

University of Essex



USER GUIDE

**Improving Survey Measurement of Income and
Employment (ISMIE) Survey**

Edited by Annette Jäckle
with Peter Lynn, Fran Williams, Jonathan Burton,
Stephen P. Jenkins and Emanuela Sala.

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Institute for Social and Economic Research
University of Essex
Wivenhoe Park
Colchester
Essex CO4 3SQ

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1 Introduction

The ISMIE survey was undertaken to analyse issues of data validation and dependent interviewing. The end of funding for the European Community Household Panel (ECHP) in 2001 presented a rare opportunity to collect data for this purpose. The validation exercise had two parts: comparisons of survey reports of social security benefit income with administrative records, and of survey reports of employment characteristics (pay, hours, status, etc) with employer records. The survey also contained an experiment to test alternative dependent interviewing strategies, and compare them with traditional independent interviewing, in terms of impact on validity and accuracy. The data currently deposited are the household survey and the validation data collected from employers.

This document describes the survey design, methodological work and data structure, in so far as it differs from standard practices for the British Household Panel Survey (BHPS). Users are referred to the BHPS documentation for background information on the ECHP subsample and general survey processes and data characteristics. The BHPS documentation is available at <http://www.iser.essex.ac.uk/ulsc/bhps/doc>.

2 Route Guide for Users of ISMIE Data

As an introduction to the ISMIE data we recommend the following reading:

1. The summary of the survey design and methodological work in Sections 4 and 5 of this document.
2. The questionnaire content compared to BHPS wave 12, in Section 6 and Appendix 1.
3. The specification of the dependent interviewing questions in Appendix 2.
4. The description of the record structure of the ISMIE data in Section 8, of variable naming conventions in Section 7 and key linkage variables in Section 3.
5. The working paper describing the background of the ISMIE study and documenting the collection of validation data from employers and administrative records: Jäckle, A., Sala, E., Jenkins, S. P. and Lynn, P. (2004) 'Validation of Survey Data on Income and Employment: the ISMIE Experience' *ISER Working Paper No. 2004-14*, Colchester: University of Essex.
<http://www.iser.essex.ac.uk/pubs/workpaps/pdf/2004-14.pdf>

The ISMIE data consist of 36 different records. The reason for the large number of records is the complex nature of the household interviews: there are records containing information at the household level, records with information at the individual level, and records organised by substantive contents, for example job spells or income sources. In addition, for the sections subject to the dependent interviewing experiment there are separate files for each treatment group (for a discussion of the treatment groups see Appendix 2).

Table 1 summarises the survey content and corresponding questionnaires and data records.

Table 1: Overview of survey contents, questionnaires and corresponding data records

Contents	Questionnaire	Data Records		
		Independent Interviewing	Proactive Dependent I.	Reactive Dependent I.
Coversheet	coversheet.doc	lthhold.dta lehhmem.dta lahhmem.dta		
Household questionnaire	hhold.doc	lihhold.dta lownocc.dta lmort.dta ltenant.dta		
Individual questionnaire				
Neighbourhood and individual demographics	sectionD.doc	lia.dta liaprev.dta lfteduc.dta lpteduc.dta lbbabes.dta	lbquals.dta	lcquals.dta
Health and caring Employment	sectionM.doc sectionE.doc	lia.dta lia.dta lpdwrkr.dta lmployee.dta loemp.dta lselfemp.dta lsole.dta lsepart.dta lseoacc.dta lnpdemp.dta	lboccup.dta	lcoccup.dta
Employment history	sectionJ.doc	lia.dta lempstat.dta lespell.dta	lbpjstat.dta	lempstat.dta lespell.dta
Values and opinions	sectionV.doc	lia.dta		
Household finances	sectionF.doc	lia.dta lextran.dta lincpay.dta lincome.dta	lbincpay.dta	lcincpay.dta
Feed-forward variables	–	lffvars.dta		
RDI follow-up	–	rdi_followup.dta		
Wave 11 Standard	–	w11_sic92.dta		
Industrial Classification				
Employer Survey	employer_survey.doc	validation_employer.dta		

¹ These records contain information for all three treatment groups, unless alternative Proactive or Reactive Dependent Interviewing records are specified.

3 Linking Records: Key Variables

The key linking variables are PID, LPNO and LHID:

LPNO – the wave 12 person number can be used together with the household identifier LHID to merge individual-level ISMIE records cross-sectionally.

LHID – the wave 12 household identifier can be used cross-sectionally to link household-level records or to attach household-level information to individual-level records.

PID – the individual cross-wave identifier can be used for longitudinal linkage of individual-level records with records from previous waves of the ECHP.

These variables are available on all records, except the household-level records which contain only LHID.

4 Survey Design

The ISMIE survey had the following key characteristics:

- i) The survey returned to the ECHP low-income sub-sample which had been interviewed annually since 1997 as part of the British Household Panel Survey (BHPS) sample. Fieldwork took place between February and May 2003.
- ii) CAPI interviews were sought with all primary sample members (PSMs) interviewed at wave 11 of BHPS (2001). New entrants and those not interviewed at the previous wave were not interviewed. The total interviewed ECHP sample members at Wave 11 were 1,167 individuals in 785 households.
- iii) If respondents eligible to be interviewed (i.e. they were interviewed at Wave 11) had moved they were followed to their new address. ECHP sample members not eligible for interview who had moved without any eligible sample members were not followed.
- iv) Instruments included:
 - Coversheet
 - Household questionnaire (shortened to 4 minutes on average)
 - Individual questionnaire (shortened to 20-25 minutes on average)

There were no self-completion, proxy or youth questionnaires.

- v) The BHPS wave 12 CAPI questionnaires required re-scripting to a) shorten the questionnaire and b) include additional elements that were needed for the methodological work.
- vi) Editing, coding and data processing were as per the main BHPS survey.

5 Methodological Work

The work involved three distinct elements which had implications for the survey:

- i) Respondents were asked for their permission to match the survey data to administrative records held by the Department of Work and Pensions. To aid in this process, we asked respondents for their National Insurance Number (NINO). This was partly to help with data matching but is also to test the feasibility of collecting NINOs and the accuracy of NINOs provided. Jenkins et al. (2004b) reported on the data linkage and investigated the quality of matches made using NINOs and alternative matching variables.

- ii) We asked respondents for permission to contact their employer so that key details of their employment situation (hours worked, pay, occupation) could be validated directly with their employer. This involved collecting the name and address details of the employer for those who agreed. Lynn and Sala (2004) described the contact and response process for the employer survey and Jenkins et al. (2004a) analysed respondents' propensities to consent to matching with administrative data or contacting employers.
- iii) We incorporated an experiment on dependent interviewing for some measures using responses fed-forward from Wave 11. These included alternative question versions (experimentally allocated) for qualifications, occupation, pay, job history and finance grid items. The effects of dependent interviewing are documented in Lynn et al. (2004a; 2004b), Sala and Lynn (2004) and Jäckle and Lynn (2004).

6 Questionnaire Content

The questionnaire was based on the BHPS wave 12 questionnaires. We aimed to maintain the context of the interview as far as we could but also wanted to shorten the questionnaire by removing sections or questions that were not needed for this project. Appendix 1 documents the questions that were cut.

Amendments also had to be made for the purpose of the dependent interviewing experiment and new questions were added to ask for permission to a) contact employers, and b) pass details to the DWP for matching with administrative records, plus c) employer's contact details (if permission given). Appendix 3 describes the questions added for the validation studies.

The sample consisted of the 1,167 primary sample members (PSMs) who were interviewed in person at wave 11 (1,157 of whom were PSMs at wave 11 and 10 of whom had become PSMs subsequently). We split the sample into three roughly equal-sized treatment groups and attached a treatment group identifier (LGROUP). The three groups are the "independent interviewing (INDI)," "proactive dependent interviewing (PDI)" and "reactive dependent interviewing (RDI)" groups.

There were five sets of questions where dependent interviewing was tested. These were:

- School-based qualifications
- Current employment
- Income from current employment
- Employment history since last interview
- Current sources of income

Appendix 2 details the modifications for these experimental sections. Note that the INDI treatment group received the standard wave 12 interview (less items/sections that had been removed). The variations affected only the other two treatment groups.

7 Variable Naming Convention

Variables are named (as far as possible) according to their questionnaire number, prefixed by 'L'. Where a question has more than one constituents, these will appear as separate variables. One example of this are questions where there is a substantive numeric value and an alternate DK/refused option (e.g. H30). Another is on period codes where there is an office code for 'Other' (e.g. H31).

The variables for questions H30 and H31 are:

LH30, LH30DK

LH31, LH31OC

This naming convention differs from BHPS practices where variables are named using meaningful mnemonics given the data content. To translate between BHPS variable names and ISMIE question numbers users can use two functions of the BHPS documentation:

- i. The description of BHPS variables by their mnemonic names states the question number, which is the same as in the ISMIE survey
<http://www.iser.essex.ac.uk/ulsc/bhps/doc/volb/>
- ii. The annotated BHPS questionnaires show the BHPS variable names next to each question number
http://www.iser.essex.ac.uk/ulsc/bhps/doc/pdf_versions/questionnaires/bhpsw12q.pdf

8 ISMIE Record Structure

There are very few derived variables in the ISMIE data. These are on LTHHOLD and LEHHMEM only and are described below. The ISMIE data do not include weights.

8.1 Coversheets

Information from the coversheets is contained in three records: LTHHOLD, LEHHMEM and LAHHMEM:

LTHHOLD

This is equivalent to LHHSAMP in the BHPS data. It consists of variables from the front and back pages of the coversheet. As there are no question numbers on the front page, this record does not follow the naming convention in full.

Derived variables:

LHHORIG – the household level sample origin flag (value either 2 or 3)

LFHO – Final household outcome – a combination of LCS3 and LCS6

LFHOL – Longitudinal FHO – as per LIVFHO in the BHPS

LADDSTAT – Address status – a combination of the variables LCS1ADD{1-3} and LCSNADD

LEHHMEM

This is equivalent to LINDSAMP in the BHPS data. It covers pages 2-5 of the coversheet and the variables are LEG2 to LEG17 (ignore LEG18 and LEG19). New entrants to the household have a PID of '0'.

Derived variables:

LMEMORIG the individual level sample origin flag (value either 2 or 3)

LFIOLO – Longitudinal final individual outcome – as per LIVFIO in the BHPS
LFINLOC – final location flag - as per LFINOC in the BHPS
LMOVER – Mover flag – as per LMOVEST in the BHPS

LAHHMEM

This is equivalent to LINDALL in the BHPS data. It covers pages 6-7 of the coversheet and the variables are LHG2 to LHG13.

8.2 Household Questionnaire

The four record types below together constitute the equivalent of LHHRESP on the BHPS data.

LIHHOLD

This is the main household record containing all variables not in the other three record types. This covers H0 to H3 and H37 to H65 of the questionnaire.

LOWNOCC

This record exists for all owner occupiers (H3 = 1 or 2) and covers questions H4 to H12 of the questionnaire.

LMORT

This record exists for all mortgage payers (H6 = 2) and covers questions H13 to H24 of the questionnaire.

LTENANT

This record exists for all tenants (H3 >= 3) and covers questions H25 to H36 of the questionnaire.

8.3 Individual Questionnaire

The following records together constitute the equivalent of LINDRESP in the BHPS data.

LIA

This is the main individual record. This contains all the questions not included in the records below. The questions covered are:

D0 to D12

DA65 to D68

D97A to D98

D115

M0 to M2

E0 to E2

E129 to E139

J1 to J8

X41, X42, J10IT

J12, J29

X44, X45

J39

V0 to V4, V9

F0 – F2

F4 – F41

F46 – F57

I1 – I10

LIA also has a variable LGROUP which holds the treatment group to which each respondent was allocated.

LIAPREV

This record contains data for those respondents who have been interviewed at some previous wave (all the ISMIE respondents). The questions covered are:

D14 to D17A

X1

D18

LFTEDUC

This records contains data for those respondents who have attended full-time education (FTE) in the past year.(D17 = 7 or D18 = 1) Each FTE occurrence exists as a separate record. It covers questions

D19 to D28

LBQUALS

This record only exists for PDI respondents where the educational qualifications held are incorrect. (X1 = 2). Questions covered are:

X2 – X6

LPTEDUC

This records contains data for those respondents who have attended part-time education (PTE) in the past year.(D67 = 1) Each PTE occurrence exists as a separate record. It covers questions

D69 – D78

LCQUALS

This record only exists for RDI respondents where there are any new qualifications reported. Questions covered are X7

LBABES

This records contains data for those respondents who are the mother of a baby born in the past year (D97B = 1). Each baby exists as a separate record. It covers questions D99 – D106

LPDWRKR

This record exists for all respondents who have a job (E1 = 1 or E2 = 1). The questions covered are

E3 – E7

E101 – E110

Questions E5 to E7 are only asked of INDI respondents

LEMPLOYEE

This record exists for all respondents who are employed (E7 = 1 or EB7 = 1 or EC7 = 1). The questions covered are

E8 – E50

Questions E8 to E10 are only asked of INDI respondents

LBOCCUP

This record exists for all PDI respondents who have a job (E1 = 1 or E2 = 1) The questions covered are

X11

BE5

X12

BE6

X13

BE7

X14
BE8, BE9
X15
BE10

LCOCCUP

This record exists for all RDI respondents who have a job (E1 = 1 or E2 = 1) The questions covered are

CE5
X16, X17
CE6
X18 X19
CE7
X20
CE8
X21
CE9
CE10
X22

LOEMP

This records exists for all employees interviewed last year. The questions covered are E52 to E56

LSELFEMP

This record exists for all respondents who are self-employed (E7 = 2 or EB7 = 2 or EC7 = 2). The questions covered are

E73 – E80
E95 – E100

LSESOLE

This record exists for all self-employed respondents who work on their own account (E80 = 1). The questions covered are

E81 to E85

LSEPART

This record exists for all self-employed respondents who are in partnership (E80 = 2). The questions covered are

E86 to E90

LSENOACC

This record exists for all self-employed respondents who do not prepare accounts (E79 = 2 or 3). The questions covered are

E91 to E94

LNPDEMP

This record exists for all respondents who are not working (E1 = 2 or E2 = 2). The questions covered are:

E111 to E124

LEXTRAN

This records contains data for those respondents who make external transfers (F41 = 1). Each external transfer exists as a separate record. It covers questions

F42 to F45

LFFVARS

This record consists of all the variables fed-forward for the dependent interviewing. The variables that exist are:

LGROUP

DOI{D,M,Y}
N2_01 to N2_19
KJOB to KACTY
KINC01 to KINC58

RDI_FOLLOWUP

This record contains the answers to the RDI follow-up questions, which are not in the remainder records.

W11_SIC92

This record contains the 1992 Standard Industrial Classification for respondents' current occupation at wave 11.

The following records constitute the equivalent of LJOBHIST in the BHPS data:

LEMPSTAT

This record exists for INDI and RDI respondents who have changed their job or employment status in the past year (J8 = 2). The questions covered are J9 – J10

LESPELL

This record exists for INDI and RDI respondents who have had a different job in the past year (J8 = 2). The questions covered are J13 to J28

LBPJSTAT

This record exists for PDI respondents who have changed their job or employment status in the past year (J8 = 2). The questions covered are X43, X43CK
BJ10 to BJ28

The following records constitute the equivalent of LINCOME in the BHPS data:

LINCOME

This derived record corresponds to the BHPS LINCOME file and contains information from LIA, LINCPAY, LBINCPAY and LCINCPAY for all three treatment groups.

LINCPAY

An occurrence of LINCPAY exists for each item coded at F1. The questions covered are F3A
F3BALL, F3B01 – F3B20
F3C – F3F

Note: There was a problem of double reporting of income sources in LBINCPAY and LINCPAY for the PDI group. Duplicates have been removed from the derived record LINCOME, and flagged up in LINCPAY (variable DUPFLAG).

LBINCPAY

This record type only exists for PDI respondents. There is an occurrence of this record type for every occurrence of KINCPAY at Wave 11 i.e. where KINC_x = 1. The questions covered are:

X51A
X51BALL, X51B01 – X51B20
X51C – X51F

LCINCPAY

This record type only exists for RDI respondents. There is an occurrence of this record type for every occurrence of KINCPAY at Wave 11 (KINC_x = 1) which is not mentioned at F1. The questions covered are:

X52A, X52

X52BALL, X52B01 – X52B20

X52C – X52F

8.4 Employer Survey

The record VALIDATION_EMPLOYER contains information from the employer survey, which was conducted to collect validation data about respondents' employment situation (for details see Jäckle et al. 2004 and Lynn and Sala 2004). The validation data can be linked with the respondents' survey answers using LPNO and LHID or PID.

Variables in this record are named according to the question number in the employer questionnaire. Table 2 summarises the contents of the employer survey, the question numbers and corresponding variable names in the ISMIE records LPDWRKR and LEMPLYEE. The record contains observations for all ISMIE respondents who gave consent to contact their employers, even if the employer did then not return the survey. The variable OUTCOME can be used to identify whether validation information is available for the respondent.

Table 2: Contents of employer survey compared to individual questionnaire

Question / variable name		Question content
Employer survey	Individual questionnaire	
V1	LE6	1992 SIC of employer
V2	LE10	Number employed at workplace
V3	LE5	Occupation (SOC)
V4	LE7	Employee or self-employed
V5	LE8	Managerial duties
V6	LE11	No. of hours normally worked per week
V6_a	–	Normal or average hours
V7_a – V7_h	LE48a – LE48h	Working hours arrangement
V8_a	–	Date of last payment, day
V8_b	–	Date of last payment, month
V8_c	–	Date of last payment, year
V9	LE20	Gross pay at last payment
V10	LE21	Pay period: last gross pay
V11	LE22	Take-home pay at last payment
V11_a	LE22dk	No deductions
V12_a – V12h	LE30a – LE30h	Last pay unusual
V13	LE31	Salaried or hourly pay
V14_a	LE34l	Hourly rate: pounds
V14_b	LE34p	Hourly rate: pence
V15	–	Set hourly rate of pay
V16_a	LE35l	Overtime pay: pounds
V16_b	LE35p	Overtime pay: pence
V17	–	Overtime set hourly rate of pay
V18	LE49	Pension scheme run by employer
V19	LE50	Member of employer's pension scheme
outcome	–	Final outcome of employer survey
qreturn	–	Stage postal questionnaire returned
lhid, lpno, pid	lhid, lpno, pid	Linkage variables

9 References

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Appendix 1: Cuts to BHPS Wave 12 Questionnaire

We used the Wave 12 BHPS script as the basis for the ISMIE interview, introducing additional routing as required. An outline of the cuts to the questionnaire is below.

Coversheet

As per BHPS, no changes.

Household Questionnaire

Cut H5, H16, H17, H40, H41, H44, H46 – 49, H54, H58, H59, H62, H63

Individual questionnaire

Demographics

Cut D29 – D66 (new entrant questions that will not apply), D79 – D96, D107 – D114

Health

Cut M9 – M52 (so cut entire section apart from the first few questions)

Employment

No cuts

Employment History

No cuts

Values and Opinions

Cut V2, V3, V5 – V8, V10 – V71 (so cut entire section apart from a few questions).

Household Finances

Cut F53, F53a

No self-completion

No Proxy

No Youth questionnaire

No telephone interviews

Appendix 2: Dependent Interviewing Specification

The following documents the questions developed for the dependent interviewing (DI) experiment. Respondents were randomly allocated to one of three treatment groups: Independent interviewing (INDI), proactive dependent interviewing (PDI) and reactive dependent interviewing (RDI). The INDI questions were the standard BHPS questions. PDI questions used answers from the previous interview in the formulation of the questions, while RDI used previous information to prompt follow-up questions if the answers indicated a change in the respondent's circumstances since the previous interview.

New questions (most of which were slight variants on existing questions) are labelled Xnn and new automatic routing 'check questions' are labelled CXnn. The information fed forward from the 2001 interview is referred to as <K VARIABLE> and information derived within the ISMIE interview is referred to as <L VARIABLE>, the contents of which are described in Appendix 4 and Appendix 5.

The specification details for each questionnaire section are introduced by a summary table of the question numbers and record structure for the three treatment groups.

1 School-Based Qualifications

Table 3: Record structure for school-based qualification questions

Questions	Records		
	Independent	Proactive DI	Reactive DI
D18	liaold	liaold	liaold
D19	lfteduc	lfteduc	lfteduc
D20	lfteduc	lfteduc	lfteduc
D21	lfteduc	lfteduc	lfteduc
D22	lfteduc	lfteduc	lfteduc
D23	lfteduc	lfteduc	lfteduc
D24	lfteduc	–	lfteduc
D25	lfteduc	–	lfteduc
D26	lfteduc	–	lfteduc
D27	lfteduc	–	lfteduc
D28	lfteduc	–	lfteduc
Lx07	–	–	lcquals
Lx07txt	–	–	rdi_followup
Lx01	–	liaold	–
Lx02	–	lbquals	–
Lx03	–	lbquals	–
Lx04	–	lbquals	–
Lx05	–	lbquals	–
Lx06	–	lbquals	–

INDEPENDENT: Standard wave 12 questions (D18 – D28)

PROACTIVE DI: Remove D24 – D27. Insert X01-X06 before D18. Note that ALL respondents should be asked X01 (so the routing from D17 and D17a should be to X01).

X01 (**SHOWCARD D5a** – same as D5, but without “other”) We are particularly interested in checking the accuracy of the information we hold about school-based qualifications of the sort shown on this card. According to our records from previous interviews, you have <QUALTXT1>. Is that correct?

Yes, correct: D18

No, incorrect: X02

X02 So, which of these qualifications do you have ? *For each mentioned, ask X03*

X03 How many subjects did you pass in ?

X04 Did you gain any of these qualifications since <INTDATE>?

Yes: X05

No: D18

X05 Which qualifications have you gained since last time? *For each mentioned, ask X06*

X06 How many subjects did you pass in (since last time)?

REACTIVE DI: Standard wave 12 questions (D18 – D78), followed by CX01 (i.e. the final filter from D78 should be to CX01 instead of DA65):

CX01 IF ANY (YES AT D24 AND D25>0) OR (D74 EQ 1 AND D75>0): X07, then DA65

IF NO NEW QUALIFICATIONS REPORTED: DA65

X07 (*Ask for each new qual reported at D25/D26/D74/D75*) You have told me that you have gained <N1_x> <QUAL_x> since last time we interviewed you, and my records show that you previously had <N2_x> <QUAL_x>, so, you now have a total of <N1_x+N2_x> <QUAL_x>: is that correct? IF RESPONDENT DISAGREES, INTERVIEWER PROBE TO ESTABLISH WHICH ANSWER WRONG

Yes, correct

No, our previous records are wrong } Text box for verbatim explanation

No, current response was wrong } Text box for verbatim explanation

If there is another new qual: X07

If no other new qual: DA65

2 Current Employment

Table 4: Record structure for current employment questions

Question	Records		
	Independent	Proactive DI	Reactive DI
E5	lpdwrkr	lboccup	lcoccup
E6	lpdwrkr	lboccup	lcoccup
E6a	lpdwrkr	lboccup	lcoccup
E7	lpdwrkr	lboccup	lcoccup
E8	lempljee	lboccup	lcoccup
E9	lempljee	lboccup	lcoccup
E10	lempljee	lboccup	lcoccup
lx11	–	lboccup	–
lx12	–	lboccup	–
lx13	–	lboccup	–
lx14	–	lboccup	–
lx15	–	lboccup	–
lx16	–	–	lcoccup
lx17	–	–	lcoccup
lx18	–	–	lcoccup
lx19	–	–	lcoccup
lx20	–	–	lcoccup + rdi_followup
lx21	–	–	lcoccup + rdi_followup
lx22	–	–	lcoccup + rdi_followup

INDEPENDENT: Standard wave 12 (i.e. current job E5, then calendar J9 if current job started since Sept 1st 2001)

PROACTIVE DI: Add following questions immediately before E5:

CX11 AUTO CHECK: IF (KJOB=1), ASK X11;
 IF (KJOB=2), ASK E5 (then E6 etc – usual routing);
 IF (KJOB=3), E5, then CX12

X11 Last time we interviewed you, on <INTDATE>, you said your occupation was <OCCUP>. Are you still in that same occupation?

Yes: CX12

No: E5, then CX12

CX12 AUTO CHECK: IF (KEMP=1), ASK X12;
 IF (KEMP=2 or 3), E6, E6a, then CX13

X12 And last time you said that you were working for <EMPLOYER>? Are you still working for the same employer?

Yes: CX13

No: E6, E6a, then CX13

CX13 AUTO CHECK: IF (KEMPST=1), ASK X13;
 IF (KEMPST=2), E7, then CX14 (If E7/1, otherwise E73)

X13 And are you still <EMPSTAT>?

Yes: CX14

No: E7, then CX14

CX14 AUTO CHECK: IF (KMANAG=1), ASK X14;

IF (KMANAG =2 or 3), E8, then CX15

X14 And last time you said that you were <MANAG>? Is that still the case?

Yes: E9, then CX15

No: E8, E9, then CX15

CX15 AUTO CHECK: IF (KWKFORCE=1), ASK X15;

IF (KWKFORCE =2 or 3), E10

X15 And last time you said that there were <WORKTXK> people employed at the place where you work? Is that still the case?

Yes: E11

No: E10

REACTIVE DI: Add the following immediately after E5:

CX16 AUTO CHECK: IF (KJOB=1), X16;

IF (KJOB=2), E6;

IF (KJOB=3), X17

X16 Can I just check, is that the same occupation that you had last time we interviewed you, on <INTDATE>, when we recorded your occupation as <OCCUP>?

Yes: E6

No: E6

X17 Can I just check, is that the same occupation that you had last time we interviewed you, on <INTDATE>?

Yes: E6

No: E6

Add the following immediately after E6a:

CX17 AUTO CHECK: IF (KEMP=1), X18;

IF (KEMP=2), E7

IF (KEMP=3), X19

X18 Is that the same employer that you were working for last time we interviewed you, on <INTDATE>, when we recorded your employer as <EMPLOYER>?

Yes: E7
No: E7

X19 Is that the same employer that you were working for last time we interviewed you, on <INTDATE>?

Yes: E7
No: E7

Add the following immediately after E7:

CX18 AUTO CHECK: IF [(EMPSTAT=1 or 2) AND (EMPSTAT NE E7)], X20;
OTHERWISE, E8

X20 So, since last time we interviewed you, on <INTDATE>, you've changed from being <EMPSTAT> to <EMPSTAT2>: is that correct?

Yes: E8
No: ENTER EXPLANATION, then E8

Add the following immediately after E8:

CX19 AUTO CHECK: IF [(MANAG=1, 2 or 3) AND (MANAG NE E8)], X21;
OTHERWISE, E9

X21 So, since last time we interviewed you, on <INTDATE>, you've changed from being <MANAG> to <E8>: is that correct?

Yes: E9
No: ENTER EXPLANATION, then E9

And add the following immediately after E10:

CX20 AUTO CHECK: IF [(WKFORCE=01 - 09) AND (WKFORCE NE E10)], X22;
OTHERWISE, E11

X22 So, since last time we interviewed you, on <INTDATE>, the number of people employed at the place where you work has changed from being <WORKTXK> to <WORKTXL>: is that correct?

Yes: E11
No: ENTER EXPLANATION, then E11

3 Income from Current Employment

Table 5: Record structure for questions on income from current employment

Question	Records	Question	Records
le20	lemployee	le26	lemployee
le20dk	lemployee	le27	lemployee
le21	lemployee	le27dk	lemployee
le21oc	lemployee	le28	lemployee
le22	lemployee	le28oc	lemployee
le22dk	lemployee	le29	lemployee
le23	lemployee	le30a	lemployee
le23oc	lemployee	le30b	lemployee
le23a	lemployee	le30c	lemployee
le23b	lemployee	le30d	lemployee
le23bdk	lemployee	le30e	lemployee
le23c	lemployee	le30f	lemployee
le23coc	lemployee	le30g	lemployee
le23d	lemployee	le30h	lemployee
le23ddk	lemployee	le30i	lemployee
le23e	lemployee	lx31	lemployee
le23eoc	lemployee	lx32	lemployee
le24	lemployee	lx33	lemployee
le25	lemployee	lx3as	rdi_followup
le25dk	lemployee	lx3bs	rdi_followup

INDEPENDENT: Standard wave 12 questions

PROACTIVE DI: Add before E20:

CX31 AUTO CHECK: IF (VALPAY=1), ASK X31;
OTHERWISE, ASK E20

X31 Last time we interviewed you, on <INTDATE>, our records show that your pay was <KAMT> per <KPERIOD> <KGROSS>. Is that still the case now, or has your pay changed?

Same: E20
Changed: E20

REACTIVE DI: Add before E31:

CX32 AUTO CHECK: IF (KUSUPAYN>0) AND (LUSUPAYN>0), CX33;
ELSEIF (KUSUPAYG>0) AND (LUSUPAYG>0), CX34;
ELSE, E31.

CX33 IF (<LUSUPAYN> > 1.1 x <KUSUPAYN>), OR IF (<LUSUPAYN> < 0.9 x <KUSUPAYN>), X32, then E31;

X32 So, your net pay has gone <UPDOWN> since last time we interviewed you, from <KAMT> per <KPERIOD> to <LAMT> per <LPERIOD>, is that correct?

Yes: E31

No: ENTER EXPLANATION, INCLUDING ANY CORRECTED AMOUNTS/PERIODS then E31

CX34 IF (<LUSUPAYG> > 1.1 x <KUSUPAYG>), OR IF (<LUSUPAYG> < 0.9 x <KUSUPAYG>), X33, then E31;

X33 So, your gross pay has gone <UPDOWN> since last time we interviewed you, from <KAMT> per <KPERIOD> to <LAMT> per <LPERIOD>, is that correct?

Yes: E31

No: ENTER EXPLANATION, INCLUDING ANY CORRECTED AMOUNTS/PERIODS then E31

4 Employment History since Last Interview

Table 6: Record structure for employment history since last interview

Question	Records		
	Independent	Proactive DI	Reactive DI
J1	lia	–	lia
J2	lia	–	lia
J3	lia	–	lia
J4	lia	–	lia
J5	lia	–	lia
J6	lia	–	lia
J7	lia	–	lia
J8	lia	–	lia
Lx41	–	lia	–
Lx42	–	lia	–
J10it	–	lia	–
J9	lempstat	–	lempstat
J10	lempstat	–	lempstat
J11	–	–	–
J12	lia	–	lia
J13	lespell	–	lespell
J14	lespell	lbpjstat	lespell
J15	lespell	lbpjstat	lespell
J16	lespell	lbpjstat	lespell
J17	lespell	lbpjstat	lespell
J18	lespell	lbpjstat	lespell
J19	lespell	lbpjstat	lespell
J20	lespell	lbpjstat	lespell
J21	lespell	lbpjstat	lespell
J22	lespell	lbpjstat	lespell
J23	lespell	lbpjstat	lespell
J24	lespell	lbpjstat	lespell
J24dk	lespell	lbpjstat	lespell
J25	lespell	lbpjstat	lespell
J25oc	lespell	lbpjstat	lespell
J26	lespell	lbpjstat	lespell
J27	lespell	lbpjstat	lespell
J28	lespell	lbpjstat	lespell
Lx44	–	–	rdi_followup
Lx45	–	–	rdi_followup
Lx43	–	lbpjstat	–
Lx43ck	–	lbpjstat	–
Lbj10 (d/m/y/ne)	–	lbpjstat	–

INDEPENDENT: Standard wave 12 questions (J1 – J28)

PROACTIVE DI: Replace J1 – J8 with :

X41 When we last interviewed you, on <INTDATE>, our records show that you were <KACTTX>. Is that correct?

Yes: Intro A

No: X42

X42 **SHOWCARD** (AS J1, plus employee (01) and self-employed (02)) Please look at this card and tell me which best describes your situation on <INTDATE>? Now to intro B.

Intro A I'd like to ask you a few questions now about what you might have been doing since <INTDATE> in the way of paid work, ... *(rest of text from J9)* ... the same employer. I'll start by asking about what you were doing immediately after your job/ spell of <KACTTX> which you were doing on <INTDATE>. Now ask J10a_Iter1.

Intro B I'd like to ask you a few questions now about what you might have been doing since <INTDATE> in the way of paid work, ... *(rest of text from J9)* ... the same employer. I'll start by asking about this job/ spell of <LKACTTX> which you were doing on <INTDATE>. Now ask J10a_Iter1.

J10a_Iter1 "On what date did you stop doing that?"

Enter date: dd/mm/yyyy

GO TO X43,

Not ended, this is current job/status

1

If "Not ended, this is current job/status" GO TO J28a_2 (Summary screen)

X43 **SHOWCARD J2** Can you look at this card please and tell me which of the descriptions comes closest to what you were doing immediately after that?

If X43=01 or 02 ask X43_Check, Else go to J10a

X43_Check: INTERVIEWER CHECK

"Is this respondent's current job/spell of self-employment?"

YES

GO TO J28a_2 (summary screen)

NO

ASK J14-J28

J10a "On what date did you stop doing that?"

Enter date: dd/mm/yyyy

GO TO X43,

Not ended, this is current job/status

1

If "Not ended, this is current job/status" GO TO J28a_2 (Summary screen)

Small amendment to J24: “Please think back to <INTDATE>/ <STARTDATE>. At that time...”

REACTIVE DI: Same as wave 12 (J1 – J38) followed by:

CX41 AUTOMATIC CHECK:

IF (<KACT> = <LKACT>) AND (<KACTM> = <LKACTM>), ASK J39;

IF (<KACT> NE <LKACT>), ASK X44;

IF (<KACT> = <LKACT>) AND (<KACTM> NE <LKACTM>), ASK X45

X44 May I just check something? According to our records, when we last interviewed you, on <INTDATE>, you were <KACTTX>. That spell had started in <KACTMTX>. But the information that you have just given me implies that you were <LKACTTX> at that time. It may be that I have recorded something wrongly and it is important to us that our information is accurate, so can you just clarify that for me? PROBE FOR DETAILS AND RECORD IN TEXT BOX. Then J39.

X45 May I just check something? According to our records, when we last interviewed you, on <INTDATE>, your current spell of <KACTTX> had started in <KACTMTX>. But the information that you have just given me implies that this spell started in <LKACTMTX>. It may be that I have recorded something wrongly and it is important to us that our information is accurate, so can you just clarify that for me? PROBE FOR DETAILS AND RECORD IN TEXT BOX. Then J39.

5 Sources of Income

Table 7: Record structure for questions on income sources

Question	Records		
	Independent	Proactive DI	Reactive DI
F1	lia	lia	lia
F2	lia	lia	lia
F2rn	lia	lia	lia
F3a	lincpay	lincpay	lincpay
F3b	lincpay	lincpay	lincpay
F3c	lincpay	lincpay	lincpay
F3d	lincpay	lincpay	lincpay
F3e	lincpay	lincpay	lincpay
F3f	lincpay	lincpay	lincpay
Lx52	–	–	lcincpay
Lx51	–	lbincpay	–

INDEPENDENT: Same as wave 12 (F1 – F3f)

PROACTIVE DI: Before F1, ask X51 for each source from showcard F1 reported at wave 11 (i.e. if KINC_x=1):

X51 According to our records, when we last interviewed you, on <INTDATE>, you were receiving <INC_x>, either yourself or jointly. For which months since

<INTMON> have you received <INC_x>? (Include an option to indicate 'none') Then F3c- F3f.

Then amended version of F1:

F1ax: **SHOWCARD F1** I am going to show you and tell me if, since <INTDATE>, you have received any other of the types of income....?

Then equivalent questioning for each of showcards F2, F3 (excluding code 41) and F4 (excluding code 59) in turn.

Route past summary screen.

REACTIVE DI: Same as wave 12 (F1 – F3f), followed by:

CX51 AUTO CHECK: If any income source reported at w11 but not w12, ask X52 for each source reported at w11 but not w12;
OTHERWISE, GO TO F4

X52 Can I just check, according to our records you have in the past received <INC_x>. Have you received <INC_x> at any time since <INTDATE>?

Yes: Ask F3a – F3f about this source

No: X52 about next source reported only at w11, or F4 if no more sources

Appendix 3: Consent Questions for Collection of Validation Data

This section describes the consent questions which were added to the end of the individual interview to ask for permission to link the survey responses to administrative data and to collect validation data from employers.

1 Data Linkage with the DWP

F53_intro

This is a special year for the survey as we have gained funding to carry out additional analysis to assess the quality of the data we collect on the survey. This work is especially important as data from the survey are used by many policy makers and government departments. So it is important that we can say with certainty that the data we provide is accurate and giving the correct information.

To ensure that our records are complete and accurate, we would like to use information held by the Department for Work and Pensions and Inland Revenue about your benefits and tax credits (but NOT about your income tax).

F53

Are you happy to give us your permission to link your answers with the administrative records held by these government departments?

Yes	GO TO E137
No	GO TO F55
Don't know/respondent queries why	GO TO F53_Prompt

F53_Prompt

IF ASKS 'WHY'

“Researchers want to check accuracy and completeness of the survey answers about benefits and tax credits”

IF ASKS ABOUT THE CONSEQUENCES OF SAYING 'YES'

“Like everything else you have told us, this information will be completely confidential and will be used solely for research purposes. No information that can identify you will be made available to the Department for Work and Pensions, the Inland Revenue, or anyone else outside the research team. Taking part in this study will not affect your benefit or tax credit entitlements or dealings with any Government Departments now or in the future”.

IF ASKS HOW THE LINK WILL BE DONE

“To link the information from the Department for Work and Pensions and Inland Revenue with your answers, we shall pass them your name, address, sex and age. These personal details will be removed as soon as the information has been linked”.

GO TO F54

F54 Are you happy to give us your permission to link your answers with the administrative records held by these government departments?

YES GO TO E137

NO GO TO F55

DK/Can't say GO TO F55

2 National Insurance Number

E137 To help us make this link to the administrative data, can you tell me your National Insurance number please?

ASK RESPONDENT TO CONSULT A PAYSLIP OR OTHER RECORDS SUCH AS A PENSION OR BENEFIT BOOK OR NATIONAL INSURANCE NUMBER CARD

IF RESPONDENT ASKS ‘WHY DO YOU WANT THIS?’ RESPOND...

“This is just to ensure our records are accurate.”

IF RESPONDENT QUERIES ‘WHY?’ AGAIN RESPOND...

“This will be used for research purposes when checking the data and will not be released to anyone outside the research team”

IF RESPONDENT IS STILL UNWILLING TO PROVIDE THE INFORMATION CODE ‘REFUSED’ BELOW

ENTER NUMBER:

GO TO E138

Don't Know GO TO F55

Refused GO TO F55

E138 INTERVIEWER CODE FOR ALL CASES WHERE A NUMBER GIVEN

- 1 NI number taken from payslip or other document
- 2 NI number remembered and respondent certain correct
- 3 NI number remembered but respondent not certain

3 Employer's Details

ASK IF EMPLOYEE ONLY

F55 Another part of the work on checking the accuracy of the data we collect involves contacting your current employer for some details about your current job, pay and conditions.

Would you give us your permission to contact your employer?

Yes GO TO F55_Details
No GO TO F55_W11

F55_Details
WRITE IN

Contact name
Employer/Firm name
Address details:
Number and street
Town
County
Postcode
Telephone number inc. STD code

GO TO F55_W11

Appendix 4: Feed-Forward Variables for Dependent Interviewing

Note: all question numbers in this appendix refer to the numbering used at wave 11.

A1: Constant text-fills

These had the same value for all sample members and were therefore not added to the data file. They were used in the derivation of some feed-forward variables and as interview text-fills in their own right.

QUAL_01	“A levels”
QUAL_02	“GCSE grades A-C”
QUAL_03	“GCSE grades D-G”
QUAL_04	“O levels (before 1975)”
QUAL_05	“O level grades A-C”
QUAL_06	“O level grades D-E”
QUAL_07	“CSEs grade 1”
QUAL_08	“CSEs grade 2-5”
QUAL_09	“school certificate”
QUAL_10	“higher school certificate”
QUAL_11	“GNVQs”
QUAL_12	“standard grades 1-3”
QUAL_13	“standard grades 4-7”
QUAL_14	“SCE ordinary grades bands D-E or 4-5”
QUAL_15	“O grades pass, bands A-C or 1-3”
QUAL_16	“school-leaving certificate”
QUAL_17	“AS levels”
QUAL_18	“higher grades”
QUAL_19	“certificate of 6 th year studies”
INC_01	“national insurance (retirement) pension”
INC_02	“a pension from a previous employer”
INC_03	“a pension from a spouse’s previous employer”
INC_04	“a private pension or annuity”
INC_05	“a widow’s or war widow’s pension”
INC_06	“a widowed mother’s allowance”
INC_16	“severe disablement allowance”
INC_18	“industrial injury or disablement allowance”
INC_19	“the care component of disability living allowance”
INC_20	“the mobility component of disability living allowance”
INC_21	“disability living allowance”
INC_22	“disabled person’s tax credit (formerly known as disability working allowance)”
INC_23	“attendance allowance”
INC_24	“invalid care allowance”
INC_25	“war disability pension”
INC_26	“incapacity benefit”
INC_32	“income support”
INC_34	“job seeker’s allowance”

INC_35	“child benefit”
INC_36	“lone parent child benefit”
INC_37	“working family tax credit”
INC_38	“maternity allowance”
INC_39	“housing benefit/ rent rebate or allowance”
INC_40	“council tax benefit”
INC_51	“educational grant”
INC_52	“trade union or friendly society payments”
INC_53	“maintenance or alimony”
INC_54	“payments from a family member <u>not</u> living with you”
INC_55	“rent from boarders or lodgers living with you”
INC_56	“rent from other property”
INC_57	“foster allowance”
INC_58	“sickness or accident insurance”

A2: Respondent-specific variables

INTDATE	Date of wave 11 interview.
INTMON	Month of wave 11 interview.
N2_01	Number of A levels reported up to and including wave 11. Based on D66 (corresponding to D65/10) and D76 (qualifications from part-time education and training) from whichever was the R’s year of first interview (w7 in 91% of cases), plus any subsequent D26 and D76 (corresponding to D25/4 or 5 - all subsequent waves).
N2_02	Number of GCSE’s A-C reported up to and including wave 11. Based on D66 (corresponding to D65/05) and D76 (qualifications from part-time education and training) from whichever was the R’s year of first interview, plus any subsequent D26 and D76 (corresponding to D25/02 - all subsequent waves).
N2_03 to N2_17	Equivalent, corresponding to each of QUAL_03 to QUAL_19
QUALTXT1	Text variable, to be used as a text fill. It is a summary list of school-level academic qualifications reported up to and including wave 11. To be based on N2_x and QUAL_x for each category with a non-zero value of N2_x. Where there are no school-level qualifications QUALTXT1=0 Example: “4 GCSE grades A-C, 2 GCSE grades D-G, 1 GNVQ”
KJOB	1 Useable job details given at w11 E5 2 Not in paid work at w11 (E2/2 or 3) 3 In work at w11, but no useable job details from E5

OCCUP	Text variable, to be used as a text fill. Combination of both parts of w11 E5.
	Example, "Accounts manager, dealing with all aspects of the client accounts of a building contractor"
KEMP	1 Useable employer name at w11 E6a 2 Not in paid work at w11 (E2/2 or 3) 3 In work at w11, but no useable employer name at w11 E6a
EMPLOYER	Text variable, to be used as a text fill. From E6a.
KEMPST	1 Employee status at w11 known (E7/1 or 2) 2 Not in paid work at w11 (E2/2 or 3) <i>(there are no missing values for E7 (= KJBSEMP))</i>
EMPSTAT	If E7/1: "an employee" If E7/2: "self-employed"
KMANAG	1 E8 (=KJBMNGR)/1, 2 or 3 2 Not in paid work at w11 (E2/2 or 3) 3 E8/-1
MANAG	If E8/1: "a manager" If E8/2: "a foreman or supervisor" If E8/3: "not a manager or supervisor"
KWKFORCE	1 E10 (=KJBSIZE)/1-9 2 Not in paid work at w11 (E2/2 or 3) 3 E10/-1, 10 or 11
WKFORCE	E10 (KJBSIZE)
WORKTXK	If E10/1: "1 or 2" If E10/2: "between 3 and 9" If E10/3: "between 10 and 24" Etc.
VALPAY	1 Valid measure of usual current pay at w11, i.e. one of these criteria holds: E20 valid <u>and</u> E21/1-5 <u>and</u> E22/8 or 9; E22 valid <u>and</u> E23/1-5 <u>and</u> E26/1; E26/2, E27 valid, E28/1-5 and E29/1-3. 2 Other, inc. those not in employment.
KAMT	Text variable reflecting usual pay at w11, but including £ sign. Example: "£9,500."

Amount should come from the following source:

If E20 valid and E22/8 or 9: E20
If E22 valid and E26/1: E22
If E22 valid, E26/2, E27 valid: E27

KPERIOD Text variable reflecting period to which KAMT refers.

If E20 valid, E22/8 or 9, E21/1: "week"
If E20 valid, E22/8 or 9, E21/2: "fortnight"
If E20 valid, E22/8 or 9, E21/3: "four weeks"
If E20 valid, E22/8 or 9, E21/4: "month"
If E20 valid, E22/8 or 9, E21/5: "year"
If E22 valid, E26/1, E23/1: "week"
If E22 valid, E26/1, E23/2: "fortnight"
If E22 valid, E26/1, E23/3: "four weeks"
If E22 valid, E26/1, E23/4: "month"
If E22 valid, E26/1, E23/5: "year"
If E22 valid, E26/2, E27 valid, E28/1: "week"
If E22 valid, E26/2, E27 valid, E28/2: "fortnight"
If E22 valid, E26/2, E27 valid, E28/3: "four weeks"
If E22 valid, E26/2, E27 valid, E28/4: "month"
If E22 valid, E26/2, E27 valid, E28/5: "year"

KGROSS If E20 valid and E22/8 or 9: "gross"
If E22 valid and E26/1: "net"
If E22 valid, E26/2, E27 valid, E29/1 or 3: "gross"
If E22 valid, E26/2, E27 valid, E29/2: "net"

KUSUPAYG Usual gross pay at wave 11

If E26/2 and E29/1 or 3: $(E27/PAYUW)*13/3$
Otherwise: -1

KUSUPAYN Usual net pay at wave 11

If E26/2 and E29/2: $(E27/PAYUW)*13/3$
If E26/1 and E22/valid (not DK, Ref): $(E22/PAYNW)*13/3$
Otherwise: -1

KACT Main activity status at w11

D17 or D34

KACTTX Text variable describing KACT

If D17 or D34/01: "self-employed"
If D17 or D34/02: "in paid employment," Etc to
If D17 or D34/09: "on a government training scheme"
If D17 or D34/10: text as entered at w11

KACTM Start month and year of main activity at w11.

J5 or J7/c.27-32.

KACTMTX Text variable describing KACTM, e.g.:

If KACTM/082001: "August 2001"

If KACTM/031997: "March 1997"

Etc.

KINC_01 1 If F1/01
0 Otherwise

KINC_02 1 If F1/02
0 Otherwise

And similarly for KINC_03 to KINC_58 (excluding 41: 33 variables in total, as numbering is not consecutive)

Appendix 5: Variables Derived Within Wave 12 Interview for Dependent Interviewing

N1_01	Number of A levels reported at wave 12 as having been gained since wave 11. Sum of D26 for D25=04 and D25=05 plus sum of D76=04 and D76=05.
N1_02	Number of GCSE grades A-C reported at wave 12 as having been gained since wave 11. D26 for D25=02 plus D76=02.
N1_03	Number of GCSE grades D-G reported at wave 12 as having been gained since wave 11. D26 for D25=01 plus D76=01.
N1_11	Number of GNVQs reported at wave 12 as having been gained since wave 11. D26 for D25=03 plus D76=03.
N1_12	Number of standard grades at grade 1-3 reported at wave 12 as having been gained since wave 11. D26 for D25=08 plus D76=08.
N1_13	Number of standard grades at grade 4-7 reported at wave 12 as having been gained since wave 11. D26 for D25=07 plus D76=07.
N1_17	Number of AS levels reported at wave 12 as having been gained since wave 11. D26 for D25=06 plus D76=06.
N1_18	Number of Higher grades reported at wave 12 as having been gained since wave 11. D26 for D25=09 plus D76=09.
N1_19	Number of certificates of 6 th year studies reported at wave 12 as having been gained since wave 11. D26 for D25=10 plus D76=10.
EMPSTAT2	Text variable to be used as textfill. If E7/1: “an employee” If E7/2: “self-employed”
WORKTXL	Text variable to be used as textfill. If E10/1: “1 or 2” If E10/2: “between 3 and 9” If E10/3: “between 10 and 24” Etc.
LAMT	Text variable reflecting usual pay at w12, but including £ sign. Example: “£9,500.” Amount should come from the following source: If E20 valid and E22/8 or 9: E20 If E22 valid and E26/1: E22 If E22 valid, E26/2, E27 valid: E27

LPERIOD	<p>Text variable reflecting period to which KAMT refers.</p> <p>If E20 valid, E22/8 or 9, E21/1: "week" If E20 valid, E22/8 or 9, E21/2: "fortnight" If E20 valid, E22/8 or 9, E21/3: "four weeks" If E20 valid, E22/8 or 9, E21/4: "month" If E20 valid, E22/8 or 9, E21/5: "year" If E22 valid, E26/1, E23/1: "week" If E22 valid, E26/1, E23/2: "fortnight" If E22 valid, E26/1, E23/3: "four weeks" If E22 valid, E26/1, E23/4: "month" If E22 valid, E26/1, E23/5: "year" If E22 valid, E26/2, E27 valid, E28/1: "week" If E22 valid, E26/2, E27 valid, E28/2: "fortnight" If E22 valid, E26/2, E27 valid, E28/3: "four weeks" If E22 valid, E26/2, E27 valid, E28/4: "month" If E22 valid, E26/2, E27 valid, E28/5: "year"</p>
LGROSS	<p>If E20 valid and E22/8 or 9: "gross" If E22 valid and E26/1: "net" If E22 valid, E26/2, E27 valid, E29/1 or 3: "gross" If E22 valid, E26/2, E27 valid, E29/2: "net"</p>
LUSUPAYG	<p>Usual gross pay at wave 12</p> <p>If E26/2 and E29/1 or 3: $(E27/E28WK)*13/3$ Otherwise: -1</p> <p>(where E28WK is E28 recoded to weeks, i.e. 3=4, 4=4.333, 5=52)</p>
LUSUPAYN	<p>Usual net pay at wave 12</p> <p>If E26/2 and E29/2: $(E27/E28WK)*13/3$ If E26/1 and E22/valid (not DK, Ref): $(E22/E23WK)*13/3$ Otherwise: -1</p> <p>(where E23WK is E23 recoded to weeks. As for E28WK)</p>
UPDOWN	<p>If $(LUSUPAYN > 1.1 \times KUSUPAYN)$: "up" If $(LUSUPAYN < 0.9 \times KUSUPAYN)$: "down" If $((LUSUPAYN = -1) \text{ OR } (KUSUPAYN = -1)) \text{ AND } (LUSUPAYG > 1.1 \times KUSUPAYG)$: "up" If $((LUSUPAYN = -1) \text{ OR } (KUSUPAYN = -1)) \text{ AND } (LUSUPAYG < 0.9 \times KUSUPAYG)$: "down"</p>
LKACT	<p>Main activity at <INTDATE> as reported at w12. (Only needs to be defined for PDI and RDI groups.)</p>

RDI group: J9 for the first spell reported with a start date (J10) before
<INTDATE>
PDI group, X41/Yes: KACT
PDI group, X41/No: X42

LKACTTX Text variable describing LKACT

“in paid employment,” “self-employed,” “unemployed or looking for
work,” etc.

LKACTM Start month of main activity at <INTDATE> (time of w11 interview)
as recorded at w12. (Only needs to be defined for RDI group)

J10, for the spell that straddles <INTDATE>

LKACTMTX Text variable describing LKACTM

If LKACTM/082001: “August 2001”
If LKACTM/031997: “March 1997”
Etc.

Living in Britain (ECHP)

INTERVIEWER INSTRUCTIONS

WAVE 12 MAINSTAGE

Wave 12 Living in Britain (ECHP) Instructions

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Introduction

Wave 12 of the **Living in Britain** survey went into the field in September 2002 and many of you will have worked on it for us. The sample we are issuing for this survey starting on February 11th 2003, is the sub-set of sample members we added to the main LIB survey in 1997 and have been interviewing ever since. They were not issued as part of the main Wave 12 sample in 2002 and have been held back until this point.

The survey for this sample is special as we are using it to carry out a number of tests and experiments to assess the quality of the data we collect from respondents. Extra funding from the Economic and Social Research Council has been gained for this project which we call *'Improving Survey Measurement of Income and Employment'*. As you all know, respondents do not always report things accurately, especially when we are asking them to remember events or dates in the past. So the survey this year has been designed to see what level of error or accuracy we have in the LIB data. There are two elements to this work.

1 Checking the accuracy of income information

The first thing we will be doing is to compare the data on income we collect from respondents with independent, external sources of information. We have permission from the Department for Work and Pensions (DWP) to link the survey data from our respondents to the administrative records about their pension or benefit payments held by the DWP. In order to do this we must ask respondents for their permission to link their survey data to the DWP records as some personal details will be used to carry out the link. Once the data have been linked, we will remove any personal details from the file so we can guarantee the confidentiality of respondents. The DWP will not have access to any information from the survey about the income the respondent has reported.

In addition to checking income data, we also want to check the accuracy of information about the respondent's current job (if they have one). We are asking respondents who are currently employed if we can contact their employer for details about their current job. Again, we need permission from the respondent to do this and we also need you to collect details of a contact name, their employer's full address and a telephone number.

2 Dependent Interviewing Tests

The second thing we are doing is testing alternative ways of asking questions using information the respondent gave us at their previous interview (Wave 11, 2001). We call this 'dependent interviewing' as the way the question is asked depends on what they told us last time. One of the problems with data collected in a panel survey such as LIB is that people tend to report things differently year on year and it is not always clear whether there has been a real change in their lives or whether they have just forgotten what they were doing over the past year or have just reported the same thing in a different way. For example, someone calling themselves a heating engineer one year may call themselves a plumber the next. Even if they are in the same job, they will get a different occupation code.

To do the dependent interviewing tests, we have randomly divided the eligible sample members into three treatment groups – A, B and C. Each group will get different versions of particular questions. This means that within one household you may have people in different groups getting different versions on some questions. You do not need to worry about this as the routing is built into the CAPI script along with the responses people gave at their last interview. The script will use the data needed for each of the groups and route them to the correct version of the questions.

There are five questions or sets of questions where dependent interviewing is being tested. These are:

- School based qualifications
- Current occupation and industry
- Income from current employment (employees only)
- Employment History since last interview
- Current sources of non-employment income

Group A will get the normal questionnaire. This is our ‘control group’.

Group B will get a version of dependent interviewing which tells the respondent what they told us at the last interview and then checks to see if this is still the same. For example, ‘Last time we interviewed you on {date of last interview} you said your occupation was a plumber. Are you still in that same occupation?’

Group C will get a version of dependent interviewing which asks the question as usual but then checks what you have just been told against the information they gave us last time. For example, the respondent tells you that his current occupation is a plumber. You will then ask ‘Can I just check, is that the same occupation that you had last time we interviewed you on {date of last interview} when we recorded your occupation as a heating engineer?’

For you, the interview will be much the same as usual but it is important you are aware of what version of question may be asked and read the question exactly as it is presented to you on the screen. You need to do this so we can be sure that every respondent has been asked the questions in exactly the same way otherwise the results we get when we compare the responses from the different groups will not be reliable.

Summary of Wave 12 Changes

This year the Household and Individual questionnaires are on CAPI as usual. The only remaining paper documents are the Coversheet and the Untraced Mover's Form. There is no Proxy, Self-completion or Youth Questionnaire this time so your task is much simpler.

The other change is that we are only asking you to interview permanent sample members who did a full interview last time at Wave 11. We do not want you to interview anyone else. No new entrants will be interviewed nor will 16 year olds who have become eligible for a full interview for the first time. **You can see who is eligible for interview this year in Column 6, Key Check A on page 2 of the Coversheet. Anyone who is code 1: YES should be interviewed and, if they have moved followed for interview.** You will still be collecting information about all household members on the Household Grid but only doing a full interview with those who are eligible. The CAPI script will not allow you to interview anyone who is not coded as eligible this year.

The overall content and the format of the questionnaires is much the same as usual but we have shortened some of the sections. We estimate that the Individual Questionnaire will take 30-35 minutes to complete as we have cut some of the longer sections.

The names and addresses of your sample have been pre-printed onto the Coversheets. Before you start working, please check that the Coversheets are correct by comparing them with the issued sample listing for your area. If you have any queries please contact your supervisor.

The issued sample details are still incorporated into the CAPI system so that when you tell the computer which household you are in it will ask you to verify certain details like the issued address, names and person numbers. This will make it less likely for errors entering serial numbers to occur.

As well as checking that you are interviewing the right person in the right household, the CAPI program also has the key checks built into the system. This means that for anyone being interviewed in their issued household, you will be routed automatically through the individual questionnaire.

Summary of main changes to questionnaire

For this sample, we are not asking the new questions on children's education and aspirations for the future that we included in the main **LIB/LIS/LIW** questionnaire at Wave 12.

Coversheet: Key Check A (page 2) Tells you who is eligible for interview this year.
Key Check B (page 2) Tells you which group the sample member is in for the different experiments we are doing.

Household Questionnaire: Shortened but similar to last year.

Individual Questionnaire:

Demographics

Shortened.

Includes different versions of the school level qualifications questions for groups B and C using data from the previous interview

Health

Majority of section has been cut. Only two questions remain.

Employment

Usual content.

Includes different versions of the occupational description and pay questions for groups B and C using data from the previous interview.

We are asking everyone for their National Insurance number at the end of the employment section.

Job History

Usual content.

Includes different versions of the questions for groups B and C using data from the previous interview.

Values and Opinions

Majority of section has been cut. Only a few questions.

Household Finances

Usual content.

Includes different versions of the finance grid questions for groups B and C using data from the previous interview.

Questions asking for consent to link the respondent's survey data to Department of Work and Pensions data are included at the end of the section.

A question asking for consent to contact the respondent's employer to check details of their employment is included at the end of the section.

THE PAPER DOCUMENTS

1. COVERSHEET (including the Household Grid and Tracking information). A detailed Coversheet is needed in order to record household changes. The starting point here is the Enumeration Grid, which lists everyone in the household according to the latest information. This will be used to record all household changes before completing the Household Grid for those currently resident. All departures and arrivals have to be recorded here before the household grid is completed for the current household (this is on pages 6-7 of the Coversheet). After all the interviews have been completed return to the Coversheet to make a record of the interview outcomes. The Update and Tracking form has been incorporated into the Coversheet this is now on page 8 now called Tracking Information. As more people get mobile phones and become connected to the Internet we now collect these details as well if we can. There is a question for every respondent asking for their mobile phone number and email address if they have them. If respondents are concerned about

confidentiality, please assure them that email addresses and mobile phone numbers will not be passed on to any outside person or organisation. We will only use them in case we need to contact or trace the respondent.

2. MOVERS FORM Complete this form for any sample member who has moved and you cannot find a new address for. Return to Chelmsford together with the Coversheet as soon as possible so that tracing can be done.

CAPI QUESTIONNAIRES

When you dial in for the CAPI questionnaires you will pick up two CAPI questionnaires – The Household Questionnaire and the Individual Questionnaire. These are separate scripts and for each household you should complete one Household Questionnaire and as many Individual Interviews as required.

You MUST dial in to pick up the final versions of the questionnaires following your briefing. After dialling in please check to make sure you have the correct questionnaires. If you are in doubt, redial and try again or call the CAPI Helpline.

If you have any problems with the CAPI questionnaires or your machine please call the CAPI helpline immediately.

CAPI Conventions

We have tried to make the CAPI questionnaires as consistent as possible and these are the main conventions you need to be aware of.

Date of Interview: The interview is programmed to accept an interview date within the fieldwork period only.

All question wording and response categories are in black and all interviewer instructions are in red.

On showcard questions the numbers for each response are printed on the card and also appear on the screen beside the response categories.

The question number is in the centre of the footer running across the bottom of your screen. If this is not appearing on your screen please call the help-line.

Every question must be answered before you can continue. Where appropriate, ‘don’t know’ and ‘refused’ codes are provided on the screen. Other questions may have a ‘not answered’ category, which you can use if the respondent is unable to be coded to any of the responses given. If ‘don’t know’ or ‘refused’ is given in response to a verbatim question or to an ‘other specify’ question, enter DK or REF as a verbatim response.

The 'don't know', 'refused', and 'not answered' codes are always exclusive i.e. you cannot code or enter another response category and code 'don't know'. If you do so a warning screen will appear and you will have to go back and delete whichever response is in error.

Questions requiring text entry or numeric entry have a pop-up keyboard or number pad which appears automatically on the screen for you to use. Remember that you can move this keyboard to a different place on the screen by clicking on the top bar and dragging it to where you want it to be. If the keyboard does not appear automatically, tap the entry box or tap the 'keyboard' option on the menu bar at the top of your screen. Some interviewers find it easier to have the keyboard for text entry set for capital letters. If you wish to do this then please do so.

You can enter a note at any point in the questionnaire by tapping on the 'note' option on your menu bar at the top of the screen. This will give you a pop-up text box to write in your comment. Close the note box by tapping the X in the top right hand corner of the note box. Please use the notes facility if you are uncertain about the response you have entered for a question as it does not seem to apply to the respondent or have any problems with a specific question. We will be looking at the comments as soon as the interviews are received.

Question Types

You will come across several main question types:

- Single response questions
- Multiple response questions, usually with an exclusive code for 'don't know' or 'not answered'. Where applicable, a 'none' code is also provided.
- Grid questions e.g. V1 in the values section
- Verbatim text entry
- Questions with a date to be entered
- Questions with an amount to entered (pounds, hours etc)
- Error screens

Single response questions skip automatically to the next relevant question. On multiple response questions and questions where you need to enter a date, an amount or text, you will need to tap <Next> to go forward.

Entry of person numbers

There are various points in the questionnaires where you need to enter person numbers e.g. who owns or rents the accommodation, who does the respondent provide care for etc. For these questions you will be given a list of possible person numbers and a code for 'No one else' if required.

Date entry

There are two main types of date entry throughout the questionnaire.

1) If the date is restricted in some way e.g. the dates for receiving benefits, then the screen will give you a list of possible months and a list of possible years. You should simply code the relevant month(s) and the relevant year.

2) *If the date is not restricted to a limited number of years e.g. date of birth or the date a job started, then you are asked to enter the day/month/year into the boxes. Where you are asked to enter a year you must use 4 digits i.e. 1968 (not 68).*

Entry of amounts

Amounts are entered directly into boxes. There are no leading zeros but please check you are entering the amount accurately. In all cases you will have some combination of 'don't know', 'refused', 'nothing' or 'same as now' codes. If an amount entered seems too low or too high, you will be asked to confirm whether it is correct.

In the employment section there are some questions on the hourly amount people are paid. On these questions you are asked to enter the amount in pounds and pence and to code whether the amount is an estimate or exact. Separate 'Don't know' and 'refused' codes are also provided.

Warning and error screens

There are a variety of error screens you may find come up, many of which relate to invalid dates and others for invalid response combinations. Some of these are warnings that you have entered something which is invalid such as entering an amount and coding 'don't know' on the screen or perhaps you have failed to code anything at all. Or it could be a warning that a date you have entered is invalid e.g. the start date of a job entered is after the date of interview. If an error screen appears it will give you details of what the problem is and tell you what you need to do to correct it e.g. Please enter <NEXT> and amend your response.

If you enter an amount or a number which is out of range, a warning will appear telling you what is valid for that question. For example, a date before 1900 is not valid for anything other than date of birth.

FIELDWORK PROCEDURES

Advance Letters and Gift Vouchers

You will have the advance letters to post for everyone who is eligible to be interviewed in your sample. As we are interviewing PSMs interviewed at wave 11 there is only one version of the letter. Their gift voucher is enclosed in the letter.

A change of address card is also included for everyone with an advance letter. Some spares of each letter will be included in your work pack in case respondents do not receive the mailed out copy.

You will have spare gift vouchers to hand over at the point of interview for any eligible sample members who did not get their voucher in advance. If you need additional vouchers please contact the field department at NOP London who will issue them to you.

The memory of the letter and voucher must be fresh in respondent's minds for it to have the optimum effect so please call on the respondent(s) within a few days of posting the advance letter. You should be thoroughly familiar with the contents of the letters and leaflets, as respondents may query points in them.

The letter and leaflet give a freephone number for respondents wishing to contact the Institute. Every effort is made by staff to pass on messages from respondents to interviewers immediately.

Finding Addresses

In the vast majority of cases you should have no difficulty in finding your addresses, as they are the same as the ones you (or most of you) have interviewed in the past

Contacting the issued address

On your first contact at a sample address you must first of all:

1. Check the address.
2. As usual, tell the respondent your own name, that you work for NOP and show your identity card.
3. Tell the respondent that you are carrying out the **Living in Britain** survey for Essex University. You can also at this point refer to interviews they have done in the past for us.
4. Refer to the advance letter and check whether or not it has been received.
5. Check whether any of the eligible sample members from last time are still present.
6. Give a brief introduction to the survey, and request an interview.

If respondents did not receive or do not recall receiving the letter you should give them one of the spare copies. You should always have these immediately to hand when you make a first call. In such cases you would normally give your short introduction to the survey before giving them the letter, but you also should allow sufficient time for the respondent to read it, if they wish to, before continuing.

Although each respondent should receive an advance letter and it is expected that this will improve willingness to co-operate with the survey, the letter is not intended to substitute for a normal doorstep introduction of the survey by you. A good response rate depends very much on the way in which you approach potential respondents and how well the purpose of our work is explained.

Under no circumstances must you ask all household members to be present at the same time for interview. **You MUST be prepared to be flexible and make more than one visit to the household if necessary.**

Comments Sheets

One of the best means of avoiding a non-contact or a refusal is to use whatever information you have about the circumstances of the household and tailor your approach accordingly. This is why we provide you with the various comments sheets detailed below.

The comments sheets you may be given in your pack are the comments you or another interviewer recorded about contacting the household or respondent last year. They may also contain information that has been passed to the Essex Institute since the last interview e.g. a person has died or is very ill. Please check these comments sheets as they may contain important information that will help you achieve the interview.

You may also receive address update forms telling you the household or respondent has told us they have moved from the issued address since the Coversheets were printed. **Please check these to save your own time in tracking movers.**

If you (or another interviewer) had to call more than six times before getting an interview in a household last year, we have copied the call record for you. This could help you to call at the best time for making contact.

Hints on how to counteract refusal

All of you will have your own style for trying to persuade unwilling people to co-operate in surveys. The main points to remember are:

1. Make these people feel that they are the most important person in the survey and tailor your response to their particular circumstances. If they are busy, ill or harassed become involved in their problem.
2. If you think someone is going to refuse and they have given an interview in the past the first thing to say is 'Thank you'. In this way you get in first. Thank them for the help they have given so far. Ask *"Did anything upset you last time to make you*

refuse now? Was it the interview, the questions, vouchers, part of the survey, mailings?" By being nice to them and apologetic for any possible problems they often change their attitude and become more agreeable.

3. Be prepared to be flexible. If the respondent wants you to make an appointment or call at a different time, make it clear you are happy to fit in with their requirements.

Here are a number of effective approaches for counteracting refusals:-

I've done my share: Keep on stressing that it only takes just over 30 minutes a year. Without their help the survey is much less representative. Everybody is different and cannot be replaced.

Interviews had to be done at same time: The whole household does not have to be interviewed all at once. I can come back as many times as need be to do all the interviews.

Nothing has changed in my life: The only way we can hope to find out about change is by talking to people on more than one occasion. And to really understand change we have to talk to everyone, not only to those whose circumstances have changed but also to those where they have stayed the same.

The questions are too personal or intrusive: Remind them of their rights to refuse individual questions. "The interview is completely voluntary and we encourage the respondent to refuse questions they find too personal, sensitive or intrusive. The questions you do answer will still be important to us, no matter how few".

Too busy: Stress that this group is the most important group in the survey. Because of the large numbers of unemployed and retired, we need all the information that only full-time workers can supply to give us a really accurate view of working life in Britain. Always make it clear that you will fit in with their requirements.

Relative in nursing home: Ask "How are they? Would they like a visit from the interviewer to brighten up their day?" Perhaps the relative would like to be present; or have a member of the nursing staff present. Not all questions have to be answered, just whatever they feel like answering. We can fit in with them any time of day. Break the interview up, into a few short visits to make it easier. Can telephone first for appointment.

Worried about confidentiality: State that "We are governed by the Data Protection Agency and the Data Protection Act of 1998. The Data Protection Agency is extremely strict and we follow their rules explicitly. Our guarantee is that no information you give can be linked to you. Only a handful of people have access to the computer which contains the information you give. The files are protected by secret codewords which are changed frequently. In addition we guarantee that no information will ever be released with your name or address on it". We have found that stressing the 'number crunching' aspect of statistics helps when people refuse because they are worried information on their own household might, for example, get into the hands of Government Departments. For this category of refuser it helps to

say that the statistics present them as a percentage figure of the population rather than singling out their particular family. **However, it is obviously crucial not to let the respondent think they can easily be substituted, or that we don't care, 'because they are just a number'.**

RETURN OF WORK

Whenever you complete any CAPI interviews you should dial in to return the work that evening if possible, even if there are further interviews to be carried out.

The CAPI department at NOP will be sending you a weekly report of the CAPI interviews they have received from you. Your supervisor will check this with you as part of progress chasing to make sure that all the interviews you have dialled in have been received.

When you have completed all of your interviews for a household you should return all of the paper documents to Chelmsford **as soon as possible** using the envelopes provided. The paper documents **must** be sent back to Chelmsford as soon as the household is complete. We cannot process the CAPI data without them.

Return details of the following as soon as possible.

1. Refusals at the doorstep. **Do not send these to your supervisor.** Send the Coversheet with full details of the reason for refusal to Chelmsford.
2. Details of any vacant or demolished address. If you think an address is still occupied, hold on to your non-contacts and keep going back to them.
3. Any case where a whole household has moved out of your area or where you cannot find a new address. Return the Coversheet with a Movers Form if necessary to Chelmsford.
4. Any partial household moves outside your area or where no new address can be found, together with a Movers Form if necessary.

Please make sure that ALL Coversheets are returned to Chelmsford even if the household is ineligible for interview, has moved out of scope, is a refusal or non-contact of some kind.

THE QUESTIONNAIRE COMPONENTS

COVERSHEET

Your sample is issued to you by means of the Coversheet which relates the names of sample members to the addresses they live at. It tells you where to call and who to expect at that address.

The Coversheet is the key document for a number of functions crucial to the survey:

1. Checking on how household composition may have changed since they were last contacted - by identifying both those no longer resident and new sample members who have joined the households - and then recording the reasons for and the dates of these changes.
2. Defining household membership to provide the basis for completing this year's household grid and to show who is eligible for an individual interview.
3. Identifying which treatment group (A, B or C) the respondent belongs to for routing through the Individual Questionnaire.
4. Recording household and individual interview outcomes.

Because of the special importance of these functions for the survey it is essential both that you understand clearly how to complete the Coversheet before you make any calls and that you carry out the various procedures methodically and consistently.

If at any time you are uncertain about how to proceed in completing the Coversheet you should consult either NOP or the Institute as soon as possible.

The Wave 12 Sample

The issued sample this year consists of everyone who is listed on the pre-printed coversheets. In most cases the person answering the door will be an expected sample member contacted last time. While you can clarify with any other household member whether or not a sample member is resident at the address, you must not proceed to complete the Coversheet until you can do so with a listed member.

While you may complete the Coversheet with any of last year's respondents, you should not go on to complete the Household Questionnaire until you can do so with one of the respondents who is eligible for interview this time. Ideally this will be the current HRP, or HRP's spouse or partner.

Eligibility for interview

An Individual Interview must be sought with **all people coded 1:YES at column 6, page 2 on the Coversheet**. No other household members are eligible this time.

Household ID

This is the identification number which is to be transferred to all questionnaire documents, both paper and CAPI. It is used to link documents and information both for members of the same households and for the same individuals across Waves. It is thus essential that this number be entered correctly on the CAPI questionnaires and transcribed both accurately and legibly to the paper documents. It is particularly important as it is these identifiers which will be used to match up the CAPI interviews with the paper documents you return to Chelmsford. So please be as accurate as possible.

The Household ID consists of:

- Wave No 12:** This is the twelfth Wave of the LIB survey.
Serial No: A five-digit number identifying the address.
Household No: When the sample is issued at the beginning of fieldwork this will always be 0. Subsequently as we track split-offs from existing households and reissue these sample members to new addresses, this will be incremented to 1, 2, 3 etc as appropriate.
Check No: This is for checks made at the data entry stage

Issued Address

This is the last known address for the person(s) listed inside the Coversheet. In over 90% of cases this should be the address where interviews were carried out last time.

Telephone/STD No

If after a minimum of three calls at an address you have been unable to make any contact at all at an address you may try to contact the household by telephone. You should only do so however to find out whether or not any members of the issued household at all are present at the address and to arrange appointments. If you have a note from the respondent requesting you telephone for an appointment, please do so.

Do not attempt to update the Enumeration Grid or carry out any interviewing by telephone.

Address Status

This is for you to code the status of the address. We need to know whether the household is now at a new address and if so this needs to be recorded in the box. If they are still at the old address and any corrections need to be made to the address information on the label these need to be recorded. Please ring the appropriate codes even for non response households, i.e. refusals, non contacts etc.

This is the issued address

If the issued address details are correct code `1`

If there is an error in the postcode, you should circle code '2'

If other pre-printed address details or the telephone number is incorrect or missing please enter the changes to be made and circle code '3'.

`Code all that apply' where multiple corrections are required.

This is a new address

You should enter full address details for any new address you trace in the box.

If the new address is known code `1`

If the new address is unknown or out of scope code '2'.

When entering the postcode please left justify and do not add leading zeros.

Work/contact no: This space has been provided for you to place a work or contact phone number if the respondent volunteers this information. If we have to trace a person through this number it is crucial that we know who the number corresponds to. Please make sure that if you give a contact telephone number, you write in a corresponding respondent number (e.g. resp 01) and any details such as 'work number' or 'mother's number'.

Instructions**1. Whole Household Moves**

If it is immediately clear that the whole issued household has moved, either because the address is vacant or because you are told so by the new occupants, you should begin enquiries immediately to establish a new address, a telephone number, or other details which might be used to trace the moved household. If there are no new occupants at the address begin by asking neighbours. Remember always to show your ID card and refer to the survey, stress both confidentiality and the fact that you are expected to call. If neighbours do not know any new address check if they know of someone who might. If the issued address includes a telephone number you should check this too as some local movers transfer their existing number to their new address.

If you get a new private address for all or any eligible members of the household:

Check whether or not it is 'local' that is within reasonable travelling distance of your current allocated addresses. If it is local find the household and complete the Coversheet.

Note: if you can obtain any local address for a household but some household members are untraced you should go to the new local address immediately. The new household may know where they are.

If the new address is non-local then return the coversheet to Chelmsford as soon as you can so it can be passed on to an interviewer in that area.

2. Partial Household Moves

If you are able to contact at least one eligible member of the issued household, either at the issued address or at a new local address complete the Coversheet. Use the household '0' Coversheet for the first person/people found. Create additional Coversheets for all split-off movers.

If the split-off address is non local:

Send the Coversheet(s) for these movers to Chelmsford.

Interviewer area boxes

There are two of these, the 'issued interviewer area' and the 'actual interviewer area'. The 'issued interviewer area' number should not be altered in any way, regardless of which interviewer finally interviews the household. Any amendments, due to re-issues from another area, or reissued refusals to a different interviewer should be entered in the 'actual interviewer area'. For the majority of cases the 'issued interviewer area' and 'actual interviewer area' will remain the same as the respondents will not have changed address.

The issued interviewer area is used in the CAPI questionnaire to check that the Household ID entered is correct and for verifying names and addresses. **It is important that you enter it accurately or else you will not be able to enter the Household ID or continue with the questionnaire.**

Household Questionnaire completed

When you have completed the Household Questionnaire on CAPI please circle code '1'. This will provide confirmation that the questionnaire has been completed and will be used for matching up the paper data with the CAPI data.

Call Record

Record here all calls made. Use the end box to show 'no reply', 'made appointment', 'time of appointment', and to record progress - e.g. 'wife interviewed, husband in after 6pm only'. Record first the total number of calls made at the issued address on the label and then the total number of calls made at any new address(es). If no calls are made at a new address leave the boxes blank. **Please code personal calls only and not those made by telephone.**

Creating New Coversheets.

For all split-off movers you will need to create a new Coversheet(s) for those movers. You will need to:

1. Copy the Household ID exactly as printed on the coversheet, except increment the household number by 1 for each split-off created from the original household. For example, the issued household is household 0 and if two lodgers moved to different addresses the first split-off household you contacted would be household 1 and the second household 2. Leave the check number blank. When you start up an interview in CAPI for the split-off household, the programme will generate the correct check digit for you and you should write this on all paper documents for the household.
2. Copy the issued address details and the Wave 12 FID pre-printed on the coversheet where the split-offs have moved from into the 'Issued Address' box on the new Coversheet. Enter the new address details into the 'Address Status' box.
3. Copy the details for the individuals who have moved from the original enumeration grid labels onto columns 2 to 8 on page 2 of the new Coversheet. Do not transfer the person numbers from the original household. The Person Numbers for individuals on newly created Coversheets should start at 01 and increment as necessary. Take care to transfer the PID clearly and accurately as this number uniquely identifies each sample member.
4. Return the created Coversheet(s) to Chelmsford for all non-local split-offs and for anywhere the new address is not known.
5. If there are no members of the split-off household eligible for interview this year, code Household Outcome '44' and return to Chelmsford. **Do not interview.**

ENUMERATION GRID

Initial Contact

When you have established contact at an address your first step should be to establish if there are any listed members of the household present. Listed members are those pre-printed on your labels. Ideally this would be done by completing the Household Enumeration Section (pages 2 - 5 of the Coversheet) with either the current HRP or spouse. Sometimes, however, this may not be possible. Your first contact may be with someone who is unwilling to be re-interviewed. You should try to convert this person as normal but, if they continue to refuse, you should then try to gain access to any other listed members who may also be resident.

Enumerating the Wave 12 Household

There are four parts to household enumeration:

1. Determining which listed household members from last year are still present.
2. Identifying all new people to the survey, i.e. unlisted members.
3. Identifying all listed members who have left the household.
4. Identifying any sample members who may have rejoined this household from another.

All listed sample members are automatically to be included. In order to know which unlisted members should or shouldn't be included in the household you will need to be very clear about the household definition we use. Just to remind you our definition of a household is as follows:

One person living alone or a group of people who either share living accommodation OR share one meal a day and who have the address as their only or main residence.

Household membership

`Sharing at least one meal a day': this should consist of a main meal but does not imply that the household must always sit down together for the meal as long as food is bought for joint use. Breakfast may be counted as a main meal.

`Sharing living accommodation': that is, a living room or a sitting room. Accommodation may still be counted as shared where the address does not have a living room which is separate from the kitchen, that is, where the main living room of the accommodation forms part of the same room as the kitchen. Similarly a household can be treated as one if the living room also has to be used as a bedroom.

A group of people should never be counted as one household solely on the basis of a shared kitchen and/or bathroom.

Occasionally an individual or a group of people will have both their own living accommodation (that is living room/bedsitter and kitchen) and the use of a communal

living room. In such cases priority should be given to having their own accommodation, and they should be treated as separate households. Situations arise in, for example, warden assisted housing for the elderly, flatlet houses, or separate granny flats where the parent occasionally also uses the family living room.

In addition to these rules which must be applied there are two general points to note:

- 1 Members of a household need not be related by blood or marriage.
- 2 To be included in the household an individual must sleep at the address when s/he is in residence: anyone who sleeps at one address but has all their meals elsewhere must therefore be included at the address where they sleep.

Residence.

Some potential new entrants might have more than one residence. Where there is doubt because respondents have more than one residence their MAIN residence should be decided by the person him or herself.

However, the following special rules take priority over your respondent's assessment and should always be applied.

EXCLUSIONS:

- 1a Adult children, that is, those aged 16 and over who live away from home for purposes of either work or study and come home only for holidays should not be included at their parental address. **This does not include those at boarding school who are listed as household members.** Therefore students who live away from home while attending professional or vocational education such as studying at University or College full-time (or other further or higher education such as nursing schools) are excluded from their parental household, even if they happen to be at their parents' address when you call.
- 1b Anyone who has been away from the address continuously for 6 months or more should be excluded even if your respondent continues to think of it as their main residence, with the exception of certain people working away from home.
- 1c A weekend or holiday home can never be a main residence and this should be coded as ineligible.
- 1d You should exclude people from abroad who have come to Britain specifically to take up a particular post for a fixed term; foreign servicemen and foreign diplomatic staff and overseas students who will leave the country following the end of their course.

INCLUSIONS:

- 2a Anyone who has been living continuously at an address for 6 months or more should be included at that address even if this person has their main residence elsewhere. Please note, therefore, that this rule takes precedence over the two residences rule.
- 2b Any respondent at whose address, in this country, you are calling should be included even if the address is a temporary one, for example, while they are searching for permanent accommodation, you should not however include anyone who is making a holiday or business visit only and who remains resident abroad.
- 2c Boarders (that is, unrelated individuals paying for food and accommodation) should be included as members of the household, provided that no more than three boarders are being catered for. If four or more boarders are catered for, the guests should be excluded (as they live in an institution).
- 2d Include people who only rarely stay at an address but nevertheless have it as their main residence: e.g., merchant seamen, fishermen, oil rig workers, and military personnel. Please note the difference from temporary addresses mentioned earlier. This rule applies only to spouses of a sample member. Thus, a child in the army away last year (and therefore not a sample member) returning briefly this year, would not now be included. But he or she would be included if a spouse of a sample member. These people can be proxied if away at the time.
- 2e Include children at boarding school (irrespective of age); children aged 16 or over **who normally live at home** while attending University or College but who are temporarily away (e.g. on holiday or a residential course); children aged 16 or over who have finished a college course and are now living at home as their sole residence even if they are planning to move to another place soon; and children working away in a **temporary** job.
- 2f Anyone staying with a friend while looking for a flat or house of their own, if they have no other residence. Anyone for whom this is the sole residence in the UK, even if this is a temporary residence while they are searching for permanent accommodation. This does not therefore include someone on holiday or a business visit.

Examples.

Under rule 1a you would exclude, amongst other groups, those working away from home on a permanent basis. Children working away from home in a temporary job would, however, be included in the parental household as are all children at boarding school.

Under rule 1b you would exclude individuals who have been in hospital or prison for 6 months or more and children who have been in care for an extended period.

Under rule 2a you would include a widowed mother who had been staying in her son's or daughter's home for more than 6 months even though she still had her own home and intended to return there.

Note on students:

If a young person has just left a parental home to live away at College, that person counts as an expected sample member (i.e. in the household last year). A split-off coversheet should be made for them and they will be interviewed at their new address if they did an interview last year.

Checking Household Composition

This is done using the Enumeration Grid, where the names and other details about the people you expect to find at that address have been pre-printed. You should go through each listed member in turn checking with your respondent whether or not this person is still a member of his or her household and entering the relevant code in Column 9 (beginning obviously with your respondent). Check their name only, do not read out any of the other details printed. These are for any cases of doubt and for determining the type of interview for each person.

For each unlisted person who has moved into the household record their TITLE, FIRST NAME AND SURNAME at column 2 in the row immediately following the last listed member. **Do not complete columns 3-8 for these people unless they are a rejoiner to the household, i.e. code 5 at column 9.**

When you have recorded all unlisted members read out the names of the people you have listed as current members (coded 1, 2, 5, 6 or 7 at Column 9) and ask if there are any other residents you may have missed, including children and young babies.

Detailed instructions for each of the columns

Columns 1 to 8: These are filled in with your printed coversheet details containing information about those people we expect to find in the household this year.

Column 6 Eligible for interview (Key Check A): This is a code giving the interview status for each respondent. Only people coded 1: YES are eligible for interview this year. The CAPI program will not allow you to interview anyone else.

You will have to enter this code for issued sample members in split-off households. The codes are 1, 2 and 3 and you should simply copy this code over if the CAPI programme asks for it. You **must** enter them as they are pre-printed on the Coversheet. If you are unsure at any point contact Essex.

Key check A

- 1: YES (eligible for interview this year)
- 2: NO (adult not eligible for interview)
- 3: NO (child under 16)

Column 7 Treatment Group (Key Check B): This code tells you which group the respondent is in for the different versions of questions using data from their last interview.

Key check B

- 1: A - will get the usual questionnaire with no changes.
- 2: B - are asked one version of questions based on last year's response
- 3: C – are asked a second version of questions based on last year's response

As with key Check A, you will have to enter this code for issued sample members in split-off households. The codes are 1, 2 and 3 and you should simply copy this code over if the CAPI programme asks for it. You **must** enter them as they are pre-printed on the Coversheet. If you are unsure at any point contact Essex.

Column 8 'Sample Status Code':

If you arrive at the address and no eligible member is still resident you should get address details for the member and follow them if they have moved locally. You should not interview the remaining members. If no eligible members are still resident you must complete the enumeration grid with any remaining members even though they are not eligible for interview at this wave. Then circle code 44 'Ineligible Household' on the Final Household Outcome. The eligible members who have moved should have new coversheets created as required.

Columns 9, 10, 11, 12 and 13 Finding out about joiners and leavers

Listed members

These are all those listed in the pre-printed details.

Resident - Code 1: Where listed members are still current household members and present in the household you should enter 1 at Column 9, 0's at Columns 10-13 and then go on to the next person.

Absent - Code 2: Where listed members are still current household members but temporarily absent you should enter 2 at Column 9 and enter 0's at Columns 10-13 and go onto the next person.

Moved - Code 3: Where listed members have moved you should enter 3 at Column 9 and enter 0 at Column 10. Then code the reason why the person moved in Column 11. If someone has moved to an institution you should give a brief description of the type of institution, if someone has moved for reasons other than those explicitly given, again give brief details at 11. Finally enter the date they left the household at Column 12. Enter their current location at Column 13.

Deceased - Code 4: Where listed members have died you should enter 4 at Column 9 and enter 0 at Column 10. Then code the 1 at Column 11 enter the date they died at Column 12 and code 07 at Column 13. If someone was in hospital for a period before death the date of that person's death rather than the date of entering hospital should be recorded.

After checking for all listed members you should then ask: 'And does anyone else usually live here with you?'. You must be clear about the household definition rules and exclude those who do not count as resident such as children usually attending college away from home.

Unlisted Joiners

Unlisted joiners fall into two categories: new members of the household and, in a small number of cases, people who have been previously enumerated, moved out and have rejoined the household. In cases where our sample member has moved to join an already existing household it is the other unlisted members who are assumed to have joined him or her for the purposes of household enumeration.

Rejoiners - Code 5: If you have a case where you realise that a respondent was present in the household in an earlier wave, left the household and has since come back to the household in Wave 12 e.g., a student has moved away for a year and then returned to the household, they are a 'rejoiner'. Write in their pre-printed details in full on the next available person number line and code them as Code 5 'Rejoiner'. Even though you have written this respondent's details on to the enumeration grid, as you will do for any unlisted members, these respondents are not new to the sample.

If you suspect someone is a rejoiner but are unsure and have no pre-printed information from another coversheet, it is essential to contact Essex for their details before you carry out an interview. You need to know whether they are eligible for interview this year to complete the interview.

If a respondent is a rejoiner ensure that as well as rejoining them to their new household you complete a Coversheet for them at their issued address. Code the household outcome as Code 43 'Moved back to previous wave household' if it is a whole household move.

Code rejoiners 5 at Column 9, the appropriate code from 1 to 8 in Columns 10, '0' in Column 11, the date they rejoined the household at Column 12 and '0' at Column 13.

Resident - Code 6: Where unlisted members are now household members and present in the household you should enter 6 at Column 9, the appropriate code from 1 to 8 at Column 10. Code Column 11 as '0', enter the date they joined the household at Column 12 and '0' at Column 13. If the person joined the household because of marriage and the date of marriage is not the same as the date the person began living in the household then record the latter.

Absent - Code 7: Where unlisted members are now current household members but temporarily absent you should enter 7 at Column 9, the appropriate code from 1 to 8 at Column 10. Code Column 11 as '0' and enter the date they joined the household at Column 12 and code '0' at Column 13.

Column 13: Be sure to code the location of anyone who has left the household so we can find them and interview them. Code the location of the new address (if you collect it) in this column and then create a new Note that code 1 'Previous wave household' takes precedence over codes 2, 3 or 4.

Once you have completed columns 1 to 13 you should check column 9 and begin to transfer first names and person numbers to the Household Grid on the Coversheet. Remember to transfer names and numbers for current residents only, i.e. Column 9 codes 1, 2, 5, 6, or 7. Remember to transfer the person numbers as recorded on the Coversheet even if these are not in order. e.g. If there are three household members recorded on the Enumeration Grid but PN 02 has 'moved' the person numbers on the Household Grid will be 01, 03.

Once an interview is completed you then return to the Coversheet again to complete the Individual Outcomes.

Column 14: If you have completed the Enumeration Grid with a respondent there must be an Interview Outcome for every person listed on the Enumeration Grid. This includes those not interviewed and children under 16 and those no longer present in the household.

Codes 1, 2 and 3 apply to eligible adults only i.e. those coded 1 at Column 6, Key Check A, on page 2.

Any refusals (code 3) recorded here will be at the individual level for eligible respondents only. That is those which occur after you have gained entry, i.e., after at least one person has been interviewed. Or you may code individual refusals for every eligible member of a household if they have all refused individually to you.

A refusal at the door which stops you getting any contact with any household members would be coded as a 'Refusal to Interviewer' (code 31) in the Final Household Outcome box on Page 8 of the Coversheet and column 14 would be blank.

Code 4 'Other non-interview' should be used for eligible adults who were a non-contact or not interviewed for some other reason.

Code 11 'Ineligible adult' should be used for any adult aged 16 or over who is not eligible for interview this year i.e. code 2 at Column 6, Key Check A, on page 2.

Code 11 should also be used where all eligible members have moved away from the issued address leaving only ineligible members behind. In these cases complete the Enumeration Grid with the date the eligible member left etc, code the Household Outcome '44' for this household and create new Coversheet(s) for the eligible members who have moved away.

INDIVIDUAL REFUSAL/NON INTERVIEW INFORMATION - PAGE 5

Column 17: This space allows you to specify in more detail the reason for any individual refusal you get. This allows us to tailor our refusal conversion procedures more accurately. We need to know as much detail as possible about those we couldn't

interview. The more we know about how they react to the survey, the better we can try and encourage co-operation.

Column 18: Office use only

Column 19: Some refusals may be converted. If this occurs the Coversheets will be sent out to the interviewer. If you receive one of these Column 19 allows you to re-enter the individual outcomes for all household members whether the conversion was successful or not.

HOUSEHOLD GRID - PAGES 6 - 7

The Household Grid now forms part of the coversheet as the Household Questionnaire is now on CAPI. This should be completed before any interview is done at an address. An interview cannot be undertaken until a full record of household membership exists in the Household Grid.

First you will need to determine who is the HRP. The Household Reference Person (HRP) is defined as the person who either:

- a) Owns the accommodation.
- b) Is legally responsible for the rent.
- c) Has the accommodation as an emolument or entitlement (e.g. rent free with job).
or
- d) Has the accommodation by virtue of some relationship to the owner or lessee where this person is not a member of the household (e.g. person living rent free in property belonging to a relative).

Where there are two or more people who qualify to be HRP under the rules above the eldest is the HRP. **The HRP does not have to be Person No 01 on the household grid.**

COMPLETING THE HOUSEHOLD GRID

You must complete a row of the Grid for each member. Begin by establishing the Household Reference Person (HRP).

1. Person Number and Name

Transfer PERSON NO as printed on the coversheet and FIRST NAME from Page 2 of the Coversheet for all current HH members. The person numbers may not be in sequence if someone has moved out.

2. Relationship to Reference Person (HRP)

Establish who is HRP and write in 'HRP' next to this person's name. **The HRP does not have to be Person No 01.** Then ask for the relationship of all others in the Household to the HRP and write in. Where children of HRP are reported check for exact relationship to HRP and write in where the children are natural, step children or adopted.

Please note that in split-off households the first person on the list must always be a PSM (transferred from the Coversheet). An unlisted member must never be the first person recorded on the household grid. For all split-off households, do not transfer the respondent's person number from the original Coversheet but simply start listing from 01.

4. Date of birth

Where date of birth is recorded on Coversheet ask 'We have (NAME'S) date of birth as beingxx. Is that correct?' If correct re-enter, if not, enter correct DoB. Where DoB is not recorded ask for date of birth and enter. If HRP cannot give you this exactly then check with the person themselves.

5. Date of Birth information same

This is a check on whether the date of birth pre-printed on the Enumeration Grid is the same as the information you have collected. Codes 1 and 2 will apply to all listed household members and rejoiners. Code 3 applies only to people who are completely new to the survey i.e. code 6 or 7 at Household Membership, Col 9 on the Coversheet. Note that even if the pre-printed information is copied by hand to a split-off Coversheet this is still counted as pre-printed information.

6. Sex information same

The same rules as for Date of Birth above apply.

7. Age

The age of new-born children less than one year old should be coded '00'. For those under 16 code columns 7, 8 and 9 as 0,00 and 0 respectively.

Please ask the respondent for a best guess if the date of birth of someone in the household is not known and you do not succeed in interviewing them. It is very helpful if we can at least find out whether they are a child or over 16.

8. Marital Status

Ask as a running prompt for all household members aged 16 or over 'Are you/is this person currently married, living with a partner, widowed, divorced or separated or have they never been married?'. Code children under 16 as 0. 'Single' means never having been married.

Please note: A current household relationship takes precedence over any other, as the purpose of the grid is to understand relationships within the household, (legal marital status is dealt with in the individual questionnaire). Thus a married person living apart from his or her spouse is coded as separated, not as married. A married but separated person living with someone else is coded as living together. A divorcee or widow who has remarried is coded as married, or as living together if cohabiting.

It is important not to code friends sharing accommodation as partners, but equally, there might be cases where couples appear at first sight only to be friends. If these relationships become apparent during interview you might then need to amend the household grid.

Those who describe themselves as living together with a partner of the same sex should be coded as living together.

9. Spouse/partner number

Ask if each person's spouse or partner lives in the household. It is important that partners (those coded as living together) are included in this column. Code their person numbers in the relevant columns. The relationship to household reference person column will not always reveal people who are married or living together (for instance, a young couple living with one of their parents where the parent is reference person). Please take care to code correctly and consistently, however obvious relationships might appear in most instances. If the person does not have a spouse or partner enter 00.

10. Paid Employment

Ask 'Last week, were you/was this person in paid employment at all, including being away temporarily from a job they would normally have been doing?'

'In paid employment' includes:

1. All those who did any paid work last week (either as an employee or self-employed) even if only for a few hours in casual work.
2. All people temporarily absent from their job.
3. All those on Government Training Schemes (e.g. ET or YTS) with an employer, and those paid by an employer while attending an educational establishment.

4. Wives working in a husband's business for any number of hours and who receive payment or a share of the profits are coded as 'working'. Those working unpaid for 15 hours or more are also coded 'working'. (The same applies to other family members doing similar work.)
5. Students who were working last week - code as 'working'.
6. People paid a wage or salary by an employer while attending school or college, including people on employer-based training schemes - code as 'working'.

'Not working' includes:

1. All those who were looking for work last week or who would have done so but for illness or injury or holiday, even if they are waiting to start a job already obtained or waiting for the result of a job application.
2. Those who are retired from paid work altogether. People who have retired from an earlier occupation but who now have another paid job (if only for a few hours a week) are 'working' (but exclude voluntary work).
3. Those persons who last week were attending a school or college full-time, unless as part of a paid job or government training scheme.
4. Those unable to work through long term illness/disability and those attending industrial rehabilitation centres or adult day centres.

11 & 12. Father/Mother Number

Check for all HH members (where necessary) if each person's father and mother lives in the household. Check that these are natural parents only. The purpose of this code is to ensure that we can distinguish between natural and step parents. It is quite common, for instance, for a mother to be natural and a father to be a step-father. Please take care to ensure you transcribe the correct number (i.e. the person number of the parent) to the row containing details of the child. You will not of course need to ask the question where then can be no parent in the household (e.g. single person or couple only households) but always check in all potential cases of parentage. If a father/mother is not present in the household enter 00.

13. Responsible adult

At one section of the individual schedule you will be asking questions about children of the responsible adult. The responsible adult is the mother, or mother figure, of the children in all cases with one exception. If someone is a legal stepmother they may still be the responsible adult. However if a couple are cohabiting and the woman is not the child's natural mother, she is not the responsible adult. In this case (and if there is no mother present at all) the father is the responsible adult.

When you have completed the household grid please check the details. Small errors can lead to great problems for the coders. You should have completed a line for each member of the household, if certain questions did not apply to them (e.g. spouse number for the never married) then 00 should be entered. No boxes should be left blank.

TRACKING INFORMATION – PAGE 8

The aim of the tracking information is to ensure we do not lose touch with respondents. The tracking section must be completed for every interviewed household member aged 16 or over. We need one separate contact name for each interviewed household member in case they separate from the rest of the household.

If someone queries this by pointing out that we asked for this information last time, reassure them that we are only seeking to keep our records up to date. For reasons of confidentiality we do not carry forward information on contact names given in the past. People's circumstances change from time to time and they may lose touch with friends.

First check the respondent's full name. We are recording mobile phone numbers and e-mail addresses if respondents have them. We hope this will give us another means of keeping in touch with respondents. Please be sure to ask for these as you complete the tracking schedule and use the column provided to record these.

Then ask for the name of someone outside the household, such as a friend or relative. It is particularly important that names and addresses on the tracking section are legible. Next year an interviewer will have to find these people again. Make sure you ask for full information at Question 2, including postcode and telephone number. It is vital that we can trace people if they move, therefore the tracking information must be clear and detailed.

Finally you should check at Question 4 whether or not someone is likely to move from their current address within the next year. If they are definitely moving you should then check if they have a specific new address to move to. If the new address is known then record this on a Change of Address card and return this with the other documents for the household.

Once the Tracking Information is completed send this and other interview documents to Chelmsford.

HOUSEHOLD OUTCOME - PAGE 10

Only use code 10 if you interviewed all eligible members of the current household.

HOUSEHOLD REFUSAL/NON INTERVIEW INFORMATION - PAGE 10

Where it is not possible to make contact at a household, you must make every attempt to find out how many listed members are still resident at the address. Stress that this is vital for ensuring that our survey is statistically reliable. If possible complete the Enumeration Section, stressing that this is the only information we will need. Failing this, attempt to find out the number of current household members e.g. ('Can I just check one thing, is it still just you and your wife living here?') and record it here.

This page allows you to specify in more detail the reason for any household refusal or non-contact you get. This allows us to tailor our conversion procedures more

accurately. We need to know as much detail as possible about those we couldn't interview and those we did.

CONVERSION/RE-ISSUE HOUSEHOLD OUTCOME - PAGE 11

The codes refer to the whole household. These allow us to update the final household outcome following an initial refusal or non-contact.

HOUSEHOLD QUESTIONNAIRE - CAPI

Please ensure that a Household Questionnaire is present for all households where at least one interview is achieved. Even if some or all of the questions cannot be answered by your respondent, you should complete as much as you can and use the 'don't know' or 'not answered' codes as necessary.

- H2** Exclude any rooms currently or usually sublet to persons outside the household but include any rooms solely occupied by lodgers within households. You should already know if lodgers are present, if necessary check 'Does this include the rooms occupied by?'

Exclude conservatories

- H3** Shared ownership includes co-ownership and equity sharing schemes: a share in the property is being bought. The occupier may never become the sole owner of the property but will receive a cash sum on leaving the scheme.

Where accommodation is owned or part-owned by ex-spouse or separated spouse or spouse away on business for six months or more treat as 'owned' (code 1).

Do not count as rent-free cases where a rent would normally be paid but the whole amount is rebated (or paid direct to the landlord by the DSS through Housing Benefit).

Code people who live in rent free accommodation owned by relatives as 'rent free' If rent is paid for them by a relative or charity this should be recorded as a regular receipt in the finance grids.

- H4** If part owned with someone outside household enter 00 for this person and give details.

If household rents, give person actually responsible to landlord for rent. With adult sharers establish if there is a joint tenancy or if it is in one or two person's names, with others paying their share of the cost to them.

If rent-free, give number of person responsible for the rent-free occupancy by virtue of job or family position.

- H9** We need here the total purchase price of the property including any payment for the land, fixtures and fittings, garages etc. If respondent purchased with others : record total cost rather than respondent's share.

- H10** Accept estimate if exact year not known. If accommodation was previously rented by household members who then purchased as sitting tenants record year bought outright or first started paying mortgage.

H19 An endowment mortgage has a long term insurance policy attached which pays off the original loan. Do not count as endowment policies mortgages with a 'mortgage protection policy' which is life insurance only. A repayment mortgage is a straightforward loan where the borrower(s) repays capital and interest together. If not known code Don't Know.

H21 We require here the total amount of any further additional loans (including second mortgages) secured against the property after the initial loan even where the money has not been used for property improvement or repair.

Where a property has been re-mortgaged (i.e. a mortgage taken out to pay off an earlier mortgage and provide an additional amount) count the difference between the mortgage paid off and the re-mortgage towards this total.

H22 If 'other', code 5 and specify your answer in the pop-up box.

H24 A mortgage protection policy is a life insurance policy on mortgages. It is not an endowment policy.

H26 If the household rents, give person actually responsible to landlord for rent. With adult sharers establish if there is a joint tenancy in the names of all members of the household, or if it is in one or two person's names, with the others paying their share of the rent to the legal tenants.

If rent-free, give number of individuals responsible for the rent-free occupancy by virtue of job or family position.

H27 Any household whose accommodation is tied to the job of one of its members this should be coded 06 or 09 as appropriate. People in tied accommodation whose employer is a Local Authority or New Town should also be coded 06.

H28 In any doubtful case ask 'What is the agreement with your landlord?' and code accordingly.

H29 Do not count as rent-free cases where a rent would normally be paid but the whole amount is rebated (or paid direct to the landlord by the DSS through Housing Benefit).

Code people who live in rent free accommodation owned by relatives as 'rent free' If rent is paid for them by a relative or charity this should be recorded as a regular receipt in the finance grids.

H30 If normal amount paid includes payment for hot water or heating, or rent for amenities such as garages, try to get the amount paid for rent only. Where it is not possible to get a separate rent amount, record whole amount paid and extra items paid for at H32.

H32 Include farms as 'land or business premises'.

- H33** Both rent rebate and rent allowances are forms of housing benefit. If the recipient is in council accommodation they will receive a rent rebate, i.e. pay a reduced rent. But if the respondent is renting privately then a rent allowance will be paid either directly to the recipient or to the recipient's landlord.
- H37** Applies to any accommodation lived in by HRP or spouse during the past 12 months, not just current accommodation. If a mortgage has only recently been taken out refer to previous housing situation.
- H39** Exclude cases where non-payment was accidental (e.g. the bank failed to pay a standing order).
- H45** This question refers to the Council Tax valuation bands, not the market value of the respondent's house. Please ask them to check their Council Tax bill if possible.
- Many renters may not know the band if it is included in their rent. Code these as 'Don't know'. If the household accommodation is not valued separately e.g. a granny flat or a bedsit code '09'.
- H50** Include both owned and rented items.
 Include items made available by the landlord or others for personal use by household members.
 Include second hand purchases.
 Include home computers even if only used for games, but only if it has a keyboard. Include computers used for business purposes by self-employed people, but not those provided by employers for work at home.
- Exclude any items which are broken and will not be repaired.
 Include hire-purchase and credit sale but not rentals with a future option to purchase.
 Exclude gifts or loans to household members from persons outside the household, but include gifts between household members.
- H56** DSS Social Fund loans are normally paid back through a reduction in benefit.
- H57** This question applies to the household rather than individual members of the household.
- H58** This question is about ability to pay, regardless of whether the household actually wants the item. They are asked to say whether they could afford them if they wanted them. The answer is 'yes' if it applies to any adult household member, not necessarily the whole household. Do not include holidays which do not have to be paid for, such as staying free with friends or relatives.
- H60** If some food is not bought weekly attempt a weekly estimate. Include meals bought from 'take aways' but eaten in. Exclude meals eaten outside the home.

H61 Include vehicles on long term hire and company vehicles if for private use.
Exclude those hired from time to time and if used solely in the course of work
and vehicles currently unfit for use if there is no intention to repair.

INDIVIDUAL QUESTIONNAIRE

The question by question instructions below are for the standard questionnaire and do not include specific instructions for the dependent interviewing questions for Groups B and C.

NEIGHBOURHOOD AND INDIVIDUAL DEMOGRAPHICS

This section provides us with information about people's backgrounds. This is important in its own right and also for comparison with the Census.

D7 Lived here continuously (other than being away for holidays, in hospital etc.). If respondent has lived in address more than once (e.g. has returned after being away at college etc.), the relevant date is the beginning of their current spell of residence.

D9 Own job only. Exclude cases where people have moved because of spouse's employment.

D14 If the respondent is separated, but not legally separated, they are coded as married here and separated on the Household Grid.

D17 Code one only. If respondent says more than one applies ask him/her to choose which single description best applies.

D18 Full-time course only. Exclude courses under 3 months.

Exclude part-time, correspondence, and Open University courses, and courses run by employers for employees.

Include sandwich courses. Include those attending nursing school and teaching hospitals even when respondents were also working in the hospital.

D19 - D28 These questions collect details of up to three periods of full-time education in the past year since Sept. 1st 2001. You should start with the most recent period of education. The period of education may have started earlier than Sept. 1st 2001. You should include it if the course continued beyond Sept. 1st 2001.

D21 Collects the start date of any spell begun since Sept. 1st 2001.

D22 Collects the end date or is coded 'not ended'.

D23 and D72 Include direct fees paid for course but exclude living / travel / other expenses associated with the period of education.

Code 03 'employer / future employer' includes past employer.

Code 04 'New Deal Scheme' for those aged 16 - 24 and for lone parents unemployed for more than six weeks.

If 'other arrangement' code 7 and specify answer in pop-up box.

D24 and D74 Asked for each separate period of education. Include only qualifications gained from each separate period so we know which qualifications come from which spell of education.

D25 & D26 and D75 & D76 School qualifications: please note you must obtain numbers of each qualification passed.

D28 Full-time course only. Exclude courses under 3 months.

Exclude part-time, correspondence, and Open University courses, and courses run by employers for employees.

Include sandwich courses. Include those attending nursing school and teaching hospitals even when respondents were also working in the hospital.

D67 - D78 These grids collect details of all training schemes or courses taken in the past year excluding periods of full time education.

D68 If more than three training schemes or courses complete grid for three longest, starting with the most recent course. Include courses that have started but not yet finished.

D69 The 'main' place is where the most hours of teaching or instruction were done.

D72 As at D23. Plus - If employer provided training (on or off job) code 03

D74 As at D24.

D75 & D76 As at D25 & 26.

D97 – D106 These questions ask about births of children. Still births, adopted and step children should be excluded.

HEALTH AND CARING

M1 People may be registered as disabled either with their local council Social Services Department or with the Dept of Employment (who provide a 'Green Card'). Registered blind count as registered disabled.

M2 Where respondent gives the name of a specific condition other than those on the card (e.g. angina or multiple sclerosis) code as 'other' and record the name given.

Where respondents query 'difficulties in seeing' this excludes those able to read normal size print (e.g. a book or a newspaper) with the aid of glasses and those who need glasses only for specific activities such as driving.

If 'other' code 13 and specify answer in the pop-up box.

EMPLOYMENT

E1 Include as 'working last week':

- employment for any number of hours, including Saturday jobs, and casual work, e.g., baby sitting, running mail-order clubs etc.

NB Since some informants may not consider casual work to be serious work, please be prepared to probe those (e.g., housewives with dependent children, full-time students) to whom you feel this may apply.

- anyone who was paid a wage or salary by an employer while attending an educational establishment.
- a wife working for any number of hours in her husband's business as long as she was paid, i.e., received (or will receive) an amount of money in remuneration or a share of the profits.
- a wife, working unpaid, in her husband's business provided she works 15 hours or more per week.
- anyone else working in a friend's or relative's business, as long as he or she received (or will receive) an amount of money in remuneration or a share of the profits.
- Students on 'sandwich courses' currently with an employer or those on employer placements should be coded as employed only if they receive regular payment from the employer.

Student nurses

Training for nurses is in transition. Some nurses are still being trained under the traditional arrangements whereby they are employed as trainees at a specific NHS hospital. These nurses should be treated as employed for the purposes of this section (coded 1 at E1) and in the subsequent job histories.

A number of nurses are being trained under the PROJECT 2000 scheme which is mainly based in colleges outside hospitals. These trainees should be regarded as full-time students. Unless they have other employment outside their PROJECT 2000 course they should be coded 2 at E1 and E2.

For student nurses always check if the nursing training course is part of PROJECT 2000 and proceed accordingly. If the respondent is unsure treat as employed.

Government Training Schemes

Such schemes are not now generally run directly by Government Departments (such as the Employment Department or Training Agency) but are organised and delivered by local Training and Enterprise Councils (TECs). In most cases the TECs (LECs in Scotland) will contract out the management of the programmes to Managing Agents, often private companies.

For the purposes of this section, the crucial information is where the respondent is based for their training. If a respondent was on such a scheme last week, they should be coded as employed if they are 'employer based'. This is defined as:

- 1) Last week they were with an employer or on a project providing work experience or practical training; or
- 2) If they are normally 'employer based' but were away last week because of illness or for some other reason (including attending a college based course).

If respondents are not normally 'employer based', that is they usually attend a college or other training centre, they should be coded 2 at E1 and E2 with the following exceptions:

- 1) those who have employment outside the training scheme. Code here as employed and take details of this secondary employment.
- 2) those sent on training schemes by employers who continue to pay their wages or salaries. Treat as employed and code 4 at E3. Record details of their job with the employer who has seconded them to the training scheme.

E2 Include any persons who were absent because of holiday, strike, sickness, maternity leave, lay-off, or a similar reason, provided they have a job to return to with the same employer. Do not include those receiving redundancy payments who have no job to return to. Do not include people who have a job arranged but have not yet started work in it; such people should be coded 3. A job exists if there is a definite arrangement for work on a regular basis (i.e. every week or every month) whether this work is full time or part time. The number of hours worked each week may vary considerably but as long as some work is done on a regular basis a job exists.

E3 Code one only: if more than one reason ask respondent 'And which of these would you say was the main reason?'

Maternity leave: only women who are on the special period of maternity leave allowed either by law or their contract should be included here. Any other leave taken for reasons of child bearing or child rearing should be coded 7. Any leave taken for pregnancy related sickness not covered by maternity leave should be coded 3. Count women on maternity leave from a job as employed even if they say it is their intention not to return to their jobs at the end of the statutory or contractual period of leave.

E4- If respondent has more than one job, these questions should be answered with

E50 reference to their main job. The 'main job' is the most remunerative. If equal earnings then it is the one with the longest usual hours. If a respondent is a seasonal worker who switches between jobs at different times of the year, then 'main job' is the one being done last week.

Where a respondent changed jobs in the last week (that is in the seven days ending on the Sunday before interview) we require details of the job being done at the end of the week. Where he or she left a job last week and do not as yet have other employment treat as non working.

E4 & E4a A permanent job is one which has no specific time limit even if a period of notice is required for dismissal.

E5/QX11/QX16/QX17

Please remember your general training as an interviewer that asks you always to probe for as detailed job description as you can get including title, qualifications or apprenticeships, responsibilities etc.

E6a/QX12/QX18/QX19

This should be the firm or company that issued the contract of employment for the respondent.

E7/QX13/QX20 Accept respondents' answers except:

- where there is doubt try to find out how they are described for tax and National Insurance purposes. For self-employed, tax is not normally deducted at source but paid directly to the Inland Revenue. People working as child minders or odd-jobbing etc are usually classed as self-employed. If someone is self-employed and works under contract to an employer, he or she may be treated as an employee for tax purposes (e.g., in the construction industry). Treat such people as self-employed.

For all directors and managers who say that they are self-employed, check whether they work for a limited company. If they do, code them as employees for tax and NI purposes.

An employee working through an agency (e.g., secretary, nurse etc) may either be an employee of that agency (i.e. the agency pays part of their NI contributions) or an employee with each different employer they go to.

Further notes on the self-employed may be found at E56.

E8/QX14/QX21

A manager may manage other employees through supervisors or directly, and may have a more general responsibility for policy or long term planning.

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

Job titles can be misleading (e.g. a 'playground supervisor' supervises children, not employees and so should be coded not a supervisor). A stores manager may be a store-keeper and not a manager or supervisor of employees.

E10/QX15/QX22

Make sure that your respondent realises that we are interested in the total number of employees at the workplace, not just the number employed within the particular section or department in which he or she works. Include part time and shift workers.

If a respondent works from a depot or office (e.g. a service engineer), base the answer on the number of people who work from that depot.

People employed by employment agencies should answer these questions with reference to the place at which they are currently working (or last worked) rather than the agency. Where someone employed by an agency worked at several different workplaces in the course of a week the answer should refer to the place where he or she worked the greatest number of hours.

Similarly, people working for sub contractors or merchandisers within a larger workplace should answer with reference to the larger workplace (for example, school meals staff should answer with respect to the school rather than the kitchens; and people working on a fish stall franchise within a supermarket should answer with respect to the supermarket).

E11 In the case of people permanently on call, make a full note of the circumstances and probe for the total hours usually worked when on call (excluding overtime).

If the hours vary or the work is intermittent (e.g. casual workers), try to obtain the weekly average over the past few months.

Round answers to the nearest whole number (i.e. 37.6 hours up to 38. Round .5 to nearest odd number).

E12 Include unpaid overtime.

E13 This includes any time for which respondents are paid above and beyond their basic wage or salary. Such overtime payments need not be at any increased rate.

E15 Code one only. If more than one applies code one which applies to greatest part of working time.

E16 If respondent works mainly by travelling around or travels to one or more places ask how long it takes to get to an office or depot if this place is visited at least once a week. Note this is for getting to work not the full round trip time. There is a new code for 'Doesn't apply'. Please only use this code in

extreme cases where it is impossible to give any kind of average i.e. the respondent never visits a depot etc.

E17 'Main means' is for the greatest part of the distance covered between home and work. Where a 'car pool' system is used where members drive some days and travel as passengers for others code for most frequent in a usual week. If 'other' code 9 and specify answer in the pop-up box.

E20 Include cases where respondent received Statutory Sick Pay or Statutory
&E22 Maternity Pay (i.e. is currently on paid maternity leave).

QX31

If it is possible to persuade the respondent to refer to his or her current or last pay slip you should do so.

Please prompt for approximate amount if 'don't know'.

E21 The time period is very important, e.g., one day per week = 'week' not 'other'.
&E23 If 'other time period' code 6 and specify answer in the pop-up box.

E23c) & e) If 'other time period' code 5 and specify answer in the pop-up box.

E25 When entering the tax code please left justify the figure, and don't enter leading or ending zeros (some boxes may be left blank), for example:

3	4	4	L
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E26 'Usual pay' should be straightforward for the large majority of cases. If queried 'usually' means since the last change in circumstances affecting pay such as a pay rise or a change of job.

Include bonus or overtime payments, if these are usually received.

If the respondent is on short time the usual pay should be that received before short-time working began.

For seasonal workers record the usual amount earned in a year.

If the respondent's pay varies for a specific number of weeks during the year note the amounts and periods.

E27 Please prompt for approximate amount if 'don't know'.

E28 If 'other time period' code 6 and specify answer in the pop-up box.

E30 Code 3 should normally be used only for tax refunds where longer than normal amounts of tax are deducted code as 'other' and write in details. Use code 7 only where more overtime than usual was worked, where less than normal code 'other'. If 'other time period' code 9 and specify answer in the pop-up box.

- E39** Performance related pay is any which is directly dependent on the respondent achieving the specified targets within the job. e.g. commissions on sales.
- E40** Do not include where the only profit related pay has been via an increase in their take-home pay rather than paid as a separate lump sum(s) bonus.

E44 Include 'in house' unions such as company staff associations.

Exclude employers' organisations (e.g. National Farmers' Union)
Code one only.

- E52-
E56** We need to know here when the respondent started his or her current job (that is the job described at E5) for the current employer. If necessary refer to E5 and read details to respondent. If she or he has had one or more spells of working in this job for the current employer, then the start date of the most recent spell should be recorded. For temps, agency nurses, etc, start date is when begun working for the agency itself.

In cases where people have been promoted or otherwise changed jobs with their current employer record the date they started the job they are doing now.

If the respondent's company changed ownership but his or her conditions of work remained the same, do not count as a change of employer but record date began working in current post for the company itself.

If the respondent's employment contract has changed as a result of contracting out, record the date the new arrangements took place.

E54 Write in 'approx.' in the note function if amount clearly estimated.

Don't miss 'same as now' code if the respondent's pay hasn't changed.

E55 If 'other time period' code 5 and specify answer in the pop-up box.

E60 If 'other time period' code 6 and specify answer in the pop-up box.

E62 Write in 'approx.' in the note function if amount clearly estimated.

Don't miss 'same as now' code if the respondent's pay hasn't changed.

E63 If 'other time period' code 6 and specify answer in the pop-up box.

**E73-
E100** The term self employed covers people who are responsible in their work only to themselves and who do not receive a wage or salary from an employer. Tax is not normally deducted at source but paid directly by them to the Inland Revenue.

However, company directors and managers are employees of their companies.

'Self employed' includes people who are temporarily sick but would be working in a self-employed job if they were well.

Self-employed can be for any number of hours, e.g. as little as one hour provided the work is regular.

In addition to persons such as sole or part time owners of a business, the following are considered to be self-employed: doctors in private practice, farmers, landlords/landladies who manage their own property, and people with recurring freelance jobs such as musicians or journalists. In recent years there has also been a growth in the number of people employed by firms to carry out work on a freelance basis that they were formerly directly employed to do.

Building workers on the "lump" sum (self-employed labour-only sub-contractors) should be classed as self-employed. These workers are usually paid a wage by the contractor and have the standard rate of income tax deducted from that wage. They are however responsible for payment of their own National Insurance contributions.

Respondents receiving Enterprise Allowance must be coded as self-employed. All relevant self-employed questions should be asked but the allowance received should not be included as income at E65, E70 or E78 but in the Household Finances Section.

E73 'Employees' covers anyone directly employed by the respondent (other than the respondent him or herself) where they pay wages and are responsible for Tax or NI deductions etc. Exclude those employed by firms as consultants etc. Exclude fellow partners in professional practice or business. These are all separately self-employed.

E78 Those who are paid for labour only, may keep accounts for presentation to the Inland Revenue and have an accountant, but they should only be coded '1' if they regard themselves as having a specific small business.
If 'other' code 6 and specify answer in the pop-up box.

E81 & E86 Take any period for which figures are available.

E82 Include any money subsequently put back into the business.

E85 & E90 & E94 This may be Class 2 or Class 4 NI.

E95 Code one only. Someone who works at home does the major part of their work there (e.g. someone running a home typing service). Someone who works from home has the home as their base (e.g. for telephone calls) and travels to customers' homes or businesses to work e.g. a plumber.
If 'other' code 6 and specify answer in the pop-up box.

E96 If respondent works mainly by travelling around or travels to one or more places ask how long it takes to get to an office or depot if this place is visited at least once a week. Note this is for getting to work not the full round trip time. Please only use the 'Doesn't apply' code in extreme cases where it is

impossible to give any kind of average i.e. the respondent never visits a depot etc.

- E97** If 'other' code 9 and specify answer in the pop-up box.
- E100** Here we want to know when respondents' started their current spell of being self employed as their sole or main job. Exclude time spent working self employed on the side while having another main job or previous spells of being self-employed.
- E104** In all circumstances the responsible adult is the mother of the children. If someone is a legal stepmother they may still be the responsible adult.
- However if a couple only cohabit and the woman is not the child's natural mother she is not the responsible adult. In this case (and if there is no mother present at all) the father is the responsible adult.
- E105** If respondent has more than one child who is cared for differently or if a child receives a mix of care, code all that apply up to 3 mentions. In other words , three codes does not have to mean three children. The question refers to numbers of types of child care, not numbers of children.
If 'other' code 11 and specify answer in the pop-up box.
- E107** 'Paid for' by respondent or by someone else on their behalf. Count as 'paid for' if an employer pays for children to attend nurseries etc outside the workplace.
- E108** That is how much is paid altogether by respondent or other people on his or her behalf (including by employers).
- E110** If 'other' code 6 and specify answer in the pop-up box.
- E111** - Include as looking for work: being registered at any government or private
E112 employment agency; approaching employers; checking newspaper advertisements; making inquiries of friends etc.
- E114** Include as 'Yes' anyone who would like paid work but is unable to take up paid work because of problems due to health, disability, age or having to care for dependants.
- E118** Where a respondent replies that they are currently unable to work at all because of reasons of disability, childcare or other caring responsibilities, you should code `0' here, write a marginal comment in the note function and go to E120.
- E130** People signing on while in work include, e.g. seasonal workers; those on short time work or laid off through strikes.

E132 Those with a main job should be asked about any second job, odd jobs or work done from time to time, apart from that main job. Those with no (main) job should be asked about odd jobs or work done from time to time.

Include any kind of work that generates income as a result of time or effort, e.g. professional or directors' fees, income from a regular second job, casual work done for friends or neighbours or income from the sale of items or produce.

Include only work that generates actual income, exclude any where payment is in kind or reciprocal services.

E136 'Last calendar month' means, e.g. January 2003 for those interviewed in February 2003. If respondent did not work in their second job last month, then record details of earnings in last month in which they did work in that job.

E137 This is a new question asking for people's National Insurance number. If possible we would like the number to be taken from some official document or source such as a payslip so we can be sure it is correct. If the respondent tells you from memory what their NI number is, check whether they are sure it is correct and code at E138.

EMPLOYMENT HISTORY

This section comprises an employment history to cover any spells in or out of paid employment over the past 18 months to September 1st 2001. Depending on the treatment group the respondent is in, the script may ask you to work backwards over the period from the start date of the most recent change **OR** it may ask you to work forwards from the date of the respondent's last interview.

J3 - Code those who left a job last week and have not yet entered other
J4 employment as 'Neither'.

J6/QX42 You should code here the respondent's current employment status. Remember that anyone temporarily away from a job because of sickness etc should be coded as being in paid employment. Those waiting to take up a job should be coded 10.

Where respondents are 'Retired from paid work altogether' (code 04) or 'looking after family or home' (code 06) you should ensure that the date you get at J7 is the date when they began their current spell of doing this exclusively rather than the date they first retired from work or married or had their children.

If 'other' code 10 and specify answer in the pop-up box.

J7 - If the respondent is having difficulty with recall but is certain that the date is
J8 before 1.9.2001 you need not press for a day. You should however try for the month and year current status began.

Where a respondent is coded 06 at J6 ('looking after the family or home') care must be taken to obtain the starting date of the current spell of doing this exclusively rather than the date when they first began to look after a family or home.

J9/QX43 This section obtains the respondent's employment history over the past 18 months. For each employment spell you will collect details about that job.

Most respondents will not have changed their employment status at all during that period. The large majority of those that have changed will have done so only once.

Remember to include separate entries for any spell of **a week or longer**, even time spent between jobs doing nothing or on holiday.

Do not include ordinary holidays during jobs, holiday/leave entitlement used up at the end of a job or temporary sick leave.

What to include as jobs:

Our definitions of a single job for the purposes of the employment history are:

- a period of time doing the same work with the same employer
- or a period of self-employment, freelancing or consultancy doing the same work
- or being employed by an agency to work for others (e.g. as a 'temp')

Include: Part-time and full-time jobs

Time spent in paid or unpaid sick leave while working for an employer but not maternity leave which should be coded as a separate spell (05)

Jobs abroad as well as in the UK

Exclude: Main job only if two jobs simultaneously
Jobs lasting less than a week

Holiday or vacation jobs, work experience or sandwich jobs or part-time jobs done while in full-time education

Second jobs done at the same time as main job

Periods of maternity leave (record as 05)

Any work done as part of a Government Training Scheme (code 09).

Count as a single job:

- 1) a period of self-employment, freelancing or consultancy irrespective of number of clients or contracts.
- 2) a period of agency temping irrespective of the number of agencies worked for. It is extremely unlikely that you will interview someone with more than six different employment statuses in the past year (the lifetime average is less than five). If you should do so however continue the employment history on the supplementary grids provided.

J9/QX43 Count as different jobs with the same employer (Code 01) where:

Someone has been promoted;

A respondent has moved departments;

There has been a significant change in the job content, e.g., where the type of work done has changed or responsibilities for supervision have increased or decreased;

Teachers have changed schools within the same local authority;

NHS employees changed hospital;

Do not count as a different job where a respondent has only changed the number of hours worked by a small amount. However if they have changed their hours in that they have moved from working full time to part time or visa versa this should be recorded as a different job. Part time jobs are classified as less than 30 hours.

Code 02 is used for any period of paid employment other than doing a different job for the same employer in the period immediately preceding.

Where a respondent has had two or more separate spells of working for the same employer during the year which were separated by intervening periods of, e.g., unemployment, maternity leave or working for someone else, then use code 02 for the earlier spell or spells.

Where a respondent's company changed ownership but his or her conditions of work remained the same, do not count as a change to different employer but treat as one continuous period of employment.

- J10** Offer the calendar where you think it might help. If necessary explain the layout of the relevant months we are interested in (from September 1st 2001).
- J13-
J28** These questions seek to establish the conditions of employment in the last job. Definitions and instructions for these questions are as for the similar questions in the earlier Employment section, with the following additions or changes.
- J21** 'Same workplace' means same geographical site. Moving between departments on the same site does not count as moving workplace.

- J24** How much respondent was usually paid at the time he or she left, not the actual amount received in the last pay packet or cheque (since this may have included extra items such as redundancy pay, repayment of pensions, holiday pay etc).
- J27** We want here the main reason the respondent left the job. If more than one given, ask 'And which of these would you say was most important to you at the time?' and code this.
- J28** This should refer to the respondent's current job. ie. if they left for a 'better job' that job will be their current job.

VALUES AND OPINIONS

- V1a-** If a respondent says 'Don't know' check whether this is because they Don't
V1f know or 'neither agree or disagree' and code accordingly.
- V4** If 'other' code 7 or 8 as appropriate and specify answers in the pop-up box.

HOUSEHOLD FINANCES

A major focus of our research programme is on how people go about 'making a living' and how they 'get by'. In addition an overall measure of income is necessary for research into housing, health, employment and other vital matters. This applies whether people are rich, poor or neither.

This section is straightforward and causes few problems. If any respondents query this section you should remind them that anything they tell us is completely confidential. Nothing about them will be recorded in a way that will identify them.

There are many possible sources of income for people, if we only asked about a few sources we would be in great danger of underestimating the incomes of many people. There are also great changes taking place in the relative importance of certain types of income. For example many more people these days are getting quite large incomes from things such as occupational pensions or stocks and shares.

Generally you are asked to record to the nearest pound. You should probe to ensure answers are accurate as possible.

Please ask respondents to consult relevant documents where possible.

F1-F3/QX51

For all payments the actual amount received net of any tax or other deductions should be recorded.

Exclude any payments in kind, any redundancy or severance pay, repayment of expenses by employers and any lump sum payments.

F3b Be sure to record all relevant months on the months received screen. If an informant is still receiving payments of an income type remember to code the current month. There is a separate code if the payment has been received for all months since September 1st 2001.

F3f This is to record situations where payment is made jointly to two or more people, as is the case with some pensions and benefits. This does not include cases where a respondent receives benefits or other payments from which they expect to support other members of their household. If a respondent answers 'jointly' to (f), you should ask 'May I just check, is that payment made to you jointly in both your names?' If not code as sole receipt.

This should be asked in every case and in all circumstances, not only in cases where someone is currently living with spouse or partner. A respondent may now be living alone but during the year a spouse or partner may have left or died and the income they may have shared a payment the respondent for all or some of the time it has been received.

F53 These are the consent questions to link the survey data to data held by
F54 the DWP. There are a series of prompts that you should use if respondents query why we want the permission, what will happen and how the link will be done. Please try and be as reassuring as possible. We guarantee to maintain the confidentiality of our respondents and giving permission for the link will not lead to them being contacted by the DWP in any way. The DWP will not have access to our survey data.

F55 This is the permission question for employees asking if we can contact their employer. If they agree to this please collect the details of the contact name at the employer's, the full address details including postcode if possible, and a telephone number. We will be contacting employers by post and by telephone so it is very important we have complete details. We will not tell the employer anything the respondent has told us but will ask for a few simple pieces of information such as the hours worked by the respondent and their job title.

Showcard F1

NI Retirement Pension	<p>For married couples, you should try to get the separate amount paid for the respondent rather than any joint amount. If the respondent is unable to separate it, show the whole amount received and record it as received jointly.</p> <p>If the wife is aged under 60 she will not be receiving a state pension in her own right. Therefore any NI pension income is solely the husband's.</p> <p>Retirement Pensions may have an earnings related supplement. This is normally paid on the same order book and should be included in the amount recorded.</p>
Occupational Pensions from former employers	<p>Include all employer's pensions not just retirement pensions. Include pensions paid before retirement (i.e. a respondent may still be working for an employer but has become entitled to receive payments) and pensions paid for early retirement.</p>
Pension from a spouse's previous employer	<p>Women may also be receiving an occupational pension in respect of a deceased spouse: these should be recorded as 03. Check that any amount recorded is <u>net</u> of tax and other deductions. <u>Do not include</u> pensions from a Trade Union or Friendly Society unless the pension is received as a direct result of the respondent's employment by them.</p>
Widow's Pension/ War Widow's Pension/ Widowed Mother's Allowance	<p>Do <u>not</u> include Widow's Benefit (a single lump sum payment)</p>

Showcard F2

Severe Disablement Allowance	<p>Is for people of working age who have not been able to work for at least 28 weeks but who cannot get Incapacity Benefit. Married women unable to perform household work may also receive it.</p>
Industrial Injury or Disablement Allowance	<p>Is a variable amount paid to someone disabled through either a work accident or an industrial disease.</p>
Disability Living Allowance/ Care Component	<p>Since April 1992 this has replaced Attendance Allowance for people aged between 5 and 66 (although many people will continue to call the allowances by their old names). In addition some people not previously entitled to Attendance Allowance will receive this benefit. Those aged 66 or over will continue to receive Attendance Allowances. Where</p>

the person is under 16 the Allowance will normally be paid to the person responsible for them. In such cases it should be recorded as income on the questionnaire for the responsible adult for the child. Where someone is 16 or over this should be recorded on the person's own questionnaire.

**Disability
living allowance/
Mobility
Component**

Paid for those unable, or virtually unable, to walk as a component of Disability Living Allowance. This benefit replaced Mobility Allowance.

**Disabled
Person's Tax
Credit**

This replaced Disability Working Allowance in October 1999. It is paid to people with disabilities either in work or seeking work who are aged under 66. It can be paid either as a tax credit via the respondent's pay packet or direct as a benefit. These payments can also be made as a lump sum for a 26 week period in some cases.

**Attendance
Allowance**

Paid to people who need high levels of care because of severe disability. Include Constant Attendance Allowance. If paid for a child under 16 include as mother's income, or if there is no mother then father/guardian.

**Invalid Care
Allowance**

Weekly paid benefit for people of working age who give up working to look after someone receiving Attendance Allowance.

War Disability

Payable to members of the armed forces disabled in the 1914-18

Pension

war or after 2nd September 1939. Merchant seamen and civilians disabled in the Second World War are also eligible. The amount paid varies according to an individual's rank and the extent of the disability.

**Incapacity
Benefit**

This was introduced in April 1995. It replaces NI Sickness Benefit and Invalidity Benefit which officially do not exist any more. If a respondent reports receiving NI Sickness Benefit and/or Invalidity Benefit, code as Incapacity Benefit and record total amount received in grid.

Showcard F3

Income Support

Income Support replaced Supplementary Benefit (sometimes called Social Security Benefit). The rate is assessed on the grounds of age and marital status with a flat-rate premium for children and special premiums for people such as lone parents, people with disabilities and pensioners.

Income Support is often paid along with other benefits as a supplement. You should try, wherever possible, to record the amount of Income Support separately even in the case where it is paid with Job Seeker's Allowance or with a state pension. The specific amount paid as Income Support will usually be shown on the cover of the Benefit Order Book.

Any maintenance payments from a former or separated spouse or for child support which are paid through the DSS or other government agencies, should not be included as Income Support or any other benefit. These should be recorded using Showcard F4.

Jobseeker's Allowance

This replaced Unemployment Benefit in October 1996. Those receiving JSA are capable of work and available for work and actively seeking work and have a current jobseeker's agreement with the Employment Service. Full-time students, those on temporary release from prison and those receiving maternity allowance or statutory maternity pay are not eligible for JSA. There are two types of JSA - Contribution-based and Income-based. The Contribution-based component is paid in the first 26 weeks of unemployment if enough NI contributions have been paid. The Income-based component is a means-tested benefit (paid after 26 weeks for those who qualify for Contribution-based and pass the means-test)

Child Benefit

Is normally paid to the mother (unless there is none in the household) and should be shown as her income. Where it is paid into a joint bank account the names of both account holders will be on the benefit order book. This should still be recorded as the mother's income.

Child Benefit (Lone Parent)

(Formerly one-parent benefit) is paid to lone parents those receiving child benefit. It is paid for the eldest child and the amount is detailed in the child benefit payment booklet.

Working Families Tax Credit

This replaced Family Credit in October 1999. It is paid to families with low earnings and at least one dependent child. It is paid either as a tax credit through the respondent's paycheck or as a direct benefit. It can also be paid as a lump sum covering a period of 26 weeks in some cases.

Please note: Where a married or cohabiting couple are receiving WFTC, they cannot be receiving it jointly. They will have had to say which couple member was to receive the benefit or tax credit.

Also note that it is not possible to receive both Disabled Person's Tax Credit and Working Families Tax Credit at the same time.

Maternity

A benefit which applies only to women not eligible for

Allowance Statutory Maternity Pay. Usually women receiving Maternity Allowance will be either self-employed or will have recently changed jobs.

Housing Benefit Is benefit paid to help with housing costs, either by the DSS or the Local Authority. Include here only if it is paid direct to the respondent. Where Housing Benefit is either deducted from the rent (council tenants) or paid direct to the landlord, details should be recorded in the Household Questionnaire.

Council Tax Benefit As with Housing Benefit, Council Tax Benefit is usually credited to the council directly, so the benefit would show on a reduced tax bill. People on income support, however, will claim council tax benefit along with their housing benefit claim form. Obtain amount deducted and period covered. Do not include students who pay a reduced charge. If respondent is unable to give details of benefit received write details of amount he or she actually pays in margin, the amount deducted from the full charge (and the amount of that benefit) can then be calculated.

Other State Benefits List each separately and record full details. Include such things as Back to Work Bonus, Job Release Allowance and Transitional Payments. Include also Enterprise Allowance and YTS, ET and New Deal Allowances. If any Transitional Payments are received it is important to record which benefit it replaces or tops up. Do not include: Payments from the Social Fund (these are loans) or other one-off payments from either DSS or local authority social services.

Showcard F4

Educational Grants Include all grants or scholarships paid in respect of education or training (but not YTS or ET Allowances which should be recorded as Other). Grants and scholarships may be provided by Local Authorities, the DES, Research Councils, charities, prospective employers (e.g. companies or the Armed Forces), educational institutions, family trusts and a number of other bodies such as Trade Unions.

Do not include Student Loans taken out by the respondent to cover their living expenses or fees.

Include here as an Educational Grant any payment from any source (other than from family members) which is intended to cover the living expenses or fees over a period of time of someone in full or part-time education specifically so they may undertake that education.

Grants are often paid in a lump sum at the beginning of a term or quarter to cover that term or a quarter. If a grant was paid for a term record that at (d) as Other.

Do not include one-off payments for specific items such as extra travelling expenses, visits or equipment or individual prizes.

**Trade Unions/
Friendly Societies**

Include all payments from such bodies here with the exception of Educational Grants and Sickness or Accident Insurance. Include Strike Pay.

**Maintenance/
Alimony**

Note that men and non-married women can receive such payments. In most cases such payments come direct but they may also come via a solicitor, a court or the DSS. If it is paid by the DSS, check it has not been included in any Income Support already mentioned.

Code only if the respondent is actually receiving or has received the payment. Do not code if payments should have been made, e.g. through a court order, but have not actually been made. Record actual amounts received rather than what is supposed to be paid.

Payments received for a child should only be recorded if that child is present in the household. If a respondent receives payment for the support of a child code as respondent's sole income. But if they receive money which is to be passed on to the child itself exclude from respondent's income.

**Regular payment
from family
members not
living here**

E.g. payment from a spouse working and living away from home, regular payments to parents from children outside the household (but not payments for 'keep' from those living there) and payments from parents to students etc, provided they are not members of the same household. In any cases of doubt the respondent should be asked to decide for him/herself whether or not a payment is to be classed as 'regular'.

**Rent from
boarders or
lodgers**

Rent from accommodation let at respondent's address. However, do not include payments from boarders or lodgers who are part of the immediate family of the respondent. Do not include payments for keep from family members or rent from property outside the respondent's accommodation. Code the latter as 56.

**Sickness
Accident
Insurance**

Include any payments to compensate for lost wages during time off work through sickness (but not one-off payments to meet specific expenses such as medical fees or the cost of glasses or false teeth etc).

Other Regular Payments Specify type of income and source. Exclude any payments from investments, stocks and shares, bonds and other interest payments (e.g. building society and bank savings accounts).

F11 Exclude money put by to meet regular monthly or quarterly bills (e.g. gas, telephone, electricity etc) and regular budget payments for utilities but include saving for Christmas or holidays and for yearly expenses such as TV licences.

Include even if saving is irregular.

Include PEP's, Share purchase schemes, Life Insurance, TESSAs.

F12 Record amount saved by respondent alone. If jointly with other household member, divide the total in half and enter that figure. Obtain total amount even if held in more than one account or place. Probe for estimation.

F14 Include those where employees have opted out of their company pension schemes to set up their own private personal pension. Changes in the law have made it possible from July 1988 onwards for employees to leave company pension schemes as long as one sets up one's own pension scheme. Any money earned from SERPS (State Earnings Retired Pension Scheme) can be transferred to the personal pension.

There are a variety of personal pensions which should be included here. Prior to July 1988, self employed people had what were called 'retirement annuity premiums'. These should be included as being taken out before July 1988. Also prior to July 1988 a few employees could top up their company premiums with what were known as 'free-standing additional voluntary pensions' If you come across this type of pension enter it as being taken out before July 1988.

Exclude 'contracting out' options - As an inducement to invest in a personal pension scheme employees (but not the self employed) are provided this whereby the DSS will contribute towards the employee's own personal pension scheme a sum representing the employer's and the employee's contributions to SERPS plus for a period of years, as a bonus.

F20 As an inducement to invest in a personal pension scheme the DSS will contribute towards an employee's own personal pension scheme a sum representing the employee's contributions to SERPS, plus a bonus for a period of years. Exclude 'contracting out' option.

F39 Include a win on the lottery even if part of a syndicate and collect the amount respondent received. There is no lower limit i.e. collect amount even if only £10.

Exclude tax rebates.

Code a pay out from premium bonds or any other answer as code '7' and specify.

F41 Do not include payments to charity, repayment of loans to banks or finance companies, or rent to landlords.

Exclude Pocket money for children.

F44 Probe for an approximate amount. If 'don't know' there will be a series of questions to find out the range of the amount. Those who refuse will be routed past the follow-up questions.

INTERVIEWER OBSERVATIONS

At the end of the individual questionnaire you are asked to record information about the interview you have just completed. Please remember that **no names** or other identifying information should be written on the questionnaire or in the interviewer observations. If necessary you may use Person Numbers.

- I1.** Other people present during interview? At the end of every section of the questionnaire, you are asked to record if others were present. Please check here if anyone was present during any part of the interview.
- I2.** If you feel there was any influence on the respondent because others were present, please answer giving your perception of the amount and nature of this influence on the respondent's answers.
- I3.** Please record in what way the respondent was influenced, describing the situation. If there were any particular questions that were affected, please note them here.
- I5a)** If the respondent completed the Tracking Form please record here whether they gave a mobile phone number and/or an email address.
- I8.** You are asked to note down any ambiguous or conflicting situations in the interview that you feel we should know about. This should include confusing family situations or relationships, etc. Try to note down person numbers where appropriate, indicating relationships if possible (for example: respondent's daughter...PN 03).
- I9** If there are any situations throughout the interview that you feel editors and coders should be aware of, please write these here. This will be helpful in clarifying problems that might arise during coding.
- I10.** It would be helpful if you write down here things that might have a bearing on our understanding of the interview or respondent, or comments that would help us when trying to re-contact the respondent or household (for example 'respondent is illiterate and needs the showcards read out' or time of day NOT to call).

Living In Britain (ECHIP)
Wave 12 ISMIE Experiment

**BOOKING IN,
EDITING & CODING
INSTRUCTIONS**

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Introduction

Owing to insufficient funding the ECHP sub-sample added to LIB in 1997, was permanently retired from the BHPS at the end of Wave 11. However, shortly after Wave 12 of the **Living in Britain** survey went into the field, funding for a separate project into the improvement of survey methodology allowed the reactivation of the ECHP sub-sample for a one-off experiment. ISER will maintain the ECHP sub-sample for future pilot and experimental work but it is unlikely that its members will rejoin the BHPS at any point.

The survey for this sample is special as we are using it to carry out a number of tests and experiments to assess the quality of the data we collect from respondents. Extra funding from the Economic and Social Research Council has been gained for this project which we call ‘Improving Survey Measurement of Income and Employment’ (ISMIE). For the purposes of this experiment, we have split the ECHP sample into three separate groups (“A”, “B” and “C”). Each group follows a separate path through a revised BHPS individual questionnaire as dictated by the CAPI script. Groups “B” and “C” will form our experimental groups and each get some new and different types of questions. Group “A” forms our ‘control group’ and has a simplified, but ‘standard’ wave 12 BHPS individual questionnaire. There are two elements to this work.

1. Checking the accuracy of income information

The first thing we will be doing is to compare the data on income we collect from respondents with independent, external sources of income. We have permission from the Department for Work and Pensions (DWP) to link the survey data from our respondents from the administrative records about their pension or benefits payments held by the DWP.

In addition to checking income data, we also want to check the accuracy of the information about the respondent’s current job (if they have one).

2. Dependent Interviewing Tests

The second thing that we are doing is testing alternative ways of asking questions using information the respondent gave us at their previous interview (Wave 11, 2001). We call this ‘dependent interviewing’ as the way the question is asked depends on what they told us last time.

To do the dependent interviewing tests, we have randomly divided the eligible sample members into three treatment groups – A, B and C. Each group will get different versions of particular questions

There are five questions or sets of questions where dependent interviewing is being tested. These are:

- School based qualifications
- Current occupation and industry

- Income from current employment (employees only)
- Employment History since last interview
- Current sources of non-employment income

The Household and the Individual questionnaires are on CAPI as usual. The only remaining paper document is the coversheet.

The procedures for coding and editing will basically remain the same as for LIB W12. You will not have the detailed visual editing of the main questionnaires to carry out but you will still be checking the coversheet, coding verbatim responses output from the CAPI questionnaires and resolving errors where the coversheet and CAPI questionnaires do not match, e.g. where ID's have been entered incorrectly or person numbers swapped.

W12 Changes

For this survey, there is no Proxy, Self-completion Telephone or Youth questionnaire. The Household and Individual questionnaires are on CAPI as usual. The only remaining paper documents are the Coversheet and Movers Form.

For those of you who have worked on the survey before, the Update and Tracking Form no longer exists. The tracking details are now collected in the Coversheet.

Questionnaire Changes for Wave 12

For this sample, we are not carrying questions on children's education and aspirations for the future that we included in the LIB/S/W questionnaire at Wave 12.

Coversheet:

Key Check A (page 2) Tells you who is eligible for interview this year.

Key Check B (page 2) Tells you which group the sample member is in for the different experiments we are doing.

Household Questionnaire: Shortened but similar to last year.

Individual Questionnaire:

CAPI front pages: We are asking interviewers to confirm the date of birth we have for every respondent this year. This is to cut down on the number of discrepancies between different documents.

Demographics

Shortened.

Includes different versions of the school level qualifications questions for groups B and C using data from the previous interview.

Health

Majority of section has been cut. Only two questions remain.

Employment

Usual content.

Includes different version of the occupational description and pay questions for groups B and C using data from the previous interview.

We are asking everyone for their National Insurance number at the end of the employment section.

Job History

Usual content.

Includes different of the questions for groups B and C using data from the previous interview.

Values and Opinions

Majority of section has been cut. Only a few questions remain.

Household Finances

Usual content but includes different versions of the finance grid questions for groups B and C using data from the previous interview.

Questions asking for consent to link the respondent's survey data to the Department of Work and pensions data are included at the end of the section.

A question asking for consent to contact the respondent's employer to check details of their employment is included at the end of the section.

Wave 12 Documents

General Design: Date conventions

These have not changed since last year. Year dates are still four digits instead of two digits with 19 pre-printed in front of the date. Where there is no separate 'don't know' code we have four blank boxes which interviewers will have to fill in. This is so they can enter '9998' for 'don't know' and '9999' for refused if necessary. These conventions apply all throughout the questionnaire.

Coversheet: Now incorporates the tracking information. The household grid is still included on pages 6 & 7 and must be completed for all persons present in co-operating households regardless of whether they have been interviewed or not. The update and tracking form has been incorporated into the Coversheet this is now on page 8 now called Tracking Information. As more people get mobile phones and become connected to the Internet we now collect these details as well if we can.

Address status box - For the issued address there are three codes which are 'code all that apply' so that we can distinguish postcode corrections from other types of corrections. For new addresses there are two codes.

Work/contact telephone number - with person number it applies to in brackets, interviewers are not required to ask for this, but if information is volunteered by respondents it can be recorded here for future use. **This is not being punched.**

The Voucher Confirmation column (page 5) should be completed for all households and for everyone in the household, even if they were non-contact, a refusal or ineligible.

The tracking information should be completed on page 8. It is crucial we have tracking information on our respondents, any interviewers who have not completed contact information for an interviewed household should have a copy of the form sent to them for full completion.

The Movers Form : Complete this form for any sample member who has moved and you cannot find a new address for. Return to Chelmsford together with the Coversheet as soon as possible so that tracing can be done.

Household Questionnaire (CAPI): This should only be completed for co-operating households.

Individual Questionnaire (CAPI): Some sections have been shortened and the experimental groups have new questions.

Wave 12 Following Rules

We are only interviewing permanent sample members who did a full interview last time at Wave 11. We do not want you to interview anyone else. No new entrants will be interviewed nor will 16 year olds who have become eligible for a full interview for the first time. Temporary sample members who have interviewed continuously will also not be followed. **You can see who is eligible for interview this year in Column 6, Key Check A on page 2 of the cover sheet. Anyone who is a code 1: YES should be interviewed and, if they have moved, followed for interview.** Information will still be collected about all household members on the Household Grid but only doing a full interview with those who are eligible.

Booking In Instructions For Completely And Partially Co-operating Households

The aim of these procedures is to ensure that all expected questionnaire documents are physically present and reliably labelled and to ensure that critical information is present and correct on the Coversheet.

The documents present should correspond to the interview outcomes on the Coversheet. If documents are not present but the interview outcome suggests they should be present, this must be queried with the interviewer.

Household ID numbers and Person Numbers must be correct for all questionnaire documents. Sex and date of birth must be present and consistent on all documents. The Coversheet information must be complete. The identification of previously enumerated and interviewed sample members and those new to the study must be correct on the Coversheet Enumeration Grid.

Please circle the appropriate codes on the **VISUAL EDIT FORM (on the back of the Coversheet)** as you check the documents.

Are Household Level Documents Present And Complete?

Verify that the **Coversheet** is present for each household, even if non-response or ineligible.

SERIAL NUMBER: Check that all parts of the household ID number are correctly and clearly entered on new Coversheets created by interviewers. Where there has been a partial household move, the household number should be incremented from 0 to 1 for the first split-off household, from 1 to 2 for the second split-off household and so on. The check digit for split-offs should have been written in by interviewers as the CAPI programme provides this for them. If it missing it must be correctly assigned.

NEW ADDRESSES: Check that issued address details have been correctly transferred onto new Coversheets created by interviewers. If there are any movers out of the country or the address is unknown, a completed **Mover's Form** should be

present. Coversheets should be created for all split-off movers, even split-offs who are ineligible for interview.

ADDRESS STATUS: If a household is still at the issued address and corrections have been made to the postcode this should be coded '2' at col 29 and the new postcode should be entered into the boxes provided, **then punched into the booking in program.** If the postcode is missing for new addresses, flag with a yellow post it. The postcode is punched as it is used for geographical coding on the survey database. For the rare cases where the postcode is not 4 + 3 digits, for the first four boxes left justify when only 2 or 3 digits. For the second three boxes, right justify if less than 3 digits. If any other corrections have been made to the address '3' should be coded at col 30. If the household is at a known new address they should be coded '1' at col 31, but if the new address is not known or is an out-of-scope address use code '2' at col 31. If no corrections are required '1' should be coded at col 28. Please ensure there is a code for all households, including household refusals, non contacts etc.

INTERVIEWER AREAS: Check that the issued interviewer area number, actual interviewer area number, name and number have all been completed. In most cases the area number will be the same in both boxes. In the case of re-issues from another area the issued interviewer area will belong to the first interviewer and another area number will be entered in the boxes for 'actual interviewer area'.

There are two situations where the Actual Interviewer Area will be '300' and the Interviewer Number '0's:

- 1) In cases where a Coversheet is not re-issued during fieldwork as a new address cannot be traced,
- 2) Where a split-off Coversheet with only ineligible resident is created.

IN ALL OTHER CASES, INCLUDING REFUSALS, enter the Actual Interviewer Area and Interviewer Number of the interviewer who attempted the contact.

NUMBER OF CALLS: Check that the number of calls entered in boxes for address on label and any new addresses are consistent with the call record. If the interview(s) takes place at the 'Issued Address' pre-printed on the label, the total number of calls will be recorded at cols 52-53 and blank at cols 54-55. If there is a 'New Address' , ie code 1 at col 31, the number of calls entered in the boxes at cols 54-55 should be consistent with the information entered in the call record. If no calls are made at a

new address leave the boxes blank. **Please code personal calls only and not those made by telephone.** If a mover is interviewed at an old address (ie the parental home), record the number of calls at new address as 00. If no calls made at issued address and calls only made to new address enter 00 at cols 52-53. **MAKE ANY CORRECTIONS WHERE NECESSARY.**

COVERSHEET, PAGE 9:

Check that column 21 (Question 1) is code 1 only if the interviewer has written in details of difficult to find addresses, or information relevant to recontacting the respondent(s) next year, for example "behind Eccles Estate in cul-de-sac", "don't call on Sunday", or "respondent is slightly deaf/blind" etc. **CHANGE CODE TO 2 IF INTERVIEWER HAS PUT COMMENTS SUCH AS** "nice family", "might move", "probably staying", "just got a new dog" etc.

HOUSEHOLD OUTCOMES:

Please note that some normal LIB household outcomes do not apply for this sample.

For interviewed households, Code 11, 'Some interviewed and some proxies' is redundant as there are no proxy interviewed. Codes 13 and 14 are likewise redundant.

For non-interviewed households Code 44 now describes ALL ineligible households.

Check the final household outcome is consistent with the individual interview outcome at question 14 OR 18. Only if question 14, or 17 and 18 is coded 1 for every resident eligible member, should household outcome be code 10 ('completely co-operating'). If any codes 2, 3 or 4 at question 14 or 17, household outcome is partially co-operating. Code 11, 12 or 13 as required.

NB This is based on **current** household membership excluding movers and persons who have died.

For non-interviewed households check that Questions 4, 5 and 6 are correctly coded. For question 5 (page 9), the household grid would only be 1 'yes' at col 26 if the

interviewer managed to ask the respondent the relevant questions. If codes 21 to 40 at Question 6, reasons for refusal should be written in below. Pass all refusals to Institute staff for decisions on re-issues.

CONVERSION/ RE-ISSUE HOUSEHOLD OUTCOME: Check that this is complete and correct in all cases where a refusal conversion was attempted ie where col 35 on page 10 is coded '1'.

Conversion/re-issue information, page 10, cols 35-36: Institute staff to code col 35 for all households, codes 21-40 at Question 6, page 9. Any refusal household re-issued to field code '1' at col 36. If not re-issued to field code '2'

OFFICE USE ONLY BOX, page 10. Coversheet issued to field. col 44: All household '0's issued to field will be code '1'. All split-off Coversheets created during field where contact is attempted will be code '1'. **Households can never become a code '2' or '3' during fieldwork.** Codes '4' and '5' will be assigned during fieldwork as required. Code '4' applies to any split-off household that has become ineligible for interview. Code '5' applies to any other split-off household NOT issued to field, eg. un-traced movers, out-of-scope. For all codes '4' and '5' the Actual Interviewer Area will be '300' and the Interviewer Number '0's on the front page of the Coversheet.

Progress code, col 45: This should be updated as necessary throughout fieldwork, until the household is finally completed when it is coded '1'.

Re-issue details, col 46-62: This information must be completed for any coversheet that is re-issued back into the field. **The information must also be punched into the booking in program.**

NEW COVERSHEETS CREATED BY INTERVIEWERS

Check to make sure that where a new Coversheet has been created by the interviewer for a split-off household, i.e. where one or more members of the original household has moved locally to a new household and been traced by the interviewer. Check also that the household number is not 0 and the check digit has been left blank. **CORRECT AS NECESSARY.**

For all split-off households traced by interviewers, two addresses should be entered on the front page of the new Coversheet - all information from the pre-printed issued address including the Wave 11 FID and full details of the new address of interview. If any information is incomplete and cannot be reconstructed, flag with a yellow post-it and alert your supervisor.

Check that **all** pre-printed information about the listed members who have moved to the new address has been transcribed to questions 2 to 8 in the Enumeration Grid on page 2 of the new Coversheet.

IMPORTANT: Interviewers should transfer the Person Numbers from the original household Coversheet to the split-off Coversheet. In other words, and in contrast to normal BHPS coding procedure, individuals must maintain their person number from their original household within any split-off household. HOWEVER, If this has not been done, please DO NOT RECODE – leave the person number as listed by the interviewer. If person numbers are corrected, ISER will not be able to reconstruct important information later.

INDIVIDUAL LEVEL CHECKING ON THE COVERSHEET

ENUMERATION GRID

Questions 3 - 8: Leave questions 3, 6, 7 and 8 blank for unlisted joiners except if they are a rejoiner i.e. a sample member we know about moving back in.

Question 9: Check that household membership has been correctly coded. Any person who appears on the pre-printed label must be a listed member and will have a code of 1,2,3, or 4. All unlisted members entered by the interviewer will have a code 5, 6 or 7.

Rejoiners: In the small number of cases where a respondent who has been enumerated at previous waves has rejoined the household they are coded 5 at qu 9. It is important these individuals are not confused with those **never** enumerated at a previous wave. If a previously enumerated member rejoins a household their PID, sex, date of birth, interview status codes and sample status code **must** be entered at questions 3 - 8 (col 21-40). In cases where the interviewer does not have this information to transfer from another coversheet, they **must** contact Chelmsford to obtain the correct details. In all cases of previously enumerated members rejoining a household i.e. anyone coded 5 at qu 9, page 3, their details **must be checked** with the issued coversheet information held at Chelmsford.

In a few cases you may find a 'retired rejoiner'. These are people we have withdrawn permanently from the sample as we never expect to see them again but who reappear in a sample household. Please check the listing of 'retired sample members'. Code '13' at qu 6 and '8' at qu 9. Obtain sample status code and whether ever interviewed information from the Research Centre if necessary. Questions 3 - 8 on the enumeration grid must be completed for these cases.

Check to make sure all boxes for questions 9 through 15 have a code value if there is any sort of interview.

Check that **interview outcome** recorded at Question 14 (page 4) is consistent with the documents received. Codes '01' to '11' should be used in all cases where the interviewer has made contact with the household and established who is resident even if no interviews are achieved. Please note that **Codes 02, 08, 09 and 10 are now redundant**, as there are no youth or proxy interviews in this survey.

Code '11' applies if adult is joiner, rejoiner TSM or has otherwise not completed a full interview at wave 11, (see also eligibility Key Check A). When all eligible respondents have moved away from the issued household '0' leaving only ineligible behind the movers should appear on a split-off coversheet.

Codes '13 to '15' should be used only in cases of complete non-contact ie the interviewer has recorded no information about the current household at questions 9 to 13. Code '15' 'Ineligible split-off' applies only to cases where the ineligible mover(s) has moved without any PSMs.

Question 15: Check that 'Voucher Confirmation' is completed.

Question 16 For all **within household refusals/non-contacts** i.e. codes 3, or 4, at question 14, the reason for the refusal/non-contact must be coded here. If it is not, flag it and the interviewer will be approached for further details.

Question 17 To be completed by Institute staff, only if respondent is a within household refuser.

Question 18 To be coded where any conversion has been attempted or refusals have been re-issued to field. These may be either within household refusals or whole household refusals. A final interview outcome must be coded for all those listed on page 2 of the coversheet even if no conversion is achieved.

MAKE ANY CORRECTIONS WHERE NECESSARY and note any problems under section 1 of the **HOUSEHOLD VISUAL EDIT FORM (Coversheet back page)**.

HOUSEHOLD GRID

Look at questions 9 - 14, pages 3 - 4 of the Coversheet and check that all current household members are listed on the Household Grid.

IT IS ESSENTIAL THAT THEIR COVERSHEET PERSON NUMBER IS RETAINED AND CORRECTLY TRANSFERRED TO THE HOUSEHOLD GRID and to all other individual level documents. NB This might mean the numbers on the Household Grid do not run in sequence. They could, for instance, go something like 02, 03, 05 if Person Numbers 1 and 4 on the issued coversheet have left the household. PLEASE DO NOT renumber them. The preservation of this error is the only way that Institute staff can correct an interviewers mistake with person numbers later on.

Check to make sure that all boxes 3 - 13 have a code value.

The HRP has to be correct according to the HRP definition. Note that the **HRP is not necessarily line 01**. This means that the relationship column can easily be corrected. Please note that the first person on the list must always be an eligible respondent (transferred from the coversheet). An unlisted member must never be the first person recorded on the household grid.

If the owner/tenant of the accommodation is no longer a household member (eg husband moved out), the next logical person should be coded as the HRP. The HRP has to be a current household member.

3. SEX: Replace 8's and blanks if this information is known elsewhere.

4. DATE OF BIRTH: Replace 98's and blanks if this information is known elsewhere.

5-6 PRE-PRINTED SEX and DoB LABELS SAME: Check that the information coded matches the Coversheet. If an interviewer has had to make up a new coversheet and transfer the details, assume that they have transferred this correctly and check against this.

7-10. If aged under 16 ensure 8 - 10 are coded 0, 00 and 0.

8 MARITAL STATUS: If two persons are divorced and are only in the same living accommodation for financial reasons, code relationship as other (we have no code for ex-spouse) and code spouse/partner number as 00.

Marital status in the grid is marital status **within the household**. Two divorced people living together as a couple, should be coded as 'living as couple.' Marital status in the individual questionnaire is the person's **legal marital status**. Thus these two items may be inconsistent. Leave marital status as is self-reported by respondent, with the following exception: Married couples and persons living as a couple must be properly coded as such in the grid.

Still count as married those persons whose spouse is absent (even cases where the spouse is living in another country or an institution.) Count as separated cases where a spouse lives outside the household to allow the other spouse to claim benefits (because they have an agreement to live apart).

10 PAID EMPLOY: Leave as reported, even if this is inconsistent with the Individual Questionnaire.

11-12 MOTHER/FATHER NO: If interviewer has specifically put in '00' for mother or father number but this seems to conflict with what is written in under relationship, do not change the mother/father number columns. These take precedence over the

written in relationship and at a later stage will be used to fix relationship. Don't fix relationship. Go with self-report. If missing and can easily be reconstructed, do so.

13 RESP ADULT: Check that the responsible adult has been coded correctly. In most circumstances the responsible adult is the mother of the children. If someone is a step-mother, who is married to the child's father, they may still be the responsible adult. However if a couple are cohabiting and the woman is not the child's natural mother she is not necessarily the responsible adult. In this case (and if there is no mother present at all) the father can be the responsible adult.

Persons who will turn 16 during the fieldwork ie on or before December 1st 2002 are interviewed. In the grid they should be treated according to their age at the date of interview i.e. if under 16 items 8 - 10 are entered as 00's and they will have a responsible adult.

Circle appropriate 1st level check code on VISUAL EDIT FORM on Coversheet.

CHECKING THE CONSISTENCY OF SEX AND DATE OF BIRTH

Verify that the documents labelled for each person are really for that person. Make sure that **sex and date of birth** in the individual documents **are consistent** with each other and with the information listed for the person in the Enumeration Grid and the Household Grid. Replace 98's and blanks in the Household Grid if this information is known elsewhere. If birth dates are **not** consistent between documents and there is a marginal comment explaining which is the correct date, correct as necessary. If birth dates are **not** consistent between documents and there is **no** marginal comment explaining which is the correct date, alert your supervisor.

Check the consistency of questions 5 and 6 on the **Household Grid** with the pre-printed information on the **Coversheet Enumeration Grid**. If questions 5 or 6 are code 1 'Yes' the information entered on the Household Grid must be consistent with the information entered on the Coversheet Enumeration Grid. If a name change or correction has occurred this must be recorded in the Tracking Information on page 8. **CORRECT AS NECESSARY.**

page 8: Check that **Tracking Information** is complete. If tracking information is not fully written out, but there are notes from the interviewer giving the relevant tracing details, just leave the note. Don't take the time to transfer the information. **However,** If tracking information has been written on documents that will become

separated from the Coversheet, transfer the details. The interviewer should not put comments like 'same as last year', if this does happen the page should be copied and sent back to the interviewer for further clarification.

If contact details are illegible make a photocopy of the document and return it to the interviewer for clarity. The tracking contact should be someone outside of the household.

BOOKING IN INSTRUCTIONS FOR COMPLETE NON-RESPONSE HOUSEHOLDS

Check that the **final household outcome**, Coversheet page 9, is correctly filled out and completed. If codes 21, 30, 31, 32, 33, or 40 are circled, the appropriate sections on page 10 of the Coversheet need to be completed. These sections should **not** be completed for other outcomes. **CORRECT AS NECESSARY**

Where the household has not been enumerated and a household level outcome only is recorded e.g. whole household refusal/ non-contact/ no trace/ only ineligible resident etc. Interview Outcome at qu 14, page 4 of the Coversheet should be coded 13, 14 or 15 as appropriate.

If you find an interviewer is making significant errors on the Coversheet or Household Grid, or any other paper documents, they should be informed as soon as possible. A copy of all comments fed back to interviewers should be kept for reference.

EDITING PROCEDURES

HOUSEHOLD and INDIVIDUAL QUESTIONNAIRES

If there are mismatches between Ids, PNOs, sex or date of birth of the respondent(s) between the CAPI data and the paper documents, the CAPI data management system will generate an error. You will have to check and resolve these errors, make the appropriate decision and edit the CAPI data accordingly. However, PLEASE REMEMBER THAT RESPONDENTS MUST RETAIN THEIR ORIGINAL PERSON NUMBERS if they leave their original household to join a split-off household. If an interviewer has managed to confuse them before returning the Coversheet to Chelmsford DO NOT FIX THE ERROR.

INDIVIDUAL QUESTIONNAIRE

If the Interviewer Checks on the front pages of the Individual Questionnaire are NOT consistent with information on the Coversheet Enumeration Grid and the Household Grid, the CAPI data management system will generate an error. If this occurs, please alert the institute as soon as possible.

ISMIE / ECHP

BHPS WAVE 12 (4)

CODING MANUAL

Items for coding

Coversheet	Individual refusal reasons
Coversheet	Household refusal reasons
Household Grid	Relationship to reference person
H31	Other period
H36	Other period
D4	Why prefer to move
D10	Other main reasons for moving (1) & (2)
DA67	Institution 1 st degree
DA68	Institution higher degree
D71	Other time period
D105	Weight in grams
E5	Current job CASOC
E6	Current job SIC 92
E21	Other period gross pay
E23	Other period net pay
E23c	Other period working family tax credit
E23e	Other period disabled person's tax credit
E28	Other period usual pay
E55	Other period pay at start of job
E92	Other period
E117	Ideal job CASOC
E133	Second job CASOC
J14	Previous job CASOC spells 1-9
J22	Previous job SIC 92 spells 1-9
J25	Other period previous job spells 1-9
J28	Reason for attraction to present job
F3e	Other period finance grids 1-12
F6	Why better / worse off than last year
F11a	Why saving (1) & (2)
F18	Other period
F22	Other period
F42	Person's relationship
F45	Other period

Coding of occupation and industry

All occupations are coded to six digits using CASOC.

All industry codes are four digit SIC (1992).

Instructions for using CASOC coding

This year we will be using the same conventions as for Wave 11 for the CASOC Ids. We need to use all five digits of the serial number so we can identify each sample. As the maximum key length is 12 it is necessary to lose a digit from elsewhere. The question numbers require 4 characters so we will use a single character person number, rather than 2 digit. In the unlikely event of persons 10, 11 or 12 requiring a code they should be entered as follows:

PNO 10 code as 'a'
11 code as 'b'
12 code as 'c'
13 code as 'd'
14 code as 'e'
15 code as 'f'

NOTE: A SEPARATE CASOC FILE FOR EACH BOX WILL BE CREATED SO THAT THEY CAN BE BATCH DELIVERED.

For each individual with occupational information:

Enter the household ID and person number for the first item coded only.

For each subsequent entry for that individual, enter the standardised question number only i.e. E5 becomes E005, D36 becomes D036 etc.

When you start coding items for the next individual remember to enter their full ID and person number on the first entry.

So for each individual's **first occupation coded:**

1. Use the full 5 digit household serial number, household number and check digit but drop the wave number.
2. Add the person number (one digit only)
3. Add the question number standardised to four digits as detailed.

The **first entry** for each individual will therefore use the **full twelve digit** range allowed.

For **each subsequent entry** for that individual enter the standardised question number only.

CODING OF 'OTHER' TIME PERIODS

Coding will need to be done on items where a non-standard period of time is associated with an amount variable and is coded 'other'. These are found throughout the Household and Individual Questionnaires as separately detailed above.

The number of **weeks** should be calculated as demonstrated:

Multiply number of months x 4.33 and round the result, e.g.,

1 day	= .2 weeks
2 months	= 9 weeks
3 months	= 13 weeks
Quarter	= 13 weeks (applies on Individual Questionnaire only)
4 months	= 17 weeks
year	= 52 weeks

If the time period is **less than one week** code the appropriate fraction of a week as follows.

1 day = .2 of a week	code 0 0 2
2 days = .4 of a week	code 0 0 4
3 days = .6 of a week	code 0 0 6
4 days = .8 of a week	code 0 0 8

If the time period is **1 - 9 weeks** it should be coded as;

1 week	code 0 1 0
1½ weeks	code 0 1 5
2 weeks	code 0 2 0
3 weeks	code 0 3 0 etc.

If the time period is **10 weeks or more** it should be entered as;

10 weeks	code 1 0 0
11 weeks	code 1 1 0
12 weeks	code 1 2 0 etc.

One-off or lump sum = 666

Time period for pay received given in hours only = 777

COVERSHEET

Individual within household refusal reasons

Page 5, card no. 002 cols(57-58)

Competence of respondent

- 01 Too ill
- 02 Too elderly
- 03 R is senile or otherwise incompetent
- 04 R does not speak English
- 05 Stressful family situation (eg bereavement, divorce)

Too busy

- 10 Looking after ill/elderly
- 11 Looking after child(ren)
- 12 R almost never home
- 13 R is temporarily absent
- 14 Too busy (not elsewhere specified)

Personal reasons

- 20 Unhappy about confidentiality
- 21 Questions too personal

Attitudes towards survey

- 30 R doesn't want to be bothered
- 31 Nothing has changed since last year
- 32 Survey is too long

(frame cont. over page)

Individual Within Household Refusal Reasons (Continued)

- 33 Survey is a waste of time/suspicious of survey/opposed to survey
- 34 Previous bad experience with surveys (in general)
- 35 Has had problems with LIB voucher payment in past

Family pressure

- 40 Other family member opposes R's participating/includes refusal of parental permission.
- 41 Someone has convinced R to refuse
- 42 Other household member refuses on behalf of R.
- 43 Never interviewed - pressure may jeopardise other interviews in hhold

Other

- 96 Other
- 99 No reason given

Whole household refusal reasons

Coversheet, page 9, card no. 005 cols(33-34)

Competence of respondent(s)

- 01 Too ill
- 02 Too elderly
- 03 R(s) is senile or otherwise incompetent
- 04 R(s) does not speak English
- 05 Stressful family situation (eg bereavement, divorce)

Too busy

- 10 Looking after ill/elderly
- 11 Looking after child(ren)
- 12 R(s) almost never home
- 13 R(s) are temporarily away/absent
- 14 Too busy (not elsewhere specified)

Personal reasons

- 20 Unhappy about confidentiality
- 21 Questions too personal

Attitudes towards survey

- 30 R(s) doesn't want to be bothered
- 31 Nothing has changed since last year
- 32 Survey is too long

(frame cont over page)

Whole Household Refusal Reasons (Continued)

- 33 Survey is a waste of time/suspicious of survey/opposed to survey
- 34 Previous bad experience with surveys (in general)
- 35 Have had problems with LIB voucher payment(s) in past

Family pressure

- 40 Other family member(s) oppose participation
- 41 One family member refuses on behalf of all R(s) (no reason specified)

Other

- 94 Address occupied - no contact
- 95 R(s) have moved out-of scope/institutionalised
- 96 Other
- 99 No reason given

HOUSEHOLD GRID

2. Relationship to Reference Person Codes

- 01 Reference person
- 02 Lawful spouse (husband/wife)
- 03 Live-in partner (common-law husband/wife, cohabitee)
(include same sex partner)
- 04 Natural child
- 05 Adopted child
- 06 Foster child
- 07 Step-child
- 08 Partner's child
- 09 Daughter/son-in-law

- 10 Natural brother/sister (half brother/sister)
- 11 Other brother/sister (adopted, step)
- 12 Brother/sister-in-law
- 13 Natural parent
- 14 Other parent (adopted/foster/step)
- 15 Mother/father-in-law
- 16 Any grand parent (incl of partner)
- 17 Any grand child (incl of partner)

- 18 Any cousin (incl of partner)
- 19 Any aunt/uncle (incl of partner)
- 20 Any nephew/niece (incl of partner)
- 21 Any other relative
- 22 Employee (e.g. nanny)
- 23 Lodger/boarder
- 24 Unrelated sharer
- 30 Other

Household questionnaire

H31 Code other time period

H36 Code other time period

INDIVIDUAL QUESTIONNAIRE

Neighbourhood and Individual Demographics

D4 Main reason would like to move

HOUSING RELATED REASONS

- 01 Wants larger accommodation (other than reference solely to garden / garage)
- 02 Wants smaller/cheaper accommodation
- 03 Wants accommodation of their own / to form their own household (other than wanting to purchase accommodation)
- 04 To buy somewhere
- 05 Health reasons (eg house too damp, house not healthy) (other than needing accommodation without stairs)
- 06 To bungalow / accommodation with no stairs / ground floor flat
- 07 Wants other specific type of accommodation (eg detached house) (NB Only use this code if no reference to larger, better or smaller/cheaper accommodation)
- 08 Wants change in other aspects of the property (eg wants a garden, larger garden, garage)
- 09 Dislikes current house/flat (not elsewhere specified)
- 10 Wants better accommodation (not elsewhere specified)

AREA RELATED REASONS

- 11 Dislikes isolation / absence of facilities
- 12 Wants move **to** a more rural environment
- 13 Dislike of urban environment/pollution (not elsewhere specified: see 14,15&16)
- 14 Dislikes traffic (include noise or danger from traffic)

(frame cont over page)

D4 Main reason would like to move (Continued)

- 15 Dislikes crime, vandalism, etc. / area unsafe
- 16 Noise (other than traffic)
- 17 Unfriendly area / Dislikes neighbours
- 18 Wants to move to specific place (not elsewhere specified)
- 19 Dislikes area (not elsewhere specified)

OTHER REASONS

- 21 Wants to move for new job / to find work
- 22 Wants to move to reduce commuting time
- 23 Wants to move because of retirement (NB if retirement is specifically mentioned, this code takes precedence over other codes)
- 24 Wants to be closer to family/friends
- 25 Wants more privacy
- 26 Wants a change
- 27 Wants to move for child's education
- 96 Other
- 97 No reason given (written in)
- 98 Don't know
- 99 Refused / Not available

D10 Other main reasons for moving - Code first two mentions

PERSONAL REASONS

- 31 To marry/move in with partner
- 32 To separate/divorce/split up from spouse/partner
- 33 Moved in with family/moved back with family (other than 01)
- 34 Moved away from family (other than 02)
- 35 Moved in with friends
- 36 Moved to be closer to family/friends

EDUCATIONAL/EMPLOYMENT RELATED REASONS

- 41 Moved to/be closer to/for term-time accommodation/college or university
- 42 Left education/ended course
- 43 Job related reason for self, include commuting time (not elsewhere specified)
- 44 Job related reason for other (include commuting time)
- 45 Retirement (self or spouse) (NB if retirement is specifically mentioned, this code takes precedence over other codes)

FORCED MOVES

- 46 Evicted from rented accommodation/repossessed/other forced moves

HOUSING RELATED REASONS

- 51 Wanted larger accommodation (other than reference solely to garden/garage)
- 52 Wanted smaller/cheaper accommodation
- 53 Wanted accommodation of their own/to form their own household/setting up homes with partner (other than wanting to purchase accommodation)

(frame cont over page)

D10 Other main reasons moved (Continued)

- 54 To buy somewhere
- 55 Health reasons (eg house too damp, house not healthy) (other than needing accommodation without stairs)
- 56 To bungalow / accommodation with no stairs / ground floor flat
- 57 To sheltered accommodation/institution (needed care)
- 58 Wanted other specific type of accommodation (eg detached house, wanted a garden, larger garden, garage) (NB Only use this code if no reference to larger, better or smaller/cheaper accommodation)
- 59 Disliked previous house/flat (not elsewhere specified)
- 60 Wanted better accommodation (not elsewhere specified)
- 61 Wanted more privacy/previous accommodation overcrowded
- 62 Wants a change (not elsewhere specified)

AREA RELATED REASONS

- 71 Disliked isolation / absence of facilities
- 72 Wanted to move **to** a more rural environment
- 73 Disliked urban environment (not elsewhere specified:see 44,45,46)
- 74 Disliked traffic (include noise or danger from traffic)
- 75 Disliked crime, vandalism, etc. / area unsafe
- 76 Noise (other than traffic)
- 77 Unfriendly area / Disliked neighbours
- 78 Wanted to move to specific place
- 79 Disliked area (not elsewhere specified)

(frame cont over page)

D10 Other main reasons moved (Continued)

96 Other (include being nearer to children's school) - **list answers on 'other' sheet**

97 No reason given (written in)

98 Don't know

99 Refused / Not available

DA67 and DA68 Place gained 1st/2nd degree

A

- 001 Aberdeen, University of
- 002 Abertay Dundee, University of
- 003 Aberystwyth, University of Wales
- 004 Abingdon and Witney College (FE)
- 005 Accrington and Rossendale College (FE)
- 006 American InterContinental University – London
- 007 American School of Liberal Arts
- 008 Amersham and Wycombe College (FE)
- 009 Anglia Polytechnic University
- 010 Anglo-European College of Chiropractic
- 011 Arts Institute at Bournemouth (FE)
- 012 Askham Bryan College, York (FE)
- 013 Aston University
- 014 Aylesbury College (FE)

B

- 015 Bangor, University of Wales
- 016 Barking College, Romford (FE)
- 017 Barnet College (FE)
- 018 Barnfield College, Luton (FE)
- 019 Barnsley College (FE)
- 020 Basingstoke College of Technology (FE)
- 021 Bath College of HE
- 022 Bath Spa University College
- 023 Bath, University of
- 024 Bedford College (FE)
- 025 Belfast Institute of Further and Higher Education (FE)
- 026 Bell College, Hamilton
- 027 Bexley College, Belvedere, Kent (FE)
- 028 Bicton College of Agriculture (FE)
- 029 Birkbeck College, University of London
- 030 Birmingham College of Food, Tourism and Creative Studies (FE)
- 031 Birmingham Polytechnic
- 032 Birmingham School of Speech and Drama
- 033 Birmingham, University of
- 034 Bishop Auckland College (FE)
- 035 Bishop Burton College, Beverley (FE)
- 036 Bishop Grosseteste College

- 037 Blackburn College (FE)
 038 Blackpool and The Fylde College (FE)
 039 Bolton Community College (FE)
 040 Bolton Institute
 041 Boston College, Lincolnshire (FE)
 042 Bournemouth and Poole College of Further Education (FE)
 043 Bournemouth University
 044 Bracknell and Wokingham College (FE)
 045 Bradford College (FE)
 046 Bradford, University of
 047 Braintree College (FE)
 048 Bridgwater College (FE)
 049 Brighton, University of
 050 Bristol Polytechnic
 051 Bristol, University of
 052 Bromley College of Further and Higher Education (FE)
 053 Brooklands College, Weybridge (FE)
 054 Broxtowe College, Nottingham (FE)
 055 Brunel University, West London
 056 Buckingham, University of
 057 Buckinghamshire Chilterns University College
- 059 Buckinghamshire College of HE
 060 Burnley College (FE)
 061 Burton College, Burton Upon Trent (FE)
 062 Bury College (FE)
- C
- 063 Calderdale Colleges Corporation, Halifax (FE)
 064 Camberwell College
 065 Camberwell College of Arts
 066 Cambridge, University of
 067 Cambridgeshire College of Arts and Technology
 068 Cannington College (FE)
 069 Canterbury Christ Church University College
 070 Canterbury College (FE)
 071 Capel Manor Horticultural and Environmental Centre, Enfield (FE)
 072 Cardiff University
 073 Cardiff, University of Wales Institute
 074 Carlisle College (FE)
 075 Carmarthenshire College, Llanelli (FE)
 076 Carshalton College (FE)
 077 Castlereagh College of Further and Higher Education, Belfast (FE)
 078 Causeway Institute of Further and Higher Education, Coleraine (FE)
 079 Central England in Birmingham, University of
 080 Central England, University of
 081 Central Lancashire, University of
 082 Central Lancashire, University of
 083 Central School of Speech and Drama
 084 Central St Martins College of Art and Design

- 085 Centre for Jewish-Christian Relations
- 086 Chelsea College
- 087 Chelsea College of Art and Design
- 088 Cheltenham and Gloucester College of Higher Education - see Gloucestershire, University of
- 089 Chester College
- 090 Chesterfield College (FE)
- 091 Chichester College of Arts, Science and Technology (FE)
- 092 City and Islington College, London (FE)
- 093 City College Coventry (FE)
- 094 City College Norwich
- 095 City College, Birmingham (FE)
- 096 City College, Manchester (FE)
- 097 City Literary Institute, London (FE)
- 098 City of Bath College (FE)
- 099 City of Bristol College (FE)
- 100 City of London Polytechnic
- 101 City of Sunderland College (FE)
- 102 City of Westminster College, London (FE)
- 103 City University, London
- 104 Cleveland College of Art and Design, Middlesbrough (FE)
- 105 Colchester Institute (FE)
- 106 Coleg Ceredigion, Aberystwyth (FE)
- 107 Coleg Gwent (Main centres: Abergavenny, Crosskeys, Ebbw Vale, Newport, Pontypool, Usk) (FE)
- 108 College of North East London (FE)
- 109 Cordwainers College, Hackney, London (FE)
- 110 Cornwall College (FE)
- 111 Coventry University
- 112 Cranfield University
- 113 Craven College, Skipton (FE)
- 114 Crawley College (FE)
- 115 Cricklade College, Andover (FE)
- 116 Croydon College (FE)
- 117 Cumbria College of Art and Design

D

- 118 Darlington College of Technology (FE)
- 119 Dartington College of Arts
- 120 Daventry Tertiary College (FE)
- 121 De Montfort University
- 122 Dearne Valley College, Rotherham (FE)
- 123 Derby Tertiary College, Wilmorton (FE)
- 124 Derby, University of
- 125 Derwentside College, Consett (FE)
- 126 Dewsbury College (FE)
- 127 Doncaster College (FE)
- 128 Dudley College (FE)
- 129 Dundee, University of
- 130 Dunstable College (FE)

- 131 Durham, University of
- E
- 132 Ealing and West London College (FE)
- 133 East Anglia, University of
- 134 East Berkshire College, Slough (FE)
- 135 East Devon College, Tiverton (FE)
- 136 East Durham and Houghall Community College (FE)
- 137 East London, University of
- 138 East Riding College, Beverley and Bridlington (FE)
- 139 East Surrey College, Redhill (FE)
- 140 East Tyrone College of Further and Higher Education, Dungannon (FE)
- 141 Eastleigh College (FE)
- 142 Edge Hill
- 143 Edinburgh College of Art
- 144 Edinburgh, Faculty of Education, University of
- 145 Edinburgh, University of
- 146 Enfield College (FE)
- 147 Epping Forest College (FE)
- 148 Essex, University of
- 149 Estate Management, The College of
- 150 European Business School
- 151 Evesham College (FE)
- 152 Exeter College (FE)
- 153 Exeter, University of
- F
- 154 Falkirk College of Further and Higher Education (FE)
- 155 Falmouth College of Arts
- 156 Fareham College (FE)
- 157 Farnborough College of Technology (FE)
- 158 Fife College of Further and Higher Education, Kirkcaldy (FE)
- 159 Filton College, Bristol (FE)
- 160 Furness College, Barrow (FE)
- G
- 161 Gateshead College (FE)
- 162 Glamorgan, University of
- 163 Glamorgan, University of
- 164 Glasgow Caledonian University
- 165 Glasgow School of Art
- 166 Glasgow University Faculty of Education
- 167 Glasgow, University of
- 168 Gloucestershire College of Arts and Technology (FE)
- 169 Gloucestershire, University of
- 170 Goldsmiths College, University of London
- 171 Grantham College (FE)
- 172 Greenwich Community College (FE)
- 173 Greenwich, University of

- 175 Grimsby College (FE)
- 176 Guildford College (FE)
- 177 Guildhall School of Music and Drama

H

- 178 Hackney Community College, London (FE)
- 179 Hadlow College, Tonbridge (FE)
- 180 Halesowen College (FE)
- 181 Halton College, Widnes (FE)
- 182 Hammersmith and West London College (FE)
- 183 Harlow College (FE)
- 184 Harper Adams University College
- 185 Harrow College (FE)
- 186 Hartlepool College of Further Education (FE)
- 187 Hastings College of Arts and Technology (FE)
- 188 Hatfield Polytechnic
- 189 Havering College of Further and Higher Education, Hornchurch (FE)
- 190 Henley College, Coventry (FE)
- 191 Henley Management College
- 192 Herefordshire College of Art and Design (FE)
- 193 Herefordshire College of Technology (FE)
- 194 Heriot-Watt University
- 195 Hertford Regional College, Turnford (FE)
- 196 Hertfordshire, University of

- 198 Highbury College, Portsmouth (FE)
- 199 Highlands and Islands, University of the see UHI Millennium Institute
- 200 Hillcroft College, Surbiton, Surrey (FE)
- 201 Hopwood Hall College, Rochdale (FE)
- 202 Huddersfield Technical College (FE)
- 203 Huddersfield, University of
- 204 Hull College (FE)
- 205 Hull, Scarborough Campus , University of
- 206 Hull, University of
- 207 Humberside, University of
- 208 Huron University USA in London

I

- 209 Imperial College at Wye, University of London
- 210 Imperial College of Science, Technology & Medicine
- 211 Institute for System Level Integration, Livingston
- 212 Institute of Advanced Legal Studies
- 213 Institute of Classical Studies
- 214 Institute of Commonwealth Studies
- 215 Institute of Education, University of London
- 216 Institute of English Studies
- 217 Institute of Germanic Studies
- 218 Institute of Historical Research
- 219 Institute of Latin American Studies

- 220 Institute of Romance Studies
 221 Institute of United States Studies
 222 Isle of Wight College (FE)
- K
- 223 Keele University
 224 Keighley College (FE)
 225 Kensington and Chelsea College, London (FE)
 226 Kent Institute of Art and Design
 227 Kent, University of
 228 Kidderminster College (FE)
 229 King Alfred's College, Winchester
 230 King's College London
 231 Kingston College, Kingston Upon Thames (FE)
 232 Kingston University
 233 Kingsway College, London (FE)
 234 Knowsley Community College, Kirkby (FE)
- L
- 235 Laban Centre London
 236 Lambeth College, London (FE)
 237 Lampeter, University of Wales
 238 Lancaster and Morecambe College (FE)
 239 Lancaster University
 240 Leeds College of Art and Design (FE)
 241 Leeds College of Building (FE)
 242 Leeds College of Music (FE)
 243 Leeds College of Technology (FE)
 244 Leeds Metropolitan University
 245 Leeds, University of
 246 Leek College (FE)
 247 Leicester College (FE)
 248 Leicester Polytechnic
 249 Leicester, University of
 250 Lewisham College, London (FE)
 251 Lews Castle College, Stornoway (FE)
 252 Limavady College of Further and Higher Education (FE)
 253 Lincoln, University of
 254 Lincolnshire and Humberside, University of
 255 Lisburn Institute of Further and Higher Education (FE)
 256 Liverpool Community College (FE)
 257 Liverpool Hope University College
 258 Liverpool Institute for Performing Arts
 259 Liverpool John Moores University
 260 Liverpool Polytechnic
 261 Liverpool, University of
 262 Llandrillo College, Colwyn Bay (FE)
 263 London Business School
 264 London College of Fashion
 265 London College of Music

266 London College of Printing
267 London Contemporary Dance School
268 London Guildhall University
269 London Metropolitan University formed from London Guildhall University and
University of North London
270 London School of Economics
271 London, University of
272 Long Road Sixth Form College, Cambridge (FE)
273 Loughborough College (FE)
274 Loughborough University
275 Loughborough University School of Art and Design
276 Luton, University of

M

277 Macclesfield College (FE)
278 Manchester Business School
279 Manchester College of Arts and Technology (FE)
280 Manchester Institute of Science and Technology (UMIST) , University of
281 Manchester Metropolitan University
282 Manchester, University of
283 Matthew Boulton College, Birmingham (FE)
284 Merrist Wood College, Guildford (FE)
285 Merton College, Morden (FE)
286 Mid-Cheshire College, Northwich (FE)
287 Middlesex University
288 Mid-Kent College, Chatham (FE)
289 Moray College, Elgin (FE)
290 Moray House Institute of Education
291 Moulton College, Northampton (FE)

N

292 Napier University
293 Neath Port Talbot College (FE)
294 Nelson and Colne College (FE)
295 Nene College
296 New College, Durham (FE)
297 New College, Nottingham (FE)
298 New College, Swindon (FE)
299 New College, Telford (FE)
300 Newbury College (FE)
301 Newcastle College (FE)
302 Newcastle Polytechnic
303 Newcastle Upon Tyne, University of
304 Newcastle-under-Lyme College (FE)
305 Newham College of Further Education, London (FE)
306 Newman College of HE
307 Newport, University of Wales College
308 Newry and Kilkeel Institute (FE)
309 North Devon College, Barnstaple (FE)
310 North Down and Ards Institute of Further and Higher Education, Bangor (FE)

311 North East Institute of Further and Higher Education, Ballymena (FE)
 312 North East Surrey College of Technology, Epsom (FE)
 313 North East Wales Institute of Higher Education
 314 North East Worcestershire College, Bromsgrove (FE)
 315 North Hertfordshire College, Hitchin (FE)
 316 North Highland College (FE)
 317 North Lincolnshire College (FE)
 318 North Lindsey College, Scunthorpe (FE)
 319 North London, University of now London Metropolitan University
 320 North Nottinghamshire College (FE)
 321 North Oxfordshire College (FE)
 322 North Trafford College, Manchester (FE)
 323 North Tyneside College, Wallsend (FE)
 324 North Warwickshire and Hinckley College, Nuneaton (FE)
 325 North West Institute of Further and Higher Education, Londonderry (FE)
 326 North West Kent College of Technology, Dartford (FE)
 327 Northampton College (FE)
 328 Northampton, University College
 329 Northbrook College, Sussex (FE)
 330 Northern School of Contemporary Dance
 331 Northumberland College (FE)
 332 Northumbria University
 333 Northumbria, University of
 334 Norwich City College of Further and Higher Education (FE)
 335 Norwich School of Art and Design
 336 Nottingham Trent University
 337 Nottingham, University of

O

338 Oaklands College, St Albans (FE)
 339 Oldham College (FE)
 340 Open University
 341 Orkney College, Kirkwall (FE)
 342 Otley College of Agriculture and Horticulture, Ipswich (FE)
 343 Oxford Brookes University
 344 Oxford College of Further Education (FE)
 345 Oxford Polytechnic
 346 Oxford, University of

P

347 Paisley, University of
 348 Park Lane College, Leeds (FE)
 349 Penwith College, Penzance (FE)
 350 People's College, Nottingham (FE)
 351 Pershore Group of Colleges (FE)
 352 Perth College (FE)
 353 Peterborough Regional College (FE)
 354 Plumpton College, Lewes, Sussex (FE)
 355 Plymouth College of Art and Design (FE)
 356 Plymouth College of Further Education (FE)

- 357 Plymouth, University of
- 359 Polytechnic of Wales
- 360 Polytechnic of West London
- 361 Polytechnic South West
- 362 Portsmouth, University of
- 363 Preston Polytechnic
- 364 Priestley College, Warrington (FE)

Q

- 365 Queen Margaret University College, Edinburgh
- 366 Queen Mary, University of London
- 367 Queen's University Belfast

R

- 368 Ravensbourne College of Design and Communication
- 369 Reading College and School of Arts and Design (FE)
- 370 Reading, University of
- 371 Reaseheath College, Nantwich (FE)
- 372 Redcar and Cleveland College (FE)
- 373 Regents Business School
- 374 Regent's College London
- 375 Richmond Adult and Community College, Twickenham (FE)
- 376 Richmond upon Thames College, Twickenham (FE)
- 377 Richmond, The American International University in London
- 378 Ridge Danyers College, Stockport (FE)
- 379 Robert Gordon University
- 380 Roehampton Institutes
- 381 Rose Bruford College
- 382 Rother Valley College, Sheffield (FE)
- 383 Rotherham College of Arts and Technology (FE)
- 384 Royal Academy of Dramatic Art
- 385 Royal Academy of Music
- 386 Royal Agricultural College
- 387 Royal College of Art
- 388 Royal College of Music
- 389 Royal Forest of Dean College, Coleford (FE)
- 390 Royal Free Hospital School of Medicine
- 391 Royal Holloway, University of London
- 392 Royal Military College of Science, Cranfield University
- 393 Royal Northern College of Music
- 394 Royal Scottish Academy of Music and Drama
- 395 Royal Veterinary College
- 396 Royal Welsh College of Music and Drama
- 397 Rugby College (FE)
- 398 Ruskin College, Oxford (FE)
- 399 Rutland College (FE)
- 400 Rycotewood College, Thame (FE)

S

- 401 Sabhal Mor Ostaig, Isle of Skye (FE)
402 Salford College (FE)
403 Salford University College
404 Salford, University of
- 406 Salisbury College (FE)
407 Sandwell College (FE)
408 School of Advanced Study, University of London
409 School of Oriental and African Studies, University of London
410 School of Slavonic and East European Studies, University of London
411 School of Textiles, Heriot-Watt University
412 Scottish Agricultural College
- 414 Scottish College of Textiles – now Scottish Borders Campus of Heriot-Watt University
415 Selby College (FE)
416 Sheffield College (FE)
417 Sheffield Hallam University
418 Sheffield Polytechnic
419 Sheffield, University of
420 Shetland College of Further Education, Lerwick (FE)
421 Shipley College (FE)
422 Shrewsbury College of Arts and Technology (FE)
423 Skelmersdale and Ormskirk College (FE)
424 Solihull College (FE)
425 Somerset College of Arts and Technology, Taunton (FE)
426 South Bank University
427 South Birmingham College, Hall Green (FE)
428 South Cheshire College, Crewe (FE)
429 South Devon College, Torquay (FE)
430 South Downs College, Hampshire (FE)
431 South East Derbyshire College, Ilkeston (FE)
432 South East Essex College, Southend (FE)
433 South Kent College, Folkestone (FE)
434 South Nottingham College, West Bridgford (FE)
435 South Thames College, Wandsworth, London (FE)
436 South Trafford College, Manchester (FE)
437 South Tyneside College, South Shields (FE)
438 Southampton City College (FE)
439 Southampton Institute
440 Southampton, University of
441 Southgate College, London (FE)
442 Southport College (FE)
443 Southwark College, London (FE)
444 Sparsholt College, Winchester (FE)
445 Spelthorne College, Ashford (FE)
446 St Andrews, University of
447 St George's Hospital Medical School, University of London
448 St Helens College (FE)
449 St John's Seminary, Womersley
450 St Martin's College

451 St Mary's College, Twickenham
452 St Mary's University College, Belfast
453 St.Andrews College of Education
454 Stafford College (FE)
455 Staffordshire University
456 Stamford College (FE)
457 Stephenson College, Leicester (FE)
458 Stirling, University of
459 Stockport College of Further and Higher Education (FE)
460 Stockton and Billingham College of Further Education (FE)
461 Stoke on Trent College (FE)
462 Stourbridge College (FE)
463 Stratford upon Avon College (FE)
464 Strathclyde, University of
465 Strode College, Somerset (FE)
466 Stroud College of Further Education (FE)
467 Suffolk College, Ipswich (FE)
468 Sunderland, University of
469 Surrey Institute of Art and Design
470 Surrey Roehampton, University of

472 Surrey, University of
473 Sussex, University of
474 Sutton Coldfield College (FE)
475 Swansea College (FE)
476 Swansea Institute of Higher Education
477 Swansea, University of Wales
478 Swindon College (FE)

T

479 Tameside College, Manchester (FE)
480 Tamworth and Lichfield College (FE)
481 Teesside Tertiary College, Middlesbrough (FE)
482 Teesside, University of
483 Telford College of Arts and Technology (FE)
484 Thames Polytechnic
485 Thames Valley University
486 Thanet College, Broadstairs (FE)
487 The College of North West London (FE)
488 The College of St. Mark and St. John
489 The London Institute
490 The School of Pharmacy
491 Thomas Danby College, Leeds (FE)
492 Totton College, Southampton (FE)
493 Tower Hamlets College, London (FE)
494 Trinity and All Saints College of the University of Leeds
495 Trinity College of Music
496 Trinity College, Carmarthen
497 Truro College (FE)

U

- 498 UHI Millennium Institute
- 499 Ulster, University of
- 500 United Medical and Dental Schools
- 501 University College Chichester
- 502 University College London
- 503 University College, Northampton
- 504 Upper Bann Institute of Further and Higher Education, Portadown (FE)
- 505 Uxbridge College (FE)

W

- 506 Wakefield College (FE)
- 507 Wales College of Medicine , University of
- 508 Wales, University of
- 509 Walford College, Shropshire (FE)
- 510 Walsall College of Arts and Technology (FE)
- 511 Waltham Forest College, Walthamstow, London (FE)
- 512 Warburg Institute
- 513 Warrington Collegiate Institute (FE)
- 514 Warwick, University of
- 515 Warwickshire College, Royal Leamington Spa and Moreton Morrell (FE)
- 516 Webster Graduate Studies Center
- 517 Welsh College of Horticulture, Mold (FE)
- 518 West Cheshire College (FE)
- 519 West Cumbria College (FE)
- 520 West Dean College, Chichester
- 521 West Herts College (FE)
- 522 West Kent College, Tonbridge (FE)
- 523 West Nottinghamshire College (FE)
- 524 West of England, University of the

- 526 West Oxfordshire College, Witney (FE)
- 527 West Thames College, Isleworth (FE)
- 528 Westhill, University of Birmingham
- 529 Westminster College
- 530 Westminster College Oxford
- 531 Westminster College, London (FE)
- 532 Westminster Institute of Education, Oxford Brookes University
- 533 Westminster, University of
- 534 Weston College (FE)
- 535 Weymouth College (FE)
- 536 Wigan and Leigh College (FE)
- 537 Wigston College of Further Education (FE)
- 538 Wiltshire College (Main centres: Chippenham, Lackham, Trowbridge) (FE)
- 539 Wimbledon School of Art
- 540 Wirral Metropolitan College (FE)
- 541 Wolverhampton College (FE)
- 542 Wolverhampton, University of
- 543 Worcester College of Technology (FE)
- 544 Worcester, University College

545	Writtle College
	Y
546	Yeovil College (FE)
547	York College (FE)
548	York St John College
549	York, University of
550	Yorkshire Coast College, Scarborough (FE)
600	Other UK institution
700	Non-UK institution
998	Don't know
999	Refused

D71 Other time period

D105 Weight in grams

Code to nearest gram. There are 1000 grams to a kilo
 Eg. 3 kilos and 250 grams = 3250

EMPLOYMENT

E5 - CODE USING CASOC (6 digits)

Standardise question number to four digits, E005, for entry into CASOC.

E6 - CODE TO 1992 SIC (4 digits)

If fine level of distinction can not be made for coding, use next highest level of aggregation.

If description lists several items which would lead to completely disparate coding, go with the first mention, eg a company makes metal products and chemical products.

E21 Code other time period

E23 Code other time period

E23c Code other time period

E23e Code other time period

E28 Code other time period

E55 Code other time period

E92 Code other time period

E117 - CODE USING CASOC (6 digits)

Standardise question number to four digits, E117, for entry into CASOC.

E133 - CODE USING CASOC (6 digits)

Standardise question number to four digits, E133, for entry into CASOC.

Employment History

J14 (spells 1 - 4) - CODE USING CASOC (6 digits)

Standardise question number to four digits, J14 plus spell number as entered on questionnaire i.e. J141, J144, J147 etc., for entry into CASOC.

J22 (spells 1 - 4) - CODE TO 1992 SIC (4 digits)

J25 Code other time period

J28 Main thing attracted respondent about new job

READ WHOLE ANSWER BUT CODE ONLY ONE MENTION

PRIORITY CODE (Lower numbered codes have priority over higher numbers)

- 01 More/better **money**
- 02 Better **promotion** or **career prospects**
- 03 More **responsibility**
- 04 New job **more secure**
- 05 Work in new job **more interesting**
- 06 To do **specific type** of work (eg. is what I want to do, like working with elderly/young people etc)
- 07 Given chance **to be own boss** (NB Self-employed only)
- 08 More opportunity to **work on/use own initiative** (other than self-employed)
- 09 Closer to home - less **travelling time** to work or while working
- 10 **Shorter/fewer hours**
- 11 **More flexible hours** (eg work when I want to, flexitime)
- 12 **Health reasons** (eg changed jobs because of health problems associated with conditions of previous employment)
- 13 New job better suited to respondent's **qualifications, training** or **experience** (eg what R had been trained for, what R used to do)
- 14 Work **less demanding/easier** than previous job (other than health reason)
- 15 Preferred to previous job (not elsewhere specified)
- 16 New job better (not elsewhere specified)
- 96 Other
- 98 Don't know
- 99 Refused / Not available

Household Finances

F3e Code other time period

F6 Reasons better/worse off. (Code first mention if 2 reasons given and can't decide which is main reason.)

- 01 Earned income has increased (more pay,new/better job)
- 02 Benefits have increased (include pensions/child benefit)
- 03 Investment/asset income increased (higher interest rates/profit on selling shares/property)
- 04 Less expenses; spending reduced (lower bills, taxes, mortgages etc) prices fallen.
- 05 Had 'windfall' payment eg. inheritance, gifts, redundancy payments.
- 11 Earned income decreased (lost job, pay reduced, less hours)
- 12 Benefits reduced/stopped
- 13 Investment/asset income decreased (lower interest rates/losses on selling shares/property)
- 14 More expenses; spending increased; cost of living up/inflation (higher bills, taxes, mortgages etc) prices higher.
- 15 Unexpected/'one-off' expenditure eg. wedding, moved house.
- 21 Combination of income down and expenses down
- 22 Combination of income up and expenses up/inflation
- 23 Combination of benefits down and expenses up
- 24 Combination of benefits up and expenses up/inflation
- 25 Savings down but standard of living the same
- 26 Good management, thrift
- 27 No change in income/benefits/expenses (not elsewhere specified)
- 31 Other reasons for being better off (not elsewhere specified)
- 32 Other reasons for being worse off (not elsewhere specified)
- 33 Other reasons neither better **nor** worse off (not elsewhere specified)
- 96 Other
- 98 Don't know

99 Refused

F11a Purpose of saving

CODE FIRST TWO MENTIONS

- 01 Holidays
- 02 Old age/retirement specifically mentioned (include pension schemes/plans)
- 03 Car
- 04 Child(ren) (include children's education, and if buying shares to invest in children's education)
- 05 Housing/property purchase inc. land purchase
- 06 Home improvements
- 07 Household bills (eg TV license, etc.; also include motor maintenance such as car/bike insurance, tax, servicing)
- 08 Special events (eg weddings, burials, Christmas)
- 09 No particular reason specified (eg just saving for a rainy day, to be safe, emergencies, just in case)
- 10 Shares schemes
- 11 Own education
- 12 Grandchild
- 96 Other (include shares not elsewhere specified)
- 98 Don't know
- 99 Refused / Not available

F18 Code other time period

F22 Code other time period

F42 To whom payments made

CODE PERSONS 1 - 3

- 01 Parent(s) (if both mentioned eg 'Mum and Dad' code once only)
- 02 Child (inc step/adopted)
- 03 Current (separated) spouse
- 04 Ex-spouse
- 05 Parents-in-law
- 06 Other relative
- 07 Other individual
- 08 Organisation (but code maintenance payments or alimony paid into court or to DSS as 2 - 4 above as apply)
- 96 Other

F45 Code other time period