than a year?

INTERVIEWER: CODE 3 ONLY APPLIES WHEN RESPONDENT HAS MORE THAN ONE HEALTH PROBLEM

- 1 Yes
- 2 No
- 3 Some expected to last, some not expected to last

{If Hea2 = yes}

**Hea9b**

[Does this problem/Do these problems] affect the *amount* of work that you can do?

- 1 Yes
- 2 No

{If Hea2 = yes}

**Hea9**

[Does this problem/Do these problems] affect the *kind* of work you can do or where you can do it?

- 1 Yes
- 2 No

{Ask all}

**Hea15**

Do you smoke cigarettes at all nowadays?

- 1 Yes
- 2 No

*{If Hea15 = yes}*

**Hea16**

About how many cigarettes a day do you usually smoke?

Range = 1..997

**Soft Check**

If Hea16 if greater than or equal to 120

That's over 120 cigarettes a day: are you sure?

*{If Hea15 = no}*

**Hea17**

Have you ever smoked cigarettes regularly?

1 Yes

2 No

*{If Hea17 = yes}*

**Hea18**

How long ago did you last smoke cigarettes regularly?

PROBE TO CLASSIFY

1 Within last six months

2 Within last year

3 Within last 2 years

4 Within last 5 years

5 Longer ago

*{If Female AND natural child aged under 5 AND IF Hea15 = Yes OR Hea17=Yes AND Hea18= Within last 5 years}*

**Hea19**

Did you smoke at all during your last pregnancy?

INTERVIEWER: DURING TIME SHE KNEW SHE WAS PREGNANT

IF Yes PROBE: All of the time or just some of the time?

1 Yes all the time

2 Yes some of the time

3 No not at all

**Drk1**

SHOW CARD B2

Which of these best describes how often you usually drink alcohol nowadays?

INTERVIEWER: **INCLUDE** ALCOPOPS AND PRE MIXED DRINKS EG. BACARDI BREEZER.

**EXCLUDE** LOW ALCOHOL DRINKS AND CANS/BOTTLES OF SHANDY

1 Every day

2 5-6 times per week

3 3-4 times per week

4 1-2 times per week

5 1-2 times per month

6 Less than once a month

7 1-2 times a year

8 Never

*{If Drk1a=Every day to 1-2 times per week}*

**Drk2**

SHOW CARD B3

In an average week, how many units do you drink?

By a unit I mean ½ pint of beer, a glass of wine or a single measure of spirit or liqueur.

INTERVIEWER NOTE: A bottle of wine = 6 units/6 glasses, alcopop = 1 unit.

INTERVIEWER: ENTER NUMBER OF UNITS

Range = 1..997

**Soft check**

If Drk2 greater than or equal to 100

That seems rather high. Please check your coding.

*{If Drk1a=1-2 times per month to 1-2 times per year}*

**Drk3**

SHOW CARD B3

On the days when you do drink alcohol, on average how many units do you drink in a day?

By a unit I mean, ½ pint of beer, a glass of wine, or a single measure of spirit or liqueur.

INTERVIEWER NOTE: A bottle of wine = 6 units/6 glasses, alcopop = 1 unit.

INTERVIEWER ENTER NUMBER OF UNITS

Range = 1..97

**Soft Check**

If Drk3 greater than or equal to 50

That seems rather high. Please check your coding.

*{Partner only}*

**pHea20**

Is there anyone you care for because they have a longstanding illness, disability or infirmity of any kind?

- 1 Yes
- 2 No

### 3 Children's health, education and service use

{THIS SECTION FOR MAIN RESPONDENT ONLY}

#### 3.1 Children's health

##### Intro

CHILD HEALTH, EDUCATION AND SERVICE USE

TABLE for each child in the household

##### Chea0

[Since your baby was born/over the last 12 months] would you say [name of child]'s health has been good, fairly good or not good?

- 1 Good
- 2 Fairly good
- 3 Not good

##### Chea1

Does [name of child] have any long-standing illness or disability? By longstanding I mean anything that has troubled [name of child] over a period of time or that is likely to affect [childs name] over a period of time?

- 1 Yes
- 2 No

{If Chea1 = yes}

##### Chea2^

SHOW CARD C1

What kind of illness or disability does [he/she] have?

INTERVIEWER: THERE ARE 14 CODES.

- 1 Problems with arms, legs, hands, feet, back or neck (including arthritis or rheumatism)
- 2 Difficulty in seeing
- 3 Difficulty in hearing
- 4 Skin conditions, allergies
- 5 Chest, breathing problem, asthma, bronchitis
- 6 Heart, blood pressure or blood circulation problems
- 7 Stomach, liver, kidney or digestive problems
- 8 Diabetes,
- 9 Depression, bad nerves
- 10 Mental illness or suffer from phobia, panics or other nervous disorders
- 11 Learning difficulties (or mental handicap)
- 12 Epilepsy,
- 13 Childhood congenital conditions
- 14 Other health problems or disabilities

**Chea3**

[Do/Does/Will this problem/any of these] problems affect [name of child] ability to attend school or college regularly?

- 1 Yes,
- 2 No,
- 3 Not at school
- 4 Above school age

*{If any problem(s) at Chea2 except 'childhood congenital' problems}*

**Chea3a**

How old was [name of child] when [this problem/these problems] started?

INTERVIEWER: WHERE MORE THAN ONE PROBLEM, ASK WHEN FIRST PROBLEM STARTED

Range = 0..18

**Hard Check**

If Chea3a greater than age recorded in the household grid.

CHILD'S AGE IS GREATER THAN THAT GIVEN IN HOUSEHOLD GRID SECTION

*{If any problem(s) at Chea2 except 'childhood congenital' problems}*

**Chea4**

[Do/Does/Will this problem/any of these] cause you to spend more time caring for [name of child] compared with a fully-fit child of similar age?

- 1 Yes
- 2 No

*{If any problem(s) at Chea2 except 'childhood congenital' problems}*

**Chea5**

Do you expect [this problem/any of these problems] to continue at least until [name of child] reaches 16?

- 1 Yes
- 2 No
- 3 Above school age

*{If Chea5 = no}*

**Chea6**

How long do you expect [this problem/these problems] to last?

INTERVIEWER: ENTER NUMBER OF YEARS FROM NOW

Range = 0..97

*{If Chea4 = yes}*

**Chea7**

Do you do all of the work of looking after [name of child] or does someone else help with it?

- 1 Respondent does all of the work
- 2 Someone else helps

{If Chea4 = yes}

**Chea8**

Does this extra work looking after [name of child] prevent you from doing a paid job, or as much paid work as you might if your child(ren) was/were fully fit?

- 1 Yes
- 2 No
- 3 Wouldn't work anyway

{If Chea8= yes}

**Chea9**

Can I check, does this extra work looking after [name of child] mean you are ... READ OUT ...

- 1 ... only able to work part-time
- 2 or, unable to work at all?

{All children}

**CheaAc**

[Since your baby was born/ over the last 12 months/ that is since date 12 months ago], has [name of child] had to attend an Accident and Emergency department (casualty)?

INTERVIEWER: THIS INCLUDES ATTENDING A MINOR INJURIES CLINIC OR SIMILAR

- 1 Yes
- 2 No

{If CheaAC=Yes}

**CheaAt**

[And since your baby was born / In the last 12 months], how many separate times has [name of child] attended an Accident and Emergency department (casualty)?

INTERVIEWER: THIS INCLUDES ATTENDING A MINOR INJURIES CLINIC OR SIMILAR

Range = 1..97

### 3.2 School and Education

{If child age 4-15 or 16-19 and in FT educ.}

**TypeEd**

SHOW CARD C2

Now some questions about [name of child] school.  
What type of school or college does [name of child] attend?

- 1 Nursery school or nursery class
- 2 Primary/Junior/Infant/First school
- 3 Middle school
- 4 Secondary school
- 5 Special school(e.g. children with disabilities and special educational needs)
- 6 6th form/tertiary/further education college
- 7 University/any other higher education
- 8 City Technology College
- 9 Other (PLEASE SPECIFY)
- 10 Not attending school college [spontaneous code]
- 11 Other specific answer, not codeable to 1-10
- 97 Other vague answer, not codeable to 1-11

**Soft Check**

If TypeEd = Not attending school or college

Can I check that (child's name) is **permanently** not attending school/college?



INTERVIEWER: if temporarily absent, please code type of school child usually attends.

*{If TypeEd = Other}*

**TypeO**

INTERVIEWER: ENTER OTHER TYPE OF SCHOOL

*{If TypeEd = Nursery School, Primary School, Middle School, Secondary School, CTC, Special School or Other}*

**TypeP**

Is this a state or private school/nursery?

- 1 State
- 2 Private
- 3 Other (SPONTANEOUS)
- 4 *Other specific answer, not codeable to 1-2*
- 97 *Other vague answer, not codeable to 1-4*

*{If TypeP = Other}*

**TypePO**

INTERVIEWER: ENTER OTHER TYPE OF SCHOOL

*{If child is still at school}*

**Cheaw1**

Has [name of child] been identified at school as having a Special Educational Need (SEN)?

- 1 Yes
- 2 No
- 3 Child not yet at school.

*{If Cheaw1=Yes}*

**Cheaw1a^**

SHOW CARD C2a

For what reason has [name of child] been identified as having a Special Educational Need (SEN)?

INTERVIEWER: PROBE FULLY

- 1 Dyslexia
- 2 Dyscalculia
- 3 Dyspraxia
- 4 Learning Difficulties (including mild, moderate, severe, complex, profound, Down's Syndrome)
- 5 Behavioural problems
- 6 Emotional problems
- 7 Mental health problems / depression
- 8 Social problems
- 9 ADHD / hyperactivity / lack of concentration
- 10 Autistic Spectrum Disorder
- 11 Aspergers Syndrome
- 12 Speech and/or language difficulties/problems
- 13 Physical disability
- 14 Visual impairment / blindness
- 15 Hearing impairment / deafness
- 16 Multi Sensory Impairment / Deafblind
- 17 Other answer (please specify)

*{If Cheaw1a = other}*

**Cheaw1b**

INTERVIEWER: ENTER OTHER REASON FOR SEN

*{If Cheaw1 = yes}*

**Cheaw2**

Does [name of child] have a 'STATEMENT' of Special Educational Need?

- 1 Yes
- 2 No

*{If child aged 5 - 13}*

**Cheaw3**

Has [name of child] **ever** had to see a speech or language therapist for a consultation or treatment?

If YES, was that on one occasion or on more than one occasion?

NO IS CODE 3.

- 1 Yes, on just one occasion
- 2 Yes, more than once
- 3 No

**Soft Check**

If Cheaw3=Yes,more than once.

INTERVIEWER: YOU HAVE CODED 'Yes, more than once'. ARE YOU SURE?

*{If child is still at school and age 5 or more and Typed not equal to not attending school}*

**SchDly**

I'd now like to ask a few questions about [name of child]'s journey to and from school/college.

Does [name of child] make a daily journey to and from school?

- 1 Makes daily journey
- 2 No daily journey (e.g. educated at home/boarding school)

*{If SchDly = Makes Daily Journey}*

**SchDist**

Approximately how far away from your home is [name of child]'s school?

INTERVIEWER: Read out if necessary.

- 1 less than half a mile
- 2 over half a mile but less than a mile
- 3 over a mile but less than 2 miles
- 4 over 2 miles but less than 3 miles
- 5 3 miles or more

**TravSc**

And how does [name of child] usually travel to school?

INTERVIEWER: CODE ONE ONLY, FOR THE LONGEST PART, BY DISTANCE, OF THE CHILD'S USUAL JOURNEY TO SCHOOL.

If different methods used on different days of the week, code method used on the majority of days in the week.

- 1 Underground, metro, light rail, tram
- 2 Train
- 3 Public bus, minibus or coach
- 4 School or local authority bus, minibus or coach
- 5 Motorcycle, scooter or moped
- 6 Car or van
- 7 Taxi/minicab
- 8 Bicycle
- 9 On foot

- 10 Other (PLEASE SPECIFY)
- 11 Other specific answer, not codeable to 1-9
- 97 Other vague answer, not codeable to 1-11

{If TravSc = Other}

**XTravSc**

Please specify other answer.

{If Travsc = Public bus or School bus}

**Travcst**

Can I check, is [name of child] entitled to free public transport or free school transport?

- 1 Yes
- 2 No

{If aged 5-16 AND (TravSc = Tube to School bus OR Taxi to Other)}

**AccAd**

When [name of child] travels to or from school is [he/she] ...READ OUT...

INTERVIEWER NOTE: BUS DRIVERS DO NOT COUNT AS AN ACCOMPANYING ADULT.

- 1 ...usually accompanied by an adult,
- 2 not usually accompanied by an adult,
- 3 or sometimes accompanied and sometimes not?
- 4 (part of way accompanied, part of way not - SPONTANEOUS CODE)

{If AccAd = usually accompanied by an adult or TravSc = Car }

**NotAln^**

SHOW CARD C3

What are the reasons why [name of child] does not usually travel to and from school on [his/her] own?

CODE ALL THAT APPLY.

IF TOO YOUNG, PROBE: Why do you think [he/she] is too young?

- 1 Traffic danger
- 2 Child might get lost/ doesn't know the way
- 3 Child might not arrive (on time)
- 4 Fear of assault/ molestation by an adult
- 5 Fear of bullying by other children
- 6 School too far away
- 7 Other reason
- 8 Safety reasons
- 9 Adult going anyway (e.g. with other children/works there)
- 10 Child prefers not to go alone
- 11 Parent prefers to take child
- 12 Child needs assistance (disability, special needs, illness)
- 13 Child too young (no further reason given)
- 14 Other specific answer, not codeable to 1-12
- 97 Other vague answer, not codeable to 1-13

{If NotAln= other}

**NotOAln**

INTERVIEWER: PLEASE ENTER OTHER REASON

**TravBk**

You said that [name of child] [uses a type of transported listed at **travsc**] to school, does [he/she] travel back from school in the same way?

- 1 Yes
- 2 No

*{If TravBk = No}*

**TravBk1**

How does [name of child] travel back from school?

- 1 Underground, metro, light rail, tram
- 2 Train
- 3 Public bus, minibus or coach
- 4 School or local authority bus, minibus or coach
- 5 Motorcycle, scooter or moped
- 6 Car or van
- 7 Taxi/minicab
- 8 Bicycle
- 9 On foot
- 10 Other (PLEASE SPECIFY)
- 11 *Other specific answer, not codeable to 1-9*
- 97 *Other vague answer, not codeable to 1-11*

*{If TravBk1 = Other}*

**XTravB**

Please specify other answer.

*{If age 5-16}*

**Active**

SHOW CARD C4

In the last week, did [name of child] do any active things, including activities in school, such as those on this card?

- 1 Yes
- 2 No

*{If Active = yes}*

**ActTime**

SHOW CARD C5

Now looking at this card, **in the last week**, how much **time** did [name of child] spend doing active things, such as those listed on the previous card (Show Card C4)?

- 1 1 minute, less than 15 minutes
- 2 15 minutes, less than 30 minutes
- 3 30 minutes, less than 1 hour
- 4 1 hour, less than 2 hours
- 5 2 hours, less than 3 hours
- 6 3 hours or more
- 7 (No time - spontaneous code)

**EdIntro**

I'd now like to ask a few questions about [name of child] and how [he/she] has been getting on at school.

*{If child aged 16-18 and still in household}*

**Anyq^**

SHOW CARD C6

Has [name of child] obtained any of the school qualifications shown on this card?

IF YES PROBE: Which ones?

- 1 GCSEs, any grades A\*-G
- 2 Scottish National qualifications, up to and including Intermediate 2 level
- 3 GVNQ
- 4 None of these
- 5 (Don't know - spontaneous code)

*{If Anyq=GCSEs}*

**ChEd**

How many GCSEs grades A\*-G did [name of child] obtain?

Range = 1..15

**ChEd1**

How many, if any, of these GCSEs were at grades A\*- C?

Range = 0..15

**Hard Check**

If ChEd1 greater than or equal to ChEd

Cannot have more A-C grades in question ChEd1 than A-G grades specified in ChEd.

*{If Anyq=SCEs}*

**ChSEd**

How many Scottish National qualifications did [name of child] obtain up to Intermediate 2 level?

Range = 1..15

**ChSEd1**

How many, if any, of these Scottish National qualifications (SNQs) were at Intermediate grade 2?

Range = 0..15

**Hard Check**

If ChSEd1 greater than or equal to ChSEd

Cannot have more SNQs at Intermediate grade 2 in question ChSEd1 than SNQs specified in ChSEd.

*{If child aged 5-15}*

**EdMath**

SHOW CARD C7

Based on your knowledge of [his/her] school work, including [his/her] school reports and any test scores, how well did [name of child] do in the last school year for ...

... maths?:

- 1 Well above average
- 2 Slightly above average
- 3 Average

- 4 Slightly below average
- 5 Well below average
- 6 Doesn't do maths - SPONTANEOUS CODE

**EdEng**

SHOW CARD C7

... written work such as English?

- 1 Well above average
- 2 Slightly above average
- 3 Average
- 4 Slightly below average
- 5 Well below average
- 6 Doesn't do English - SPONTANEOUS CODE

**EdSci**

SHOW CARD C7

... science?

- 1 Well above average
- 2 Slightly above average
- 3 Average
- 4 Slightly below average
- 5 Well below average
- 5 Doesn't do science - SPONTANEOUS CODE

*{If child aged 11-16}*

**Hwfreq1**

This next section is about homework that schools may give children to do.

SHOW CARD C8

In the last 12 months how often, if at all, has [name of child] been given homework to do by [his/her] school?

INTERVIEWER: REFERS TO TERM TIMES, NOT HOLIDAYS.

- 1 Every day
- 2 Most days
- 3 Two or three days a week
- 4 At least once a week
- 5 At least once a month
- 6 At least once a term
- 7 Varies too much to say
- 8 Never

*{If Hwfreq1 not equal to never, DK, RF}*

**Hwhelp**

In the last 12 months, have [you/you or your partner] ever helped [name of child] with [his/her] homework?

- 1 Yes
- 4 No

**HwAmt**

SHOW CARD C9

In the last 12 months, how much time each week would you say [you/you and your partner] spent talking to [name of child] about [his/her] school work, helping with homework, looking over [his/her] school work, and so on?

- 1 Less than half an hour
- 2 Half an hr - but less than 1 hr
- 3 1 hr but less than 2.5 hrs
- 4 2.5 hrs but less than 5 hrs
- 5 5 hours or more

**Hwdid**

SHOW CARD C10

About how much of [his/her] homework do you think [name of child] completes?

- 1 All of it, or almost all
- 2 Most of it
- 3 About half of it
- 4 Some, but less than half
- 5 Not much
- 6 None

*{If Hwfreq1 not equal to never}*

**HwQt**

In this house does [name of child] have a quiet place to do [his/her] homework?

INTERVIEWER: IF 'SOMETIMES' PROBE TO PRECODES E.G. YES = HAS A QUIET PLACE ON MORE DAYS OF THE WEEK THAN DOES NOT

- 1 Yes
- 2 No

### 3.3 *Problems and use of local services*

*{If child is still at school and is 5 or older}*

#### **Susp**

In the last 12 months, that is since [date 1 year ago], has [name of child] had a fixed-term exclusion from school, that is 'suspended', even for a day?

- 1 Yes
- 2 No

#### **Expel**

In the last 12 months, has [name of child] been permanently excluded from school, that is 'expelled'?

- 1 Yes
- 2 No

#### **CscAtt^**

SHOW CARD C11

In the last 12 months, that is since [date 1 year ago], has [name of child] been away from school for at least half a day or more for any of these reasons? If yes: Which ones?

INTERVIEWER PROBE: What others?

- 0 None of these
- 1 Own (child's) illness
- 2 Illness or death in the family
- 3 Health or dental appointment
- 4 Looking after member(s) of the family
- 5 Visiting family or friends for other reasons
- 6 Religious reasons or festivals
- 7 Truancy
- 8 Going on holiday (in term time)
- 9 Shopping
- 10 Other reason (please specify)
- 11 Not attending school - SPONTANEOUS CODE
- 12 *Bullying*
- 13 *Suspension/Expulsion/Behaviour at school*
- 14 *Transport problems*
- 15 *Sport/music/art activity*
- 16 *Moving house*
- 17 *Other specific answer, not codeable to 1-16*
- 97 *Other vague answer, not codeable to 1-17*

*{If CscAtt = other}*

#### **CscAttO**

INTERVIEWER: PLEASE ENTER OTHER REASON FOR NOT ATTENDING SCHOOL:



*{If child is still at school and is 5 or older}*

**Bull**

As far as you are aware in the last 12 months has [name of child] been bullied, either in or out of school?

- 1 Yes
- 2 No

*{If Bull = Yes}*

**Bull2**

Did the bullying take place ... READ OUT...

- 1. ... in school,
- 2. ...out of school,
- 3. or both in and out of school?

**SchBeh**

In the last 12 months, has the school had to contact [you/you or your partner] about [name of child]'s because of concerns about [his/her] behaviour at school?

- 1 Yes
- 1 No

*{If child age 8-18}*

**Troub**

In the last 12 months, that is since [date 1 year ago], has the school (or anyone else) had to contact [you/you or your partner] about [name of child] because [he/she] hasn't been attending school / college when [he/she] should have been?

- 1 Yes
- 2 No

*{If child age 8-18}*

**DrkDrg^**

SHOWCARD C12

As far as you are aware , in the last 12 months, do you think that [name of child] has had a problem with any of these?

INTERVIEWER: CODE ALL THAT APPLY

- 1 smoking
- 2 drinking alcohol
- 3 taking drugs
- 4 (none of these - spontaneous code)

*{If child age 8-18}*

**Police1**

Have the police [ever/in the last 12 months] had to contact [you/you or your partner] about [name of child], because they thought [he/she] had done something wrong?

- 1 Yes
- 2 No

*{If Police1=Yes}*

**Police2**

In the last 12 months, how many times have the police had to contact [you/you or your partner] about [name of child] because they have thought [he/she] had done something wrong?

Range = 0..997

{If Police2 > 0}

**Police3**

And in the last 12 months, did [this contact/any of these contacts] with the police lead to a formal warning, fine or conviction?

INTERVIEWER NOTE: 'FORMAL WARNING' INCLUDES A REPRIMAND OR 'FINAL WARNING' FROM POLICE.

- 1 Yes
- 2 No

**CHdprob**

**COMPUTED VARIABLE** - if any of the following problems recorded:

- Cheaw2 = Yes (*Child has a Special Educational Need (SEN)*) (b)
- Susp = Yes (*Child has been temporarily excluded from school (suspended)*) (c)
- Expel = Yes (*Child has been permanently excluded from school (expelled)*) (d)
- Bull=Yes (*Child has been bullied*) (e)
- SchBeh=Yes (*the school contacted you because of Child's behaviour at school*) (f)
- Troub=Yes (*the school contacted you because Child has not been attending school when (he/she) should have been*) (g)
- Edmath=wellbe or EdEng = wellbe or EdSci = wellbe (*Child has performed well below average in some subjects at school*) (l)

- 1 Yes
- 2 No

**PROBLEMS DIVIDED INTO 2 GROUPS:**

- 1) Problems at school (b, c, d, f, g)
- 2) Problems with bullying (e)

**TABLE FOR EACH GROUP OF PROBLEMS**

{If Chdprob = Yes}

**UseP2^**

SHOW CARD C13

You have told us that [name of child] [has had problems at school/has had problems with the police [and]/[has had problems with] smoking, drinking or drugs]. [In the past 12 months/Since your baby was born] have [you/you or your partner] spoken to any of the people on this card about this?

IF YES: Which ones?

INTERVIEWER PROBE: Which others?

*Problems: (listing of individual problems mentioned)*

- 1 Teacher from your child's school
- 2 Health professional e.g. GP, nurse
- 3 Social worker
- 4 Police officer
- 5 Education welfare officer
- 6 School counsellor
- 7 Other counsellor or support worker
- 8 Youth worker
- 9 Pyschologist
- 10 Family or friends
- 11 Other person (PLEASE SPECIFY)
- 12 None of these
- 13 *Other specific answer, not codeable to 1-12*

97      *Other vague answer, not codeable to 1-13*

*{f UseP = Other}*

**UsePO2**

INTERVIEWER: ENTER THE OTHER PERSON SPOKEN TO

**TABLE FOR EACH PROFESSIONAL SPOKEN TO**

*{f UseP2 <> teacher or family and friends}*

**RefP**

Did a member of staff at your child's school refer you to the [person listed at UseP2]?

- 1      Yes
- 2      No

*{f UseP2 <> family and friends}*

**SatP2**

SHOWCARD C14

Overall, how satisfied were you with your contact with the [person listed at UseP2] about [type of problem defined above]?

- 1      Very satisfied
- 2      Quite satisfied
- 3      Neither satisfied nor dissatisfied
- 4      Quite dissatisfied
- 5      Very dissatisfied

**END TABLE (Professional)**

**END TABLE (Group of problems)**

*{f any children aged 5-15 in hhd}*

**UseCF^**

SHOWCARD C15

Now I would like to ask you about some services for parents, and children aged 5-15. In the last 12 months, that is since [date 1 year ago] have you or your child/any of your children used any of the services on this card? IF YES: Which ones? INTERVIEWER PROBE: Which others?

INTERVIEWER: PLEASE DON'T INCLUDE SERVICES THAT CHILD RECEIVES DURING NORMAL SCHOOL HOURS

CODE ALL THAT APPLY

- 1      After school and breakfast clubs for children
- 2      Child play/leisure services e.g. day trips away, arts & crafts, music, dance, drama programmes
- 3      Child education support e.g. after-school support for maths, reading, languages, etc
- 4      Child health education e.g. after-school programmes focusing on nutrition, sexual health, drug awareness, etc
- 5      Child and family counselling e.g. one-to-one counselling services and family group conferences
- 6      Child mentoring/role model programmes e.g. befriending, 'buddying', peer mediation
- 7      Home-school liaison e.g. support for child and/or family about school attendance, homework etc
- 8      Parenting skills support and/or education
- 9      Telephone help lines for parents
- 10     Home visiting one-to-one services e.g. Homestart
- 11     Marriage/relationship support and mediation
- 12     Family learning activities e.g. activities involving parents and children learning together

- 13 Family centres e.g. drop-in services available to parents and children  
 14 (None of these- spontaneous code)

**TABLE FOR EACH SERVICE MENTIONED**

Textfills:

- [1]=after school/breakfast club
- [2]=child play/leisure service
- [3]=child education support service
- [4]=child health education service
- [5]=child and family counselling service
- [6]=child mentoring service
- [7]=home-school liaison service
- [8]=parenting skills support service
- [9]= telephone help lines for parents
- [10]= home visiting one-to-one services
- [11]= marriage/relationship support and mediation
- [12]= family learning activities
- [13]= family centres

**HearCF^**

How did you hear about the [service mentioned at UseCF]?

CODE ALL THAT APPLY:

- 1 School
- 2 Doctor
- 3 Family or friend
- 4 Social services
- 5 Police
- 6 Other

**SatCF**

SHOWCARD C14 AGAIN

How satisfied were you with the [service mentioned at UseCF]?

- 1 Very satisfied
- 2 Quite satisfied
- 3 Neither satisfied nor dissatisfied
- 4 Quite dissatisfied
- 5 Very dissatisfied

*{If UseCF = 1 to 8}*

**SchCF**

Is the [service mentioned at UseCF] based at your child's/children's school?

- 1 Yes
- 2 No

**RunCF^**

Are [you/you or your partner] or (your child/any of your children) involved in any way with the running of the [service mentioned at UseCF]?

CODE ALL THAT APPLY

- 1 Yes - respondent
- 2 Yes - partner
- 3 Yes - Child(ren)
- 4 No - none involved

**Hard Check**

*{If a lone parent household and RunCF=Yes -Partner}*

THERE IS NO PARTNER IN THE HOUSEHOLD. PLEASE CHANGE.

**END TABLE**

### 3.4 Parental aspirations for children

#### TABLE FOR EACH CHILD OF APPROPRIATE AGE

*{If child aged 14-16}*

##### **Parasp1**

SHOW CARD C16

Looking at this card, when [name of child] reaches 16 and can leave school, what **would you like** [him/her] to do?

- 1 Continue in full time education
- 2 Go on a training course or start an apprenticeship
- 3 Get a full-time paid job (either as an employee or self-employed)
- 4 Work, unpaid, in the family business full-time
- 5 Work, unpaid, as a volunteer full-time
- 6 Start a family
- 7 Something else (PLEASE SPECIFY)
- 8 Don't Know - SPONTANEOUS CODE
- 9 None of these things - SPONTANEOUS CODE
- 10 *Armed forces*
- 11 *Other specific answer, not codeable to 1-10*
- 97 *Other vague answer, not codeable to 1-11*

*{If Parasp1 = Something else}*

##### **Pxarasp1**

INTERVIEWER: ENTER DETAILS OF OTHER ACTIVITY. ONLY ONE ACTIVITY SHOULD BE RECORDED. IF RESPONDENT MENTIONS MORE THAN ONE, PLEASE PROBE FOR MAIN.

*{If child aged 13-16}*

##### **Parasp2^**

SHOW CARD C17

And looking at this card, what **would you like** [name of child] to have done or be doing by the time [he/she] reaches [his/her] mid 20s?

INTERVIEWER PROBE: What else?

- 1 Gone to University
- 2 Gone to College
- 3 Had a full-time paid job (either as an employee or self-employed)
- 4 Worked unpaid in the family business full-time
- 5 Worked unpaid as a volunteer full-time
- 6 Started a family
- 7 Left home
- 8 Been travelling
- 9 Other (PLEASE SPECIFY)
- 10 None of these- SPONTANEOUS CODE
- 11 *Part time job*
- 12 *Volunteering part time'*
- 13 *Armed forces*
- 14 *Other specific answer, not codeable to 1-13*
- 97 *Other vague answer, not codeable to 1-14*

*{If Parasp2 = other}*

##### **Pxarasp2**

INTERVIEWER: ENTER DETAILS OF OTHER ACTIVITY. ONLY ONE ACTIVITY SHOULD BE RECORDED. IF RESPONDENT MENTIONS MORE THAN ONE, PLEASE PROBE FOR MAIN.

*{If child aged 13-16}*

**Parasp3**

Have you talked to [name of child] at all about the type of job that [he/she] **would like** to be doing when [he/she] is in [his/her] mid-twenties?

- 1 Yes
- 2 No

*{If parasp3 = YES}*

**Parasp4**

SHOW CARD C18

What type of job would [name of child] like to be doing by the time [he/she] reaches [his/her] mid-twenties? Please select your answer from this card?

- 0 Has no specific job in mind
- 1 Armed forces
- 2 Manager or senior official in someone else's business
- 3 Running their own business
- 4 Professional or technical
- 5 Administrative, clerical or secretarial
- 6 Skilled trade
- 7 Caring, leisure, travel or personal service
- 8 Sales or customer service
- 9 Plant, process or machine drivers or operators
- 10 Other jobs
- 11 Something else (PLEASE SPECIFY)
- 12 None of these things - SPONTANEOUS CODE
- 13 *Acting/singing/performance arts*
- 14 *Other specific answer, not codeable to 1-13*
- 97 *Other vague answer, not codeable to 1-14*

*{If Parasp4 = Something else}*

**Pxarasp4**

INTERVIEWER: ENTER DETAILS OF OTHER JOB. ONLY ONE JOB SHOULD BE RECORDED. IF RESPONDENT MENTIONS MORE THAN ONE, PLEASE PROBE FOR MAIN

**END TABLE (aspirations)**

**TABLE for each child aged 1-5 (Use of local services)**

*{If child aged 1 to 15}*

**UseSr^**

SHOW CARD C19

In the last 4 weeks, that is since [date 4 weeks from interview], has [name of child] used any of the following services in your local area?

- 1 Library (including toy library)
- 2 Swimming pool/leisure centre
- 3 Park/playground
- 4 None of these

**TABLE for each service mentioned at usesr**

*{If UseSr = Library, Swimming Pool or Park}*

**FreqS**

In the last four weeks, how many times has [name of child] [used name of service mentioned at **usesr**]?

- 1 Every day
- 2 More than once a week
- 3 Once a week
- 4 Once a fortnight
- 5 Once in four weeks

**END TABLE (each service)**

**END TABLE (each child)**



## 4 Child maintenance

*{If only one natural parent in the household and the other parent is still alive}*

**Intro** {R70q}

I'd now like to ask you about any maintenance payments you might receive for your children

READ EXPLANATION:

Maintenance payments are sometimes made by one parent to the other, if they do not live together, to help support any children. This could be through Court Orders, voluntary agreements, or through the Child Support Agency.

Some parents may help out in other ways, such as through occasional gifts, payment of or towards mortgage, rent or household bills.

**CM1** {R71q}

May I first ask:

Is there any **Court Order** in force (not a CSA calculation) that says that [you/you or your partner] should receive regular maintenance payments from a previous partner either on behalf of yourself, or any children?

- 1 Yes
- 2 No

*{If CM1 = yes}*

**CM2** {R72q}

Who is it that should be receiving these Maintenance Payments?

- 1 Respondent
- 2 Partner
- 2 Child,
- 3 Both

**CM3** {R73Q}

Do you have a **voluntary agreement** which says that [you/you or your partner] should receive regular voluntary payments from a previous partner either on behalf of yourself, or any children?

- 1 Yes
- 2 No

*{If CM3 = yes}*

**CM4^** {R74q}

Who is it that should be receiving these voluntary payments?

CODE ALL THAT APPLY

- 1 Respondent
- 2 Partner
- 3 Child

{If CM1 = yes or if CM3 = yes}

**CM5** {R75qa}

May I just check, how much [are/is] [you/your partner] supposed to receive regularly from a previous partner(s)? This includes payment of or towards mortgage, rent or household bills, but does not include maintenance paid under an calculation from the CSA.

INTERVIEWER: THIS IS THE TOTAL AMOUNT FROM COURT ORDERS AND/OR VOLUNTARY AGREEMENTS.

(AND WHERE APPLICABLE FROM 1+ PREVIOUS PARTNERS AND FOR 1+ CHILDREN)

ENTER POUNDS AND PENCE.

Range = 1..9997.00

{If CM5 = 1 to 9997}

**CM6** {R75qb}

How long does that cover?

- 1 One week
- 2 Two weeks
- 3 Three weeks
- 4 Four weeks
- 5 Calendar month
- 7 Two Calendar months
- 8 Eight times a year
- 9 Nine times a year
- 10 Ten times a year
- 13 Three months/13 weeks
- 26 Six months/26 weeks
- 52 One Year/12 months/52 weeks
- 90 Less than one week
- 95 One off/lump sum
- 97 None of these (EXPLAIN IN A NOTE)

{If CM1 = yes or if CM3 = yes}

**CM7** {R76q}

Thinking about the amount [you/your partner] [are/is] supposed to receive, [do/does] [you/your partner] usually receive all of it, some of it, or none of it?

- 1 Yes - receives all of it
- 2 Yes - receives some of it
- 3 No - none of it
- 4 [spontaneous code] Paid by DWP/CSA

{If CM7 = YesAll, YesSome or CSA}

**CM8** {R77q}

How reliable are these maintenance payments? Are they ...READ OUT...

- 1 ...always on time,
- 2 usually on time,
- 3 more often on time than late,
- 4 more often late than on time,
- 3 rarely on time,
- 6 or always late?

{If CM7 = yesSome or no}

**CM9** {R78q}

Are these payments in arrears now?

- 1 Yes
- 2 No

{If CM9 = yes}

**CM10** {R79q}

Can I just check, [have/has] [you/your partner] *ever* received any of this maintenance due to you or any children?

- 1 Yes - respondent
- 2 Yes - partner
- 3 Yes - children
- 4 Yes - both child and parent
- 5 No

{If CM10 not equal to No}

**CM11** {R80qa}

How many weeks or months [are/is] [you/your partner] owed in overdue maintenance payments?  
INTERVIEWER: FIRST CODE IF YOUR ANSWER IS IN WEEKS, MONTHS, OR AN AMOUNT OF MONEY...

- 1 ANSWER IN WEEKS
- 2 ANSWER IN MONTHS
- 3 AMOUNT OF MONEY

{If CM11 = weeks}

**CM12** {R80qb}

ENTER NUMBER OF WEEKS.

Range = 1..97

{If CM11 = months}

**CM13** {R80qc}

ENTER NUMBER OF MONTHS.

Range = 1..97

{If CM11 = money}

**CM14** {R80qd}

ENTER AMOUNT OWED: POUNDS AND PENCE.

Range = 1..9997.00

**CM14a**

Have you ever contacted, or been contacted by, the Child Support Agency (CSA)?

- 1 Yes
- 2 No

{If CM14a=Yes}

**CM14y**

When did you first have contact with the CSA?

ENTER YEAR AT THIS QUESTION

Range = 1900..2050

**CM14m**

(When did you first have contact with the CSA?)

ENTER MONTH AT THIS QUESTION: TMonths

{If Cm14a=Yes}

**CM15** {R90q}

Has the Child Support Agency, or CSA, made a calculation, instructing a previous partner to pay maintenance to [you/your partner] or any children?

- 1 Yes
- 2 No

{If CM15 = yes}

**CM16** {R91q}

Are these payments supposed to be made to [you/your partner], or are they collected directly by the Department for Work and Pensions (DWP)?

- 1 to respondent
- 2 to partner
- 3 collected by DWP

{If CM15=Yes}

**CM17**

How much [are/is] [you/your partner] supposed to receive?

ENTER AMOUNT: IN POUNDS AND PENCE.

Range = 1..9997

{If CM17 IN 1..9997}

**CM18** {R92qb}

How long does that cover?

- 1 One week
- 2 Two weeks
- 3 Three weeks
- 4 Four weeks
- 5 Calendar month
- 7 Two Calendar months
- 8 Eight times a year
- 9 Nine times a year
- 10 Ten times a year
- 13 Three months/13 weeks
- 26 Six months/26 weeks
- 52 One Year/12 months/52 weeks
- 90 Less than one week
- 95 One off/lump sum
- 97 None of these (EXPLAIN IN A NOTE)

*{If CM16 = to respondent or to partner}*

**CM19** {R93q}

Thinking about the maintenance calculated by the CSA to be paid to [you/your partner], [do/does] [you/your partner] usually receive all of it, some of it, or none of it?

- 1 Yes - receives all of it
- 2 Yes - receives some of it
- 3 No - none of it
- 4 Paid by DWP/CSA - (spontaneous code)

*{If CM19 = All of it, Some of it or Paid by DWP/CSA}*

**CM20**

How reliable are the maintenance payments calculated by the CSA to be paid to [you/your partner]?  
Are the payments .. READ OUT...

- 1 ...always on time,
- 2 usually on time,
- 3 more often on time than late,
- 4 more often late than on time,
- 5 rarely on time,
- 6 or always late?

*{If CM19 = Some of it or None of it}*

**CM21** {R95q}

Are these payments in arrears now?

- 1 Yes
- 2 No

*{If CM21 = yes}*

**CM22** {R96q}

Can I just check, [have/has] [you/your partner] *ever* received these payments?

- 1 Yes
- 2 No

*{If CM22 = yes}*

**CM23** {R97qa}

How many weeks or months [are/is] [you/your partner] owed in overdue CSA maintenance payments?

INTERVIEWER: FIRST CODE IF YOUR ANSWER IS IN WEEKS, MONTHS OR AN AMOUNT OF MONEY ...

- 1 ANSWER IN WEEKS
- 2 ANSWER IN MONTHS
- 3 AMOUNT OF MONEY

*{If CM23 = weeks}*

**CM24** {R97qb}

ENTER NUMBER OF WEEKS.

Range = 1..97

*{f CM23 = months}*

**CM25** {R97qc}

ENTER NUMBER OF MONTHS.

Range = 1..97

*{f CM23=money}*

**CM25a**

ENTER AMOUNT OWED: POUNDS AND PENCE

Range = 1..9997.00

**CTMot**

COMPUTED VARIABLE: Total maintenance per week

Range = 0..9997

**CMchk**

From the information you have given me this means you are supposed to receive about [CTMot: total maintenance received] per week.

Is that correct?

INTERVIEWER: This is to check that the calculation is right.

1 Yes

2 No

*{f CMchk = no}*

**CmCorr**

INTERVIEWER: ENTER CORRECT TOTAL MAINTENANCE PER WEEK

Range = 1..997

**Remaint**

COMPUTED VARIABLE: ANY MAINTENANCE RECEIVED ie: if CM7=1 or 3 OR CM19=1,2 or 4

1 Yes

2 No

*{f Remaint=Yes}*

**CM26** {R120q}

When you / or your partner receive(s) maintenance, is it in with your general budget or do you use it for something specific, like children's clothes, savings or childcare?

1 Part of general budget

2 Something specific

*{If CM26=Something specific}*

**CM27^** {R121qa}

What do you use the maintenance for?

CODE ALL THAT APPLY.

- 1 Paying for childcare
- 2 Put it into savings (own or child's)
- 3 Paying off debts
- 4 Paying towards bills
- 5 Paying towards travel costs
- 6 Paying towards housing
- 7 Buying food/meals for your children
- 8 Buying clothes/shoes for your children
- 9 Paying for trips/holidays
- 10 Other (SPECIFY AT NEXT QUESTION)
- 11 *Other specific answer, not codeable to 1-10*
- 97 *Other vague answer, not codeable to 1-11*

*{If CM27 = other}*

**CM27a** {R121qb}

ENTER OTHER ANSWER

**TABLE FOR EACH 'STEP' OR 'UNRELATED' CHILD, IF OTHER PARENT IS STILL ALIVE**

**ChCon** {R47q}

How often does [name of child] usually see [his/her] [mother/father]?

- 1 At least once a day
- 2 At least once per week
- 3 At least once per fortnight
- 4 At least once per month
- 5 At least once per year
- 6 Less often
- 7 Never

*{If relationship of respondent to child is respondent's child}*

**ReCon** {R46q}

How often do you usually see [him/her]?

(INTERVIEWER: IF YOU HAVE ASKED THIS ONCE ALREADY AND IT IS THE **SAME** PERSON  
CODE THE ANSWER FROM THE RELEVANT ROW ABOVE)

- 1 At least once a day
- 2 At least once per week
- 3 At least once per fortnight
- 4 At least once per month
- 5 At least once per year
- 6 Less often
- 7 Never

**Relex {R48q}**

How would you describe your relationship with [him/her] nowadays? Is it ...READ OUT...  
(INTERVIEWER: IF YOU HAVE ASKED THIS ONCE ALREADY AND IT IS THE **SAME PERSON**  
CODE THE ANSWER FROM THE RELEVANT ROW ABOVE)

- 1 ...very friendly,
- 2 ...quite friendly,
- 3 ...not very friendly,
- 4 ...very **un**friendly,
- 5 ...mixed - sometimes friendly, sometimes unfriendly?
- 6 don't know/can't say

**ExJob {R42q}**

And do you know if [he/she] is ... READ OUT...  
(INTERVIEWER: IF YOU HAVE ASKED THIS ONCE ALREADY AND IT IS THE **SAME PERSON**  
CODE THE ANSWER FROM THE RELEVANT ROW ABOVE)

- 1 ...employed for 16 hours or more per week,
- 2 employed for fewer than 16 hours per week,
- 3 self-employed,
- 4 or not in paid work?

**END TABLE**



## 5 Children living outside the household

### **Chea18** {R130q}

Do you have any children aged 16 or under living elsewhere?

(DON'T COUNT CHILDREN OF THE FAMILY WHO ARE TEMPORARILY AWAY AT SCHOOL OR IN HOSPITAL ETC.)

- 1 Yes
- 2 No

*{If Chea18=yes}*

### **Chea19** {R131q}

How many children aged 16 or under do you have living elsewhere?

Range = 1..7

*{If Chea18=yes}*

### **Chea21^** {R133q}

Where (does this child/do these children live nowadays?

CODE ALL THAT APPLY.

- 1 With other parent
- 2 With other relative
- 3 In local authority care
- 4 In foster care
- 5 In a hostel
- 6 In own home
- 7 Other

### **Chea18a**

Do you have any children aged 17-19 and in full-time education living elsewhere?

- 1 Yes
- 2 No

*{IF Chea18a=Yes}*

### **Chea19a**

How many children aged 17-19 and in full-time education do you have living elsewhere?

Range = 1..97

### **Chea21a^**

Where (does this child/do these children) live nowadays?

CODE ALL THAT APPLY

- 1 With other parent
- 2 With other relative
- 3 In local authority care
- 4 In foster care
- 5 In a hostel
- 6 In own home
- 7 Other

## 6 Caring for people outside household

### Chea10

[Apart from your child/ren] Is there anyone else you care for because they have a longstanding illness, disability or infirmity of any kind?

- 1 Yes
- 2 No

{If Chea10 = yes}

### Chea11^

INTERVIEWER: CODE EACH PERSON BEING CARED FOR.

EXCLUDE THOSE WHO WORK AS CARERS.

DO NOT COUNT CHILDREN ALREADY DEALT WITH.

THERE ARE 23 CODES

Display list of all household members 1-15, plus codes for:

- 1 Person 1
- 2 Person 2
- 3 Person 3
- 4 Person 4
- 5 Person 5
- 6 Person 6
- 7 Person 7
- 16 Parent outside the household
- 17 Another parent outside the household
- 18 Child outside household
- 19 Spouse outside household
- 20 Other relative
- 21 Friend/neighbour
- 22 Client of voluntary organisation
- 23 Other person outside the household

### TABLE FOR EACH PERSON CARED FOR

### Chea12

How long have you been caring for [person named at CHEA11]?

INTERVIEWER: ENTER YEARS. IF LESS THAN ONE YEAR ENTER ZERO

IF MORE THAN ONE PERSON, ANSWER QUESTIONS FOR THE PERSON RESPONDENT SPENDS MOST TIME CARING FOR.

Range = 0..97

### Chea13

About how many hours a week do you spend caring for [person named at CHEA11]?

Range = 1..168

### Chea14

Do you do all of the work of looking after [person named at CHEA11], or does someone else help with it?

- 1 Respondent does all of work
- 2 Someone else helps

### Chea15

Does this extra work looking after [person named at CHEA11] prevent you from doing a paid job, or as much paid work as you might if you did not have [person named at CHEA11] to look after?

- 1 Yes
- 2 No
- 3 Wouldn't work anyway

*{If person looked after is not respondent's partner}*

**Chea16**

Does [person named at CHEA11] receive Attendance Allowance, or Disability Living Allowance care component?

- 1 Yes
- 2 No

**END TABLE**

## 7 Housing

ASKED FOR MAIN RESPONDENT ONLY

*{If panel case}*

### House1

INTERVIEWER ASK OR CODE: Have you moved home since [Date of last interview]?

- 1 Yes
- 2 No

### Hous2a

INTERVIEWER: WHAT KIND OF ACCOMMODATION DOES THE FAMILY OCCUPY?

- 1 Private residence (includes all rental accommodation, local authority residences, housing association accommodation)
- 2 Hotel/bed & breakfast
- 3 Something else (SPECIFY AT NEXT QUESTION)
- 4 *Other specific answer, not codeable to 1-2*
- 97 *Other vague answer, not codeable to 1-4*

*{If Hous2a = other}*

### Hous2b

INTERVIEWER: SPECIFY OTHER TYPE OF ACCOMMODATION.

*{If Hous2a = Private}*

### Hous4

[In the past 12 months have you/Have you ever] had to stay in temporary accommodation, like a hostel or bed and breakfast hotel, because you were waiting to be housed?

- 1 Yes (in the past)
- 2 Yes (current accommodation is temporary accommodation)
- 3 No

### Soft Check

If code 2 selected: INTERVIEWER RESPONDENT IS 'currently living in temporary accommodation'.  
IF CORRECT SUPPRESS CHECK. IF NOT RECODE - CODE 3 IS NO

*{If Hous4 = Yes in the past}*

### Hous5

When did you last leave such accommodation?

FIRST ENTER YEAR.

Range = 1940..2050

### Soft Check

If Hous5 greater than year of current interview Are you sure?  
Please change! Hous5 can't be ^hous5

{If Hous5 = 1940..1999}

**Hous6**

NOW ENTER MONTH

IF DK, ASK 'Was it Winter, Spring...?'

AND ENTER MID-SEASON MONTH

Mid-season months:

Winter: Jan (01)

Spring: Apr (04)

Summer: July (07)

Autumn: Oct (10)

Range = 1..12

NODK, NOREFUSAL

{If Hous4 = Yes in the past or Yes currently}

**Hous7**

How long [had/have] you lived [there/here]?

- 1 under 3 months
- 2 three to six months
- 3 six months to a year
- 4 one year or more

**THERE IS NO HOUS8**

{If moved house (House1=Yes) OR if not panel case}

**Hous9**

Thinking about your current address, when did you start living here?

FIRST ENTER THE YEAR.

ENTER '0' IF ALWAYS LIVED HERE.

Range = 0..2050

**Hard Check**

(Hous9=0 OR Hous9>=1901)

ANSWER OUT OF RANGE.

**Soft Check**

Hous9<=FwYear Are you sure? ^hous9 is after ^fwyear

**Hard Check**

(Hous9<=FWYEAR+1) Please change! Hous9 can't be ^hous9

{If Hous9 = 1991..2003}

**Hous10**

NOW ENTER THE MONTH.

IF DK, ASK 'Was it Winter, Spring...?'

AND ENTER MID-SEASON MONTH: SEE HELP

(PRESS <F9> TO SEE HELP)

Mid-season months:

Winter: Jan (01)

Spring: Apr (04)

Summer: July (07)

Autumn: Oct (10)

Range = 1..12

{If House1=Yes}

**Hous10a^**

What was your main reason for moving to this address?

INTERVIEWER PROBE: What other reasons?

- 1 To move to a better area or neighbourhood/liked the area
- 2 To move to a better environment
- 3 Change of Job/Nearer to job
- 4 Had to leave tied accommodation
- 5 Wanted smaller / cheaper home or flat
- 6 Wanted larger house or flat / garden
- 7 Availability of garage / parking space
- 8 To be able to live with partner in same accommodation
- 9 Better schools for children
- 10 Other family or personal reasons
- 11 Wanted to buy
- 12 Wanted independent accommodation / not share
- 13 Had no choice - moved by council
- 14 Nearer to family/friends/not be so isolated
- 15 Nearer/convenient to amenities/schools and so on
- 16 Relationship/marriage ended
- 17 Other

{If Hous2a = private AND not a panel case OR House1=Yes AND Panel cases}

**Hous11a**

ASK OR CODE: What kind of accommodation do you occupy here?

- 1 Detached house/bungalow
- 2 Semi-detached house/bungalow
- 3 Terrace house (not including End terrace)
- 4 End terrace house
- 5 Purpose built flat/maisonette
- 6 Self contained flat/maisonette in converted building
- 7 Room(s) not self contained
- 8 Caravan/mobile home/houseboat
- 9 Other (specify)
- 10 Other specific answer, not codeable to 1-8
- 97 Other vague answer, not codeable to 1-10

*{If Hous11a = other}*

**Hous11b**

ENTER DETAILS OF OTHER KIND OF ACCOMMODATION

*{If Hous2a = private AND not a panel case OR House1=Yes AND Panel case}*

**Hous12**

SHOW CARD D1

Which of these best describes the accommodation you are living in at the moment?

- 1 Owned outright
- 2 Being bought on a mortgage/bank loan
- 3 Shared ownership (owns & rents property)
- 4 Rented from a Council or New Town
- 5 Rented from a Housing Association
- 6 Rented privately
- 7 Rent free
- 8 Some other arrangement

*{If Hous2a = private AND not a panel case OR House1=Yes AND Panel case}*

**Hous13**

In whose name is this accommodation owned or rented?

- 1 Respondent only
- 2 Respondent and partner
- 3 Respondent and ex-partner
- 4 Respondent and parent(s)
- 5 Respondent and someone else
- 6 Partner only
- 7 Ex-partner only
- 8 Respondent's parent(s)
- 9 Other(s)

**Soft Check**

*If Single parent household and Hous13=Respondent and Partner*

Are you sure? This is a single parent household.

*{If Hous13 = Ex-partner Only to Other}*

**Hous14**

How much, if anything, do you pay towards your accommodation?

INTERVIEWER: ENTER POUNDS AND PENCE

Range = 0..99997.00

*{If Hous14 IN 1..9997}*

**Hous15**

What period of time does that cover?

- 1 One week
- 2 Two weeks
- 3 Three weeks
- 4 Four weeks
- 5 Calendar month
- 7 Two Calendar months
- 8 Eight times a year
- 9 Nine times a year
- 10 Ten times a year
- 13 Three months/13 weeks
- 26 Six months/26 weeks
- 52 One Year/12 months/52 weeks
- 90 Less than one week
- 95 One off/lump sum
- 97 None of these (EXPLAIN IN A NOTE)

**THERE IS NO HOUS16**

*{If Not a panel case OR House1=Yes AND Panel case}*

**Hous17**

How many separate bedrooms do you have here?

INCLUDE ONLY ROOMS TO WHICH RESPONDENT'S HOUSEHOLD HAS ACCESS.  
'BEDROOMS' INCLUDES BOXROOMS AND BEDROOMS NOT CURRENTLY USED AS  
BEDROOMS

Range = 0..10

**Soft Check**

*If Hous17 < 5*

ARE YOU SURE?

*{If Hous2a=private}*

**Heat1^**

SHOWCARD D2

What types of heating do you have in this home?

PROBE: What others?

INTERVIEWER ADD IF NECESSARY: Do you have central heating in this home?

- 1 Central heating
- 2 Night storage heater/s
- 3 Fixed room heater/fire (Gas or Electric)
- 4 Open fire/s or stove/s
- 5 Portable heaters (Electric, Bottled gas/paraffin or Oil-filled)
- 6 Other
- 7 (None of these)



*{If more than one answer given at Heat1}*

**Heat2**

SHOWCARD D2

What is the **main** type of heating you use in your living room in winter?

INTERVIEWER ADD IF NECESSARY: The room which is used regularly as the living room by the family, for example, where you watch TV, etc.

- 1 Central heating
- 2 Night storage heater/s
- 3 Fixed room heater/fire (Gas or Electric)
- 4 Open fire/s or stove/s
- 5 Portable heaters (Electric, Bottled gas/paraffin or Oil-filled)
- 4 Other
- 5 (None of these)

**Houshe1**

In winter, are you able to keep this accommodation warm enough?

CODE 'CAN'T AFFORD IT' AS 'NO'.

- 1 Yes
- 2 No

*{If Houshe1 = no}*

**Houshe2^**

Which parts of your home are not warm enough?

CODE ALL THAT APPLY

- 1 Children's bedrooms
- 2 Adult's bedrooms
- 3 Living rooms
- 4 Kitchen
- 5 Bathrooms, toilets or shower rooms
- 6 Other rooms
- 7 All rooms

*{If Houshe1 = No}*

**Houshe4^**

Why, do you feel, it is difficult to keep this/these room(s) warm enough? CODE ALL THAT APPLY

- 1 Heating is inefficient / broken
- 2 Poor insulation / drafts
- 3 The cost / too expensive
- 4 Some other reason

**Houshe5**

Do you have a pre-payment meter for your electricity?

- 1 Yes
- 2 No

*{If Hous2a=private}*

**Hous18**

SHOWCARD D3

How would you rate this property's state of repair?

- 1 Excellent - nothing needs doing
- 2 Very good - only minor problems
- 3 Fairly good - some problems, but not too many
- 4 Fairly poor - quite a lot of problems
- 5 Very poor - a lot of major problems
- 6 None of these - spontaneous

*{If Hous18 not equal to Excellent}*

**Hous19a^**

SHOW CARD D4

Are there any repairs that need to be done to your home such as the problems listed on this card?

PROBE: Which others?

CODE ALL THAT APPLY.

- 1 Rising damp in floor & walls
- 2 Water getting in from roof, gutters or windows
- 3 Bad condensation problems
- 4 Problems with mould growth
- 5 Electrical wiring
- 6 Plumbing
- 7 General rot and decay
- 8 Problems with insects
- 9 Problems with mice or rats
- 10 Problems with draughts
- 11 Other repairs (SPECIFY AT NEXT QUESTION)
- 12 None of these
- 13 *Windows need replacing*
- 14 *Other specific answer, not codeable to 1-13*
- 97 *Other vague answer, not codeable to 1-14*

*{If Hous19a = other}*

**Hous19b**

ENTER DETAILS OF OTHER REPAIRS OR PROBLEMS.

*{If Hous19a = Rising Damp to.Mould growth}*

**Hous20^**

In which rooms do you have these problems with damp, leaking, mould growth or condensation?

PROBE: Which others?

CODE ALL THAT APPLY.

- 1 Children's bedrooms
- 2 Adult's bedrooms
- 3 Living rooms
- 4 Kitchen
- 5 Bathrooms, toilets or shower rooms
- 6 Other rooms
- 7 All rooms

{If Hous19a = draughts}

**Hous20a^**

In which rooms do you have problems with draughts?

PROBE: Which others?

CODE ALL THAT APPLY.

- 1 Children's bedrooms
- 2 Adult's bedrooms
- 3 Living rooms
- 4 Kitchen
- 5 Bathrooms, toilets or shower rooms
- 6 Other rooms
- 7 All rooms

{If Hous19a not equal to None}

**Hous21^**

Why [has this problem / have these problems] not been dealt with?

- 1 Council/landlord not doing them
- 2 Lack of own funds
- 3 Waiting on insurance claim
- 4 Problem recently reported to Council/landlord and waiting outcome
- 5 Problem not reported
- 6 Intend to fix it but not done yet
- 7 Don't know how to fix the problem
- 8 Other

{If Hous12 renting}

**Hous23**

How much do *you* [and your partner / (or any ex-partner)] actually pay in rent *after* you have received any HOUSING BENEFITS or rent rebate, excluding any payments to pay off arrears?  
ENTER POUNDS AND PENCE

Range = 0..99997.00

{If Hous23 IN 1..99997}

**Hous24**

And what period of time does that cover?

- 1 One week
- 2 Two weeks
- 3 Three weeks
- 4 Four weeks
- 5 Calendar month
- 7 Two Calendar months
- 8 Eight times a year
- 9 Nine times a year
- 10 Ten times a year
- 13 Three months/13 weeks
- 26 Six months/26 weeks
- 52 One Year/12 months/52 weeks
- 90 Less than one week
- 95 One off/lump sum
- 97 None of these (EXPLAIN IN A NOTE)

**Hous24a**

Can I just check, does this amount include ...  
READ OUT IN TURN

... any charges for water?

- 1 Yes
- 2 No

**Hous24b**

... any charges for heating?

- 1 Yes
- 2 No

**Hous24c**

... any payments for council tax?

- 1 Yes
- 2 No

**Hous24d**

... any service charges (including hot water)?

- 1 Yes
- 2 No

*{If Hous24a=Yes or Hous24b=Yes or Hous24c=Yes or Hous24d=Yes}*

**Hous24e**

How much do you pay in rent **excluding** any charges for water, heating, council tax and service charges?

ENTER POUNDS AND PENCE

Range = 0..99997.00

*{If Hous22 = renting}*

**Hous25**

And how much are your water charges?

IF WATER IS METERED SEEK ESTIMATE OF AVERAGE COST

EXCLUDE ANY ARREARS

ENTER POUNDS AND PENCE

Range = 0..9997.00

**Hous26**

And what period of time does that cover?

- 1 One week
- 2 Two weeks
- 3 Three weeks
- 4 Four weeks
- 5 Calendar month
- 7 Two Calendar months
- 8 Eight times a year
- 9 Nine times a year

- 10 Ten times a year
- 13 Three months/13 weeks
- 26 Six months/26 weeks
- 52 One Year/12 months/52 weeks
- 90 Less than one week
- 95 One off/lump sum
- 97 None of these (EXPLAIN IN A NOTE)

*{If Hous22 = renting}*

**Hous27**

Do you receive any Housing Benefit or rent rebate?

- 1 Yes
- 2 No

*{If Hous27 = yes}*

**Hous28**

How much Housing Benefit/rent rebate do you receive?

FIRST CODE WHETHER YOU WILL RECORD AN AMOUNT OF MONEY OR A PROPORTION OF THE RENT.

- 1 Amount of money
- 2 Proportion (%) of the rent

*{If Hous28 = Money}*

**Hous29**

ENTER AMOUNT OF MONEY RECEIVED IN RENT REBATE/HOUSING BENEFIT.  
ENTER POUNDS AND PENCE

Range = 1..9997.00

**Hous30**

And what period of time does that cover?

- 1 One week
- 2 Two weeks
- 3 Three weeks
- 4 Four weeks
- 5 Calendar month
- 7 Two Calendar months
- 8 Eight times a year
- 9 Nine times a year
- 10 Ten times a year
- 13 Three months/13 weeks
- 26 Six months/26 weeks
- 52 One Year/12 months/52 weeks
- 90 Less than one week
- 95 One off/lump sum
- 97 None of these (EXPLAIN IN A NOTE)

*{If Hous28 = Proportion}*

**Hous31**

ENTER PROPORTION OF RENT RECEIVED IN REBATE/HOUSING BENEFIT

Range = 1..100

*{If Hous27 = yes}*

**Hous32**

So what is the total amount of rent for this accommodation? That is, the amount charged before any rebates or deductions but NOT including charges for water, heating, service charges and so on. ENTER POUNDS AND PENCE.

Range = 1..99997.00

*{If Hous32 in 1...9997}*

**Hous33**

And what period of time does that cover?

- 1 One week
- 2 Two weeks
- 3 Three weeks
- 4 Four weeks
- 5 Calendar month
- 7 Two Calendar months
- 8 Eight times a year
- 9 Nine times a year
- 10 Ten times a year
- 13 Three months/13 weeks
- 26 Six months/26 weeks
- 52 One Year/12 months/52 weeks
- 90 Less than one week
- 95 One off/lump sum
- 97 None of these (EXPLAIN IN A NOTE)

*{If House32 in 1...9997 (some rent is paid)}*

**Hous34**

Is your rent paid up to date at the moment, or do you have some rent arrears that will have to be paid?

- 1 Up to date
- 2 Some arrears

*{If Hous34 = some arrears}*

**Hous35**

How much are your rent arrears at the moment?

INTERVIEWER: FIRST ENTER WHETHER YOU WILL CODE AN AMOUNT OF MONEY OR A PERIOD OF TIME.

- 1 An amount of money
- 2 A number of weeks
- 3 A number of months

*{If Hous35 = Money}*

**Hous36**

ENTER AMOUNT OF RENT ARREARS IN POUNDS AND PENCE.

Range = 1..9997.00

*{If Hous35 = Weeks}*

**Hous37**

ENTER NUMBER OF WEEKS IN ARREARS.

Range = 1..52

*{If Hous35 = Months}*

**Hous38**

ENTER NUMBER OF MONTHS IN ARREARS.

Range = 1..36

*{If paying rent and not Panel case}*

**Hous39**

As far as you are aware, do people who work 16 hours or more each week have any entitlement to Housing Benefit (rent rebate)?

- 1 Yes
- 2 Sometimes/it depends
- 3 No
- 4 Can't say

*{If Hous22 = Mortgage}*

**Hous40**

Is your mortgage ... READ OUT

- 1 ...an ENDOWMENT mortgage, (where your mortgage payments cover interest only),
- 2 ...a REPAYMENT mortgage, (where your mortgage payments cover interest and part of the original loan)
- 3 ...a PENSION mortgage, (where your mortgage payments cover interest only),
- 4 ...a PEP, Unit Trust, or ISA mortgage,
- 5 ...or both an ENDOWMENT (or any interest only) mortgage AND a REPAYMENT mortgage?
- 6 Other (Please specify)
- 7 *Interest only (not specified whether endowmnet or pension)*
- 8 *Capital and interest (not specified which types)*
- 9 *Other combinations of mortgage not covered by code 5 (e.g. ISA and REPAYMENT)*
- 10 *Other specific answer, not codeable to 1-9*
- 97 *Other vague answer, not codeable to 1-10*

*{If Hous40 = other}*

**HousO40**

INTERVIEWER: PLEASE SPECIFY OTHER TYPE OF MORTGAGE

**Hous41**

When was this mortgage first taken out? ENTER YEAR.

Range = 1930..2050

**Soft Check**

IF Hous41 <= FwYear

Are you sure? ^hous41 is after ^fwyear

**Hard Check**

IF Hous41 <= FWYEAR+1

Please change! Hous41 can't be ^hous41

*{If Hous22 = Mort AND not panel OR Hous22 = Mort AND Panel AND (Hous40 is different from feed forward response)}*

**Hous42**

How much was this mortgage when it was first taken out?

ENTER POUNDS AND PENCE

Range = 100..999997.00

**Soft Check**

IF Hous42 <= 200000

ARE YOU SURE?

*{If Hous22 = Mort}*

**Hous43**

How much do you [and your partner/(or any ex-partner)] pay in total loan or mortgage payments for this accommodation including any mortgage protection policy?

ENTER POUNDS AND PENCE

Range = 0..99997.00

*{If Hous43 IN 1..99997}*

**Hous44**

And what period of time does that cover?

- 1 One week
- 2 Two weeks
- 3 Three weeks
- 4 Four weeks
- 5 Calendar month
- 7 Two Calendar months
- 8 Eight times a year
- 9 Nine times a year
- 10 Ten times a year
- 13 Three months/13 weeks
- 26 Six months/26 weeks
- 52 One Year/12 months/52 weeks
- 90 Less than one week
- 95 One off/lump sum
- 97 None of these (EXPLAIN IN A NOTE)



*{If Hous22 = Mortgage}*

**Hous45**

And may I just check, are you up to date with your loan or mortgage payments or are you now behind with your loan or mortgage?

- 1 Up to date
- 2 Behind

*{If Hous45 = Behind}*

**Hous46**

How much are your mortgage or loan arrears at the moment?

FIRST ENTER WHETHER YOU WILL CODE AN AMOUNT OF MONEY OR A PERIOD OF TIME.

- 1 An amount of money
- 2 A number of weeks
- 3 A number of months

*{If Hous46 = Money}*

**Hous47**

ENTER AMOUNT OF MORTGAGE OR LOAN WHICH IS IN ARREARS.

ENTER POUNDS AND PENCE

Range = 1..99997.00

*{If Hous46 = Weeks}*

**Hous48**

ENTER NUMBER OF WEEKS IN ARREARS.

Range = 1..52

*{If Hous46 = Months}*

**Hous49**

ENTER NUMBER OF MONTHS IN ARREARS.

Range = 1..36

*{If Hous22 = Mortgage}*

**Hous50**

Can I just check, are you receiving Income Support or Jobseeker's Allowance at the moment?

- 1 Yes
- 2 No

*{If Hous50 = yes}*

**Hous51**

Is any of your mortgage interest being paid by the Department of Work and Pensions at the moment?

- 1 Yes
- 2 No

{If Hous51 = yes}

**Hous52**

How much do you receive towards your mortgage interest?

INTERVIEWER CODE 99997 IF RESPONDENT SAYS 'ALL OF IT', 99996 IF RESPONDENT SAYS 'HALF OF IT'

ENTER POUNDS AND PENCE

Range = 1..99997.00

**Hous53**

What period does that cover?

- 1 One week
- 2 Two weeks
- 3 Three weeks
- 4 Four weeks
- 5 Calendar month
- 7 Two Calendar months
- 8 Eight times a year
- 9 Nine times a year
- 10 Ten times a year
- 13 Three months/13 weeks
- 26 Six months/26 weeks
- 52 One Year/12 months/52 weeks
- 90 Less than one week
- 95 One off/lump sum
- 97 None of these (EXPLAIN IN A NOTE)

{If Hous22 = Mortgage}

**Hous54**

How much are your water charges?

IF WATER IS METERED SEEK ESTIMATE OF AVERAGE COST

ENTER POUNDS AND PENCE

Range = 0..9997.00

**Hous55**

What period does that cover?

- 1 One week
- 2 Two weeks
- 3 Three weeks
- 4 Four weeks
- 5 Calendar month
- 7 Two Calendar months
- 8 Eight times a year
- 9 Nine times a year
- 10 Ten times a year
- 13 Three months/13 weeks
- 26 Six months/26 weeks
- 52 One Year/12 months/52 weeks
- 90 Less than one week
- 95 One off/lump sum
- 97 None of these (EXPLAIN IN A NOTE)

*{If Hous2a=private}*

**Hous56**

In which band, from A to H, is your property valued for Council Tax?

- 1 Band A
- 2 Band B
- 3 Band C
- 4 Band D
- 5 Band E
- 6 Band F
- 7 Band G
- 8 Band H
- 9 Household accommodation not valued separately

*{If Hous2a=private}*

**Hous56b**

How much Council Tax do you actually pay, if any?

ENTER POUNDS AND PENCE

Range = 0..9997.00

**CTper**

What period does that cover?

- 1 One week
- 2 Two weeks
- 3 Three weeks
- 4 Four weeks
- 5 Calendar month
- 7 Two Calendar months
- 8 Eight times a year
- 9 Nine times a year
- 10 Ten times a year
- 13 Three months/13 weeks
- 26 Six months/26 weeks
- 52 One Year/12 months/52 weeks
- 90 Less than one week
- 95 One off/lump sum
- 97 None of these (EXPLAIN IN A NOTE)

*{If Hous2a=private}*

**Hous56a**

Do you receive Council Tax Benefit?

- 1 Yes
- 2 No

*{IF Hous56a = Yes}*

**Hous56d**

How much Council Tax Benefit do you receive?

FIRST CODE WHETHER YOU WILL RECORD AN AMOUNT OF MONEY OR A PROPORTION OF THE COUNCIL TAX

- 1 Amount of money
- 2 Proportion (%) of the council tax

*{If Hous56a = Yes}*

**Hous56c**

ENTER AMOUNT OF COUNCIL TAX BENEFIT RECEIVED  
ENTER POUNDS AND PENCE

Range = 0..9997.00

**Hous56e**

ENTER PROPORTION OF COUNCIL TAX RECEIVED AS (COUNCIL TAX) BENEFIT. IF COUNCIL TAX ALL PAID FOR THEM, ENTER 100

Range = 1..100

*{If Hous56d = 1}*

**CTBper**

What period does that cover?

- 1 One week
- 2 Two weeks
- 3 Three weeks
- 4 Four weeks
- 5 Calendar month
- 7 Two Calendar months
- 8 Eight times a year
- 9 Nine times a year
- 10 Ten times a year
- 13 Three months/13 weeks
- 26 Six months/26 weeks
- 52 One Year/12 months/52 weeks
- 90 Less than one week
- 95 One off/lump sum
- 97 None of these (EXPLAIN IN A NOTE)

*{If not Panel case}*

**Hous57**

As far as you are aware, do people who work 16 hours or more each week have any entitlement to Council Tax Benefit?

- 1 Yes
- 2 Sometimes/it depends
- 3 No
- 4 Can't say

## 8 Education and training

ASKED FOR MAIN RESPONDENT AND PARTNER SEPARATELY

### Intro

I am now going to ask about any Education and Training you may have had.

*{If not panel OR if panel and was in continuous education at time of last interview}*

### Ed1

How old were you when you completed your *continuous* full time education?  
ENTER AGE. ENTER '0' IF RESPONDENT HAD NO FORMAL EDUCATION.  
ENTER '95' IF STILL IN FULL-TIME EDUCATION.

Range = 0..95

### Ed10r

[In the last year / Since your last interview, that is 'month/year'] have you been on any educational or training courses?

- 1 Yes
- 2 No

*{If Ed10r = yes}*

### Ed11r

How many courses have you attended?  
(IF MORE THAN 3, IN FOLLOWING Qs REFER TO 3 MOST RECENT)  
IF 1+, START WITH MOST RECENT

Range = 1..97

### TABLE FOR EACH COURSE

*{If Ed10r=yes}*

### Ed12r

[Taking the most recent course/Taking the next course] did you complete the course?

- 1 Yes
- 2 No
- 3 Course still ongoing

*{If Ed10r=yes}*

### Ed13r

[Is/Was] the course designed to lead to a qualification?

- 1 Yes
- 2 No

{If Ed13r=yes}

**Ed14r^**

SHOW CARD E1

Which qualifications [are/were] you aiming towards on that course?

INTERVIEWER: THERE ARE 18 CODES.

- 1 GCSE or SCE
- 2 GCE 'A'-level or AS level or Scottish National Qualifications (Higher level)
- 3 Level 1 NVQ or SVQ, Foundation GNVQ or GSVQ
- 4 Level 2 NVQ or SVQ, Intermediate GNVQ or GSVQ
- 5 Level 3 NVQ or SVQ, Advanced GNVQ or VCE or GSVQ
- 6 Level 4 NVQ or SVQ
- 7 Level 5 NVQ or SVQ
- 8 NVQ, SVQ or GNVQ - not sure what level
- 9 City & Guilds Part 1, RSA Certificate
- 10 BTEC/Edexcel First or General Certificate, BEC or TEC General Certificate, City & Guilds Part 2, Craft or Intermediate, RSA/OCR Advanced Diploma or Certificate
- 11 BTEC/Edexcel National Certificate or Diploma, City&Guilds Part 3, Final or Advanced Craft, ONC or OND
- 12 BEC Higher, TEC Higher, BTEC Higher, City & Guilds Part 4, HNC or HND
- 13 First degree, e.g. BSc, BA, BEd, MA at first degree level
- 14 Higher degree, e.g. MSc, MA, MBA, PGCE, PhD
- 15 Teaching qualification (not including PGCE)
- 16 Nursing qualification
- 17 Trade apprenticeship
- 18 Other qualification (PLEASE GIVE DETAILS IN NEXT QUESTION).
- 19 *City and Guilds/RSA-not sure what level*
- 20 *Other specific answer, not codeable to 1-19*
- 97 *Other vague answer, not codeable to 1-20*

{If Ed12a = other}

**Ed14b**

INTERVIEWER: ENTER DETAILS OF OTHER QUALIFICATION

**END TABLE**

*{If non-panel, or if panel and has done a course leading to a qualification in last year, or if panel and respondent is different respondent to last year, or if panel and partner being interviewed}*

**Ed3a**

SHOW CARD E2

(Now, thinking about all the qualifications you may have ...) From this list, please tell me the highest qualification which you have obtained.

INTERVIEWER: THIS REFERS TO RESPONDENT'S HIGHEST QUALIFICATION OVERALL (NOT JUST THOSE FROM ANY RECENT COURSES)

THERE ARE 7 CODES.

HIGHEST = NEAREST THE BOTTOM OF THE LIST.

- 1 GCSE grade D-G, CSE grade 2-5, SCE O Grades D-E, SCE Standard Grades 4-7, Scottish National Qualifications (Access level), SCOTVEC National Certificate Modules
- 2 GCSE grade A-C, GCE 'O'-level passes, CSE grade 1, SCE O Grades A-C, SCE Standard Grades 1-3, Scottish National Qualifications (Intermediate level), School Certificate / Matriculation
- 3 GCE 'A'-level, AS Level, SCE Higher Grades A-C, Scottish National Qualifications (Higher level)
- 4 First degree, eg BSc, BA, BEd, MA at first degree level
- 5 Higher degree, eg MSc, MA, MBA, PGCE, PhD

- 6 Other *academic* qualifications (PLEASE SPECIFY)
- 7 None of these
- 8 *Has qualification, level unknown*
- 9 *Overseas qualification*
- 10 *Other specific answer, not codeable to 1-9*
- 97 *Other vague answer, not codeable to 1-10*

*{If Ed3a = Other}*

**Ed3b**

INTERVIEWER: SPECIFY OTHER QUALIFICATION(S). RECORD AS MUCH DETAIL AS POSSIBLE, EG AWARDING BODY, LEVEL OF QUALIFICATION. (NB THE NEXT QUESTION DEALS WITH VOCATIONAL QUALIFICATIONS, SO THEY SHOULD NOT BE RECORDED HERE.)

*{If non-panel, or if panel and has done a course leading to a qualification in last year, or if panel and respondent is different respondent to last year, or if panel and partner being interviewed}*

**Ed2^**

SHOW CARD E3

Do you have any of the qualifications listed on this card?

CODE ALL THAT APPLY

- 1 Level 1 NVQ or SVQ, Foundation GNVQ or GSVQ
- 2 Level 2 NVQ or SVQ, Intermediate GNVQ or GSVQ
- 3 Level 3 NVQ or SVQ, Advanced GNVQ or GSVQ
- 4 Level 4 NVQ or SVQ
- 5 Level 5 NVQ or SVQ
- 6 NVQ, SVQ or GNVQ - not sure what level
- 7 City & Guilds Part 1, RSA Certificate
- 8 BTEC/Edexcel First or General Certificate, BEC or TEC General Certificate, City & Guilds Part 2, Craft or Intermediate, RSA or OCR Advanced Diploma or Certificate
- 9 BTEC/Edexcel National Certificate or Diploma, City & Guilds Part 3, Final or Advanced Craft, ONC or OND
- 10 BEC Higher or TEC Higher, BTEC Higher, City & Guilds Part 4, HNC or HND
- 11 Teaching qualification (not including PGCE)
- 12 Nursing qualification
- 13 Trade apprenticeship
- 14 Other **vocational** or **pre-vocational** qualification (PLEASE GIVE DETAILS AT NEXT QUESTION)
- 15 No, none of these
- 16 *City and Guilds/RSA-not sure what level*
- 17 *Other specific answer, not codeable to 1-16*
- 97 *Other vague answer, not codeable to 1-17*

*{If Ed2 = other}*

**Ed2a**

INTERVIEWER: ENTER DETAILS OF OTHER VOCATIONAL OR PRE-VOCATIONAL QUALIFICATION.

{All}

**Ed4^**

SHOW CARD E4

The New Deal is a Government programme that gives unemployed people help and support to look for work. In some areas, the New Deal may be known as Employment Zones or Pathways to Work. Can I just check, in the past 12 months, that is since [date one year ago] have you taken part in any of the New Deal programmes shown on this card - or are you currently taking part in any?:

- 1 New Deal for lone parents
- 2 New Deal for 18-24 year olds
- 3 New Deal for long-term unemployed people (over 25)
- 4 New Deal for Disabled People
- 5 New Deal for partners of unemployed people
- 6 New Deal for over 50s
- 7 None of these

**Ed20**

Do you have a full driving licence?

- 1 Yes
- 2 No

{If Ed20 = Yes}

**Ed21**

Do you have regular access to a car, van, motorcycle or scooter for your own personal use?

- 1 Yes
- 4 No

{Those not working with access to a car/van/motorcycle}

**Ed22**

If you were thinking of starting work, would you be able to use your car/van/motorcycle to travel to and from work, or would you use public transport instead?

INTERVIEWER: PROBE TO PRECODES. CODE 1 IF WOULD GET A LIFT TO WORK.

- 1 Use car, van, motorcycle to travel to work
- 2 Use public transport to travel to work
- 3 Mixed, sometimes car/van/motorcycle sometimes public transport
- 4 [SPONTANEOUS] Neither, there is no transport (either own or public) or none could rely on
- 5 [SPONTANEOUS] Walk, cycle or work at home
- 6 [SPONTANEOUS] Depends on where job is
- 7 [SPONTANEOUS] Doesn't think will ever work

{Those not working who either don't have a car or have a car but would use public transport or both public transport and their own transport to get to work}

**Ed23**

[If you were thinking of starting work, how / How] easy or difficult would it be for you to rely on public transport to get to and from work from here?

INTERVIEWER: IF EASY OR DIFFICULT PROBE TO PRECODES

- 1 Very easy
- 2 Quite easy
- 3 Quite difficult
- 4 Very difficult
- 5 Impossible
- 6 [SPONTANEOUS] Depends on job



7 [SPONTANEOUS] Doesn't think will ever work

**Ed24**

If you were thinking of starting work, how easy or difficult would it be for you to rely on public transport to get to and from work from here?

INTERVIEWER: IF EASY OR DIFFICULT PROBE TO PRECODES

- 1 Very easy
- 2 Quite easy
- 3 Quite difficult
- 4 Very difficult
- 5 Impossible
- 6 [SPONTANEOUS] Depends on job
- 7 [SPONTANEOUS] Doesn't think will ever work

## 9 Work

ASKED FOR MAIN RESPONDENT AND PARTNER SEPARATELY

### Intro

WORK SECTION

### Wrk1a

SHOW CARD F1

May I just check, what are you currently doing?

INTERVIEWER: THERE ARE 11 CODES.

- 1 Working 16 or more hours per week
- 2 Working fewer than 16 hours per week
- 3 Unemployed and seeking work
- 4 On a training scheme,
- 5 Full time education/at school
- 6 Sick/disabled (up to 6 months)
- 7 Sick/disabled (6 months or longer)
- 8 Looking after the home or family
- 9 Caring for a sick, elderly or disabled person
- 10 Retired
- 11 Other
- 12 *Other specific answer, not codeable to 1-10*
- 97 *Other vague answer, not codeable to 1-12*

*{If Wrk1a = other}*

### Wrk1b

INTERVIEWER; ENTER FULL DETAILS OF 'OTHER' ACTIVITY.

*{If respondent is female and Wrk1a = 1, 2, 4, 5, 6, 7, 9 or 11}*

### Wrk1c

Can I just check, are you on maternity leave at the moment?

- 1 Yes
- 2 No

*{If Wrk1c = Yes}*

### Wrk1d

And is this maternity leave paid or unpaid?

- 1 Paid
- 2 Unpaid

*{If Wrk1c=Yes}*

### Wrk1e

When did this maternity leave start?

FIRST ENTER THE YEAR.

Range = 1999..2050

*{If Wrk1e = response}*

**Wrk1f**

THEN ENTER THE MONTH IT BEGAN.

Range = 1..12

*{If Wrk1a not equal to Working 16 or more hours or Working less than 16 hours}*

**Wrk2**

[Since date of last interview/Have you ever] had a paid job or worked as a self-employed person?

1 Yes

2 No

*{If Wrk2 = yes}*

**Wrk3**

Which year did you leave your last paid job, either as an employee or self-employed?

ENTER THE YEAR

Range = 1930..2050

**Soft check:**

If Wrk3 = 1930 to 1970

ARE YOU SURE?

*{If Wrk3 IN 1930..2005}*

**Wrk4**

And in which month did you leave?

IF DK, ASK 'Was it Winter, Spring...?'

AND ENTER MID-SEASON MONTH: SEE HELP <F9>

Mid-season months:

Winter: Jan (01)

Spring: Apr (04)

Summer: July (07)

Autumn: Oct (10)

Range = 1..12

*{If last worked before April 2001}*

**Wrk5**

How many years have you spent in paid work in the past?

PROBE FOR BEST ESTIMATE. IF UNDER ONE YEAR, CODE '0'.

Range = 0..60

*{If Wrk2 = Yes }*

**WorkCh**

**COMPUTED VARIABLE:**CALCULATE WHETHER RESP HAS WORKED SINCE DATE OF BIRTH OF ELDEST CHILD: REFER TO HHGRID

1 Yes

2 No

**Working****COMPUTED VARIABLE: CALCULATE WORKING SITUATION**

- 1 Is currently in work
- 2 Not working, has worked since Apr 01
- 3 Not working, last worked before Apr 01
- 4 Never worked
- 5 Not working, has worked, date unknown

**pWorkin****COMPUTED VARIABLE: PANEL VERSION OF THE QUESTION WORKING**

- 1 Is currently in work
- 2 Not currently working, has worked since date of last interview
- 3 Not currently working, last worked before date of last interview
- 4 Never worked
- 5 Not working, has worked, date unknown

*{If Working = Currently working or Worked since April 01 OR pWorkin = Currently Working or Worked since last interview}*

**Wrk6a**

When did you start your [current/last] job where you [are/were] [working for less than 16 hours a week / 16 hours a week or more]?

(JOB = PERIOD OF PAID WORK WITH ONE EMPLOYER OR PERIOD OF CONTINUOUS SELF-EMPLOYMENT.)

IF MORE THAN ONE JOB, ASK FOR **MAIN** JOB ONLY.

FIRST ENTER THE YEAR.

Range = 1930..2050

NODK,NOREFUSAL

**Soft check:**

IF Wrk6 < 1970  
ARE YOU SURE?

*{If Wrk6 = RESPONSE}*

**Wrk6b**

NOW ENTER THE MONTH.

IF 'DK', ASK 'Was it Winter, Spring...?' AND ENTER MID-SEASON MONTH

Mid-season months:

Winter: Jan (01)

Spring: Apr (04)

Summer: July (07)

Autumn: Oct (10)

Range = 1..12

{If Working = Currently working or Worked since April 01 OR pWorkin = Currently Working or Worked since last interview}

**WrkStat**

I'd like to ask you now about [your present/last job]. [Are/Were] you an employee or [are/were] you self-employed in this job?

- 1 Employee
- 2 Self-employed
- 3 Government scheme
- 4 Unpaid family worker

**Wrk9a**

What [does/did] the firm/organisation you work(ed) for mainly make or do at the place where you work(ed)?

DESCRIBE FULLY - PROBE MANUFACTURING or PROCESSING or DISTRIBUTING ETC. AND MAIN GOODS PRODUCED, MATERIALS USED, WHOLESALE or RETAIL ETC.

HELP SCREEN: The answer that you need to record should be an *activity*, not a title, name or a vague heading (eg. leisure industry, health care, motor trade).

OPEN VARIABLE.

**Wrk9b**

What [is/was] your (main) job?

ENTER JOB TITLE.

IF HAS MORE THAN ONE JOB, THE MAIN JOB IS THE ONE THEY WORK(ED) IN THE MOST HOURS/ IF WORK(ED) IN BOTH JOBS FOR THE SAME NUMBER OF HOURS THE MAIN JOB IS THE MOST RENUMERATIVE.

OPEN VARIABLE.

**Wrk9c**

What [did/do] you mainly do in your job?

DESCRIBE FULLY - PROBE FOR DETAILS OF WHAT THEY DO. FOR EXAMPLE, IF A TEACHER, PROBE FOR WHETHER TEACH PRIMARY OR SECONDARY PUPILS. IF AN ENGINEER, PROBE FOR TYPE OF ENGINEER - ELECTRICAL, CHEMICAL, CIVIL ETC.

ENTER DESCRIPTION.

OPEN VARIABLE.

**Wrk9d**

What training or qualifications [are/were] needed for that job?

ENTER FULL DESCRIPTION, INCLUDING GRADE OR LEVEL WHERE APPROPRIATE.

OPEN VARIABLE.

{If WrkStat = employee}

**Wrk10**

[Do/Did] you have formal responsibility for supervising the work of other employees?

DO NOT INCLUDE PEOPLE WHO ONLY SUPERVISE:

CHILDREN, (E.G. TEACHERS, NANNIES, CHILDMINDERS) ANIMALS, SECURITY OR BUILDINGS, E.G. CARETAKERS, SECURITY GUARDS

- 1 Yes
- 2 No

**Wrk10a**

Please describe the type of responsibility you have/has/had for supervising the work of other employees.

INTERVIEWER: PROBE FOR WHO AND WHAT IS BEING SUPERVISED

*{If WrkStat = employee}*

**Wrk11**

How many employees [are/were] there at the place where you [work/worked]?

HELP SCREEN: This is the total number of employees within the 'local unit' at which the respondent works (the location where their job is mainly carried out). Normally this is a single building, part of a building, or at the largest, a self-contained group of buildings.

- 1 1-9
- 2 10-24
- 3 25-499
- 4 or 500 or more

*{If Currently Working and WrkStat = employee}*

**Friend1^**

SHOW CARD F2

Which, if any, of these things are available at your workplace - it doesn't matter whether you use them or not?

PROBE: What others?

IF RESPONDENT HAS MORE THAN ONE JOB, ANSWER FOR HER/HIS MAIN JOB.

- 1 Part-time work, allowing me to work fewer days per week
- 2 Part-time work, allowing me to work fewer hours per day
- 3 Flexi-time, so I can choose when to work my required hours
- 4 Working from home, at least some of the time
- 5 Job-sharing, where part-timers share one full-time job
- 6 Paid time off when the children are ill
- 7 Unpaid time off when the children are ill
- 8 None of these

*{If WrkStat = self-employed}*

**Wrk12a**

ASK OR CODE: [Are/Were] you working on your own or [do/did] you have any employees?

- 1 on own/ with partner(s), but no employees
- 2 with employees

*{If WrkStat = self-employed and Work12a = with employees}*

**Wrk12b**

How many people [do/did] you employ at the place where you [work/worked]?

- 1 1-9
- 2 10-24
- 3 25-499
- 4 or 500 or more

**THERE IS NO WRK13**

*{If WorkStat = Employee}*

**Wrk14**

[Are/Were] you a member of a Trade Union or Staff Association?

- 1 Yes
- 2 No

*{If Currently working and WorkStat = Employee}*

**Wrk15**

Do you think your job is considered by your employer to be ... READ OUT:

- 1 ... a temporary job (lasting less than 12 months),
- 2 a fixed term job (lasting between 1 and 3 years),
- 3 or, a permanent job (with no fixed time for ending)?

**Wrk15a**

[Does/Did] your employer run a pension scheme or superannuation scheme for which you [are/were] are eligible?

INTERVIEWER: IF PROMPTED INCLUDE CONTRIBUTORY AND NON-CONTRIBUTORY SCHEMES.

- 1 Yes
- 2 No

*{If wrk15a=YES}*

**Wrk15b**

[Do/Did] you belong to your employer's pension scheme?

- 1 Yes
- 2 No

**Wrk16a**

How often [are/were] you paid in your [last] job?

INTERVIEWER: SUGGEST RESPONDENT CONSULTS PAYSLIP

- 1 One week
- 2 Two weeks
- 3 Three weeks
- 4 Four weeks
- 5 Calendar month
- 7 Two Calendar months
- 8 Eight times a year
- 9 Nine times a year
- 10 Ten times a year
- 13 Three months/13 weeks
- 26 Six months/26 weeks
- 52 One Year/12 months/52 weeks
- 90 Less than one week
- 95 One off/lump sum
- 97 None of these (EXPLAIN IN A NOTE)

**Wrk16b**

ASK OR CODE

Do you have a recent payslip to hand, which you could consult?

- 1 Latest payslip consulted
- 2 Old payslip consulted
- 3 Payslip not consulted
- 3 No payslip provided by employer

*{If Wrk16a = RESPONSE}***Wrk17**

When you were last paid, how much did you receive, that is after all deductions for tax, national insurance, pension contributions, union dues and so on, but **including** overtime, tax credits, bonuses, commission, tips, etc.

INTERVIEWER: PROBE FOR BEST ESTIMATE.

ENTER POUNDS AND PENCE

Range = 1..999997.00

**Wrk17a**

[Does/Did] this amount include a payment of Working Tax Credit?

- 1 Yes
- 2 No

*{If Wrk17a=Yes}***Wrk17b**

How much Working Tax Credit did you receive?

INTERVIEWER: ENTER POUNDS AND PENCE

Range = 1..9997.00

**Soft Check**

IF Wrk17b&lt;=300

INTERVIEWER PLEASE CHECK - Wrk17b.

Amount recieved from WTC seems high.

Check to see if there has been any obvious miscodes (e.g. Have you not coded WHOLE POUNDS).

Please enter note to explain.

*{If Wrk17b = response}***Wrk17c**

What period does that Working Tax Credit payment cover?

- 1 One week
- 2 Two weeks
- 3 Three weeks
- 4 Four weeks
- 5 Calendar month
- 7 Two Calendar months
- 8 Eight times a year
- 9 Nine times a year
- 10 Ten times a year
- 13 Three months/13 weeks
- 26 Six months/26 weeks
- 52 One Year/12 months/52 weeks
- 90 Less than one week



- 95 One off/lump sum
- 97 None of these (EXPLAIN IN A NOTE)

*{IfWrk17c <=52}*

**WkPayTC**

COMPUTED VARIABLE. WEEKLY AMOUNT OF WTC

*{IfWrk16a = One Week to One Year}*

**WkPay**

COMPUTED VARIABLE. WEEKLY PAY

**Soft Check**

WkPay<=2000

INTERVIEWER PLEASE CHECK - Wrk17/Wrk16a.

The respondent's weekly pay seems high. Check to see if there has been any obvious miscodes (e.g. Have you not coded WHOLE POUNDS, is the period for which pay is received correct?).

*{IfWrk16a = RESPONSE}*

**Wrk18**

May I just check, what deductions were made from this pay for pension contributions?

INTERVIEWER: ENTER POUNDS AND PENCE

IF NONE, ENTER '0'.

Range = 0..9997.00

**WkPay18**

COMPUTED VARIABLE. WEEKLY AMOUNT OF PENSION CONTRIBUTIONS

*{IfWrk16a = RESPONSE AND IfWrk14 = yes, belongs to Trade Union}*

**Wrk19**

And may I just check, what deductions were made from this pay for union dues?

INTERVIEWER: ENTER POUNDS AND PENCE

IF NONE, ENTER '0'.

Range = 0..9997.00

**WkPay19**

COMPUTED VARIABLE. WEEKLY AMOUNT OF UNION FEES

*{IfWrk16a = RESPONSE}*

**Wrk20**

Were there any other deductions from this pay, except for tax and National Insurance?

1 Yes

2 No

*{IfWrk20 = yes}*

**Wrk21**

How much were these other deductions?

INTERVIEWER: ENTER POUNDS AND PENCE

Range = 1..9997.00

**WkPay21**

COMPUTED VARIABLE: WEEKLY AMOUNT OF OTHER DEDUCTIONS

**GrossPay**

**COMPUTED VARIABLE: GROSS PAY**

Range = 0..9999997.00

*{Display of pay and deductions}*

**WrkDisp**

INTERVIEWER, PRESS <ENTER> TO CONFIRM YOUR ENTRIES:

TAKE HOME PAY = (Wrk17)

TAX CREDITS = (Wrk17b)

PENSION DEDUCTION = (Wrk18)

UNION DUES = (Wrk19)

OTHER DEDUCTIONS = (Wrk21)

*{IfWrk16a = RESPONSE}*

**Wrk22**

[Is/Was] National Insurance usually deducted from your earnings?

1 Yes

2 No

*{IfWrk16a = RESPONSE}*

**Wrk23**

[Do/Did] you usually have Income Tax deducted from your earnings?

1 Yes

2 No

*{IfWrk16a = RESPONSE}*

**Wrk24**

You said you were paid £[Wrk17] last time. [Is/Was] this the amount you [are/were] usually paid?

1 Yes

2 No

*{IfWrk24 = no}*

**Wrk25**

Can I just check what [is/was] the amount you [are/were] usually paid?

IF VARIES, OR JUST STARTED JOB, ENTER DON'T KNOW [CTRL+K].

ENTER POUNDS AND PENCE

Range = 1..999997.00

*{IfWrk16a = RESPONSE}*

**Wrk26**

Can I check, [are/were] you on an hourly rate of pay in this job?

1 Yes

2 No

*{IfWrk26=Yes}*

**WrkHr**

What [is/was] your **basic** hourly rate?

NOT INCLUDING OVERTIME RATES

USE DECIMAL POINT TO RECORD HOURLY PAY IN POUNDS AND PENCE.

Range = 0.01..997.00

**WrkHrD**

INTERVIEWER: YOU'VE ENTERED A RATE OF £[WrkHr] PER HOUR. PRESS 'ENTER' TO CONFIRM THIS IS CORRECT.

*{If WrkStat = employee}*

**Wrk27**

How many hours a week [do/did] you usually work in this job, excluding meal breaks but including any paid overtime?

IF NO FIXED HOURS, ENTER 997.

Range = 1..997

*{If WrkStat = employee AND currently in work}*

**TravWr**

How do you usually travel to work?

CODE ONE ONLY, FOR THE LONGEST PART, BY DISTANCE, OF USUAL JOURNEY TO WORK.  
If different methods used on different days of the week, code method used on the majority of days in the week.

- 1 Underground, metro, light rail, tram
- 2 Train
- 3 Public bus, minibus or coach
- 4 Motorcycle, scooter or moped
- 5 Car or van
- 6 Taxi/minicab
- 7 Bicycle
- 8 On foot
- 9 Usually works from home
- 10 Other (Please specify)
- 11 *Other specific answer, not codeable to 1-9*
- 97 *Other vague answer, not codeable to 1-11*

*{If TravWr = Underground to Taxi}*

**Wrk30**

How much [do/did] you spend **per week** on travel to and from work [*{If TravWr= 4 or 5}* please include the cost of parking, petrol and congestion charges associated with your vehicle]?

INTERVIEWER: PLEASE CODE POUND AND PENCE.

IF NOTHING ENTER 0

Range = 0.00..250.00

**Soft check:**

IF Wrk30 > 50

ARE YOU SURE?

*{If TravWr = Other}*

**XtravSc**

Please specify other answer.

*{IfWrkStat = self-employed}*

**Wrk31**

You said you [are/were] self-employed in this job. May I just check, are/were you paid a salary or wage by an employer?

- 1 Yes
- 2 No

*{IfWrk31 = yes}*

**Wrk33^**

And may I just check, in this job [are/were] you..READ OUT..

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

*{IfWrkStat = Self-employed}*

**Wrk34**

How many hours each week [do/did] you usually work, including doing the books, VAT and so on?

Range = 0..168

**Soft check:**

IF Wrk34 > 100

ARE YOU SURE?

*{IfWrk34 = DK}*

**Wrk35**

Can you give me an estimate of the number of hours you usually work[ed] per week? Is it ... READ OUT

- 1 ...0-15,
- 2 16-23,
- 3 24-29?
- 4 or, 30 or more?

*{IfWrkStat = Self-employed}*

**Wrk36**

How long have you been [self-employed and working for others/in business]?

- 1 Under 6 months
- 2 6 months or more

*{IfWrk36 = under 6 months}*

**Wrk37**

What do you think your income from the business will be over the next six months?  
ENTER POUNDS AND PENCE.

Range = 0..999997.00

{IfWrk37 = 1..999997}

**Wrk38**

What period does that cover?

- 1 One week
- 2 Two weeks
- 3 Three weeks
- 4 Four weeks
- 5 Calendar month
- 7 Two Calendar months
- 8 Eight times a year
- 9 Nine times a year
- 10 Ten times a year
- 13 Three months/13 weeks
- 26 Six months/26 weeks
- 52 One Year/12 months/52 weeks
- 90 Less than one week
- 95 One off/lump sum
- 97 None of these (EXPLAIN IN A NOTE)

{IfWrk36 = 6 months or more}

**Wrk39**

On average, how much money do you take out of your business **each week** for your own and your family's use?

ENTER POUNDS AND PENCE

Range = 0..9997.00

**Wrk40**

Is this amount **all** the cash profit you make from your business or do you make an additional profit when you add up your income and expenses, which you take as extra income or a bonus?

- 1 Weekly allowance is only profit
- 2 Make additional profit
- 3 Makes a loss

{IfWrkStat = self-employed and Wrk40=Make additional profit}

**Wrk41**

So what do you estimate [is/was] your total income from the business after all expenses, taxes etc?

ENTER POUNDS AND PENCE

Range = 1..9999997.00

{IfWrk41 = 1..999997}

**Wrk42**

What period does that cover?

- 1 One week
- 2 Two weeks
- 3 Three weeks
- 4 Four weeks
- 5 Calendar month
- 7 Two Calendar months
- 8 Eight times a year
- 9 Nine times a year
- 10 Ten times a year
- 13 Three months/13 weeks
- 26 Six months/26 weeks

- 52 One Year/12 months/52 weeks
- 90 Less than one week
- 95 One off/lump sum
- 97 None of these (EXPLAIN IN A NOTE)

*{IfWrk36 = 6 months or more}*

**Wrk43**

What is the most recent year for which you have full accounts?

Range = 1990..2050

*{IfWrkStat = self-employed}*

**Wrk47**

How much National Insurance [do/did] you pay?

ENTER POUNDS AND PENCE

Range = 0..99997.00

**Wrk48**

What period does that cover?

- 1 One week
- 2 Two weeks
- 3 Three weeks
- 4 Four weeks
- 5 Calendar month
- 7 Two Calendar months
- 8 Eight times a year
- 9 Nine times a year
- 10 Ten times a year
- 13 Three months/13 weeks
- 26 Six months/26 weeks
- 52 One Year/12 months/52 weeks
- 90 Less than one week
- 95 One off/lump sum
- 97 None of these (EXPLAIN IN A NOTE)

*{IfWorking = Worked since April 01 OR pWorkin = Worked since last interview}*

**Wrk76**

SHOW CARD F3

What was the **main** reason why you left your last main job?

CODE ONE MAIN REASON ONLY.

- 1 It was a fixed term or temporary job
- 2 You were made redundant
- 3 You were dismissed
- 4 You were pregnant
- 5 For health reasons
- 6 You decided to leave yourself
- 7 College/ full-time study
- 8 Wanted to look after family
- 9 Childcare broke down
- 10 Breakdown of marriage/relationship
- 11 Problems with transport
- 12 Another reason (SPECIFY AT NEXT QUESTION)
- 13 *Financial reasons (these could be coded as 6, you decide to leave yourself)*

- 14 Retired
- 15 Other specific answer, not codeable to 1-14
- 97 Other vague answer, not codeable to 1-15

{If Wrk76 = other}

**Wrk77**

ENTER OTHER REASON FOR LEAVING LAST JOB.

{If Wrk76 = Problems with Transport}

**PrbTyp^**

What sort of problems with transport were these?

INTERVIEWER: CODE ALL THAT APPLY

- 1 Too far
- 2 Car not available
- 3 Don't have a current driving licence/ can't drive
- 4 Cost of petrol
- 5 Lack of parking facilities
- 6 Cost of parking
- 7 Traffic congestion/ roadworks
- 8 Inadequate public transport
- 9 Cost of using public transport
- 10 Personal physical difficulties/ disability
- 11 Personal safety concerns
- 12 Congestion charges
- 13 Other (Please specify)
- 14 Other specific answer, not codeable to 1-13
- 97 Other vague answer, not codeable to 1-14

{if PrbTyp = other}

**PrbOTyp**

What other problems?

{If Working = Currently working or Worked since April 01 OR pWorkin = Currently Working or Worked since last interview}

**Wrk78**

Apart from the job you have just told me about, do you (did you at the **same** time) do any other paid work that brings (brought) you a regular income?

(INCLUDES FOSTERING FEES & SIMILAR ALLOWANCES)

- 1 Yes
- 2 No

{If Wrk78 = yes}

**Wrk79^**

What kind of extra paid work [do/did] you do?

- 1 Cleaning (includes domestic work)
- 2 Social care, care for adults
- 3 Childcare, babysitting
- 4 Secretarial work
- 5 Catering
- 6 Fostering
- 7 Hairdressing
- 8 Catalogue agent
- 9 Shop assistant
- 10 Teaching

- 11 Other specific answer, not codeable to 1-10
- 97 Other vague answer, not codeable to 1-11

{IfWrk78 = yes}

**Wrk80**

[Do/Did] you work as an employee in this work or [are/were] you self-employed?

- 1 Employee
- 2 Self-employed
- 3 Government scheme
- 4 Unpaid family worker

NODK, NOREFUSAL

{IfWrk78 = yes}

**Wrk81**

How much [do/did] you receive for this extra paid work, after taxes and any other deductions?

INTERVIEWER:INCLUDE MONEY FROM ALL THEIR JOBS.

ENTER POUNDS AND PENCE"

Range = 0..99997.00

{IfWrk81 = 1..99997}

**Wrk82**

What period of time does that amount cover?

- 1 One week
- 2 Two weeks
- 3 Three weeks
- 4 Four weeks
- 5 Calendar month
- 7 Two Calendar months
- 8 Eight times a year
- 9 Nine times a year
- 10 Ten times a year
- 13 Three months/13 weeks
- 26 Six months/26 weeks
- 52 One Year/12 months/52 weeks
- 90 Less than one week
- 95 One off/lump sum
- 97 None of these (EXPLAIN IN A NOTE)

{IfWrk81 = 1..9997}

**Wrk83**

And how many hours each week [do/did] you usually work for this extra money?

Range = 1..97

{IfWrk78 = yes}

**Wrk84**

How often [do/did] you do this extra paid work?

- 1 Every week
- 2 Every second week
- 3 Every third week
- 4 Every fourth week
- 5 Less often than this



**TrainIntro**

## QUESTIONS ABOUT TRAINING

*{If WrkStat = emp and been in job for at least 2 months}*

**Wrk86**

[Have you done/Did you do] any work-related training, or [has/did your employer ever offer[ed]] you any work-related training in [the last 12 months/your last 12 months in this job]?

IF YES: PROBE TO ANSWER CATEGORIES.

- 1        yes, done work related training
- 2        yes, offered but not attended work-related training
- 3        no

*{If Wrk86 = yes done}*

**Wrk88**

Was that training ... READ OUT ...

- 1        ...on the job training only,
- 2        training away from your job,
- 3        or both?

**Wrk89**

In total, in the last 12 months how much training did you do?

- 1        Half a day
- 2        One day only
- 3        2-3 days
- 4        4-5 days
- 5        Less than two weeks
- 6        Two weeks or more

## 10 Activity History

ASK FOR MAIN RESPONDENT AND PARTNER SEPARATELY

For panel cases, entry into the activity history module is conditioned upon the respondent having started their current spell of activity in the 12 months after the date of the last interview. If started their current activity before that date, work history is ignored. If started their current activity after that date, ask about each activity until get to activity that commenced prior to the date of interview.

Textfill:

^PACTIV:= activity coded in previous iteration

^CACTIV:= activity coded in current iteration

^ACTIVITY:= response from Wrk1a

IF Wrk1a = FullT or PartT, THEN ^WHENSTART:= You also said that you started work in {response from Wrk7}{response from Wrk6}. PRESS 'ENTER' TO CONFIRM START YEAR IS CORRECT. IF NOT CORRECT, TYPE IN CORRECT YEAR.

IF Wrk1a <> FullT or PartT, THEN ^WHENSTART:= How long have you been ^ACTIVITY? When did it start? FIRST ENTER THE YEAR.

if first iteration of table:

^ALREADY:= (OR IF IT IS ALREADY INSERTED, PRESS <ENTER> TO CONFIRM)

^DISPYR:= PRESS <ENTER> TO CONTINUE

^DISPMO:= PRESS <ENTER> TO CONTINUE

Else if second or subsequent iteration of table:

^ALREADY:=

^DISPYR:= FIRST ENTER THE YEAR...

^DISPMO:= ...NOW ENTER THE MONTH

OVERVIEW OF WORK HISTORY TABLE: note that entries in parentheses are automatically displayed, from a previous answer

	Activity	Short label	Activity start year	Activity start month	end year	end month	if activity = work, extra Qs
1.	(=current activity)		(if=work, auto disp)	(if=work, auto disp)	(=2004)	(=month of wave 5 intervw)	(skipped for first iteration)
2.			(= end year from 1.)	(= end month from 1.)			
3. etc			(= end year from 2.)	(= end month from 2.)			

## FIRST ITERATION

Wrksta is automatic, DISPLAY ONLY at the first iteration: the program copies this data into the Work Activity area, for completeness and ease of analysis.

### **Wrksta[1]**

INTERVIEWER: DISPLAY OF CURRENT ACTIVITY, PRESS <ENTER> TO CONTINUE :

- 1 Working 16 or more hours per week
- 2 Working fewer than 16 hours per week
- 3 Unemployed and seeking work
- 4 On a training scheme,
- 5 Full time education/at school
- 6 Sick/disabled (up to 6 months)
- 7 Sick/disabled (6 months or longer)
- 8 Looking after the home or family
- 9 Caring for a sick, elderly or disabled person
- 10 Retired,
- 11 Other

Display of the 'WORK STATUS' LABEL from above question or

### **Wrklab[1]**

ENTER (SHORT) DESCRIPTION OF 'OTHER' ACTIVITY.

*{If currently in work: Work1a = 1 or 2}*

### **Wrksyr[1]**

I'd now like you to think about what you have been doing over the last year or so, back to [*date of last interview/2004*]. Earlier you said that last week you were ^ACTIVITY.[How long have you been ^ACTIVITY? When did it start? / You also said that you started work in month/year.].  
(ENTER YEAR)

HELP SCREEN: Each job recorded should be with a different employer. If the respondent moves to a different job within the same organisation this counts as the same job unless they change from working up to 16 hours to 16 hours or more hours, or vice-versa.

INTERVIEWER: CHECK THAT RESPONDENT HAS BEEN DOING THIS CONTINUOUSLY SINCE THEN AND THAT THERE WAS NO TIME IN BETWEEN WHEN THE SITUATION CHANGED.

Range = 1940..2050

### **Wrksmo[1]**

INTERVIEWER: ENTER MONTH RESPONDENT STARTED BEING ^CACTIV. ^ALREADY

Range = 1..12

### **Wrkfyr[1]**

ASK OR CODE: When did that period of being ^CACTIV stop?

Range = 1940..2050

### **Wrkfmo[1]**

ENTER MONTH RESPONDENT STOPPED BEING ^CACTIV.

Range = 1..12

## SECOND AND SUBSEQUENT ITERATIONS

### **Wrksta[2+]**

What were you doing immediately before this period when you were ^PACTIV?

READ OUT...CODE FIRST TO APPLY

- 1 Working 16 or more hours
- 2 Working fewer than 16 hours
- 3 Unemployed and seeking work
- 4 On a training scheme,
- 5 Full time education/at school
- 6 Sick/disabled (up to 6 months)
- 7 Sick/disabled (6 months or longer)
- 8 Looking after the home or family
- 9 Caring for a sick, elderly or disabled person
- 10 Retired
- 11 Other

### **Wrklab[2+]**

[DISPLAY WORK STATUS LABEL FROM PREVIOUS QUESTION]

If other: Wrksta = 11

ENTER (SHORT) DESCRIPTION OF 'OTHER' ACTIVITY

### **Wrksyr[2+]**

When did you start that period of being ^CACTIV?

FIRST ENTER THE YEAR.

INTERVIEWER: CHECK THAT RESPONDENT HAS BEEN DOING THIS CONTINUOUSLY SINCE THEN AND THAT THERE WAS NO TIME IN BETWEEN WHEN THE SITUATION CHANGED.

Range = 1940..2050

### **Wrksmo[2+]**

INTERVIEWER: ENTER MONTH RESPONDENT STARTED BEING ^CACTIV

Range = 1..12

### **Wrkfyr[2+]**

And can I check, that period of being ^CACTIV *stopped* in...

READ THE YEAR, PRESS <ENTER> TO CONFIRM?

Range = 1940..2050

### **Wrkfmo[2+]**

MONTH RESPONDENT STOPPED BEING ^PACTIV.

PRESS <ENTER> TO CONFIRM:

Range = 1..12

*NEXT SEQUENCE IS SKIPPED FOR ITERATION 1, ONLY COMING UP FOR 2+, IF ACTIVITY = WORK*

{IfWrksta[2+] = 1 or 2}

**Wrkemp[2+]**

Were you working as an employee or were you self employed?

- 1 Employee
- 2 Self-employed
- 3 Government scheme
- 4 Unpaid family worker

**Wrkhrs[2+]**

About how many hours a week did you usually work in this job, excluding meal breaks but including any paid overtime?

IF NO FIXED HOURS, ENTER 997

Range = 1..997

**Wrkpay[2+]**

What was your usual *take home* pay in this job?

IF NO USUAL PAY, ENTER AMOUNT RECEIVED IN LAST WAGES.

ESTIMATE OK

Range = 1..999999.00

{IfWrkpay = 1..999999}

**Wrkppd[2+]**

What period of time did that pay cover?

- 1 One week
- 2 Two weeks
- 3 Three weeks
- 4 Four weeks
- 5 Calendar month
- 7 Two Calendar months
- 8 Eight times a year
- 9 Nine times a year
- 10 Ten times a year
- 13 Three months/13 weeks
- 26 Six months/26 weeks
- 52 One Year/12 months/52 weeks
- 90 Less than one week
- 95 One off/lump sum
- 97 None of these (EXPLAIN IN A NOTE)

*{If Wkrsta = Unemployesd or Looking after Family}*

**WrkIS[2+]**

Were you receiving Income Support or Jobseeker's Allowance (JSA) at that time? IF YES: Income Support or Jobseeker's Allowance?

- 1 Yes, Income Support
- 2 Yes, JSA
- 3 Both
- 4 No, neither

**END OF TABLE.**

{REPEAT Wrksta - Wrksig UNTIL START DATE OF ACTIVITY IS APRIL 2002 / DATE OF LAST INTERVIEW OR EARLIER.}

**WORK HISTORY CHECKS:**

Hard: dates at Wrksyr and Wrkfyr must be after respondent's year of birth, else display: THIS IS BEFORE THE RESPONDENT WAS BORN. PLEASE AMEND.

Soft: dates at Wrksyr and Wrkfyr should be after respondent's 15<sup>th</sup> birthday, else display: ARE YOU SURE? THE RESPONDENT WAS VERY YOUNG.

Hard: start dates and end dates must be on or before the date of interview, else display: THIS DATE IS IN THE FUTURE. PLEASE AMEND.

Hard: end date must be after start date, else display: THE END DATE IS BEFORE THE START DATE. PLEASE AMEND.

Soft: two consecutive activities should not have the same activity code at Wrksta, unless they are FullT or PartT, else display: THIS IS THE SAME ACTIVITY CODE AS THE PREVIOUS ACTIVITY. PLEASE AMEND OR EXPLAIN IN A NOTE.

Hard: the start date of activity [n] must be before the start date of activity [n-1], else display: THE PREVIOUS START DATE IS BEFORE THIS ONE. PLEASE AMEND.

Soft: if the start date of one activity is not immediately after the end date of the previous activity, display: THERE IS A GAP OR OVERLAP BETWEEN SPELL {^n} AND THE SPELL ABOVE. THIS ACTIVITY FINISHES ON ^DATE BUT THE ACTIVITY ABOVE STARTS ON ^DATE. PLEASE CHANGE. IF YOU SUPPRESS THIS WARNING YOU MUST EXPLAIN IN A NOTE.

*{If lone parent now, if working now, started work since October 1999, and immediately prior spell was receiving IS or JSA}*

**LPBR1**

Some lone parents who leave Income Support or JSA and move into work may keep their Income Support or JSA payments for two weeks. Were you aware of this?

- 1 Yes
- 2 No

*{If LPBR=Yes}*

**LPBR2**

How did you hear about this scheme?

- 1 Jobcentre / Jobcentre Plus / Benefits Office
- 2 Citizen's Advice Bureau
- 3 Welfare Rights worker
- 4 Work colleagues
- 5 Friends
- 6 Advertisement
- 7 Other

{If LPBR=Yes}

**LPBR3**

Have you [ever] benefited from this scheme yourself [since [date of last interview]]?

- 1 Yes
- 2 No

{LPBR3=Yes}

**LPBR4**

If you had not received the Benefit Run-on would you ... READ OUT ...

- 1 ... have not been able to move into work,
- 2 ... have moved into work, but found it more difficult to manage financially, or
- 3 ... have moved into work and not had any financial difficulties doing so?

*{The following is asked of PARTNERS ONLY}*

*{All not currently receiving WTC in pay: Wrk17a ne yes (Taken from the main respondent's answers)}*

**pFC1a**

There is a payment available to help parents who work more than 16 hours a week. Do you know the name of this payment?

IF 'YES' ASK: What is it called?

DO NOT READ OUT.

- 1 Family Credit
- 2 FIS
- 3 Working Tax Credit
- 4 Child Tax Credit
- 5 Income Support/MIG/Pension
- 6 Family Allowances
- 7 Working Families Tax Credit
- 8 Don't know
- 9 Other name (SPECIFY AT NEXT QUESTION)

## 11 Childcare

### ASKED OF MAIN RESPONDENT ONLY

*{If any children aged 0 – 16 in household}*

#### **Cintro**

SHOW CARD F4

The next section is about childcare that you may use to look after your child(ren). We are interested in all the different types of childcare shown on this card. By 'childcare' I mean care carried out by anyone **other** than yourself [or your partner]. Please include all types of childcare and early years education that you ever use.

[Please do not include time when your children were in school during school hours]

*{If Cintro=No and respondent is working}*

#### **CcNNe**

Can I just check what arrangements do you use to look after [your children/your child] when you are working?

CODE ALL THAT APPLY

- 1 Looked after by husband/wife/partner
- 2 Old enough to look after themselves
- 3 I only work during school hours
- 4 I work at home
- 5 Other type of arrangement

### EMPLOYER-PROVIDED CHILDCARE - QUESTIONS AT OVERALL LEVEL

*{If respondent or partner currently working as an employee and Cintro=Yes}*

#### **Ech1**

First, can I just check does [your employer/ your employer or your partner's employer] provide childcare of any kind or offer you help to pay for the cost of your childcare, even if you do not make use of it?

INCLUDE PAYMENTS FOR CHILDCARE. INCLUDE ANY ON-SITE FRANCHISES:

- 1 Yes
- 2 No

*{If Ech1=Yes}*

#### **Ech3**

Do you make use of this childcare or help?

- 1 Yes
- 2 No

### TABLE FOR EACH CHILD IN THE HOUSEHOLD

*{If Cintro=Yes}*

#### **Wrkch1a**

Do you use the same childcare arrangements for looking after [name of child] during school term-time and in school holidays?

INTERVIEWER: IF USE MORE THAN ONE ARRANGEMENT/PROVIDER, ALL MUST BE THE SAME IN SCHOOL TIME AND HOLIDAYS TO CODE YES

- 1 Yes
- 2 No

*{If Wrkch1a =yes }*



**Wrkch1c**

Are the number of hours per week used to look after [name of child] the same during school term-time and in school holidays (for each childcare provider)?

INTERVIEWER: IF NUMBER OF HOURS NOT THE SAME: Do you use more hours of childcare during school term-time or less hours during school term-time?

- 1 No - Use more hours during school term-time
- 2 No - Use less hours during school term-time
- 3 Yes

*{If Cintro=Yes}*

**Wrkch2a^**

SHOW CARD F4

*If Wrkch1a=Yes* [First, thinking about during school term-time. What] are your usual arrangements for looking after [name of child]?

*If Wrkch1a= No* [What] are your usual arrangements for looking after [name of child]?

INTERVIEWER: WE ARE INTRESTED IN ALL CHILDCARE USED WHETHER IT IS REGULAR OR OCCASIONAL, FORMAL OR INFORMAL.

- 0 No types of childcare or nursery eduaction used
- 1 Nursery school or nursery class
- 2 Special day school or nursery or unit for children with special educational needs
- 3 Day nursery or crèche
- 4 Playgroup or pre-school [including welsh medium]
- 5 Childminder
- 6 Nanny or au pair or childcarer in the home
- 7 Baby-sitter who came to home
- 8 Breakfast club or After school club, on school/nursery school site
- 9 Breakfast club or After school club, not on school/nursery school site
- 10 Holiday club/scheme
- 11 My ex-husband/wife/partner / the child's non resident parent
- 12 The child's grandparent(s)
- 13 The child's older brother/sister
- 14 Another relative
- 15 A friend or neighbour
- 16 Other nursery education provider
- 17 Other childcare provider

*{IF Wrkch2a = more than three types of arrangements}*

**Wrkch2^**

SHOW CARD F4

And of these childcare arrangements, which **three** do you use the most?

CODE UP TO THREE RESPONSES.

- 0 No types of childcare or nursery education used
- 1 Nursery school or nursery class
- 2 Special day school or nursery or unit for children with special educational needs
- 3 Day nursery or crèche
- 4 Playgroup or pre-school [including welsh medium]
- 5 Childminder
- 6 Nanny or au pair or childcarer in the home
- 7 Baby-sitter who came to home
- 8 Breakfast club or After school club, on school/nursery school site
- 9 Breakfast club or After school club, not on school/nursery school site
- 10 Holiday club/scheme

- 11 My ex-husband/wife/partner / the child's non resident parent
- 12 The child's grandparent(s)
- 13 The child's older brother/sister
- 14 Another relative
- 15 A friend or neighbour
- 16 Other nursery education provider
- 17 Other childcare provider

## RESPONDENT'S USE OF CHILDCARE DURING SCHOOL TERM-TIME

### TABLE FOR EACH CHILD AND EACH TYPE OF CHILDCARE USED (If Wrkch2 = Nursery school-friend/neighbour)

{If Wrkch2 =Nanny/Au Pair/ childcarer in the home}

#### HcarerA

Does the Nanny/ Au Pair/ childcarer in the home who looks after [name of child] live in your home?

- 1 Yes
- 2 No

{If Wrkch2 =Nanny/Au Pair/childcarer}

#### HcarerB

Is the Nanny/ Au Pair /childcarer who looks after [name of child] approved?

PROBE IF UNSURE: Do you know if they have a certificate of approval? IF SO, CODE YES.

HELP SCREEN: This means the childcarer is approved by Ofsted to care for children under 8 years old in the home of the child's parents. Being approved is **not** the same as being 'registered' childcare.

- 1 Yes
- 2 No

{If Wrkch2= childminder/child's grandparent(s)/other relative/neighbour or friend }

#### CmndA

If Wrkch2 =grandparent/other relative/friend or neighbour [Sometimes friends or relatives can also be registered childminders,]

Is the [childminder/child's grandparent(s)/other relative/neighbour or friend] who looks after [name of child] a registered childminder?

- 1 Yes
- 2 No

{For each type of childcare: Wrkch2= Nursery school-friend/neighbour}

#### Wrkch3

How many hours per week does [name of child] usually spend being looked after by ... [type of childcare mentioned at Wrkch2] ... during school term-time?

INTERVIEWER ADD IF NECESSARY: If you are unsure, please give an estimate.

Range = 1..168

[If respondent is working]

#### Wrkch3a

When [name of child] is being looked after by [type of childcare mentioned at Wrkch2] are you at work, including travel to and from work, for ...READ OUT...

- 1 ...all of that time,
- 2 some of that time,

3 or none of that time?

*{For each type of childcare: Wrkch2= Nursery school-friend/neighbour}*

**Wrkch4** (Wrk52)

Do you usually have to pay for [type of childcare mentioned at Wrkch2] during school term-time?

INTERVIEWER: PAYMENT REFERS TO A MONETARY AMOUNT.

1 Yes

2 No

*{If Wrkch4=yes}*

**Wrkch5** (Wrk54)

How much do you pay for ... [type of childcare mentioned at Wrkch2] ... for [name of child] during school term-time? [Do not include vouchers, money or bills paid for by your/your partner's employer].

INTERVIEWER: ENTER POUNDS AND PENCE

IF AMOUNT PAID COVERS ALL CHILDREN RECORD AMOUNT AT FIRST CHILD AND CODE 9997 FOR ALL SUBSEQUENT CHILDREN

Range = 0.01..9997.00

*{If Wrkch5 = 1.. 9996.99}*

**Wrkch6**

What period of time does that cover?

1 Hour

2 Half day (session)

3 Day

4 Week

5 Calendar month

6 Term,

7 Year,

8 One-off cost / lump-sum

9 None of these (Explain in note)

**Soft Check:**

IF Amount per hour or day < £1,000

INTERVIEWER: THIS AMOUNT SEEMS QUITE HIGH. PLEASE CHECK FIGURE WITH RESPONDENT

*{If Wrkch4=yes}*

**Wkch6a**

At any time in the past year, that is since [month of current interview] [year of current interview-1], have the rates charged by ... [type of childcare mentioned at Wrkch2] ... for [name of child] increased or decreased at all?

1 increased

2 decreased

3 (spontaneous) stayed the same

*{If Wkch6a=increased or decreased}*

**Wrk6b**

When the charges [increased/ decreased] did this affect the number of hours that you used ... [type of childcare mentioned at Wrkch2] ... for [name of child]?

INTERVIEWER: IF YES PROBE: Did the hours increase or decrease?

- 1 yes, number of hours increased
- 2 yes, number of hours decreased
- 3 no

*{If doesn't pay for childcare (Wrkch4 = No)}*

**Wrkch4a^**

SHOW CARD F5

Do you do any of the things on this card to repay ... [type of childcare mentioned at Wrkch2] ... for looking after [name of child] during school term-time?

- 1 Look(ed) after his/her child(ren) in return
- 2 Do(Did) him/her a favour
- 3 Give(Gave) him/her a gift or treat
- 4 Something else
- 5 None of these

*{If uses employer's childcare/help (Ech3=yes) ask for each type of childcare nursery school – Holiday club/scheme}*

**Ir1**

Does [your employer/ your employer or your partner's employer] provide or help you pay for ...[type of childcare mentioned at Wrkch2] ... for [name of child] during school term-time?  
INCLUDE CHILDCARE PLACES, VOUCHERS, PAYMENTS.

- 1 Yes
- 2 No

**NatCen:** Ir4 to Ir5 now asked at family level

*{If Ir1=Yes}*

**Ir6**

How much does [your employer/ your employer or your partner's employer] pay for ...[type of childcare mentioned at Wrkch2] for [name of child] ...during school term-time?

INTERVIEWER: ENTER POUNDS AND PENCE

IF AMOUNT PAID BY EMPLOYER COVERS ALL CHILDREN RECORD AMOUNT AT FIRST CHILD AND CODE 9997 FOR ALL SUBSEQUENT CHILDREN

EMPLOYER CONTRIBUTION MAY BE VOUCHERS, MONEY, REDUCED CHARGES OR PAID BILLS.

Range = 0.01..9997.00

*{If IR6 = 1 .. 9996.99 }*

**IR7**

What period of time does that cover?

- 1 Hour,
- 2 Half day (session)
- 3 Day
- 4 Week
- 5 Calendar month
- 6 Term
- 7 Year
- 8 One-off cost / lump-sum
- 9 None of these (Explain in note)

**NatCen:** Ir2 to Ir2o now asked at family level

*{If employer provided (Ir1= yes) AND childcare type is day nursery }*

**Ir3**

Is the day nursery or creche that you use for [name of child] provided on the employer's own premises?

- 1 Yes
- 2 No

**END TABLE (childcare arrangement)**

**END TABLE (each child)**

## RESPONDENT'S USE OF CHILDCARE DURING SCHOOL HOLIDAYS

### TABLE for each child whose childcare arrangements differ between school term-time and holidays

*{IF Use childcare (Cintro=Yes) AND  
have same childcare provider, but different hours (Wrkch1a=Yes and Wrkch1c=No)  
OR IF Has different childcare provider in School holidays (Wrkch1a=No )}*

#### **HolInt**

You said earlier that you had different arrangements for looking after [name of child] in school term-time and school holidays. The next questions are about what happens in school holidays.

*{If has different childcare provider in School holidays (Wrkch1a=No )}*

**Wrkch7a^** (Wrk51)

SHOW CARD F6

What are your usual arrangements for looking after [name of child] during the school holidays?:

CODE ALL THAT APPLY

INTERVIEWER: WE ARE INTRESTED IN ALL CHILDCARE USED WHETHER IT IS REGULAR OR OCCASIONAL, FORMAL OR INFORMAL.

- 0 No types of childcare or nursery education used
- 1 Nursery school or nursery class
- 2 Special day school or nursery or unit for children with special educational needs
- 3 Day nursery or crèche
- 4 Playgroup or pre-school [including welsh medium]
- 5 Childminder
- 6 Nanny or au pair or childcarer in the home
- 7 Baby-sitter who came to home
- 8 Breakfast club or After school club, on school/nursery school site
- 9 Breakfast club or After school club, not on school/nursery school site
- 10 Holiday club/scheme
- 11 My ex-husband/wife/partner / the child's non resident parent
- 12 The child's grandparent(s)
- 13 The child's older brother/sister
- 14 Another relative
- 15 A friend or neighbour
- 16 Other nursery education provider
- 17 Other childcare provider

*{IF Wrkch7a = more than three types of arrangements}*

**Wrkch7^**

SHOW CARD F6

And of these childcare arrangements, which **three** do you use the most?

CODE UP TO THREE RESPONSES.

INTERVIEWER: WE ARE INTRESTED IN ALL CHILDCARE USED WHETHER IT IS REGULAR OR OCCASIONAL, FORMAL OR INFORMAL.

- 1 Nursery school or nursery class
- 2 Special day school or nursery or unit for children with special educational needs
- 3 Day nursery or crèche
- 4 Playgroup or pre-school [including welsh medium]
- 5 Childminder
- 6 Nanny or au pair or childcarer in the home
- 7 Baby-sitter who came to home
- 8 Breakfast club or After school club, on school/nursery school site
- 9 Breakfast club or After school club, not on school/nursery school site
- 10 Holiday club/scheme
- 11 My ex-husband/wife/partner / the child's other non resident parent

- 12 The child's grandparent(s)
- 13 The child's older brother/sister
- 14 Another relative
- 15 A friend or neighbour
- 16 Other nursery education provider
- 17 Other childcare provider

*{If Wrkch7 = Nanny/Au pair/childcarer in the home and WrkCh2= Nanny/Au pair/childcarer in the home}*

**HcareS**

INTERVIEWER CODE OR ASK: Is the nanny/au pair/childcarer in the home who looks after [name of child] the same person that you use during term time?:

- 1 Yes
- 2 No

*{If not the same Nanny/au pair in school holidays or if only use Nanny/au pair in school holidays*

*If Wrkch7 = Nanny/Au pair/childcarer in the home ~~Home childcarer~~ and WrkCh2= Nanny/Au pair/~~Home childcarer~~ and HcareS=No or If Wrkch7 = Nanny/Au pair/childcarer in the home and WrkCh2not equal to Nanny/Au pair/ }*

**HcarerAA**

Does the Nanny/ Au Pair/ childcarer who looks after [name of child] live in your home?

- 1 Yes
- 2 No

**HcarerBB**

Is the Nanny/ Au Pair/ childcarer who looks after [name of child] approved?

PROBE IF UNSURE: Do you know if they have a letter confirming that they are approved? IF SO, CODE YES.

HELP SCREEN: This means the childcarer is approved by Ofsted to care for children under 8 years old in the home of the child's parents. Being approved is **not** the same as being 'registered' childcare.

- 1 Yes
- 2 No

**CmndB**

Is the childminder who looks after [name of child] the same person as that used during term time?

- 1 Yes
- 2 No

**CmndC**

Is the childminder who looks after [name of child] a registered childminder?

- 1 Yes
- 2 No

*{For each type of childcare: Wrkch7= Nursery school-friend/neighbour}*

**Wrkch8**

How many hours per week does [name of child] usually spend being looked after by ...[type of childcare mentioned at Wrkch7]... during the school holidays?

INTERVIEWER ADD IF NECESSARY: If you are unsure, please give an estimate.

Range = 1..168

*{If respondent is working}*

**Wrkch8a**

When [name of child] is being looked after by [type of childcare mentioned at Wrkch2] are you at work, including travel to and from work, for ...READ OUT...

- 1 ...all of that time,
- 2 some of that time,
- 3 or none of that time?

*{For each type of childcare: Wrkch7= Nursery school-friend/ neighbour}*

**Wrkch9** (Wrk53)

Do you usually have to pay for [type of childcare mentioned at Wrkch7] during the school holidays?

INTERVIEWER: PAYMENT REFERS TO A MONETARY AMOUNT.

- 1 Yes
- 2 No

*{If Wrkch9=yes}*

**Wrkch10** {Wrk55}

How much do you pay for ... [type of childcare mentioned at Wrkch7]... for [name of child] during the school holidays. [Do not include vouchers, money or bills paid for by your/your partner's employer?]

INTERVIEWER: ENTER POUNDS AND PENCE

IF AMOUNT PAID COVERS ALL CHILDREN RECORD AMOUNT AT FIRST CHILD AND CODE 9997 FOR ALL SUBSEQUENT CHILDREN

Range = 0.01..9997.00

*{If pays in 1.. 9996.99}*

**Wrkch11**

What period does that cover?

- 1 Hour
- 2 Half day (session)
- 3 Day
- 4 Week
- 5 Calendar month
- 6 Term
- 7 Year
- 8 One-off cost / lump-sum
- 9 None of these (Explain in note)

**Soft Check:**

IF Amount per hour or day < £1,000

INTERVIEWER: THIS AMOUNT SEEMS QUITE HIGH. PLEASE CHECK FIGURE WITH RESPONDENT

*{If doesn't pay for child care Wrkch9 = No}*

**Wrkch9a^**

SHOW CARD F7



Do you do any of the things on this card to repay ... [type of childcare mentioned at Wrkch7] for looking after [name of child] during the school holidays?

- 1 Look(ed) after his/her child(ren) in return
- 2 Do(Did) him/her a favour
- 3 Give(Gave) him/her a gift or treat
- 4 Something else
- 5 None of these

*{IFuses employer's childcare (Ech3=yes), ask for each type of childcare Wrkch7= Nursery school-Holiday club/scheme}*

**Ir11**

Does [your employer] provide or help pay for ... [type of childcare mentioned at Wrkch7]... for [name of child] during the school holidays?

INCLUDE CHILDCARE PLACES, VOUCHERS, PAYMENTS.

- 1 Yes
- 2 No

*{If Ir11=Yes}*

**Ir66**

How much does your employer pay for ...[type of childcare mentioned at Wrkch7] ... for [name of child] (during the school holidays)?

INTERVIEWER: ENTER POUNDS AND PENCE

IF AMOUNT PAID BY EMPLOYER COVERS ALL CHILDREN RECORD AMOUNT AT FIRST CHILD AND CODE 9997 FOR ALL SUBSEQUENT CHILDREN

EMPLOYER CONTRIBUTION MAY BE VOUCHERS, MONEY, REDUCED CHARGES OR PAID BILLS.

Range = 0.01..9997.00

*{If Ir66 = 1 .. 9996.99}*

**IR77**

What period of time does that cover?

- 1 Hour
- 2 Half day (session)
- 3 Day
- 4 Week
- 5 Calendar month
- 6 Term
- 7 Year
- 8 One-off cost / lump-sum
- 9 None of these (Explain in note)

*{If employer provided (Ir11= yes) and childcare type is day nursery }*

**Ir33**

Is the day nursery or creche that you use for [name of child] provided on the employer's own premises?

- 1 Yes
- 2 No

**END TABLE (childcare arrangement)**

**END TABLE (for each child whose childcare arrangements differ between school term-time and holidays)**

## EMPLOYER PROVIDED CHILDCARE - QUESTIONS AT OVERALL LEVEL

*Asked at family level if respondent uses employer provided childcare  
{If employer provided childcare Ech3= Yes and (Ir1= Yes) or (Ir11=Yes)}*

**Ir4^**

SHOW CARD F8

How does [your employer/ your employer or your partner's employer] provide or help pay for the childcare that you use?

CODE ALL THAT APPLY

- 1 Free places
- 2 Places at normal rates
- 3 Vouchers
- 4 Provides money to meet expenses
- 5 Pays the bills
- 5 [spontaneous code] Other way

*{If employer pays for childcare in full/part (IR4 =Free places to Other)}*

**IR5**

In return for [your employer/ your employer or your partner's employer]'s help do [you/you or your partner] have a reduced salary?

- 1 Yes
- 2 No

*{Ask all}*

**Ir2^**

SHOW CARD F9

Thinking of all the childcare that you use, what were your reasons for choosing [this/these] type[s] of childcare?

CODE ALL THAT APPLY

- 1 Quality of provision
- 2 Location
- 3 Availability
- 4 Cost
- 5 Other (SPECIFY)

{IF Ir2=Other}

**Ir2o**

PLEASE SPECIFY

{If respondent and/or partner is working}

**CCchg**

Thinking just about during the school holidays, do [you/you and your partner/your partner] change your working arrangements?

- 1 Yes
- 2 No

{If CcHg=Yes}

**CCHow^**

SHOW CARD F10

How do [your/you and your partner's/your partner's] work arrangements change?

CODE ALL THAT APPLY

- 1 I take leave/do not work
- 2 I take time off in lieu
- 3 I work fewer hours
- 4 I work more hours
- 5 I work at home
- 6 My partner takes leave/does not work
- 7 My partner takes time off in lieu
- 8 My partner works fewer hours
- 9 My partner works more hours
- 10 My partner works at home
- 11 Other change in working arrangement

**KidsDep**

**COMPUTED VARIABLE:** If any dependent children aged 0-16 in the household.

- 1 Yes
- 2 No

{All with dependent children aged 0-16 KidsDep=Yes}

**Sources ^**

SHOW CARD F9

In the last 12 months, that is since [date, one year ago], from which, if any, of these people or places have you obtained information about childcare in your local area?

By 'your local area' I mean any places that are near enough for you to be able to use them on a regular basis, regardless of whether or not you have used them.

PROBE: Which others?

- 1 Word of mouth (e.g. friends or relatives)
- 2 Children's information services
- 3 ChildcareLink (the national helpline and web site)
- 4 National organisation(s) (e.g. Kids' Club Network, Citizen's Advice Bureau)
- 5 Employment Service or Jobcentre adviser
- 6 Your employer
- 7 Local advertising (e.g. in shop windows, local newspaper)
- 8 Yellow Pages
- 9 Doctor's surgery
- 10 Health visitor
- 11 Local community centre
- 12 Local library

- 13 Internet
- 14 Other - please specify
- 15 None of these
- 16 *Child's school*
- 17 *Parent & toddler group/playgroup*
- 18 *Other professional (e.g. social worker, family support worker)*
- 19 *Leaflets, flyers through the door*
- 20 *Other specific answer, not codeable to 1-20*
- 97 *Other vague answer, not codeable to 1-21*

{If Sources = Other}

**OthSource**

INTERVIEWER: Enter details of other source(s) of information.

**Info2**

Would you say that the amount of information which is available to you about childcare in your local area is about right, too much or too little?

- 1 About right
- 2 Too much
- 3 Too little

**IntOver**

The next few questions are about what you **think** about childcare in your local area irrespective of whether you use any.

**CCPlaces**

SHOWCARD F12 (list of different childcare providers)

Please think about the overall number of places at childcare providers in your local area, that is places at the types of provider shown on this card. Currently, would you say that there are too many places, about the right number or not enough?

INTERVIEWER: Use 'Don't Know' if respondent can't say.

- 1 Too many
- 2 About the right number
- 3 Not enough

**CCQual**

SHOW CARD F13

And thinking about the overall quality of childcare provided in your local area, how good would you say this is? Please choose a response from this card.

INTERVIEWER: Use 'Don't Know' if respondent can't say.

- 1 Very good
- 2 Fairly good
- 3 Neither good nor poor
- 4 Fairly poor
- 5 Very poor

**CCcost**

SHOW CARD F14

And thinking about the overall affordability of childcare provided in your local area, for a family like yours how good would you say this is? Please choose a response from this card.

- 1 Very affordable
- 2 Fairly affordable
- 3 Not at all affordable

## 12 Job search activity

ASK FOR MAIN RESPONDENT AND PARTNER SEPARATELY

### Intro2

#### JOB SEARCH SECTION

*{If working fewer than 16 hours or not working (Empstat = 2 or 3)}*

#### Jsc1

Are you currently seeking paid work of either 16 hours or more or fewer than 16 hours each week?

- 1 Yes, 16 hours or more
- 2 Yes, fewer than 16 hours
- 3 No

*{If working 16 or more hours (empstat =1) or Jsc1=no}*

#### Jsc2

Have you been looking for paid work of 16 hours or more at any time during the past 12 months, (including looking for the job you are in now)?

INCLUDE LOOKING FOR JOB THEY ARE IN NOW, AND NEW JOB FOR THE FUTURE AND LOOKING FOR ADDITIONAL JOBS TO INCREASE TOTAL HOURS TO 16+

- 1 Yes
- 2 No

*{If are/were looking for a job (Jsc1 = 1 or 2=yeslt16 or Jsc2 = Yes)}*

#### Jsc4

During the past 12 months have you seen any vacancies for jobs offering 16 hours or more each week that you have applied for, or intended to apply for?

INCLUDE JOB THEY ARE IN NOW, AND NEW JOB FOR THE FUTURE, AND ADDITIONAL JOBS TO INCREASE TOTAL HOURS TO 16+

- 1 Yes, applied
- 2 Yes, intended to apply
- 3 Yes, both applied and intended to apply
- 4 No

*{If are/were looking for a job (Jsc1 = 1 or 2=yeslt16 or Jsc2 = Yes)}*

#### Jsc12

At any time in the past 12 months, have you seen any vacancies for suitable jobs in this area that you would not have been able to travel to?

- 1 Yes
- 2 No

*{If has seen vacancy: applied or intended to apply (Jsc4 = 1 or 2) or wouldn't have been able to travel (Jsc12 = yes) }*

#### Jsc13a

Thinking about the most recent job that you applied for or considered applying for, how much pay was that job offering?

FIRST, CODE TIME PERIOD: PER HOUR, WEEK, MONTH OR YEAR...

- 1 Per hour
- 2 Per week
- 3 Per month

- 4 Per year
- 5 Per other period(SPECIFY AT NEXT QUESTION)
- 6 *Other specific answer, not codeable to 1-4*
- 7 *Other vague answer, not codeable to 1-6*

{f Jsc13a = other}

**Jsc13b**

INTERVIEWER: SPECIFY OTHER TIME PERIOD FOR PAY

{f Jsc13a = hour..other }

**Jsc13c**

...NOW ENTER AMOUNT

INTERVIEWER: ENTER POUNDS AND PENCE USING DECIMAL PLACE

Range = 0.00..999997.00

**Jsc14**

Was it a permanent or temporary job, or a contract for a fixed term?

- 1 Permanent
- 2 Temporary job (including seasonal/casual work)
- 3 Fixed term contract
- 4 Temporary, but could become permanent
- 5 Don't know

**Jsc16**

... and for how many hours of work each week?

Range = 1..997

**Hard Check**

IF Jsc16 < 168

ANSWER OUT OF RANGE

**Soft Check**

IF Jsc16 < 60

OVER 60 HOURS, IS THAT CORRECT?

*{If working fewer than 16 hours (Empstat = 2)}*

**Jsc31a^**

Is there anything in particular which is stopping you looking for a job of 16 or more hours a week at the moment?

CODE ALL THAT APPLY

- 1 No, nothing: already looking
- 2 Cannot afford child care
- 3 No child care available
- 4 Own illness/disability
- 5 Child's illness/disability
- 6 Other household member's illness/disability
- 7 No work available
- 8 Don't have the skills/qualifications
- 9 Studying/ on a training course
- 10 Better off not working
- 11 Don't want to spend more time apart from my children
- 12 Would not be able to pay rent or mortgage
- 13 Problems with transport
- 14 Don't need to
- 15 No reason
- 16 Other reason(s) (SPECIFY AT NEXT QUESTION)
- 17 *Pregnant*
- 18 *Retired or approaching retirement*
- 19 *Other specific answer, not codeable to 1-18*
- 97 *Other vague answer, not codeable to 1-19*

*{If Jsc31a = other}*

**Jsc31b**

INTERVIEWER: SPECIFY OTHER REASONS

*{If Jsc31a = problems with transport}*

**Jsc31c^**

What sort of problems with transport are these?

INTERVIEWER: CODE ALL THAT APPLY

- 1 Too far
- 2 Car not available
- 3 Don't have a current driving licence/can't drive
- 4 Cost of petrol
- 5 Lack of parking facilities
- 6 Cost of parking
- 7 Traffic congestion/ roadworks
- 8 Inadequate public transport
- 9 Cost of using public transport
- 10 Personal physical difficulties/disability
- 11 Personal safety concerns
- 12 Congestion charges
- 13 Other (Please specify)
- 14 *Other specific answer, not codeable to 1-13*
- 97 *Other vague answer, not codeable to 1-14*

{If Jsc31c = other}

**JscO31c**

INTERVIEWER: ENTER OTHER PROBLEMS WITH TRANSPORT?

{If not currently working (Empstat=3)}

**Jsc40a^**

Is there anything in particular which is stopping you looking for a job of 16 or more hours a week at the moment? Anything else?

CODE ALL THAT APPLY

- 1 No, nothing: already looking
- 2 Cannot afford child care
- 3 No child care available
- 4 Own illness/disability
- 5 Child's illness/disability
- 6 Other household member's illness/disability
- 7 No work available
- 8 Don't have the skills/qualifications
- 9 studying/on a training course
- 10 Better off not working
- 11 Don't want to spend more time apart from my children
- 12 Would not be able to pay rent or mortgage
- 13 Problems with transport
- 14 Don't need to look for a job
- 15 No reason / none of these
- 16 Other reason(s) (SPECIFY AT NEXT QUESTION)
- 17 *Pregnant*
- 18 *Retired or approaching retirement*
- 19 *Other specific answer, not codeable to 1-18*
- 97 *Other vague answer, not codeable to 1-19*

{if Jsc40a = other}

**Jsc40b**

INTERVIEWER: SPECIFY OTHER REASONS

{If Jsc40a = problems with transport}

**Jsc40c^**

What sort of problems with transport are these?

INTERVIEWER: CODE ALL THAT APPLY

- 1 Too far
- 2 Car not available
- 3 Don't have a current driving licence/can't drive
- 4 Cost of petrol
- 5 Lack of parking facilities
- 6 Cost of parking
- 7 Traffic congestion/roadworks
- 8 Inadequate public transport
- 9 Cost of using public transport
- 10 Personal physical difficulties/disability
- 11 Personal safety concerns
- 12 Congestion charges
- 13 Other (Please specify)
- 14 *Other specific answer, not codeable to 1-13*
- 97 *Other vague answer, not codeable to 1-14*



{If Jsc40c = other}

**JscO40c**

INTERVIEWER: ENTER OTHER PROBLEMS WITH TRANSPORT?

{If not already lookingfor work (Jsc40a <> 1)}

**Jsc41**

Do you think you might look for a paid job of 16 or more hours a week in the future?

- 1 Yes
- 2 No

{If Jsc41 = yes or don't know}

**Jsc42**

When do you think you might look for a paid job of 16 or more hours a week?

- 1 Looking now
- 2 In a few weeks
- 3 In a few months
- 4 In a year or two
- 5 Some time in the future

{If currently in work (Empstat = 1 or 2)}

**Jsc60**

So, may I just check, are you actively looking for a new job at the moment?

- 1 Yes
- 2 No

{If looking for work (Jsc60 = Yes or Jsc40a=1) or will look for work (Jsc42 = 1 to 4)}

**Jsc50a**

[Suppose you were looking for another job, working **16 or more hours a week**] How much money would you need to be offered in a new job before you felt it worth taking?

ENCOURAGE GUESSING IF NECESSARY

FIRST, CODE TIME PERIOD: PER WEEK, MONTH OR YEAR...:

- 1 per hour
- 2 per week
- 3 per month
- 4 per year
- 5 per other period (SPECIFY AT NEXT QUESTION)
- 6 Other specific answer, not codeable to 1-4
- 7 Other vague answer, not codeable to 1-6

{If Jsc50a = other}

**Jsc50b**

INTERVIEWER: SPECIFY OTHER TIME PERIOD FOR PAY

{If Jsc50a = week..other }

**Jsc50c**

...NOW ENTER AMOUNT [per period at Jsc50a]

INTERVIEWER: ENTER POUNDS AND PENCE USING DECIMAL PLACE.

Range = 0.00..999997.00

{If Jsc50c = 1 to 99997 }

**Jsc51**

How easy or difficult do you think it would be to get a job around here paying that amount  
... READ OUT...

- 1 ...very easy,
- 2 quite easy,
- 3 quite difficult,
- 4 or very difficult?

{If Jsc50c = 1 to 99997 }

**Jsc52**

Do you think in the end you would have to take a job paying less than this?

- 1 Yes
- 2 No

{If Jsc52 = yes or if Jsc50c don't know or refusal}

**Jsc53a**

How much do you think you would have to end up accepting?  
FIRST, CODE TIME PERIOD: PER WEEK, MONTH OR YEAR...

- 1 per hour
- 2 per week
- 3 per month
- 4 per year
- 5 per other period (SPECIFY AT NEXT QUESTION)
- 6 Other specific answer, not codeable to 1-4
- 7 Other vague answer, not codeable to 1-6

{If Jsc53a = other}

**Jsc53b**

INTERVIEWER: SPECIFY OTHER TIME PERIOD FOR PAY

{If Jsc53a = week..other }

**Jsc53c**

...NOW ENTER AMOUNT [per period at Jsc53a]

INTERVIEWER: ENTER POUNDS AND PENCE USING DECIMAL PLACE.

Range = 0.00..99997.00

{If looking for work (Jsc60 = Yes or Jsc40a=1) or will look for work (Jsc42 = 1 to 4)}

**Jsc54**

How many hours each week do you think you would like to work?

Range = 1..997

**Hard check**

IF Jsc54 > 168:

ANSWER OUT OF RANGE

**Soft Check**

IF Jsc54 > 60:

OVER 60 HOURS, IS THAT CORRECT?

{If Jsc50c =Response}

**Jsc57^**

SHOW CARD G1

There are some types of income, apart from earnings, that people may get when working. Which of these types of income shown on this card do you think you would get in a new job (paying the amount you have mentioned)?

- 1 Working Tax Credit
- 2 Child Tax Credit
- 3 Income Support
- 4 Maintenance
- 5 Housing Benefit
- 6 Council Tax Benefit
- 7 Child Benefit
- 8 Other benefits
- 9 Income from lodgers
- 10 Student grant
- 11 Other source
- 12 None of these

**Jsc58**

What would you say would be the minimum you would need to have coming in from wages and from all these extra sources **each week** for a new job to be worth taking?

INTERVIEWER: RECORD POUNDS AND PENCE .

RECORD INCOME BEFORE DEDUCTIONS e.g. TO PAY FOR TRAVEL, MORTGAGE, RENT OR CHILDCARE

Range = 0..9997.00

{If not working more than 16 hours (Empstat <>1) and is looking or will look for job (Jsc41=1 or JSC42=1 to 4)}

**Jsc70^**

If you were to take up working [16 or more hours a week] (again) what would be your usual arrangements for looking after the children?

PROMPT TO CLASSIFY: CODE UP TO 5 THAT APPLY

Children would be cared for by...

- 1 Nursery school or nursery class
- 2 Special day school or nursery or unit for children with special educational needs
- 3 Day nursery or creche
- 4 Playgroup or pre-school [including welsh medium]
- 5 Childminder
- 6 Nanny or au pair or childcarer in the home
- 7 Baby-sitter who came to home
- 8 Breakfast club or After school club, on school/nursery school site
- 9 Breakfast club or After school club, not on school/nursery school site
- 10 Holiday club/scheme
- 11 My husband/wife/partner
- 12 My ex-husband/wife/partner /the child's other non resident parent
- 13 The child's grandparent(s)
- 14 The child's older brother/sister
- 15 Another relative
- 16 A friend or neighbour
- 17 I would only work during school hours
- 18 I would take them to work
- 19 Old enough to look after themselves
- 20 I would work from home
- 21 Other arrangements (please specify)

22 None of these

*{f Jsc70=other}*

**JscO70**

INTERVIEWER: PLEASE ENTER THE OTHER CHILD CARE ARRANGEMENT

*{f Jsc70 = 2 to 11}*

**Jsc71**

Do you think you would usually have to pay for any of this childcare?

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

*{f Jsc71 = yes}*

**Jsc72**

How much do you think you would have to pay in an **average week**?

INTERVIEWER: RECORD POUNDS AND PENCE

Range = 1..997.00

**Jsc78**

As far as you know, taking into account these childcare costs do you think that... READ OUT...

- 1 ...you would definitely be entitled to extra help with Working Tax Credit and/or Child Tax Credit
- 2 or you would definitely NOT be entitled to Working Tax Credit and/or Child Tax Credit?
- 3 Not sure

## 13 Benefits and tax credits

ASKED FOR MAIN RESPONDENT ONLY

### Intro

BENEFITS SECTION

### Ben1^

SHOW CARD H1

Which, if any, of these health or disability benefits are [you/ you and your partner] receiving at the moment?

CODE ALL THAT APPLY

- 1 Incapacity Benefit (previously Invalidity Benefit)
- 2 Severe disablement allowance (SDA)
- 3 Statutory sick pay (SSP)
- 4 Attendance Allowance
- 5 Disability Living Allowance - Care Component
- 6 Disability Living Allowance - mobility or motability allowance
- 7 Disability Living Allowance for children - Care component
- 8 Disability Living Allowance for children - mobility or motability allowance
- 9 Industrial injuries disablement benefit
- 10 War Pensions
- 11 Carer's allowance
- 12 Some other benefit for people with disabilities
- 13 None of these

### BenNTC^

SHOWCARD H2

The Government introduced the Tax Credits in April 2003. Are [you/you and your partner] currently receiving any of the tax credits on this card?

- 1 Working Tax Credit
- 2 Child Tax Credit
- 3 Both WTC and CTC
- 4 None of these

*{If not receiving CTC or WTC (IF BenNTC = None of these)}*

### TakUp1

Have you applied for Child Tax Credit and/or Working Tax Credit?

- 1 Yes
- 2 No

*{If have not applied for CTC or WTC {if TakUp1=2}}*

### TakUp2^

What are the reasons you did not apply for any of the Tax Credits?

CODE ALL THAT APPLY

1. Don't know about them/haven't heard of them
2. Not entitled/eligible
3. Don't know how to claim
4. Not got round to applying
5. No particular reason
6. Other reason (please specify)

*{If already receiving CTC and/or WTC (If benntc = 1/2/3)}*

**PyNTC**

Do you receive your payment of Working Tax Credit and Child Tax Credit as one amount or is it paid separately?

- 1 One amount
- 2 Separately

*{If currently receiving CTC and WTC and amount is paid as one amount (If payntc=1 and benntc=3)}*

**PyNTC1^**

Are your tax credits paid by giro, bank/building society account or direct by post office card account?

INTERVIEWER: IF BANK/BUILDING SOCIETY/POST OFFICE CARD ACCOUNT AND IN COUPLE: IS THIS INTO YOUR OWN, YOUR PARTNER'S OR A JOINT ACCOUNT?

CODE ALL THAT APPLY

- 1 By giro
- 2 Bank/building society account (own)
- 3 Bank/building society account (partner)
- 4 Bank/building society account (joint)
- 5 Post Office Card Account (own)
- 6 Post Office Card Account (partner)

*{If currently receive WTC (BenNTC=1 or 3 and PyNTC =2)}*

**NTC3a^**

Is your Working Tax Credit paid by giro, through wages, into a bank account/building society or direct by post office card account?

IF WAGES AND IN COUPLE: Is this into your own or your partner's wages?

IF BANK/BUILDING SOCIETY ACCOUNT AND IN COUPLE: Is this into your own, your partner's or a joint account?

IF POST OFFICE CARD ACCOUNT AND IN COUPLE: Is this into your own or your partner's Post Office Card Account?

CODE ALL THAT APPLY

- 1 By giro
- 2 Through wages (own)
- 3 Through wages (partner)
- 4 Bank/Building Society account (own)
- 5 Bank/Building Society account (partner)
- 6 Bank/Building Society account (joint)
- 7 Post Office Card Account (own)
- 8 Post Office Card Account (partner)

*{If currently receive CTC (BenNTC=2 or 3 and PyNTC=2)}*

**NTC3b^**

Is your Child Tax Credit paid by giro, into a bank /building society account or direct by Post Office Card Account?

IF BANK/ BUILDING SOCIETY ACCOUNT AND IN COUPLE: Is this into your own, your partner's or a joint account?

IF POST OFFICE CARD ACCOUNT AND IN COUPLE Is this into your own or your partner's Post Office Card Account?

CODE ALL THAT APPLY

- 1 By giro
- 2 Bank/Building Society account (own)
- 3 Bank/Building Society account (partners)

- 4 Bank/Building Society account (joint)
- 5 Post Office Card Account (own)
- 6 Post Office Card Account (partner)

*{If currently receive WTC or CTC(BenNTC = 1, 2 or 3)}*

**Awardb**

Do you have your latest Tax Credits Award Notice from the Inland Revenue that you could consult, because it may be useful for the next few questions?

INTERVIEWER: IF NECESSARY, SHOW EXAMPLE AWARD NOTICE.

THIS IS FORM **TC602(A)** OR **TC602**.

CHECK WITH RESPONDENT THAT THIS IS MOST RECENT AWARD NOTICE.

- 1 Yes,
- 2 No (unable to find at time of interview)
- 3 No(Refusal or unwilling)

*{If no award notice and WTC paid through wages (Awardb=No AND NTC3a =1 or 2)}*

**TxPyWb**

In that case, could you consult your [or your partner's] payslip for the details?

INTERVIEWER: IF BOTH RESPONDENT AND PARTNER IN WORK PLEASE CHECK BOTH PAY SLIPS

SINGLE CODE ONLY

- 1 Latest payslip(s) consulted
- 2 Old payslip(s) consulted
- 3 Payslip(s) not consulted: Refused
- 4 Payslip(s) not consulted: Not found
- 5 No payslip(s) provided by employer

*{If no award notice and WTC or CTC paid into account or payslip not consulted (Award=No)}*

*{IF (Award=No) AND (NTC3a = BankO...Bank) OR (NTC3b=BankO..Bank) OR*

*(TxPyWB=Refuse..NoPay)}*

**TxtStmtb**

[In that case/or] is there a Bank/Building Society or Post Office Card Account Statement you could consult?

- 1 Yes
- 2 No (unable to find at time of interview)
- 3 No (unwilling/refusal)

**Ben1a^**

SHOW CARD H3

And which, if any, of these benefits or tax credits other than Council Tax Benefit, Housing Benefit or rent rebate are [you/ you and your partner] receiving at the moment?

CODE ALL THAT APPLY

- 1 Income Support
- 2 Child Benefit
- 3 Maternity Allowance
- 4 Statutory Maternity Pay
- 5 Widows Benefit, Bereavement Allowance or Widowed Parents (formerly Widowed Mother's Allowance)
- 6 Job Seeker's Allowance (was Unemployment Benefit)
- 7 New Deal Allowance
- 8 State Retirement Pension
- 9 Some other state benefit - NOT Housing Benefit or Council Tax Benefit (SPECIFY AT NEXT QUESTION)
- 10 None of these

- 11 Pension Credit
- 12 Other specific answer, not codeable to 1-11
- 97 Other vague answer, not codeable to 1-12

{If not receiving Child Benefit (If Ben1a <>2)}

**CBTakup**

Why are you (or your partner) not receiving Child Benefit at the moment?

- 1 Have not had time to claim it yet
- 2 Wasn't aware of Child Benefit
- 3 Aware but chose not to claim it
- 4 Claim is being processed
- 5 Payment is suspended or interrupted for some reason (SPECIFY)
- 6 Not eligible (SPECIFY)
- 7 Other (SPECIFY)
- 8 Benefit paid to other parent
- 9 Other specific answer, not codeable to 1-8
- 97 Other vague answer, not codeable to 1-9

{If CB Takup = 5, 6 or 7}

**CBTakupO**

ENTER REASON WHY [PAYMENT IS SUSPENDED OR INTERRUPTED/ ELIGIBLE/ OTHER REASON]

OPEN

**TABLE for each benefit coded at Ben1 or Ben1a**

**Ben2**

How much [name of benefit listed at **Ben1 or Ben1a**] do you [and your partner] receive?

ENTER POUNDS AND PENCE

IF RESPONDENT ONLY KNOWS COMBINED TOTAL ENTER AMOUNT AND RECORD WHICH BENEFITS ARE COVERED BY THIS AMOUNT IN A NOTE.

Range = 0..9997.00

{If Ben2=response}

**Ben2a**

What period does that cover?

- 1 One week
- 2 Two weeks
- 3 Three weeks
- 4 Four weeks
- 5 Calendar month
- 7 Two Calendar months
- 8 Eight times a year
- 9 Nine times a year
- 10 Ten times a year
- 13 Three months/13 weeks
- 26 Six months/26 weeks
- 52 One Year/12 months/52 weeks
- 90 Less than one week
- 95 One off/lump sum
- 97 None of these (EXPLAIN IN A NOTE)



*{If couple household and Ben1 or Ben1a <> none}*

**Ben3**

Who receives [name of benefit listed at **Ben1 or Ben1a**]?

- 1 Respondent only
- 2 Partner only
- 3 Both respondent and partner
- 4 Dependent child

*{If receiving Child Benefit / Income Support (Ben1a= 1 or 2)}*

**BenPay**

Is your [Child Benefit/Income Support] paid by order book, direct to bank account, or direct to post office card account?

- 1 Order book (cashed at the post office)
- 2 Direct to bank/building society account
- 3 Direct to post office card account

*{If receiving Job seekers allowance (Ben1a =6)}*

**Ben5**

Is your JSA contribution-based, and so not reduced by other income you may have - or income-based, so that it is reduced by any other income you may have?

- 1 Contribution based
- 2 Income based
- 3 Don't know/not sure

*{If receiving Disability allowance – care component (Ben1 = 5)}*

**DLAcare**

And do you know which rate you receive the Disability Allowance care component? Is it ... READ OUT ...

- 1 ... the highest rate
- 2 ... the middle rate
- 3 or is it the lowest rate?

*{If receiving Disability allowance – mobility component (Ben1 = 6)}*

**DLAmob**

And do you know which rate you receive the Disability Allowance mobility component? Is it ... READ OUT ...

- 1 ... the highest rate,
- 2 or is it the lowest rate?

**WTCWk**

**COMPUTED VARIABLE:** Weekly amount of WTC.

*{If amount of WTC in work block is different to amount of WTC in benefit block (allowing 20% either way)}*

**WTCK**

INTERVIEWER: TWO DIFFERENT AMOUNTS OF WTC HAVE BEEN RECORDED:

IN WORK SECTION: £ [Wrk17b] received every [time period from Wrk17c]

IN BENEFITS SECTION: £[Ben2] (for WTC) received every [time period from Ben2a]

PLEASE CHECK AMOUNTS WITH RESPONDENT AND USE MOST RECENT DOCUMENTATION TO HELP RESOLVE.

CODE ONE OF THE FOLLOWING.:

- 1 Amount in work section is correct
- 2 Amount in benefit section is correct
- 3 Both amounts are correct
- 4 Neither amounts are correct

*{!fWTCCk=4 }*

**WTCnam**

INTERVIEWER: ENTER CORRECT AMOUNT OF WTC RECEIVED

ENTER POUNDS AND PENCE

Range = 1..9997.00

**WTCnpd**

WHAT PERIOD DOES THAT COVER?

- 1 One week
- 2 Two weeks
- 3 Three weeks
- 4 Four weeks
- 5 Calendar month
- 7 Two Calendar months
- 8 Eight times a year
- 9 Nine times a year
- 10 Ten times a year
- 13 Three months/13 weeks
- 26 Six months/26 weeks
- 52 One Year/12 months/52 weeks
- 90 Less than one week
- 95 One off/lump sum
- 97 None of these (EXPLAIN IN A NOTE)

*{If WTCCk=3 or Don't know}*

**WTCdif**

INTERVIEWER: PLEASE EXPLAIN IN A NOTE WHY BOTH AMOUNTS ARE CORRECT OR WHY CORRECT AMOUNT IS NOT KNOWN

*{If more than one benefit from Ben1 or BenNTC or Ben1a}*

**Ben6**

From the information you have given me the computer calculates that you receive about [£benefit amount] per week from all these benefits, does that sound about right?

- 1 Yes
- 2 No

*{If Ben6 = No}*

**Ben7**

Can I check, do you know how much do you receive from these benefits per week?

INTERVIEWER: THIS IS ALL BENEFITS DISCUSSED IN THIS SECTION (I.E. NOT INCLUDING COUNCIL TAX OR HOUSING BENEFIT)

ENTER POUNDS AND PENCE

Range = 1..997.00

*{If has child under 26 months}*

**Ben6a**

Have you received a Sure Start Maternity Grant in the last year?

- 1 Yes
- 2 No

**Ben8^**

SHOW CARD H4

And are there any benefits listed on this card that you [and your partner] have applied for but are still waiting to hear about? Which ones?

CODE ALL THAT APPLY.

- 1 Income Support
- 2 Job Seeker's Allowance (was Unemployment Benefit)
- 3 New Deal Allowance
- 4 None of these

## 14 Tax Credits

ASK MAIN RESPONDENT ONLY

### Intro

TAX CREDITS SECTION

*{If not currently receiving WTC and/or CTC (BenNTC<> 1 or 2 or 3)}*

### Newq1

Apart from Child Benefit are you aware of any financial support that the government gives to families with children or people in work?

- 1 Yes
- 2 No

### NTC1a^-

As you may be aware, the government makes payments to some families with children and to some people in work. Can you tell me the names of any of these payments? Please mention as many types as you can think of.

INTERVIEWER: DO NOT READ OUT. CODE ALL THAT APPLY

- 1 Family Credit
- 2 Income Support
- 3 Family Allowance(s)
- 4 Working Families' Tax Credit
- 5 Working Tax Credit
- 6 Child Tax Credit
- 7 Tax credit (type not specified)
- 9 Children's Tax Credit
- 10 Job seekers allowance
- 11 Unable to name any
- 12 Other (SPECIFY AT NEXT QUESTION)
- 13 *New Deal*
- 14 *Other specific answer, not codeable 1-14*
- 97 *Other vague answer, not codeable to 1-15*

*{If NTC1a=other}*

### NTC1b

INTERVIEWER: ENTER OTHER NAME

*{All}*

### NTCexp

READ OUT EXPLANATION:

In April 2003, the government introduced the Child Tax Credit which is a payment available to families with children. It also introduced the Working Tax Credit which is a payment for people in work, even if they don't have children.

*{If not currently receiving WTC and/or CTC (BenNTC<> 1 or 2 or 3)}*

**NTC2**

Although you are not currently receiving these Tax Credits payments , can I just check, **since April 2003** has there been any period when [you/you and your partner] were receiving the Child Tax Credit or Working Tax Credit?

IF 'YES' ASK: Is that Working Tax Credit or Child Tax Credit or both?

- 1 Yes - received Working Tax Credit only
- 2 Yes - received Child Tax Credit only
- 3 Yes - received both
- 4 No
- 5 [Spontaneous code] Currently receiving WTC or CTC

*{If NTC2 = 5}*

**Soft Check**

INTERVIEWER: YOU MUST RETURN TO Benntc AND RECORD THIS INFORMATION. THEN PRESS <END> AND FOLLOW THE NEW ROUTE.

*{If currently receiving WTC or CTC or both {if BenNTC = 1, 2 or 3)}*

**NTC5a**

Can I just check, when did you **first** apply for Working Tax Credit or Child Tax Credit? Was it ...READ OUT...

INTERVIEWER: IF IN APRIL, CODE AS AFTER April 2005

- 1 ...before April 2005
- 2 or after April 2005?

**ASK OF THOSE WHO CURRENTLY RECEIVE WTC AND/OR CTC AND APPLIED AFTER APRIL 2005**

*{If BenNTC = 1, 2 or 3 AND NTC5a=2}*

**FC13a^**

Thinking back, from where did you first find out about Child Tax Credit and/or Working Tax Credit? PROBE TO CLASSIFY. CODE ALL THAT APPLY

INTERVIEWER: MAKE SURE THAT THE RESPONDENT KNOWS YOU ARE TALKING ABOUT **CHILD TAX CREDIT/WORKING TAX CREDIT NOT WORKING FAMILIES TAX CREDIT**

- 1 Received application pack
- 2 TV adverts
- 3 Radio adverts
- 4 Newspaper/magazine
- 5 Other advert
- 6 Bounty pack
- 7 Just started claiming Child Benefit
- 8 Notice in Child Benefit book
- 9 Department of Work and Pensions (formerly DSS) office/official
- 10 Letter from DWP
- 11 Tax Credit Office or Inland Revenue Official
- 12 Letter from IR
- 13 Leaflet in Post Office
- 14 Other leaflets
- 15 Citizen's Advice Bureau
- 16 Welfare Rights Worker
- 17 Job Centre/Job Centre Plus/ New Deal advisor
- 18 Employer/Workmates
- 19 Relatives/Friends/ neighbours
- 20 Internet

- 21 At last interview
- 22 Other (PLEASE SPECIFY)

*{If FC13a = Other}*

**FC13b**

ENTER OTHER WAY THEY FOUND OUT ABOUT THE NEW TAX CREDITS

**App1**

SHOW CARD J2

How did you make your most recent application for the New Tax Credits?

- 1 Posted a form to the Inland Revenue
- 2 On-line
- 3 Through local Inland Revenue Office
- 4 Through my local job centre/Jobcentreplus

**App2c**

Did you get any advice about the Tax Credits?

- 1 Yes
- 2 No

*{If App2c=Yes}*

**App2d^**

Who from?

CODE ALL THAT APPLY

- 1 Friends or relatives
- 2 Inland Revenue or Tax Credit Office helpline
- 3 Local tax office
- 4 Job centre/Jobcentre Plus
- 5 A voluntary/community or charitable organisation
- 6 Other (PLEASE SPECIFY)

*{If App2d = Other}*

**App2do**

ENTER OTHER PERSON OR ORGANISATION THEY GOT ADVICE FROM

*{If did not apply through job centre (If App1 <>4)}*

**App2**

Before this interview, were you aware that you could make an application for the-Tax Credits through your local job centre (in some areas this is now known as Jobcentreplus)?

- 1 Yes (was aware)
- 2 No (was not aware)
- 3 Can't remember

**App3^**

Who filled in the application for the Tax Credits was it [yourself, your partner, both you and your partner, and/or someone else]?

CODE ALL THAT APPLY

- 1 The respondent
- 2 Respondent's partner
- 3 Both respondent and partner
- 4 Someone else

*{If App3=Someone else}*

**App5^**

Who helped you fill in the application form?

CODE ALL THAT APPLY

- 1 Friends or relatives
- 2 Inland Revenue or Tax Credit Office helpline
- 3 Local tax office
- 4 Job centre/Jobcentre Plus
- 5 A voluntary/community or charitable organisation
- 6 Other (PLEASE SPECIFY)

*{If did not contact IR, Tax Office or Job centre (If app5 <>2, 3 or 4)}*

**App6**

What are the reasons you did not contact the Inland Revenue, Local Tax Office or Job Centre sources, for help with the application form?

INTERVIEWER: PROBE FULLY AND RECORD ALL DETAILS

*{If NTC5a = applied after April 2005}*

**NTC5b**

In which month did you get your first payment of [Working Tax Credit and/or Child Tax Credit]?

INTERVIEWER: THIS IS THE MONTH WHEN RECEIVED PAYMENT

THIS IS EITHER THE FIRST REGULAR OR LUMP SUM PAYMENT

- 1 April 2005
- 2 May 2005
- 3 June 2005
- 4 July 2005
- 5 August 2005
- 6 September 2005
- 7 October 2005
- 8 November 2005
- 9 December 2005
- 10 January 2006
- 11 February 2006

*{If NTC5a = applied after April 2005}*

**FC16a**

As far as you can remember, how long did you have to wait between making your most **recent** application for the Tax Credits and receipt of your first payment(s)?

ENTER NUMBER OF WEEKS HERE

IF LESS THAN ONE WEEK ENTER '0'

Range = 0..97

*{If less than one week (If FC16a =0)}*

**FC16b**

ENTER NUMBER OF DAYS HERE

Range = 0..6

*{If experienced a delay between application and payment (FC16a = RESPONSE or FC16b=RESPONSE)}*

**FC16c (was FC16bc)**

Was the time between your application for the New Tax Credits and receipt of payments shorter than expected, longer than expected or about what you had expected?

- 1 Shorter than expected
- 2 Longer than expected
- 3 About what was expected
- 4 Can't remember

**ASK OF THOSE WHO CURRENTLY RECEIVE WTC AND/OR CTC AND APPLIED BEFORE APRIL 2005**

*{if BenNTC = 1, 2 or 3 AND NTC5a=1}*



**Renw**

INTRODUCTION (READ OUT): The amount of Tax Credits you receive is reviewed every year. The Inland Revenue sends you an annual review form.

Have you received your annual review form (for 2004/2005) from the Inland Revenue?

INTERVIEWER: IF NECESSARY, SHOW EXAMPLE OF ANNUAL REVIEW FORM TC603R

IF RECEIVED MORE THAN ONE, TAKE THE MOST RECENT

- 1 Yes
- 2 No

*{If have received annual review form (If RenW=Yes)}*

**Renw1**

When did you receive it (the annual review form)?

- 1 April 2005
- 2 May 2005
- 3 June 2005
- 4 July 2005
- 5 August 2005
- 6 September 2005
- 7 October 2005
- 8 November 2005
- 9 December 2005
- 10 January 2006
- 11 February 2006
- 12 Don't know, can't remember

**Renw2a**

Following receipt of your annual review form, have you completed the Annual Declaration form?

INTERVIEWER: IF NECESSARY, SHOW EXAMPLE OF ANNUAL DECLARATION FORM TC603D

- 1 Yes
- 2 No, not completed form yet
- 3 No, my annual review form stated I did not need to complete any form

*{If has completed annual declaration form (If Renw2a=Yes)}*

**Renw2b**

Since you received your tax credits annual review form, about how much time did you let go before completing the annual declaration form?

ENTER NUMBER OF WEEKS HERE. IF LESS THAN ONE WEEK, ENTER 0

Range = 0 . 97

*{If less than one week (If Renw2b=0)}*

**Renw2c**

ENTER NUMBER OF DAYS HERE

Range = 0..6

**Renw3**

SHOW CARD J1

What did you notify the Inland Revenue (now known as HM Revenue and Customs) about in your annual declaration form?

CODE ALL THAT APPLY

IF 'PREGNANCY', CODE AS 'Other'

- 1 There was no change in circumstances and/or income
- 2 Moved in with step-family
- 3 Birth of child
- 4 Just separated/ divorced/ split up
- 5 Change in childcare (e.g.cost, provider)
- 6 Started/stopped using childcare
- 7 I started earning more money
- 8 My hours increased
- 9 I had stopped working
- 10 I had moved job
- 11 I had moved into work (from out of work)
- 12 I was earning less money
- 13 My hours were reduced
- 14 My partner started earning more money
- 15 My partner's hours increased
- 16 My partner had stopped working
- 17 My partner just moved job
- 18 My partner just moved into work (from out of work)
- 19 My partner was earning less money
- 20 My partner's hours were reduced
- 21 Other (please specify)

*{If Renw3=Other}*

**Renw3o**

ENTER OTHER REASON

*{If applied before April (If NTC5a=1)}*

**Renw4**

And can I check, have you received a notice finalising your award for 2004-2005 from the Inland Revenue (now known as HM Revenue and Customs)?

INTERVIEWER: IF NECESSARY SHOW EXAMPLE OF NOTICE FINALISING AWARD FOR 2004-2005. THIS IS FORM CODE TC602(E)

- 1 Yes
- 2 No

*{If have notice finalising award (If Renw4 = yes)}*

**Renw4a**

In that case, could you consult the notice finalising your award for 2004-2005, because it may be useful in the next question?

- 1 Yes
- 2 No (unable to find at time of interview)
- 3 No (Refusal/Unwilling)

*{If Renw4a=Yes}*

**Renw5**

As a result of the annual review, you may experience an overpayment or underpayment regarding your 2004-2005 award.

From the notice finalising your award for 2004-2005 (TC 602E), can you tell me if there is...READ OUT...

INTERVIEWER : THIS INFORMATION IS ON THE BACK PAGE OF FORM CODE TC602(E). IF RECEIVED MORE THAN ONE FINAL AWARD NOTICE, TAKE THE MOST RECENT

- 1 ...a payment to be made by the **Inland Revenue** to **you**,
- 2 or a payment to be made by **you** to the **Inland Revenue**,
- 3 or neither of these?

*{If net payment to or from IR (If Renw5=1 or 2)}*

**Renw6**

How much is the net payment [by the Inland Revenue to you/by you to the Inland Revenue]?

ENTER POUNDS AND PENCE

Range = 0..9997.00

**ASK OF THOSE WHO CURRENTLY RECEIVE WTC AND/OR CTC**

*{If currently receiving WTC or CTC or both (If BenNTC = 1, 2 or 3)}*

*{If have current award notice (If Awardb=Yes)}*

**NTCDat**

[INTRODUCTION: (READ OUT) We have just been discussing your previous tax credits award. We now want to talk about your current award.]

From your latest award notice can you tell me the year from which income was used to work out your tax credit award?

INTERVIEWER: THIS INFORMATION WILL BE AT THE TOP OF THE 'YOUR INCOME SECTION FORM TC602 SEE PAGE 2

FORM TC602(A) SEE PAGE 3

- 1 2003-04
- 2 2004-05
- 3 2005-06

**NTCinc**

From your latest award notice what was [your/you and your partner's] total income, which was used to work out your tax credit award?

INTERVIEWER: THIS IS THE TOTAL 'INCOME FIGURE' AT THE BOTTOM OF THE 'YOUR INCOME' SECTION.

FORM TC602 SEE PAGE 2

FORM TC602(A) SEE PAGE 3

IF RECEIVES MIG OR PENSION CREDIT, ENTER '0'.

ENTER THE AMOUNT IN POUNDS AND PENCE.

Range = 0.00..99997.00

**Soft Check:**

IF NTCinc=&gt;60000

[NTCinc] IS AN UNUSUAL AMOUNT. PLEASE CHECK!

{If do not have award notice and applied before April 2005 and have **not** received a notice finalising notice award or finalising notice is not available (IF Awardb=No AND NTC5a=1 AND Renw4=No OR Renw4a=No)}

**NTCconR**

Your initial award for 2004-5 for Working Tax Credit/Child Tax Credit was based on your family income for April 2003- March 2004. Did you/your partner contact the Inland Revenue (now known as HM Revenue and Customs) to report a revised estimate of your annual family income?

- 1 Yes  
2 No

{IF have contacted IR (NTCconR=Yes)}

**NTCconr1**

For which year did you report a revised estimate (of family income)?

INTERVIEWER: IF REPORTED REVISED ESTIMATES MORE THAN ONE YEAR, CODE THE MOST RECENT

- 1 2003-04  
2 2004-05  
3 2005-06

{If do not have award notice and ~~first~~ applied after April 2005 (IF Awardb=No AND NTC5a=2)}

**NTCconr2**

Your award for Working Tax Credit/Child Tax Credit in 2004-2005 is originally based on your family income for April 2003 - March 2004. Since then have you contacted the Inland Revenue (now known as HM Revenue and Customs) to report an estimate of income for 2004-2005?

- 1 Yes  
2 No

{If do not have award notice AND have not contacted IR regarding income for 2005/06 OR have award notice but refused or don't know amount income award based on {(If Awardb=No AND NTCconr1 = 1) OR (NTCconr2=No) OR (NTCDat=2004-05 and NTCinc=DK or Ref) or (Awardb=No and NTC5a=1 and Renw4=Yes)}

**IncOld2**

SHOW CARD J5

I would like you to think about your gross total family income, that is the amount before tax deductions, benefits and interest from savings. Which one of the categories on this card describes your annual income between April 2004 and March 2005?

	Annual	Weekly	Monthly
1	A £50,001 - £58,000	£951 - £1,100	£4,151 - £4,850
2	B £13,001 - £15,000	£251 - £300	£1,101 - £1,250
3	C £19,001 - £23,000	£351 - £450	£1,601 - £1,900
4	D £66,001 or more	£1,251 or more	£5,501 or more
5	E £11,001 - £13,000	£201 - £250	£901 - £1,100
6	F £23,001 - £50,000	£451 - £950	£1,901 - £4,150
7	G Up to £5,000	Up to £100	Up to £400
8	H £58,001 - £66,000	£1,101 - £1,250	£4,851 - £5,500
9	I £5,001 - £11,000	£101 - £200	£401 - £900
10	J £15,001 - £19,000	£301 - £350	£1,251 - £1,600

*{If do not have award notice and have not contacted IR regarding income for 2005/06  
OR have award notice but refused or don't know amount income award based on (IF Awardb=No AND  
NTCconr = No OR Awarb=Yes AND CNTCDat=2003-04 and NTCinc=Ref or DK)}*

**IncOld**

SHOW CARD J2

I would like you to think about your gross total family income, that is the amount before tax deductions, benefits and interest from savings. Which one of the categories on this card describes your annual income between April 2003 and March 2004?

	Annual	Weekly	Monthly
1	A £50,001 - £58,000	£951 - £1,100	£4,151 - £4,850
2	B £13,001 - £15,000	£251 - £300	£1,101 - £1,250
3	C £19,001 - £23,000	£351 - £450	£1,601 - £1,900
4	D £66,001 or more	£1,251 or more	£5,501 or more
5	E £11,001 - £13,000	£201 - £250	£901 - £1,100
6	F £23,001 - £50,000	£451 - £950	£1,901 - £4,150
7	G Up to £5,000	Up to £100	Up to £400
8	H £58,001 - £66,000	£1,101 - £1,250	£4,851 - £5,500
9	I £5,001 - £11,000	£101 - £200	£401 - £900
10	J £15,001 - £19,000	£301 - £350	£1,251 - £1,600

**Not1**

Have [you or your partner] contacted Inland Revenue (now known as HM Revenue and Customs) to notify them about any changes in circumstances that have occurred since April 2005 and may have affected your Working Tax credit and/or Child Tax Credit award?

IF YES: Is that all the changes or some of the changes?

- 1 Yes - contacted Inland Revenue about ALL changes
- 2 Yes - contacted Inland Revenue about SOME changes
- 3 No - not notified yet
- 4 No - not applicable/no change in circumstances

*{If have contacted IR (Not1=1 or 2)}*

**Not2^**

SHOW CARD J3

What changes did you notify Inland Revenue (now known as HM Revenue and Customs) about?

IF 'PREGNANCY', CODE AS 'OTHER'

CODE ALL THAT APPLY

- 1 Moved in with step-family
- 2 Birth of child
- 3 Just separated/ divorced/ split up
- 4 Change in childcare (e.g.cost, provider)
- 5 Started/stopped using childcare
- 6 I started earning more money
- 7 My hours increased
- 8 I had stopped working
- 9 I had moved job
- 10 I had moved into work (from out of work)
- 11 I was earning less money
- 12 My hours were reduced
- 13 My partner started earning more money
- 14 My partner's hours increased
- 15 My partner had stopped working
- 16 My partner just moved job
- 17 My partner just moved into work (from out of work)

- 18 My partner was earning less money
- 19 My partner's hours were reduced
- 20 Other (please specify)

*{If Not2=Other}*

**NotO**

ENTER OTHER REASON FOR CONTACTING IR

**NTCcc3^**

The next section of questions is about the tax credits and how they have affected your working and childcare patterns.

Does your receipt of [Working Tax Credit or Child Tax Credit or Tax Credits] affect the number of hours of childcare you use?

- 1 Yes - changed number of hours using registered childcare
- 2 Yes - changed number of hours using non-registered childcare
- 3 No

*{If number hours affected (NTCcc3=Yes)}*

**NTCcc4**

How has receiving [Working Tax Credit or Child Tax Credit] changed the number of hours a week you use childcare?

- 1 Childcare hours increased
- 2 Childcare hours decreased

*{If number of childcare hours changed (NTCcc4=1 or 2)}*

**NTCcc5**

And, in total, how many [more/fewer] hours of childcare a week, on average, do you use because of the [Working Tax Credit or Child Tax Credit or Tax Credits] you receive?

Range = 1..97

**fntccc5o**

And, in total, how many more/fewer hours of childcare a week, on average, do you use because of the Working Tax Credit and /or Child Tax Credit you receive?

*{If receive WTC (BenNTC = 1 or 3)}*

**NTCcc6**

Do you receive extra money as part of your Working Tax Credit payments to cover the costs of childcare, this is called the **Child care element** on your tax credit award notice?

INTERVIEWER: PAGE 3 OF TAX CREDIT AWARD WILL SHOW IF PARENTS ARE IN RECEIPT OF THE CHILDCARE ELEMENT

- 1 Yes
- 2 No
- 3 Not sure

*{If have receive (BenNTC=1 or 2 or 3)}*

**NTCwk1**

Has your receipt of the [Working Tax Credit or Child Tax Credit or Tax Credits] affected the number of hours that you work?

- 1 Yes
- 2 No

**NTCwk2**

And has it affected the number of hours your partner works?

- 1 Yes

2 No

*{If working hours affected (NTCwk1=Yes)}*

**NTCwk3**

How has receiving [Working Tax Credit or Child Tax Credit or the Tax Credits] changed the number of hours a week you work?

- 1 Working hours increased
- 2 Working hours decreased

*{If partner's working hours affected (NTCwk2=Yes)}*

**NTCwk4**

And how has receiving [Working Tax Credit or Child Tax Credit or the Tax Credits] changed the number of hours a week your partner works?

- 1 Working hours increased
- 2 Working hours decreased

*{If working hours changed ( NTCwk3=1 or 2)}*

**NTCwk5**

And how many [more/fewer] hours of work a week, on average, do you do because of help you receive through [Working Tax Credit or Child Tax Credit or Tax Credits]?

Range = 1..97

*{If partner's working hours changed ( NTCwk4=1 or 2)}*

**NTCwk6**

And how many [more/fewer] hours of work a week, on average, does your partner do because of help you receive through [Working Tax Credit or Child Tax Credit or Tax Credits]?

Range = 1..97

*{If currently receive WTC or CTC OR those familiar with NTCs (BenNTC=1 or 2 or 3 OR NTC1a = 5, 6 or 7)}*

**Pintro**

The next questions are to find out what you know about Working Tax Credit and Child Tax Credit. It doesn't matter if you do not know all the answers.

*{If currently receive WTC or CTC (BenNTC=1 or 2 or 3)}*

**FC22^**

SHOW CARD J4

And since April 2005 whilst you have been receiving [Working Tax Credit or Child Tax Credit or Tax Credits] have you ever made use of any of the benefits on this card that you may be entitled to?

- 1 Free baby milk or infant formula at reduced prices
- 2 Free NHS dental treatment
- 3 Free prescriptions
- 4 Help toward loft insulation
- 5 Help with childcare costs
- 6 Help with eye tests or spectacles
- 7 Help with fares to hospital
- 8 Free school meals
- 9 Help with legal fees
- 10 Help with home improvements (painting and decorating)
- 11 None of these

*{If currently receive WTC or CTC (BenNTC=1 or 2 or 3)}*

**NTC37**

I am going to read out a series of statements about the Tax Credits. For each could you tell me whether you think it is true, false or if you don't know?

{Following questions (prefix NTC37) appear in random order in the CAPI program}

**NTC37a**

If you have been awarded Tax Credits - an increase in annual income up to £2,500 will affect your current award?

- 1 True
- 2 False
- 9 Don't Know

**NTC37b**

If you are receiving Tax Credits and your income falls, you will not be entitled to receive any extra money until your claim is renewed.

- 1 True
- 2 False
- 9 Don't Know

**NTC37c**

If you are receiving Tax Credits and are using registered childcare, you may be eligible for help towards childcare costs.

- 1 True
- 2 False
- 9 Don't Know

**NTC37d**

Couples who work for more than 30 hours a week between them are eligible for a higher Working Tax Credit Award.

- 1 True
- 2 False
- 9 Don't Know

*{If currently receive WTC or CTC (BenNTC=1 or 2or 3)}*

**NTC38a**

Now some questions about changes in family circumstances. When you are given an award for Working Tax Credit or Child Tax Credit it lasts for twelve months. During that 12 months you must tell the Inland Revenue (now known as HM Revenue and Customs) if your circumstances change in certain ways.

SHOW CARD J5

I am going to read out a list of different changes in family circumstances. From this card could you tell me, as far as you know, when, if at all, you would need to inform the Inland Revenue of each change?

You are in a couple and split up with your partner ...

- 1 Within 3 months
- 2 By the end of the tax year (March/ April) at the latest
- 3 Would not need to tell the Inland Revenue (now known as HM Revenue and Customs) at all

**NTC38b**

SHOW CARD J5

You are a lone-parent and move in with a new partner...

(ADD IF NECESSARY...how soon would you need to tell the Inland Revenue?)



- 1 Within 3 months
- 2 By the end of the tax year (March/ April) at the latest
- 3 Would not need to tell the Inland Revenue (now known as HM Revenue and Customs) at all

**NTC38e**

SHOW CARD J5

You have a new child...

(ADD IF NECESSARY...how soon would you need to tell the Inland Revenue?)

- 1 Within 3 months
- 2 By the end of the tax year (March/ April) at the latest
- 3 Would not need to tell the Inland Revenue (now known as HM Revenue and Customs) at all

**NTC38h**

SHOW CARD J5

Your child finishes full time education at 16 or 18 years old...

(ADD IF NECESSARY...how soon would you need to tell the Inland Revenue?)

- 1 Within 3 months
- 2 By the end of the tax year (March/ April) at the latest
- 3 Would not need to tell the Inland Revenue (now known as HM Revenue and Customs) at all

*{If currently receive WTC or CTC OR those familiar with NTCs (BenNTC=1 or 2 or 3 OR NTC1a = 5, 6 or 7)}*  
**NTC39^**

If your family circumstances or income changed, how would you find out if these changes would affect your entitlement to Working Tax Credit or Child Tax Credit or Tax Credits? How else?

PROBE DO NOT PROMPT. CODE ALL THAT APPLY

- 1 Contact Inland Revenue/use the Helpline
- 2 Contact the local council
- 3 Use the Internet
- 4 Ask friends and family
- 5 Citizens Advice Bureau
- 6 Visit a financial Adviser
- 7 Visit the local jobcentre
- 8 Visit the local tax office
- 9 Other (PLEASE SPECIFY)

*{If NTC39 = Other}*

**NTC39O**

ENTER OTHER ANSWER

**OVERALL AWARENESS OF TAX CREDIT SYSTEM**

*{If not currently receiving or does not have any knowledge of NTCs (BenNTC = 4)}*

**Intr2**

Although you may have no experience of Working Tax Credit or Child Tax Credit, I would like to ask you some questions about what you may have heard about these tax credits.

*{All}*

**FC42a**

From what you know or have heard, what, do you think, is the maximum [you/you and your partner] can earn a year and still receive some Child Tax Credit?

GUESSES ARE ENCOURAGED.

FIRST, CODE TIME PERIOD: PER WEEK, MONTH OR YEAR

- 1 Per week
- 2 Per month
- 3 Per year
- 4 Per other period

**FC42b**

...NOW ENTER AMOUNT [period from FC42a]

Range = 0..99997

**FC43**

INTERVIEWER RECORD: DID RESPONDENT LOOK UP AMOUNT IN CHILD BENEFIT BOOK, OR SIMILAR SOURCE?

- 1 Yes
- 2 No

**FC46**

Do you know the minimum number of hours a week you have to work to be able to get Working Tax Credit?

- 1 Yes
- 2 No

{If FC46 = Yes}

**FC47**

How many hours a week is this?

Range = 0..97

**FC48a^**

Apart from earnings, what other things do you think the Inland Revenue (now known as HM Revenue and Customs) take into account in working out whether or not you can get New Tax Credits, or how much you can get?

PROBE FULLY BUT DO NOT PROMPT. CODE AS MANY AS APPLY

- 1 Number of children
- 2 Age of children
- 3 Whether or not has a partner
- 4 Other income
- 5 Amount of Savings
- 6 Rent/Mortgage payments
- 7 Fares to work
- 8 Food/fuel costs
- 9 Amount of maintenance
- 10 Hours worked
- 11 Use of childcare
- 12 Don't Know
- 13 Other (PLEASE SPECIFY)

{If FC48a = Other}

**FC48b**

ENTER OTHER THING(S) IR TAKES INTO ACCOUNT

## 15 Income Support

ASK FOR MAIN RESPONDENT ONLY

### Intro

INCOME SUPPORT SECTION

*{If not receiving Income Support (ben1a<>1)}*

#### IS0

Now some questions about Income Support. Can I just check, have you received Income Support at any time in the last 12 months?

ADD IF NECESSARY: Income support is a means-tested or income related benefit that does not depend on National Insurance contributions. It provides for basic living expenses for you and your family. It is paid on its own if you have no other income, or it can top up other benefits or earnings from part time work.

- 1 Yes
- 2 No

*{If receiving Income Support (ben1a =1)}*

#### IS1

You mentioned earlier that you are receiving Income Support. When did you start this present spell on Income Support?

INCLUDE TIME ON SUPPLEMENTARY BENEFIT  
INTERVIEWER, ENTER YEAR...

Range = 1950..2050

#### IS2

...AND MONTH

IF DK, ASK 'Was it Winter, Spring...?' AND ENTER MID-SEASON MONTH:  
SEE HELP <F9>

Mid-season months:

- Winter: Jan (01)
- Spring: Apr (04)
- Summer: July (07)
- Autumn: Oct (10)

Range = 1..12

#### IS3^

SHOW CARD K1

[During this spell on Income Support/Since date of last interview], have you made use of any of the benefits that go with it. I mean the benefits on this card?

CODE ALL THAT APPLY

- 1 Free prescriptions
- 2 Help with buying glasses
- 3 Free eye tests
- 4 Free school meals
- 5 Free NHS dental treatment
- 6 Free baby milk or infant formula at reduced prices
- 7 Fares to hospital
- 8 Loft insulation
- 9 Legal aid
- 10 None of these

{If NON PANEL and receiving Income Support (ben1a = 1)}

**IS5**

While you are receiving Income Support, do you know how much a week you are allowed to earn before money is taken off your weekly Income Support payments?

INTERVIEWER: CODE TO THE NEAREST £

IF DOESN'T KNOW, ENTER [CTRL+K]

Range = 0..997

**IS6**

Do you know how many hours a week you can work before you would lose Income Support completely?

INTERVIEWER: CODE TO THE NEAREST £

IF DOESN'T KNOW, ENTER [CTRL+K]

Range = 0..97

{If receiving Income Support (ben1a = 1) or JSA (ben1a = 2) and respondent is a lone parent}

**IS6a**

Some lone parents who leave Income Support or Job Seeker's Allowance and move into work may keep their Income Support or Job Seeker's Allowance payments for two weeks. Were you aware of this?

- 1 Yes
- 2 No

{If aware of this (IS6a=Yes)}

**IS6c**

Has the lone parents' benefit run-on made you think differently about moving into paid work?

- 1 Yes
- 2 No

{If think differently (IS6c=Yes)}

**IS6d**

In what way has the lone parents' benefit run-on made you think differently about moving into paid work?

INTERVIEWER RECORD RESPONSE

- 1 *Transition into work will be financially less difficult*
- 2 *Generally, will be financially better off working*
- 3 *Thinking about work SOONER than otherwise would*
- 4 *Other specific answer, not codeable to 1-3*
- 97 *Other vague answer, not codeable to 1-4*

{If receiving or received Income Support in the last year (Ben1a=1 or IS0=1)}

**IS7**

During the past 12 months, have you applied to the Department for Work and Pensions (formerly the DSS) for a Social Fund Community Care Grant to pay for something you needed?

- 1 Yes
- 2 No

{If IS7 = yes}

**IS8^**

What was this for?

CODE ALL THAT APPLY

- 1 Bed
- 2 Other furniture
- 3 Cooker
- 4 Fridge
- 5 Washing machine
- 6 Other appliance
- 7 Other item (SPECIFY AT NEXT QUESTION)
- 8 Clothing
- 9 Removal costs
- 10 Carpets/Home decoration
- 11 Applied for ineligible item
- 13 Other specific answer, not codeable to 1-11
- 97 Other vague answer, not codeable to 1-13

{If Is8=Other item}

**IS9**

INTERVIEWER: ENTER NAME OF OTHER ITEM(S).

PROBE FULLY

**TABLE FOR EACH ITEM MENTIONED AT IS8**

**IS10**

[Item mentioned at IS8]

Was your request granted?

- 1 Yes - whole amount asked for
- 2 Yes - less than amount asked for
- 3 No

**END OF TABLE**

{If receives Income Support or receives income-based JSA (Ben1a = 1 or Ben1a =2 and Ben5=2)}

**IS11**

And during the past 12 months, have you applied to the Department for Work and Pensions (formerly the DSS) for a loan from the Social Fund(not a grant), to pay for something you needed?

- 1 Yes
- 2 No

{If IS11 = Yes}

**IS11a**

Were you given a loan, or any loans, from the Social Fund?

- 1 Yes
- 2 No

*{If has received Social Fund loan(s) (IS11a = Yes)}*

**IS11b**

And, thinking about your most recent application, what did you want this loan for?

- 1 furniture/household equipment
- 2 clothing/footwear
- 3 rent in advance/costs associated with moving house
- 4 improvement, maintenance and security of the home
- 5 travel expenses
- 6 expenses associated with seeking or re-entering work
- 7 general living expenses
- 8 Other

*{If receiving Income Support (Ben1a =1)}*

**IS12**

Are any deductions made from your weekly benefit payments for things like social fund loans, electric bills, and things like that?

- 1 Yes
- 2 No

*{If IS12 = yes}*

**IS13^**

What are these deductions for?

- 1 Electric bills
- 2 Gas bills
- 3 Social fund loans
- 4 Overpayments
- 5 Council tax arrears
- 6 water charges
- 7 Rent arrears
- 8 Maintenance payments
- 9 Other

*{If IS12 = yes}*

**IS14**

How much is deducted each week from your social security payments?

ENTER POUNDS AND PENCE

Range = 1..997.00

## 16 Other sources of income

ASKED FOR MAIN RESPONDENT ONLY

### Intro

OTHER INCOME SECTION

### Oin1

So far we have talked about jobs, benefits (maintenance) and so on.

Do you have any **other** regular income, that is, money you can count on coming in most weeks or months, **excluding** any income from savings or investments [and excluding your partners wages from work (if any)]?

INTERVIEWER: IF APPLICABLE, PROBE FOR INCOME FROM PENSION (RESPONDENT OR PARTNER) - THIS SHOULD BE INCLUDED

- 1 Yes
- 2 No

{If Oin1 = yes}

### Oin2

How much extra money do you get in this way?

INTERVIEWER: IF UNSURE, PROBE FOR AVERAGE  
ENTER POUNDS AND PENCE

Range = 0..9997.00

### Oin3

And what period of time does this amount cover?

- 1 One week
- 2 Two weeks
- 3 Three weeks
- 4 Four weeks
- 5 Calendar month
- 7 Two Calendar months
- 8 Eight times a year
- 9 Nine times a year
- 10 Ten times a year
- 13 Three months/13 weeks
- 26 Six months/26 weeks
- 52 One Year/12 months/52 weeks
- 90 Less than one week
- 95 One off/lump sum
- 97 None of these (EXPLAIN IN A NOTE)

### Oin4^

And where does this money come from?

INTERVIEWER PROBE FULLY

- 1 Board and lodgings from son/daughter
- 2 Board and lodgings from other
- 3 Private / occupational pension
- 4 Income from benefit payments
- 5 Income from maintenance payments
- 6 Other(please specify at next question)
- 7 Bursary/grant for study

- 8 *Occasional job*
- 9 *Other specific answer, not codeable to 1-8*
- 97 *Other vague answer, not codeable to 1-9*

{If Oin4 = Other}

**Oin4a**

INTERVIEWER: RECORD OTHER SOURCES OF MONEY



## 17 Savings

WHOLE BLOCK ASKED FOR MAIN RESPONDENT ONLY, PARTNER ASKED SAV4S-SAV6P

### Intro

SAVINGS

### Savmm1

Now there are some questions about CURRENT accounts and SAVINGS accounts. These could be with a bank, a building society, the post office, supermarkets, or other organisations.

Do [you/you and your partner] have any current accounts or savings accounts? This could be in your own name only, or held jointly with someone else.

INTERVIEWER: THIS IS AN OPINION QUESTION.

DO NOT INCLUDE CHILDREN'S ACCOUNTS.

- 1 Yes - any account
- 2 No

*{If Savmm1 = yes, and in a couple}*

### Savmm2^

In what names do you hold this (these) account(s)?

CODE ALL THAT APPLY

- 1 Any account in respondent's name only
- 2 Any account in partner's name only
- 3 Any joint account

*{All}*

### Savmm3b

Have you ever been refused an account by a bank or building society?

- 1 Yes
- 2 No

*{If savmm3b=Yes}*

### Savmm3c

When was that?

INTERVIEWER: PLEASE ENTER YEAR FIRST AND MONTH IF LESS THAN 3 YEARS AGO.

COLLECT **MOST RECENT** OCCASION IF HAS BEEN REFUSED MORE THAN ONE ACCOUNT

Range = 1930..2050

*{If Savmm3c in last 3 years}*

### Savmm3d

INTERVIEWER: ENTER MONTH.

Range = 1..12

**NO SAVMM4, 5 OR 6**

*{All}*

### Savmm8

Do you save regularly?

(NOTE THIS CAN BE INTO A BANK OR BUILDING SOCIETY ACCOUNT, A CREDIT UNION, OR SOME OTHER WAY)

- 1 Yes
- 2 No

*{If save regularly, (Savmm8=Yes)}*

**Savmm9^**

Are you saving for a particular reason, such as to pay bills or to buy something, for the future, or for no particular reason?

INTERVIEWER: PROBE TO PRECODES

- 1 Putting aside money for bills
- 2 Saving for a particular purchase (e.g. car, house deposit, durable goods)
- 3 Saving for the future / long-term (e.g. for a pension)
- 4 No particular purpose - just saving, a habit, etc.
- 5 Other

*{If Savmm1 = Yes}*

**Sav1^**

SHOW CARD L1

Now thinking about money that you consider to be savings.

At present do you [and your partner] have any money in any of the places mentioned on this card?

THIS IS AN OPINION QUESTION

CODE ALL THAT APPLY

INTERVIEWER: THERE ARE 14 CODES.

- 1 Bank/ Building Society deposit account
- 2 Bank/ Building Society current account
- 3 Post Office
- 4 Building Society savings or investment account
- 5 Friendly society/savings club
- 6 Premium bonds
- 7 Family bonds
- 8 Credit Union
- 9 National Savings
- 10 TESSA
- 11 Individual Savings Account (ISA):cash based
- 12 Individual Savings Account (ISA):stocks and shares based
- 13 Any other savings
- 14 Has no savings (spontaneous code)

**TABLE for each saving type coded at Sav1**

*{If has savings (Sav1<>14)}*

**Sav2**

How much do you have saved in [name of account from Sav1]?

INTERVIEWER:ENTER POUNDS AND PENCE

IF ACCOUNT IS CURRENTLY OVERDRAWN CODE 999997

Range = 1..9999997

**End table**

**Sav3**

Do [you/you and your partner] have any money invested in things like company shares, unit trusts, PEPs, bonds or securities?

- 1 Yes

2 No

*{If Sav3 = yes}*

**Sav4**

How much money, do you think, are these investments worth at the present time?

INTERVIEWER: ENTER POUNDS AND PENCE

Range = 1..9999997

*{If Sav4=refused or don't know}*

**Sav4a**

Would you say that these investments are worth more than £20,000 at the present time?

1 Yes

2 No

**Sav4s**

Have you, or has someone on your behalf, taken out a Stakeholder pension?

IF YES: Did you take it out yourself or did someone take it out on your behalf?

1 Yes, took one out for myself

2 Yes, someone took one out on my behalf

3 No

*{If have taken out a stakeholder pension (Sav4s = 1 or 2)}*

**Sav5s**

How much do you pay for your Stakeholder pension?

ENTER POUNDS AND PENCE

Range = 0..99997.00

**Sav6s**

What period does that cover?

1 One week

2 Two weeks

3 Three weeks

4 Four weeks

5 Calendar month

7 Two Calendar months

8 Eight times a year

9 Nine times a year

10 Ten times a year

13 Three months/13 weeks

26 Six months/26 weeks

52 One Year/12 months/52 weeks

90 Less than one week

95 One off/lump sum

97 None of these (EXPLAIN IN A NOTE)

**Sav4p**

Do you have a personal or private pension plan (apart from a Stakeholder Pension) that you [or your employer] are currently contributing to. [Do not include pensions run by your employer.]?

- 1 Yes
- 2 No

*{If Savp = yes}*

**Sav5p**

How much do you pay for your personal pension?  
ENTER POUNDS AND PENCE

Range = 0..99997.00

**Sav6p**

What period does that cover?

- 1 One week
- 2 Two weeks
- 3 Three weeks
- 4 Four weeks
- 5 Calendar month
- 7 Two Calendar months
- 8 Eight times a year
- 9 Nine times a year
- 10 Ten times a year
- 13 Three months/13 weeks
- 26 Six months/26 weeks
- 52 One Year/12 months/52 weeks
- 90 Less than one week
- 95 One off/lump sum
- 97 None of these (EXPLAIN IN A NOTE)

*{If a couple household}*

**Sav5**

SHOW CARD L2

People organise their family finances in different ways. Which of the ways on this card comes closest to the way you organise yours?

- 1 I look after all the household's money (except some personal spending money for my partner, if any)
- 2 My partner looks after all the household's money (except my personal spending money, if any)
- 3 I am given a housekeeping allowance. My partner looks after the rest of the money
- 4 We share and manage our finances jointly
- 5 We keep our finances completely separate
- 6 Some other way (SPECIFY)
- 7 *Other specific answer, not codeable to 1-5*
- 97 *Other vague answer, not codeable to 1-7*

*{If (Sav5 = other)}*

**Sav5a**

What other way?

*{If a couple household and receiving WTC or CTC (Benntc=1 or 2 or 3)}*

**Sav6**

Have you changed the way you organise your family's finances, since first claiming [Working Tax Credit, Child Tax Credit, Working Tax Credit and Child Tax Credit]?

- 1 Yes
- 2 No

*{If Sav6 = yes}*

**Sav7**

What changes to your family's finances have you made?

INTERVIEWER RECORD

- 1 *Budget over a different period (e.g. weekly instead of monthly)*
- 2 *Partner now gives me more*
- 3 *I now give my partner more*
- 4 *We now share the finances*
- 5 *Other specific answer, not codeable to 1-4*
- 97 *Other vague answer, not codeable to 1-5*

**TABLE FOR EACH CHILD IN HOUSEHOLD AGED 18 or UNDER**

**SavCh3**

Thinking of [child's name], does [he/she] have any savings in a bank or building society account; or any National Savings and Investments, such as Children's Bonus Bonds; or any stocks and shares, or other investments?

- 1 Yes
- 2 No

*{IF Savch3=Yes}*

**Savch4**

SHOW CARD L3

Thinking of [child's name]'s savings, in total, roughly what would you say is the current value held by [child's name]?

- 1 Less than £500
- 2 £501 to £1,000
- 3 £1,001 to £1,500
- 4 £1,501 to £3,000
- 5 Greater than £3,000

## 18 Expenditure Section

{ASKED FOR MAIN RESPONDENT ONLY}

### Intro

EXPENDITURE SECTION

{All}

### ExpInt1

This next section is about the sorts of things that some families have, but which many people have difficulty finding the money for. First, some questions about food and eating.

INTERVIEWER: ASK RESPONDENT TO READ OUT THE NUMBER FROM THE SHOWCARD

### ExpMain

SHOW CARD M1

Do you and your family have...A cooked main meal every day?

THIS IS RESPONDENT'S OWN INTERPRETATION.

- 1 We have this
- 2 We would like to have this, but cannot afford it at the moment
- 3 We do not want/need this at the moment

### ExpMeat

SHOW CARD M1

Do you and your family have...Meat or fish every other day?

THIS IS RESPONDENT'S OWN INTERPRETATION.

- 1 We have this
- 2 We would like to have this, but cannot afford it at the moment
- 3 We do not want/need this at the moment

### ExpRoast

SHOW CARD M1

...A roast meat joint (or something similar) **at least** once a week?

THIS IS RESPONDENT'S OWN INTERPRETATION.

- 1 We have this
- 2 We would like to have this, but cannot afford it at the moment
- 3 We do not want/need this at the moment

### ExpVeg

SHOW CARD M1

...Fresh vegetables on most days?

THIS IS RESPONDENT'S OWN INTERPRETATION.

- 1 We have this
- 2 We would like to have this, but cannot afford it at the moment
- 3 We do not want/need this at the moment

**ExpFruit**

SHOW CARD M1

...Fresh fruit on most days?

THIS IS RESPONDENT'S OWN INTERPRETATION.

- 1 We have this
- 2 We would like to have this, but cannot afford it at the moment
- 3 We do not want/need this at the moment

**ExpCake**

SHOW CARD M1

Do you and your family have...Cakes and biscuits on most days?

THIS IS RESPONDENT'S OWN INTERPRETATION.

- 1 We have this
- 2 We would like to have this, but cannot afford it at the moment
- 3 We do not want/need this at the moment

**ExpBfood**

SHOW CARD M1

Good quality 'Brand Name' food for family meals on most days?

THIS IS RESPONDENT'S OWN INTERPRETATION.

- 1 We have this
- 2 We would like to have this, but cannot afford it at the moment
- 3 We do not want/need this at the moment

**Expint2**

Now, some questions about clothes and going out.

**ExpCoatA**

SHOW CARD M1

Do you and your family have...A weatherproof coat for each adult?

THIS IS RESPONDENT'S OWN INTERPRETATION.

- 1 We have this
- 2 We would like to have this, but cannot afford it at the moment
- 3 We do not want/need this at the moment

**ExpCoatC**

SHOW CARD M1

A weatherproof coat for each child?

THIS IS RESPONDENT'S OWN INTERPRETATION.

- 1 We have this
- 2 We would like to have this, but cannot afford it at the moment
- 3 We do not want/need this at the moment

**ExpShoeA**

SHOW CARD M1

Two pairs of all-weather shoes for each adult?

THIS IS RESPONDENT'S OWN INTERPRETATION.

- 1 We have this
- 2 We would like to have this, but cannot afford it at the moment
- 3 We do not want/need this at the moment

**ExpShoeC**

SHOW CARD M1

Two pairs of all-weather shoes for each child?

THIS IS RESPONDENT'S OWN INTERPRETATION.

- 1 We have this
- 2 We would like to have this, but cannot afford it at the moment
- 3 We do not want/need this at the moment

**ExpNewC**

SHOW CARD M1

Do you and your family have...New, not second hand clothes when you all need them?

THIS IS RESPONDENT'S OWN INTERPRETATION.

- 1 We have this
- 2 We would like to have this, but cannot afford it at the moment
- 3 We do not want/need this at the moment

**ExpBest**

SHOW CARD M1

A best outfit for the children?

THIS IS RESPONDENT'S OWN INTERPRETATION.

- 1 We have this
- 2 We would like to have this, but cannot afford it at the moment
- 3 We do not want/need this at the moment

**ExpBClo**

SHOW CARD M1

Good quality **new** 'Brand Name' clothes or shoes for children?

THIS IS RESPONDENT'S OWN INTERPRETATION.

- 1 We have this
- 2 We would like to have this, but cannot afford it at the moment
- 3 We do not want/need this at the moment

**ExpCeleb**

SHOW CARD M1

A celebration with presents, for friends and family at special occasions like birthdays?

THIS IS RESPONDENT'S OWN INTERPRETATION.

- 1 We have this
- 2 We would like to have this, but cannot afford it at the moment
- 3 We do not want/need this at the moment

**ExpToys**

SHOW CARD M1

Toys and sports gear for the children?

THIS IS RESPONDENT'S OWN INTERPRETATION.

- 1 We have this
- 2 We would like to have this, but cannot afford it at the moment
- 3 We do not want/need this at the moment



**ExpTrip**

SHOW CARD M1

Do you and your family have...Money for trips, holidays or outings, or going with gifts to parties?  
THIS IS RESPONDENT'S OWN INTERPRETATION.

- 1 We have this
- 2 We would like to have this, but cannot afford it at the moment
- 3 We do not want/need this at the moment

**ExpHol**

SHOW CARD M1

A one-week holiday away from home, not staying with relatives?  
THIS IS RESPONDENT'S OWN INTERPRETATION.

- 1 We have this
- 2 We would like to have this, but cannot afford it at the moment
- 3 We do not want/need this at the moment

**ExpNight**

SHOW CARD M1

A night out once a month?  
THIS IS RESPONDENT'S OWN INTERPRETATION.

- 1 We have this
- 2 We would like to have this, but cannot afford it at the moment
- 3 We do not want/need this at the moment

**ExpFriend**

SHOW CARD M1

Are you and your family... able to have friends or relatives for a meal, once a month?  
THIS IS RESPONDENT'S OWN INTERPRETATION.

- 1 We have this
- 2 We would like to have this, but cannot afford it at the moment
- 3 We do not want/need this at the moment

**ExpIntr3**

Now, some questions about larger items that some families have in their homes.

THIS IS RESPONDENT'S OWN INTERPRETATION.

**ExpTV**

SHOW CARD M1

Do you and your family have...A colour TV set?  
THIS IS RESPONDENT'S OWN INTERPRETATION.

- 1 We have this
- 2 We would like to have this, but cannot afford it at the moment
- 3 We do not want/need this at the moment

**ExpCable**

SHOW CARD M1

Cable, satellite, or digital TV?

THIS IS RESPONDENT'S OWN INTERPRETATION.

- 1 We have this
- 2 We would like to have this, but cannot afford it at the moment
- 3 We do not want/need this at the moment

**ExpFrid**

SHOW CARD M1

A refrigerator (INC FRIDGE FREEZER)?

THIS IS RESPONDENT'S OWN INTERPRETATION.

- 1 We have this
- 2 We would like to have this, but cannot afford it at the moment
- 3 We do not want/need this at the moment

**ExpFreez**

SHOW CARD M1

A separate deep freeze?

THIS IS RESPONDENT'S OWN INTERPRETATION.

- 1 We have this
- 2 We would like to have this, but cannot afford it at the moment
- 3 We do not want/need this at the moment

**ExpWash**

SHOW CARD M1

Do you and your family have...A washing machine?

THIS IS RESPONDENT'S OWN INTERPRETATION.

- 1 We have this
- 2 We would like to have this, but cannot afford it at the moment
- 3 We do not want/need this at the moment

**ExpTumbl**

SHOW CARD M1

A tumble drier?

THIS IS RESPONDENT'S OWN INTERPRETATION.

- 1 We have this
- 2 We would like to have this, but cannot afford it at the moment
- 3 We do not want/need this at the moment

**ExpPhone**

SHOW CARD M1

A telephone (including mobile)?

THIS IS RESPONDENT'S OWN INTERPRETATION.

- 1 We have this
- 2 We would like to have this, but cannot afford it at the moment
- 3 We do not want/need this at the moment

**ExpDish**

SHOW CARD M1

A dishwasher?

THIS IS RESPONDENT'S OWN INTERPRETATION.

- 1 We have this
- 2 We would like to have this, but cannot afford it at the moment
- 3 We do not want/need this at the moment

**ExpVideo**

SHOW CARD M1

A video recorder?

THIS IS RESPONDENT'S OWN INTERPRETATION.

- 1 We have this
- 2 We would like to have this, but cannot afford it at the moment
- 3 We do not want/need this at the moment

**ExpCent**

SHOW CARD M1

Do you and your family have...Central heating (INC. STORAGE HEATERS)

THIS IS RESPONDENT'S OWN INTERPRETATION.

- 1 We have this
- 2 We would like to have this, but cannot afford it at the moment
- 3 We do not want/need this at the moment

**ExpMicro**

SHOW CARD M1

A microwave oven?

THIS IS RESPONDENT'S OWN INTERPRETATION.

- 1 We have this
- 2 We would like to have this, but cannot afford it at the moment
- 3 We do not want/need this at the moment

**ExpCar**

SHOW CARD M1

A car/van?

THIS IS RESPONDENT'S OWN INTERPRETATION.

- 1 We have this
- 2 We would like to have this, but cannot afford it at the moment
- 3 We do not want/need this at the moment

**ExpMusic**

SHOW CARD M1

A music system (tape or CD)?

THIS IS RESPONDENT'S OWN INTERPRETATION.

- 1 We have this
- 2 We would like to have this, but cannot afford it at the moment
- 3 We do not want/need this at the moment

**ExpComp**

SHOW CARD M1

A home computer (not Gameboy, Nintendo, Playstation)?

THIS IS RESPONDENT'S OWN INTERPRETATION.

- 1 We have this
- 2 We would like to have this, but cannot afford it at the moment
- 3 We do not want/need this at the moment

*{If have a refrigerator (ExpFrid=1)}***ExpCFrid**

SHOW CARD M2

How would you rate the condition of your refrigerator (inc fridge freezer)?

INTERVIEWER NOTE: THIS IS REGARDLESS OF WHETHER CAN AFFORD REPAIR/REPLACEMENT

- 1 in good working order
- 2 Minor problems (may need repair)
- 3 Major problems (may need replacing)

*{If have a deep freeze (ExpCFrz=1)}***ExpCFrz**

SHOW CARD M2

How would you rate the condition of your separate deep freeze?

INTERVIEWER NOTE: THIS IS REGARDLESS OF WHETHER CAN AFFORD REPAIR/REPLACEMENT:

- 1 in good working order
- 2 Minor problems (may need repair)
- 3 Major problems (may need replacing)

*{If have a washing machine (ExpCWash=1)}***ExpCWash**

SHOW CARD M2

How would you rate the condition of your washing machine?

INTERVIEWER NOTE: THIS IS REGARDLESS OF WHETHER CAN AFFORD REPAIR/REPLACEMENT:

- 1 in good working order
- 2 Minor problems (may need repair)
- 3 Major problems (may need replacing)

**Exp11^**

SHOW CARD M3

Sometimes families are not able to pay every bill when it falls due. May I ask, are you up-to-date with the bills on this card, or are you behind with any of them?

INTERVIEWER: THERE ARE 11 CODES. CODE ALL THAT APPLY.

- 1 behind with the electricity bill
- 2 behind with the gas bill
- 3 behind with other fuel bills like coal or oil
- 4 behind with Council Tax
- 5 behind with insurance policies
- 6 behind with telephone bill
- 7 behind with television/video rental or HP
- 8 behind with other HP payments
- 9 behind with water rates

- 10 other (please specify)
- 11 not behind with any of these
- 12 Rent/Mortgage
- 13 Catalogue payments
- 97 Other vague answer, not codeable 1-13.

{If Exp11= other }

**Exp11o**

PLEASE SPECIFY

**TABLE FOR EACH ITEM CODED AT EXP11**

{If behind with any bills (Exp11<>11)}

**Exp12**

How much do you owe for [name of bill mentioned at Exp11]?

INTERVIEWER: ENTER POUNDS AND PENCE.

Range = 1..9997.00

**END TABLE**

**Exp13^**

SHOW CARD M4

Do you use any of the different ways of buying things listed on this card?

- 1 Credit cards {like Master card, Visa etc}
- 2 Charge cards {like American Express, Diners Club}
- 3 Shop or store cards {like Marks and Spencer, BHS etc}
- 4 Catalogues / mail order schemes
- 5 none of these

**TABLE FOR EACH ITEM CODED AT EXP13**

{If use any of the ways of buying things mentioned at Exp13 }

**Exp13a**

How much, if anything, is outstanding on [name of card mentioned at Exp13]. Please do not include credit card and other bills being fully paid off in the current month?

ENTER ENTER POUNDS AND PENCE. IF OWES NOTHING, CODE 0.

Range = 0..99997.00

**Exp14**

At the moment are you able to manage the repayments on [name of card mentioned at Exp13]. I mean, to meet the minimum amount you have to repay?

- 1 Yes
- 2 No

{If Exp14 = no}

**Exp15**

How much are you unable to repay at the moment?

INTERVIEWER: THIS IS THE TOTAL AMOUNT OF OUTSTANDING REPAYMENTS, NOT THE TOTAL AMOUNT ON THE CARD

INTERVIEWER: ENTER POUNDS AND PENCE.

Range = 1..9997.00

**Soft Check**

If Exp15 &gt; 5000:

ARE YOU SURE? THAT'S OVER £5,000 ON ONE CARD.

**END TABLE****Exp16^**

SHOW CARD M5

Over the past 12 months, have you used any of these ways to borrow money?

CODE ALL THAT APPLY

- 1 a bank overdraft
- 2 a fixed term loan from the Bank or Building Society (NOT MORTGAGE)
- 3 a loan from a finance company
- 4 a loan from a money lender or 'tally man'
- 5 a loan from a friend or relative
- 6 a loan, or advance on wages, from your employer
- 7 a Social Fund loan
- 8 other (please specify)
- 9 none of these
- 10 *Re-mortgage house/equity release/increase mortgage*
- 11 *Student loan*
- 12 *Other specific answer, not codeable to 1-11*
- 97 *Other vague answer, not codeable to 1-12*

*{If Exp16=Other}***Exp16o**

PLEASE SPECIFY

*{If has bank overdraft (Exp16=1)}***Exp16a**

How much are you currently overdrawn at the bank?

INTERVIEWER: ENTER POUNDS AND PENCE.

Range = 0..9997.00

**TABLE FOR EACH LOAN CODED AT EXP16***{If loaned any money}***Exp16b**

What is the total amount currently outstanding on [type of loan mentioned at Exp16]?

ENTER POUNDS AND PENCE. IF OWES NOTHING, CODE 0.

Range = 0..99997.00

**Exp17**

Are you able to keep up with the repayments for the [type of loan mentioned at Exp16] or are you getting behind?

- 1 keeping up
- 2 getting behind

*{If getting behind with repayments (Exp17 =2)}*

**Exp18**

How much do you now owe on these overdue payments?

INTERVIEWER: ENTER POUNDS AND PENCE.

Range = 1..9997.00

**ExpPlan**

Do you have a replayment plan for this loan?

- 1 Yes
- 2 No

*{If ExpPlan=yes}*

**ExpWhen**

When do you expect to finish paying it back?

- 1 less than 3 months
- 2 3 to less than 6 months
- 3 6 months to less than 1year
- 4 1 to less than 3 years
- 5 3 years or more

**END TABLE**

*{If having problems with making repayments (any Exp14=no or any Exp17=2)}*

**ExpDebt**

Do you have to go without things that you or your family need because of your current debt repayments?

IF YES, PROBE TO PRECODES

- 1 Yes, most of the time
- 2 Yes, occasionally
- 3 No

**Exp25**

Thinking back over the past 12 months, how often would you say you have had trouble with debts that you found hard to repay...READ OUT

- 1 ..almost all the time,
- 2 ...quite often,
- 3 ...only sometimes,
- 4 ...or never?

**Savmm6**

How often, would you say, do you have money over at the end of the week, or if you budget by the month, at the end of the month?

Would you say it was ... READ OUT ...

- 1 Always
- 2 Most weeks/months
- 3 more often than not
- 4 sometimes
- 5 hardly ever
- 6 or never?
- 7 Spontaneous: Don't know/too hard to say/varies too much to say

**Savmm7**

And how often, would you say, do you run out of money before the end of the week or the month? Would you say it was ... READ OUT

- 1 always
- 2 most weeks/months
- 3 more often than not
- 4 sometimes
- 5 hardly ever
- 6 or never?
- 7 Spontaneous: Don't know/too hard to say/varies too much to say

**Exp19**

How often would you say you have been worried about money during the last few weeks?...READ OUT,

- 1 ...almost all the time,
- 2 ...quite often,
- 3 ...only sometimes,
- 4 ...never?

**Exp20**

SHOW CARD M6

Taking everything together, which of the phrases on this card best describes how you and your family are managing financially these days?

- 1 manage very well
- 2 manage quite well
- 3 get by alright
- 4 don't manage very well
- 5 have some financial difficulties
- 6 are in deep financial trouble

**Exp21**

You say that now you [response from Exp20]. During the past 12 months, would you say that your situation has .. READ OUT :

- 1 ...got worse,
- 2 ...got better,
- 3 ...or has it stayed more or less the same?

*{If situation has got worse (Exp21 = 1)}*

**Exp22**

Is this because you need to buy more things nowadays, or are you having to manage on less money?

- 1 Need to buy more
- 2 Managing on less money
- 3 (Spontaneous) Both
- 4 (Spontaneous) Rise in cost of living



*{If situation has got better (Exp21 = 2)}*

**Exp23**

Is this because you need to buy fewer things nowadays or do you have more money to spend?

- 1 Need fewer things
- 2 More money
- 3 (Spontaneous) both
- 4 Other reason

*{If Exp20=Response}*

**Exp24**

And do you expect things to go on like this for the foreseeable future or do you expect things to get better for you, or to get worse?

- 1 Things will go on like this
- 2 Things will get better
- 3 Things will get worse

**Exp26a^**

Some people bringing up children receive financial help from their families, often from their parents.

Over the past 12 months, has your family ever helped you with ... READ OUT...

THIS IS RESPONDENT'S OWN INTERPRETATION OF FAMILY

- 1 ...paying towards bills?
- 2 ...buying clothes for your children?
- 3 ...buying clothes for you?
- 4 ...paying for trips/holidays?
- 5 ...buying new items (SPECIFY AT NEXT QUESTION)?
- 6 none of these
- 7 not applicable, has no family
- 8 *Buying electrical equipment*
- 9 *Buying furniture/furnishings/home-improvements*
- 10 *Buying toys and equipment for the children*
- 11 *Food*
- 12 *Other specific answer, not codeable to 1-11*
- 97 *Other vague answer, not codeable to 1-12*

*{If received help buying new items (Exp26a = 5)}*

**Exp26b**

INTERVIEWER: ASK AND RECORD TYPES OF NEW ITEM

**Exp27^**

[Over the past 12 months has/does] your family ever given or lent you money?

PROBE AS NECESSARY

- 1 Regularly give money
- 2 Sometimes give money
- 3 Lend money
- 4 None of these

## 19 Future work prospects and social capital

ASKED FOR MAIN RESPONDENT AND PARTNER SEPARATELY

*{If main respondent is Lone parent}*

### Jsc80

Taking everything together, what do you think is the most likely thing to happen to you over the next couple of years...READ OUT...

- 1 ...working 16 or more hours a week,
- 2 working less than 16 hours a week,
- 3 or, you will not be working?

*{If will be working 16 or more hours a week (Jsc80=2)}*

### Jsc81

...and over the next couple of years do you think you are likely to be ... READ OUT...

- 1 ...receiving New Tax Credits,
- 2 or not receiving New Tax Credits?

*{If in a couple (ask for main R and partner separately)}*

### Jsc82

SHOW CARD M7

Taking everything together, what do you think is the most likely thing to happen to you over the next couple of years?

- 1 Both of us working 16 or more hours a week
- 2 One of us working 16 hours or more a week
- 3 Neither of us working 16 or more hours a week
- 4 Neither of us working

*{If both working 16 or more hours a week (Jsc82=1)}*

### Jsc83

...and over the next couple of years do you think you or your (husband/partner/wife) are likely to be ... READ OUT...

- 1 ...receiving Tax Credits,
- 2 or not receiving Tax Credits?

### SInt

Now I'd like to ask you a few questions about your immediate neighbourhood, by which I mean your street or block.

### SRub

SHOW CARD M8

How much of a problem is rubbish or litter lying around?

- 1 Very big problem
- 2 Fairly big problem
- 3 Not a very big problem
- 4 Not a problem at all
- 5 It happens but it's not a problem

### SDam

SHOW CARD M8

And how much of a problem are vandalism, graffiti and other deliberate damage to property or vehicles?

ADD IF NECESSARY: in this neighbourhood

- 1 Very big problem
- 2 Fairly big problem
- 3 Not a very big problem
- 4 Not a problem at all
- 5 It happens but it's not a problem

### **STeen**

SHOW CARD M8

How much of a problem are teenagers hanging around on the street?

ADD IF NECESSARY: in this neighbourhood

- 1 Very big problem
- 2 Fairly big problem
- 3 Not a very big problem
- 4 Not a problem at all
- 5 It happens but it's not a problem

### **SBour**

SHOW CARD M8

How much of a problem are troublesome neighbours?

ADD IF NECESSARY: in this neighbourhood

- 1 Very big problem
- 2 Fairly big problem
- 3 Not a very big problem
- 4 Not a problem at all
- 5 It happens but it's not a problem

### **SRace**

SHOW CARD M8

How much of a problem is people being attacked or harassed because of their skin colour, ethnic origin or religion?

ADD IF NECESSARY: in this neighbourhood

- 1 Very big problem
- 2 Fairly big problem
- 3 Not a very big problem
- 4 Not a problem at all
- 5 It happens but it's not a problem

### **SDrnk**

SHOW CARD M8

In this neighbourhood, how much of a problem are people being drunk or rowdy in public places?

- 1 Very big problem
- 2 Fairly big problem
- 3 Not a very big problem
- 4 Not a problem at all
- 5 It happens but it's not a problem

### **SDrug**

SHOW CARD M8

How much of a problem are people using or dealing drugs?

ADD IF NECESSARY: in this neighbourhood

- 1 Very big problem
- 2 Fairly big problem
- 3 Not a very big problem
- 4 Not a problem at all
- 5 It happens but it's not a problem

**Slost**

Suppose you lost your (purse/wallet) containing your address details, and it was found in the street by someone living in this neighbourhood, how likely is it that it would be returned to you with nothing missing, would you say it would be ...READ OUT..

- 1 ...very likely,
- 2 quite likely,
- 3 not very likely,
- 4 or not at all likely?

**SCiv**

SHOW CARD M9

In the last 12 months, have you taken any of the following actions in an attempt to solve a problem affecting people in your local area?

- 1 Contacted a local radio station, television station or newspaper
- 2 Contacted the appropriate organisation to deal with the problem, such as the council
- 3 Contacted a local councillor or MP
- 4 Attended a public meeting or neighbourhood forum to discuss local issues
- 5 Attended a tenants' or local residents' group
- 6 Attended a protest meeting or joined an action group
- 7 Helped organise a petition on a local issue
- 8 No local problems
- 9 None of the above

**SspRel**

The next questions are about how often you personally contact relatives, friends and neighbours. ADD IF NECESSARY: We are interested in finding out about how the neighbourhood and social networks can have an impact on family life.

SHOWCARD M10

How often do you speak to relatives on the phone?

- 1 On most days
- 2 Once or twice a week
- 3 Once or twice a month
- 4 Less often than once a month
- 5 Never

**SspFr**

SHOWCARD M10

How often do you speak to friends on the phone?

- 1 On most days
- 2 Once or twice a week
- 3 Once or twice a month
- 4 Less often than once a month
- 5 Never

**SspNei**

SHOWCARD M10

How often do you speak to neighbours (face-to-face)?

- 1 On most days
- 2 Once or twice a week
- 3 Once or twice a month
- 4 Less often than once a month
- 5 Never

**SmeRel**

## SHOWCARD M10

How often do you meet up with relatives that are not living with you?

- 1 On most days
- 2 Once or twice a week
- 3 Once or twice a month
- 4 Less often than once a month
- 5 Never

**SMeFri**

## SHOWCARD M10

How often do you meet up with friends?

- 1 On most days
- 2 Once or twice a week
- 3 Once or twice a month
- 4 Less often than once a month
- 5 Never

**SVol^**

## SHOW CARD M11

During the last 12 months have you given any unpaid help to any groups, clubs or organisations in any of the ways shown on this card?

- 1 Raising or handling money/ taking part in sponsored events
- 2 Leading the group/member of a committee
- 3 Organising or helping to run an activity or event
- 4 Visiting people
- 5 Befriending or mentoring people
- 6 Giving advice/information/counselling
- 7 Secretarial, admin or clerical work
- 8 Providing transport/driving
- 9 Representing
- 10 Campaigning
- 11 Other practical help (e.g. helping out at a school, religious group, shopping)
- 12 Any other help
- 13 None of the above

## 20 End section

### Backchk

A certain number of interviews in any survey are checked by a supervisor to make sure people are happy with the way the interview was carried out. In case my supervisor needs to contact you for this purpose can I take your telephone number (landline and/or mobile).

INTERVIEWER: IF POSSIBLE COLLECT MOBILE NUMBER AS WELL AND CORRECTLY RECORD ON FRONT OF ARF.

IF POSSIBLE COLLECT E-MAIL ADDRESS AS WELL AND CORRECTLY RECORD ON FRONT OF ARF.

*{Datalink questions for MAIN respondent.and partner.}*

### DWPLnk1

INTERVIEWER: GIVE RESPONDENT THE YELLOW DATA LINKING INFORMATION SHEET  
The Department for Work and Pensions (formerly the DSS) holds information about benefits, tax credits and employment. We would like to add this information to your answers from the questions we have just asked you to:

- \* Create a more accurate picture of people's work history, benefits and needs
- \* Help researchers and policymakers to be better informed in their work to improve programs designed to help people

In order to do this we need your permission to pass your **full name, sex, date of birth** and **address** to the Department for Work and Pensions.

- \* The information will **only** be used for research and statistics.
- \* The information will be kept **confidential**.
- \* Names and addresses are **never** included in the results and no individual can be identified from the research
- \* Your personal details **will not** be passed to anyone else outside the research team.
- \* The information **will not** be used to work out whether anyone is claiming benefits or tax credits they should not be.
- \* Any current or future claims for benefits or tax credits **will not** be affected.
- \* You can withdraw your permission to link to these records **at any time by completing the form below**. This **will not** affect your future participation in the study.

### DWPLnk2

Can we have your permission to pass on your full name, sex, date of birth and address to the Department for Work and Pensions?

- 1 Yes
- 2 No
- 3 Not sure/has queries

*{If not sure/has queries (DWPLnk2 = 3)}*

### DWPLnk3

ABOUT BENEFITS...

We have asked you for information about the benefits and tax credits you may be receiving. The benefits system can be confusing and the names of benefits change over time. The Department for Work and Pensions (DWP) will link the information you have provided with their benefit records to confirm which benefits you are claiming. This is not carried out in order to detect fraud and will not affect any claim you have at present or in the future.

ABOUT JOBS...

We have asked you about your current/last job(s). You may have only had one job, but some people may have had more and may find it difficult to remember the exact date they started and finished each job. The Department for Work and Pensions (DWP) holds information about people's jobs. DWP

will link the information you have provided with their employment records to provide a more detailed picture about when you started and finished each job. This will tell them more about how long people spend in jobs and how many jobs they are likely to have.

#### DWPLnk4

Can we have your permission to pass on your full name, sex, date of birth and address to the Department for Work and Pensions?

- 1 Yes
- 2 No

*{Linking to the National Pupil Database: Asked of the main respondent for all children aged 16 and under currently in school of who the respondent is the parent or legal parental guardian. (Based variables age, typed and legal)}*

#### NPDLnk1

INTERVIEWER: GIVE RESPONDENT THE **PURPLE** DATA LINKING INFORMATION SHEET

The Department for Education and Skills (DfES) looks after schools, colleges and other forms of education. We would like to obtain more information about how your child(ren) are doing at school by joining the answers you have given to the questions in this interview to information on the National Pupil Database. This database is held by DfES and contains information about how children are doing at school in the various exams and tests that they take.

In order to do this we need your permission to pass your **child's/children's full name, sex, date of birth and address** to the Department for Education and Skills (DfES).

- \* The information will **only** be used for research purposes.
- \* Names and addresses are **never** included in the results and no individual can be identified from the research
- \* The information will be kept **confidential**.
- \* Your child's details **will not** be passed to anyone else outside the research team.
- \* Your child's education **will not** be affected.
- \* You or your child can withdraw your permission to link to these records at **any time by completing the form below**. This **will not** affect your future participation in the study."

*{Question asked separately for each eligible child in household}*

#### NPDLnk2

Can we have your permission to pass [child's name], sex, date of birth and address to the Department for Education and Skills (DfES)?

- 1 Yes
- 2 No
- 3 Not sure/has queries

*{If not sure/has queries NDPLnk2=3}*

#### NPDLnk3

We have asked you how you think your child is performing at school in maths, English and science. Children take a number of tests at school called key stage tests. The Department for Education and Skills (DfES) holds the results of these tests for all children at school. DfES will link your child's personal details to the results information they hold to give more detailed information about your child's progress.

#### NPDLnk4

Can we have your permission to pass [child's name], sex, date of birth and address to the Department for Education and Skills (DfES)?

- 1 Yes
- 2 No

#### ChFNam

In order to do this we need to collect the full name(s) of your child/children. Please could you tell me [name of child]'s full first name?

ENTER FIRST NAME AT THIS QUESTION

**ChSNam**

Please could you tell me [name of child]'s surname?

ENTER SURNAME AT THIS QUESTION

**CHSCon**

The first name is [first name]

The surname is [surname]

- 1 Correct
- 2 Incorrect - go back and change

**FollUp**

Sometime in the future, there may be a follow-up study, other than the Families and Children Study.

Such a study would have to be agreed with the Department for Work and Pensions. If there was another study, would it be all right for us to contact you again?

- 1 Yes
- 2 No



## 21 Relationship history

ASKED OF MAIN RESPONDENT ONLY

### PARALLEL BLOCK: free-floating module

INTRO : IS THE RESPONDENT READY TO START THIS BLOCK

- 1 Yes
- 2 No

### PartPNow

INTERVIEWER: IS THE RESPONDENTS PARTNER (PARTNER'S NAME) PRESENT IN THE HOME NOW?

- 1 Yes
- 2 No

*{If couple household and non-panel case}*

### R1q

When did you and [partner's name] first meet?

ENTER YEAR ONLY

Range = 1930..2050

### R2q

And when did you first start to share a home together?

FIRST ENTER YEAR

Range = 1930..2050

### R3q

...THEN ENTER MONTH.

IF DK, ASK 'Was it Winter, Spring...?' AND ENTER MID-SEASON MONTH

Mid-season months:

Winter: Jan (01)

Spring: Apr (04)

Summer: July (07)

Autumn: Oct (10)

Range = 1..12

### R4q

And may I just check, are you and [partner's name] married?

- 1 Yes
- 2 No

### R6q

COMPUTED VARIABLE:

Compute number of months from interview date back to DOB of respondent's eldest child, and add 12 months.

Compute number of months back to when Resp first set up home with present partner (ie. R2q x 12, plus R3q.)

Did their present relationship begin before or after the eldest child was conceived? :

- 1 Before - Relationship started at same time/before eldest conceived
- 2 After - Started after eldest conceived

*IF 'AFTER', THEY JUMP TO R11q:*

*IF 'BEFORE', THEY AVOID THE RELATIONSHIP HISTORY ALTOGETHER, AND JUST GET ASKED R7q TO R10q*

*{If panel and a couple and is same partner or Non panel and relationship started before eldest conceived (R6q=1)}*

**R7q**

[Since [date of last interview]/Were there ever] any spells of a month or more when you were not living together as a couple?

DO NOT INCLUDE BREAKS FOR WORK OR STUDY

- 1 Yes
- 2 No

*{If R7q = yes}*

**R7bq**

Can I check, were any of these spells apart in the last 12 months, that is since [date 12 months ago]?

- 1 Yes
- 2 No

**R9rq**

Now thinking about spells apart since [date 12 months ago] how long did these spells last, in total?  
...ENTER NUMBER OF MONTHS.

Range = 0..11

**R10q**

And how many separate spells were there?

Range = 1..97

#### **START OF RELATIONSHIP'S HISTORY**

*{If Lone parent or Non panel and relationship started before eldest conceived (R6q=1)}*

**R11q**

Can I check, did you have a husband/ wife or partner living with you regularly during the year before [name of eldest child] was born (adopted)?

THIS QUESTION REFERS TO **EX-PARTNERS** ONLY. IF THEIR **CURRENT** HUSBAND/PARTNER LIVED WITH THEM AT THAT TIME YOU MUST CODE 'NO'.

- 1 Yes
- 2 No

**R11Qa**

What was his/her name?

ENTER NAME OF EX-PARTNER

*{If R11q = no}*

**R12q**

(I would now like to ask a few questions about the father of [name of child]).

INTERVIEWER ASK OR CODE: Did you ever live together as a couple (for a month or more) with this ex-partner?

- 1 Yes
- 2 No
- 3 Cannot identify him/her
- 4 Current partner is the parent

{If R12q = no, jump to end of table, R111q}

#### START OF TABLE FOR EX-PARTNERS

{If R11q = yes, or if R12q = yes or R110q=Yes}

##### **R15q**

When did you first start living as a couple with this person?

FIRST ENTER THE YEAR...

HELP SCREEN: If they lived with more than one person since the birth of the eldest child, code ex-partners in date order, ie. the LEAST recent one first.

Range = 1930..2050

##### **R16q**

...THEN ENTER MONTH.

IF DK, ASK 'Was it Winter, Spring...?' AND ENTER MID-SEASON MONTH

Mid-season months:

Winter: Jan (01)

Spring: Apr (04)

Summer: July (07)

Autumn: Oct (10)

Range = 1..12

##### **R17q**

When did you last live together as a couple with this person?

FIRST ENTER THE YEAR...

Range = 1930..2050

##### **R18q**

...THEN ENTER MONTH.

IF DK, ASK 'Was it Winter, Spring...?' AND ENTER MID-SEASON MONTH

Mid-season months:

Winter: Jan (01)

Spring: Apr (04)

Summer: July (07)

Autumn: Oct (10)

Range = 1..12

##### **R19q**

During that time between [date from R16Q and R17Q] and [date from R18Q and R17Q], were there ever spells of a month or more when you were not living together as a couple?

DO NOT INCLUDE BREAKS FOR PURPOSES OF WORK OR STUDY

1 Yes

2 No

{If R19q = yes}

##### **R20q**

How long did these spells last, in total?

FIRST, ENTER NUMBER OF YEARS (IF LESS THAN ONE, ENTER 'O')...

Range = 0..20

**R21q**

...ENTER NUMBER OF MONTHS.

Range = 0..11

*{If R19q = yes}*

**R22q**

And how many separate spells of a month or more were there?

Range = 1..97

**R23q**

Were you legally married to this person?

- 1      yes, married
- 2      No, not married

**R24q**

May I ask, when you finally stopped living together, did you and your partner at that time separate, or did your partner die?

- 1      Separated from partner
- 2      Partner died

**KidVar**

COMPUTED VARIABLE: Count of number if children with only one natural parent in household  
This variable counts down everytime the absent parent is established at R26q.

*{If in a couple with this person (R17q=Yes)and Kidvar > 0}*

**R25q**

ASK OR CODE: Was this person, whom you lived with as a couple, the other parent of [either of / any of] your [child / children]?

- 1      Yes
- 2      No

*{If R25q = yes}*

**R26q**

ASK OR CODE: May I ask, of which [child/children] is/was this person the other parent?

[DISPLAY NAMES OF RESP'S CHILDREN ON LIST, and code all that apply]

**R27q**

INTERVIEWER CHECK: IS THIS OTHER PARENT STILL ALIVE?

- 1      Yes
- 2      No

*{If parent of respondents children or if ex-partner non-parent of children but married to respondent}*

**R40q**

SHOWCARD P1

Where does [he/she] live now?

- 1 This neighbourhood
- 2 This town
- 3 This county
- 4 This region
- 5 Elsewhere in Britain
- 6 Abroad

**pR41q**

Is he/she now married or living with someone?

- 1 ...married to a new partner,
- 2 living with a new partner,
- 3 living with parents,
- 4 or living alone?
- 8 Refusal
- 9 Don't Know

**pR43q**

Does he/she have any children living in his/her household?

- 1 Yes
- 2 No
- 8 Refusal
- 9 Don't Know

*{if R43q = yes}*

**pR44q^**

Are they his/her children or the children of his/her partners former relationship?

- 1 His/Her own children with new/other partner
- 2 Partner s children, not his/hers
- 3 Respondent s and ex-partner s child(ren)
- 4 Not sure/ don t know
- 8 Refusal
- 9 Don't Know

**pR45q**

How many other children does your former partner have?

- 98 Refusal
- 99 Don't Know

*{If was married to then separated from this person (R23q =1 AND R24q = 1)}*

**R54q**

Are you and your ex-partner now divorced?

- 1 Yes
- 2 No

*{If R54q = Yes}*

**R55qa**

When was the final date of your divorce?

FIRST ENTER YEAR...

Range = 1930..2050

**R55qb**

...THEN ENTER MONTH.

IF DK, ASK 'Was it Winter, Spring...?' AND ENTER MID-SEASON MONTH

Mid-season months:

Winter: Jan (01)

Spring: Apr (04)

Summer: July (07)

Autumn: Oct (10)

Range = 1..12

*{If ever lived with the ex partner or partner has died (R15q=response or R24q=2)}*

**R59q**

[Just before you separated/ At the time your partner died] was your partner working full time?

1 Yes

2 No

*{If ever lived with the ex partner (R15q=Response)}*

**R100mq (R100q)**

Sometimes, separating or divorcing partners receive property or capital from a former partner (or non-resident parent) over and above that to which they had personally contributed. This is often called a 'clean break' settlement.

Did you receive from [your former partner / the other parent] any of [his/her] share of the value of a house or flat, any other of his/her property, or any of his/her savings or investments?

1 Yes

2 No

*{If R100mq = yes}*

**R100aq**

Did you receive from (your former partner/ the other parent) any of his/her share of the value of a house or flat?

1 Yes

2 No

*{If R100q = Yes}*

**R101q**

How much would you say the amount that you received of your (former partner/other parent)'s share was worth at the time?

ENTER AMOUNT OF SHARE RESPONDENT GAINED

Range = 0..999997

**Soft Check:**

If R101q < £150,000

PLEASE CHECK YOUR ENTRY: THAT'S OVER £150,000

*{If R100mq =yes}*

**R102q**

Did you receive any of his/her share of any savings or investments?

1 Yes

2 No



*{If R100mq = yes}*

**R104q**

Did you receive any of his/her share of any other property?

- 1 Yes
- 2 No

*{If R100mq = Yes or R102q = yes or R104q = Yes}*

**R106q**

Did you accept this exchange for lower maintenance, or instead of any maintenance at all, or did this not affect any maintenance?

- 1 Exchange for lower maintenance
- 2 Instead of maintenance
- 3 Did not affect maintenance

**R110q**

Since you stopped living together with this person, have you lived together with anyone else [apart from your current partner]?

INTERVIEWER: DO NOT INCLUDE THE CURRENT PARTNER

- 1 Yes
- 2 No

*{If R110Bq= Yes return to R15q and repeat table of questions}*

*If Kidvar > 0, display list and ask*

**R111q**

I would now like to ask a few questions about the other parent of (ELDEST CHILD ON LIST). Did you ever live together as a couple (for a month or more) with ^HIMHER?

- Yes
- No

**END TABLE**

## 22 Proxy partner interview

ASKED OF MAIN RESPONDENT ONLY, IF FULL PARTNER INTERVIEW NOT POSSIBLE AT TIME OF INTERVIEW

### PARALLEL BLOCK: free-floating module

#### Partun

Can I just check a few details regarding your partner's situation?

- 1 Yes
- 2 No

*{If full partner interview expected}*

#### Partexp

We hope to carry out a short interview with your partner. Before that interview, may I just check a couple of details about his/her situation?

- 1 Yes
- 2 No

*{If agree to proxy interview (Partun=yes or Partexp=yes)}*

#### Pphea

Does your partner have any long-standing illness, disability or infirmity of any kind? By longstanding I mean anything that has troubled (him/her) over a period of time or that is likely to affect (him/her) over a period of time?

- 1 Yes
- 2 No

#### PpCare

Does your partner care for anyone because they have a long-standing illness, disability or infirmity?

- 1 Yes
- 2 No

*{If partner currently working (partner empstat=1 or 2)}*

#### Pcomp

You told us earlier that your partner is currently employed. Is [partner's name] currently working as an employee in this work or is he/she self-employed?

- 1 Employee
- 2 Self-employed
- 3 Government scheme
- 4 Unpaid family worker

*{If partner an employee (PPemp=1)}*

#### PPay

How much does [partner's name] get paid, that is after all deductions for tax, national insurance, pension contributions, union dues and so on, but including overtime, bonuses, commission, tips etc. PROBE FOR BEST ESTIMATE.

ENTER AMOUNT TO NEAREST £

Range = 1..999997

**PPperd**

And what period did this pay cover?

- 1 One week
- 2 Two weeks
- 3 Three weeks
- 4 Four weeks
- 5 Calendar month
- 7 Two Calendar months
- 8 Eight times a year
- 9 Nine times a year
- 10 Ten times a year
- 13 Three months/13 weeks
- 26 Six months/26 weeks
- 52 One Year/12 months/52 weeks
- 90 Less than one week
- 95 One off/lump sum
- 97 None of these (EXPLAIN IN A NOTE)

**Phours**

How many hours a week does [partner's name] usually work in this job, excluding meal breaks but including any paid overtime?

IF NO FIXED HOURS, ENTER 997

Range = 1..997

*{If partner not working 16 or more hours (empstat <>1)}*

**Peverwk**

Has [partner's name] ever worked in a paid job, or as a self-employed person for **more than 16 hours** a week?

- 1 Yes
- 2 No

*{If Peverwk=yes}*

**Plstwk**

When did [partner's name] last work in a job, or as a self-employed person for 16 or more hours a week?

ENTER THE YEAR FIRST AND THEN THE MONTH AT THE NEXT QUESTION

Range = 1930..2050

**Plstwkm**

NOW ENTER THE MONTH.

IF DON'T KNOW, ASK 'Was it Winter, Spring ..' AND ENTER THE MID-SEASON MONTHS

Range = 1..12

**Pphours**

How many hours a week did [partner's name] usually work in this job, excluding meal breaks but including any paid overtime?

IF NO FIXED HOURS, ENTER 997

Range = 1..997

<b>Soft Check:</b>
--------------------

If pphours >1970  
Are you sure?

*{If partner has ever worked 16 or more hours (peverwk=yes)}*

**Ppemp**

In [partner's name]'s last job where (he/she) worked 16 hours a week or more, was (he/she) an employee in this work or was (he/she) self-employed?

- 1 Employee
- 2 Self-employed
- 3 Government scheme
- 4 Unpaid family worker

*{If partner currently works or has ever worked 16 or more hours (empstat=1) OR (Peverwk=Yes)}*

**PPSIC**

What [does/did] the firm or organisation [partner's name][works/worked] for mainly make or do (at the place where he/she [worked/works])?

DESCRIBE FULLY - PROBE MANUFACTURING or PROCESSING or DISTRIBUTING ETC. AND MAIN GOODS PRODUCED, MATERIALS USED, WHOLESALE or RETAIL ETC.

**PPJobT**

What is/was [partner's name]'s last/main job of 16 hours or more?

ENTER JOB TITLE.

IF PARTNER HAS MORE THAN ONE JOB, THE MAIN JOB IS THE ONE THEY WORK(ED) IN THE MOST HOURS/ IF WORK(ED) IN BOTH JOBS FOR THE SAME NUMBER OF HOURS THE MAIN JOB IS THE MOST RENUMERATIVE.

**PPJobDe**

What does/did [partner's name] mainly do in his/her last/main job?

DESCRIBE FULLY - PROBE FOR DETAILS OF WHAT THEY DO. FOR EXAMPLE, IF A TEACHER, PROBE FOR WHETHER TEACH PRIMARY OR SECONDARY PUPILS. IF AN ENGINEER, PROBE FOR TYPE OF ENGINEER - ELECTRICAL, CHEMICAL, CIVIL ETC.

**PPtrain**

What training or qualifications does/did [partner's name] need for that job?

ENTER FULL DESCRIPTION, INCLUDING GRADE OR LEVEL WHERE APPROPRIATE.

*{If partner currently works or has ever worked 16 or more hours)and is/was an employee (empstat=1) OR (Peverwk=Yes) AND (Pcemp=1) OR (Ppemp=1)}*

**PPman**

Does/did [partner's name] have any formal responsibilities for supervising the work of other employees?

DO NOT INCLUDE PEOPLE WHO ONLY SUPERVISE:

CHILDREN, E.G. TEACHERS, NANNIES, CHILDMINDERS - ANIMALS

SECURITY OR BUILDINGS, E.G. CARETAKERS, SECURITY GUARDS

- 1 Yes
- 2 No

*{If PPman = 2 Has employees}*

**PPSup**

Please describe the type of responsibility [partner's name] have/has/had for supervising the work of other employees.

INTERVIEWER: PROBE FOR WHO AND WHAT IS BEING SUPERVISED

**PPnoemp**

How many employees [are/were] there at the place where [partner's name] [works/worked]?

Are/were there ... READ OUT...

- 1 1-9
- 2 10-24
- 3 25-499
- 4 or 500 or more

{If partner currently or was self-employed (Pcomp=2) OR (Ppemp=2)}

**Pslfem**

Is/was [partner's name] working on his/her own or does/did he/she have employees?

- 1 Working on own
- 2 Has employees

{If Pslfem=yes}

**Pslfno**

How many people does/did [partner's name] employ at the place where he/she works/worked?

- 1 1-9
- 2 10-24
- 3 25-499
- 4 or 500 or more

**Pacedq**

SHOW CARD N1

What is the highest educational qualification that [partner's name] has obtained?

HIGHEST = NEAREST THE END OF THE LIST.

- 1 GCSE grade D-G / CSE grade 2-5 / SCE O Grades (D-E) / SCE Standard Grades (4-7) / Scottish National Qualifications (Access level)/ SCOTVEC National Certificate Modules
- 2 GCSE grade A-C / GCE 'O'-level passes / CSE grade 1 / SCE O Grades (A-C) / SCE Standard Grades (1-3) / Scottish National Qualifications (Intermediate level) / School Certificate / Matriculation
- 3 GCE 'A'-level / AS level / SCE Higher Grades (A-C)/ Scottish National Qualifications (Higher level)
- 4 First degree, eg BSc, BA, BEd, MA at first degree level
- 5 Higher degree, eg MSc, MA, MBA, PGCE, PhD
- 6 Other *academic* qualifications (PLEASE GIVE DETAILS)
- 7 None of these
- 8 *Has qualification, level unknown*
- 9 *Other specific answer, not codeable to 1-8*
- 97 *Other vague answer, not codeable to 1-9*

{If Pacedq = Other}

**Pacedqo**

INTERVIEWER: SPECIFY OTHER QUALIFICATION(S). RECORD AS MUCH DETAIL AS POSSIBLE, EG AWARDING BODY, LEVEL OF QUALIFICATION.

(NB THE NEXT QUESTION DEALS WITH VOCATIONAL QUALIFICATIONS, SO THEY SHOULD NOT BE RECORDED HERE)

**Pvocq^**

SHOW CARD N2

Does [partner's name] have any professional, vocational or other work-related qualifications?

CODE ALL THAT APPLY

INTERVIEWER: THERE ARE 15 CODES

- 1 Level 1 NVQ/SVQ / Foundation GNVQ/GSVQ
- 2 Level 2 NVQ/SVQ / Intermediate GNVQ/GSVQ
- 3 Level 3 NVQ/SVQ / Advanced GNVQ/GSVQ
- 4 Level 4 NVQ/SVQ
- 5 Level 5 NVQ/SVQ
- 6 NVQ/SVQ or GNVQ - not sure what level
- 7 City & Guilds Part 1 / RSA Certificate
- 8 BTEC First/General Certificate / BEC/TEC General/ City & Guilds Part 2/Craft/Intermediate/ RSA Advanced Diploma/Certificate
- 9 BTEC National Certificate/Diploma/ City&Guilds Part 3/Final or Advanced Craft/ ONC/OND
- 10 BEC (Higher)/TEC (Higher)/ BTEC (Higher) /City & Guilds Part 4/ HNC / HND
- 11 Teaching qualification (not including PGCE)
- 12 Nursing qualification
- 13 Trade apprenticeship
- 14 Other *vocational* or *pre-vocational* qualification (PLEASE GIVE DETAILS AT NEXT QUESTION)
- 15 No, none of these
- 16 *City and Guilds/RSA-not sure what level*
- 17 *Other specific answer, not codeable to 1-15*
- 97 *Other vague answer, not codeable to 1-16*

{If Pvocq = other}

**Pvocqa**

INTERVIEWER: ENTER DETAILS OF OTHER VOCATIONAL OR PRE-VOCATIONAL QUALIFICATION

**PtnrQ**

INTERVIEWER CODE: WAS RESPONDENT'S PARTNER PRESENT DURING THIS PROXY INTERVIEW?

- 1 Yes
- 2 No