



Understanding Society

IEMB

Fieldwork Documents

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124116 - IEMB Translation card v3

IEMB TRANSLATIONS CARD

I speak Bengali	আমি বাংলা ভাষায় কথা
I speak Gujarati	હું ગુજરાતી બોલું છું.
I speak Punjabi (Urdu)	میں پنجابی (اردو) بولدا ہاں
I speak Punjabi (Gurmukhi)	ਮੈਂ ਪੰਜਾਬੀ (ਗੁਰਮੁਖੀ) ਬੋਲਦਾ/ਬੋਲਦੀ ਹਾਂ
I speak Polish	Mówię po polsku
I speak Portuguese	Eu falo Português
I speak Somali	Soomaali ayaan ku hadlaa
I speak Turkish	Türkçe Konuşurum
I speak Urdu	میں اردو بولتا/بولتی ہوں
I speak Albanian	Unë flas shqip
I speak Amharic	እኔ አማርኛ እናገራለሁ
I speak Arabic	أتكلم العربية
I speak Cantonese	我說中文
I speak Chinese	我说中文
I speak Farsi	من فارسی صحبت می کنم
I speak French	Je parle français
I speak Greek	Μιλώ Ελληνικά
I speak Hindi	मैं हिन्दी बोलती/बोलता हूँ।
I speak Lingala	Nalobaka Lingala
I speak Lithuanian	Aš kalbu lietuviškai
I speak Luganda	Njogela Luganda
I speak Malayalam	ഞാൻ മലയാളം സംസാരിക്കുന്നു
I speak Mandarin	我说中文
I speak Pashto	زه پښتو وایم
I speak Russian	Я говорю по-русски
I speak Serbian	Ja govorim srpski
I speak Croatian	Ja govorim hrvatski
I speak Spanish	Hablo español
I speak Swahili	Ninaongea Kiswahili
I speak Tamil	நான் தமிழ் பேசுவேன்
I speak Tigrignia	እኔ ትግርኛ ይዳለብ
I speak Vietnamese	Tôi nói tiếng Việt
I speak Welsh	Rwy'n siarad Cymraeg
	NONE OF THESE

INTERVIEWER: TURN TO
RELEVANT PAGE IN
TRANSLATION BOOKLET

INTERVIEWER: TURN TO
RELEVANT SENTENCE
OVERLEAF

English	Does anyone who lives in this household speak English?
Albanian	Jeton dikush në këtë familje që flet anglisht?
Amharic	በዚህ ቤተሰብ ውስጥ ኢንግሊዘኛ የሚናገር ማንኛውም ሰው አለ እንዴ?
Arabic	هل يتحدث أي شخص ممن يعيشون في هذا المنزل الإنجليزية.
Cantonese	家裡有沒有人可說英語?
Chinese	您家中是否有人会说英语?
Farsi	آیا در این خانواده کسی میتواند به زبان انگلیسی صحبت کند؟
French	Quelqu'un, dans ce foyer, parle-t-il anglais ?
Greek	Μιλάει κάποιο από τα μέλη του νοικοκυριού σας αγγλικά;
Hindi	क्या इस घर में रहने वाला कोई व्यक्ति अंग्रेजी बोलता है?
Lingala	Ezali na moto moko oyo afandi na ndako oyo alobaka Angele?
Lithuanian	Ar kas nors gyvenantis šiuose namuose kalba angliškai?
Luganda	Waliwo omuntu yenna abeera mu maka gano nga ayogera Olungereza?
Malayalam	ഈ കുടുംബത്തില് താമസിക്കുന്ന ആരെങ്കിലും ഇംഗ്ലീഷ് സംസാരിക്കുമോ?
Mandarin	你的家庭里有人会说英语吗?
Pashto	آيا په دې کورنۍ کې چې کوم کسان اوسېږي، په هغې کې څوک انگليسي ويلي شي؟
Russian	Говорит ли кто-либо из проживающих в этом доме по-английски?
Serbian	Da li bilo ko ko živi u ovom domaćinstvu govori engleski?
Croatian	Govori li itko u ovom kućanstvu engleski?
Spanish	¿Vive en la casa alguien que hable inglés?
Swahili	Kuna yeyote anaishi katika nyumba hii ambae anaongea Kiingereza?
Tamil	இந்த வீட்டில் வாழ்கிற யாராவது ஒருவருக்கு ஆங்கிலம் பேச தெரியுமா?
Tigrignia	ካብ ኣባላት ናይዚ ቤተሰብ/ገዛ ቋንቋ ኢንግሊዝ ዝዛረብ ዝኾነ ሰብ አሎ ዶ?
Vietnamese	Có người nào trong gia đình của bạn nói tiếng Anh không?
Welsh	A oes unrhyw un sydd byw yn y cartref yma yn siarad Saesneg?

124116 - IEMB Translations booklet v6



124116IEMB

Understanding Society – Immigrant and Ethnic Minority Boost Translation booklet

Bengali

আমরা আপনাকে সামাজিক অধ্যয়ন অনুধাবনে অংশ নেওয়াতে চাই। যুক্তরাজ্যে বসবাসরত মানুষদের জীবনযাত্রায় কেমন পরিবর্তন হচ্ছে তা অনুধাবন করতে এই বড় মাপের অধ্যয়নটি এসেক্স বিশ্ববিদ্যালয় দ্বারা পরিচালিত হচ্ছে। এই সমীক্ষায় প্রতি বছর 60,000-এরও বেশি লোক অংশগ্রহণ করে। যে ব্যক্তিদের প্রথম ভাষা ইংরাজি নয় তেমন ব্যক্তিদের আমরা অন্তর্ভুক্ত করা নিশ্চিত করতে চাই, তাই প্রশ্নমালাটি বিভিন্ন ভাষায় অনূদিত হয়েছে। আমরা আশা করি যে আপনি এবং আপনার পরিবারের অন্য সদস্যরাও এই অধ্যয়নে অংশ নিতে সম্মত হবে। আমরা এই সমীক্ষাটি সম্পর্কে আরও ব্যাখ্যা করতে এবং সাফাৎকারে সহায়তা করতে একজন দোভাষী নিয়োগ করতে চাই। ব্যক্তি পিছু সাফাৎকারটি প্রায় 30-45 মিনিট সময় নেবে। অনুগ্রহ করে আমাদের একটি পরিচিতির নাম এবং টেলিফোন নম্বর জানান যাতে আমরা আপনার সাথে যোগাযোগ করার জন্য দোভাষী নিয়োগ করতে পারি।

Gujarati

અમે ઇચ્છીએ છીએ કે તમે દૂરંદેશી સામાજિક અભ્યાસમાં ભાગ લો. આ મહત્વપૂર્ણ અભ્યાસ એસેક્સ યુનિવર્સિટી દ્વારા યુ.કે.માં જીવન કેવી રીતે બદલાઈ છે તે સમજવા માટે આયોજિત કરવામાં આવી રહ્યો છે. દર વર્ષે 60,000 થી વધુ લોકો આ સર્વેક્ષણમાં ભાગ લે છે. જે લોકો તેમની પ્રાથમિક ભાષા તરીકે અંગ્રેજી બોલતા નથી, અમે તેવા લોકોનો સમાવેશ કરવાની ખાતરી કરવા માગીએ છીએ, જેથી પ્રશ્નોત્તરીને કેટલીક ભિન્ન ભાષાઓમાં અનુવાદિત કરવામાં આવી છે. અમને આશા છે કે તમે અને તમારા પરિવારના અન્ય સભ્યો આ અભ્યાસનો ભાગ બનવા માટે સંમત છે. અમે સર્વેક્ષણ વિશે વધુ સમજાવવા અને ઇન્ટરવ્યૂમાં સહાયતા કરવા માટે દુભાષિયા માટેની વ્યવસ્થા કરવા માગીએ છીએ. દરેક વ્યક્તિ માટે ઇન્ટરવ્યૂમાં આશરે 30-45 મિનિટ લાગશે. કૃપા કરીને અમને સંપર્ક નામ અને ફોન નંબર પ્રદાન કરો જેથી અમે તમારો સંપર્ક કરવા માટે દુભાષિયાની વ્યવસ્થા કરી શકીએ.

Punjabi (Gurmukhi)

ਅਸੀਂ ਤੁਹਾਨੂੰ 'ਸੁਸਾਇਟੀ ਨੂੰ ਸਮਝਣਾ' ਅਧਿਐਨ ਵਿੱਚ ਭਾਗ ਲੈਣ ਲਈ ਕਹਿਣਾ ਚਾਹੁੰਦੇ ਹਾਂ। ਇਹ ਪ੍ਰਮੁੱਖ ਅਧਿਐਨ ਐਸਸੇਕਸ ਯੂਨੀਵਰਸਿਟੀ ਦੁਆਰਾ ਬ੍ਰਿਟੇਨ (ਯੂਕੇ) ਦੇ ਲੋਕਾਂ ਦੀ ਬਦਲ ਰਹੀ ਜੀਵਨ-ਸ਼ੈਲੀ ਨੂੰ ਸਮਝਣ ਲਈ ਕਰਾਇਆ ਜਾ ਰਿਹਾ ਹੈ। ਹਰ ਸਾਲ 60, 000 ਤੋਂ ਵੱਧ ਲੋਕ ਇਸ ਸਰਵੇਖਣ ਵਿੱਚ ਭਾਗ ਲੈਂਦੇ ਹਨ। ਅਸੀਂ ਇਸ ਗੱਲ ਨੂੰ ਯਕੀਨੀ ਬਣਾਉਣਾ ਚਾਹੁੰਦੇ ਹਾਂ ਕਿ ਅਸੀਂ ਉਹਨਾਂ ਲੋਕਾਂ ਨੂੰ ਵੀ ਇਸ ਵਿੱਚ ਸ਼ਾਮਲ ਕਰੀਏ ਜੋ ਅੰਗਰੇਜ਼ੀ ਵਿੱਚ ਗੱਲਬਾਤ ਨਹੀਂ ਕਰਦੇ ਹਨ, ਇਸ ਲਈ ਪ੍ਰਸ਼ਨਾਵਲੀ ਦਾ ਅਨੁਵਾਦ ਅਨੇਕਾਂ ਭਾਸ਼ਾਵਾਂ ਵਿੱਚ ਕੀਤਾ ਗਿਆ ਹੈ। ਸਾਨੂੰ ਉਮੀਦ ਹੈ ਕਿ ਤੁਸੀਂ ਅਤੇ ਤੁਹਾਡੇ ਪਰਿਵਾਰ ਦੇ ਹੋਰ ਸਦੱਸ ਇਸ ਅਧਿਐਨ ਵਿੱਚ ਹਿੱਸਾ ਲੈਣ ਲਈ ਰਾਜ਼ੀ ਹੋਵੋਗੇ। ਸਰਵੇਖਣ ਦੇ ਬਾਰੇ ਹੋਰ ਸਮਝਾਉਣ ਅਤੇ ਇੰਟਰਵਿਊ ਦੇਣ ਵਿੱਚ ਸਹਾਇਤਾ ਕਰਨ ਲਈ ਅਸੀਂ ਇੱਕ ਦੁਭਾਸ਼ੀਏ ਦਾ ਇੰਤਜ਼ਾਮ ਕਰਨਾ ਚਾਹੁੰਦੇ ਹਾਂ। ਹਰੇਕ ਵਿਅਕਤੀ ਦੀ ਇੰਟਰਵਿਊ ਲਈ ਲਗਭਗ 30-45 ਮਿੰਟ ਦਾ ਸਮਾਂ ਲੱਗੇਗਾ। ਕਿਰਪਾ ਕਰਕੇ ਸਾਨੂੰ ਆਪਣਾ ਸੰਪਰਕ ਨਾਮ ਅਤੇ ਟੈਲੀਫੋਨ ਨੰਬਰ ਦਿਉ ਤਾਂ ਕਿ ਅਸੀਂ ਤੁਹਾਡੇ ਨਾਲ ਸੰਪਰਕ ਕਰਨ ਲਈ ਦੁਭਾਸ਼ੀਏ ਦਾ ਇੰਤਜ਼ਾਮ ਕਰ ਸਕੀਏ।

Punjabi (Urdu)

اسیوں تہانوں آپس دی سمجھوتہ سوسائٹی مطالعہ اچ جسہ لین دا مشورہ دیاں گے۔ ایہ وڈھا مطالعہ یونیورسٹی آف اسسیکس دے ولوں کرایا جا رہیا اے، ایہ سمجھن لئی کہ یو کے اچ زندگیاں کیویں بدل رہیاں نیں۔ ایس سروے اچ ہر سال 60,000 لوک حصہ لیندے نیں۔ اسیں ایس گل نوں یقینی بناؤنا چاہندا ان پئی اسیں اوہناں لوکاں نوں وی ایس سروے اچ شامل کریے جیناں دی مادری زبان انگریزی نئیں، ایس لئی ایس سوالنامہ کئی وکھریاں بولیاں اچ ترجمہ کیتا گیا اے۔ سانوں امید اے کہ تسی تے تہاڈے گھر دے دوجے لوکی ایس سروے اچ شامل ہونا پسند کرن گے۔ اسی انٹرویو چ مدد لئی تے سروے بارے ہور وضاحت لئی مترجم دا انتظام کرن لئی تیار آن۔ سانوں امید اے کہ تسی تے تہاڈے گھر دے دوجے لوکی ایس سروے اچ شامل ہونا پسند کرن گے۔ انٹرویو اچ ہر بندے دے 30-45 منٹ تائیں لگن گے۔ مہربانی کر کے سانوں اپنا ناں تے فون نمبر دیو تاں جے اسی تہاڈے لئی مترجم دا انتظام کرسکیے۔

Polish

Chcielibyśmy, byś wziął udział w ankiecie Understanding Society: analiza gospodarstw domowych w Wielkiej Brytanii. Badanie prowadzi TNS BMRB w imieniu Institute for Social and Economic Research na University of Essex. Jego celem jest analiza odczuć mieszkańców na temat życia w dzisiejszej Wielkiej Brytanii. W szczególności analitycy chcą poznać doświadczenia osób z kręgu mniejszości etnicznych. Zadbaliśmy o to, by zebrać opinie i poglądy osób, dla których angielski nie jest pierwszym językiem. Kwestionariusz zostanie więc przetłumaczony na wiele różnych języków. Szczerze wierzymy, że i ty i inni członkowie twojej rodziny zechcecie wziąć udział w ankiecie. Planujemy współpracować z tłumaczami ustnymi, by dokładnie wyjaśnić, o co w niej chodzi i przeprowadzić wywiady, które zajmą 30-45 minut na osobę. Czy możesz nam zostawić swój numer telefonu?

Portuguese

Gostaríamos que você participasse do Understanding Society: O estudo longitudinal das famílias do Reino Unido. Este importante estudo está sendo realizado pela TNS BMRB, em nome do Institute for Social and Economic Research da University of Essex, para descobrir como as pessoas se sentem vivendo no Reino Unido hoje. Particularmente, o estudo busca compreender as experiências de vida dos integrantes de grupos étnicos minoritários. Desejamos muito obter pontos de vista e opiniões daquelas pessoas que não têm o inglês como língua materna. Por isso, traduziremos o questionário para diversos outros idiomas. Esperamos que você e outros membros de sua família concordem em participar desta pesquisa. Gostaríamos de providenciar um intérprete para explicar melhor o que está envolvido na pesquisa e ajudar a conduzir a entrevista, que durará cerca de 30 a 45 minutos por pessoa. Você poderia fornecer um número de telefone para entrarmos em contato?

Somali

Waxaan rabnaa in aan ka qaybqaadano daraasadda Fahmida Bulshada. Daraasadda weyn waxa qabanaya Jaamicadda Essex, si loo fahmo sida nolasha UK ay isku beddelayso. Ka badan 60,000 qof ayaa ka qaygalaya xogururintan sannad kasta. Waxaan rabnaa in aan hubinno in aan ku darnay dadka aanay Ingiriisidu ahayn afkooda koowaad, markaas su'aalaha waxa lagu tarjumay dhawr luqadood oo kala duwan. Waxaan rajeynaynaa in adiga iyo xubnaha kale ee qoyskaagu aad oggolaataan inaad qayb ka noqotaan daraasaddan. Waxaan jecelahay in aan kuu qabanqaabino turjubaan si dheeraad ah kuugu sharxa xogururinta oo kaa caawiya waraysiga. Waraysigu wuxu ku qaadan doonaa ku-dhawaad 30-45 daqiiqadood qofkiiba. Fadlan na sii magacaaga iyo telefon lambar lagaala xiriira si aan kuugu qabanqaabino turjubaan kula soo xiriira.

Turkish

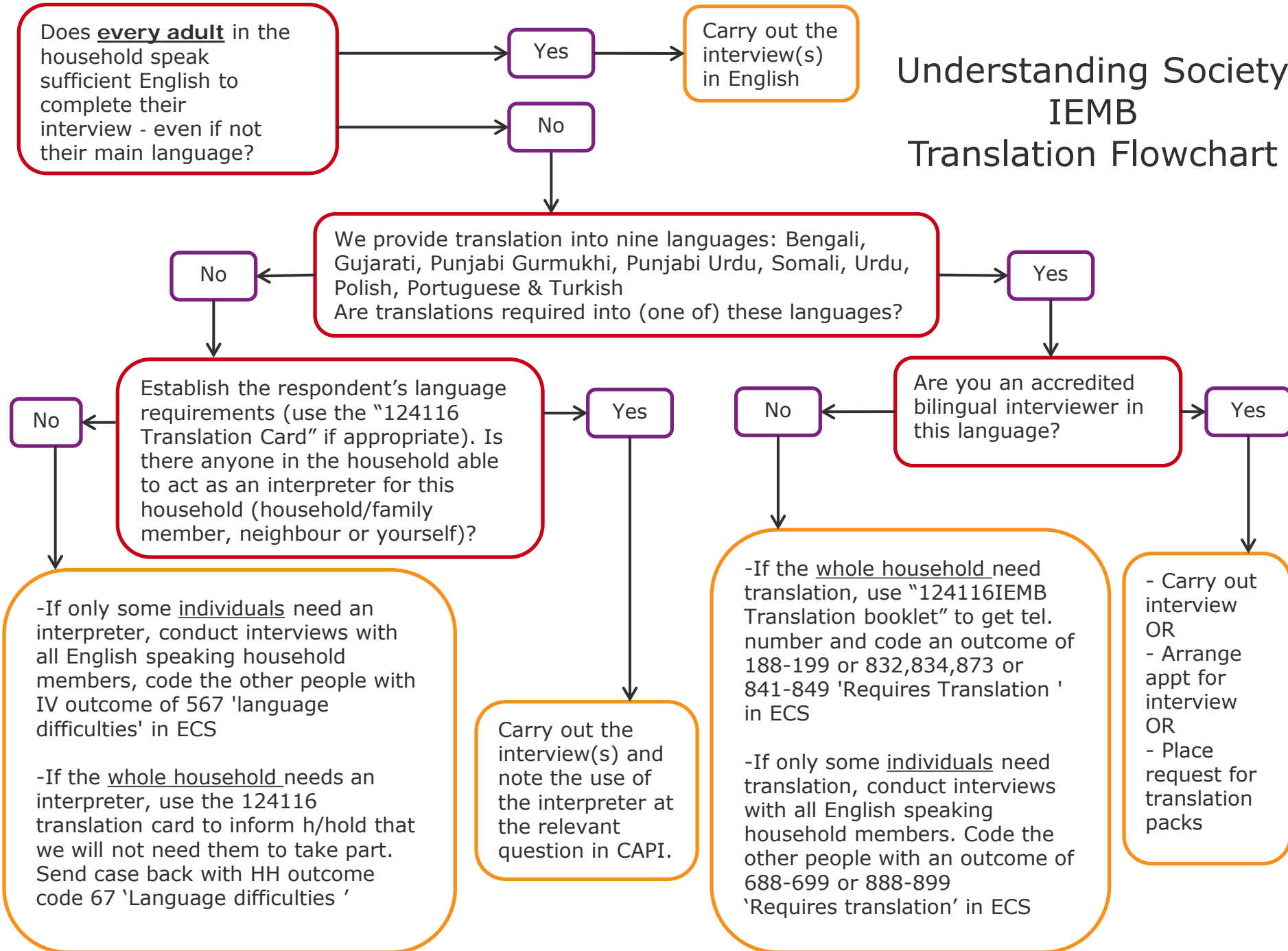
Understanding Society çalışmasına katılmanızı isteriz: Birleşik Krallık hane halkı uzun vadeli çalışması. Bu önemli çalışma, günümüzde Birleşik Krallık'ta yaşamının insanlar için nasıl bir şey olduğunu saptamak amacıyla Institute for Social and Economic Research adına University of Essex'te TNS BMRB tarafından yapılmaktadır. Bu çalışma özellikle azınlık etnik grupların üyelerinin yaşam deneyimlerini anlamayı amaçlar. Ana dilleri İngilizce olmayan bu insanların görüşlerini ve fikirlerini aldığımızdan emin olmak istedik. Bu nedenle de anketi çok sayıda farklı dillere çevireceğiz. Siz ve hanenizdeki diğer kişilerin bu ankete katılmayı kabul etmesini umuyoruz. Anketin neler içerdiği üzerine daha fazla açıklama yapması ve yaklaşık 30-45 dakika sürecek görüşmenin yürütülmesinde yardımcı olması için bir çevirmen ayarlamak istiyoruz. Sizinle bu konu hakkında iletişim kurabilmemiz için bize telefon numarası bırakmanız mümkün mü?

Urdu

ہم چاہتے ہیں کہ آپ سوسائٹی کی تفہیم کے مطالعے میں شرکت کریں۔ برطانیہ میں زندگیاں کیسے تبدیل ہو رہی ہیں اس کی تفہیم کیلئے Essex کی یونیورسٹی کے ذریعے اس عظیم مطالعہ کو سر انجام دیا جا رہا ہے۔ ہر سال 60,000 سے زائد افراد اس سروے میں حصہ لیتے ہیں۔ ہم یقینی بنانا چاہتے ہیں کہ ہم ایسے لوگوں کو شامل کرتے ہیں جو انگریزی کو اپنی پہلی زبان کے طور پر نہیں بولتے ہیں، اس لئے سوال نامہ کا متعدد مختلف زبانوں میں ترجمہ کیا گیا ہے۔ ہم امید کرتے ہیں کہ آپ اور آپ کے خاندان کے دیگر اراکین اس مطالعہ کا حصہ بننے کیلئے متفق ہیں۔ سروے سے متعلق مزید وضاحت کرنے اور انٹرویو میں تعاون کرنے کیلئے ہم ایک مترجم کا انتظام کرنا چاہیں گے۔ انٹرویو میں ہر فرد کے تقریباً 30-45 منٹس لگیں گے۔ براہ کرم ہمیں رابطہ کا ایک نام اور ٹیلیفون نمبر فراہم کریں تاکہ آپ سے رابطہ کرنے کیلئے ہم مترجم کا انتظام کر سکیں۔

124116 56 IEMB Translations flow chart v2

Understanding Society IEMB Translation Flowchart



124116 COA card (unchanged from w6)



Moving home? Take us with you

www.understandingsociety.ac.uk
contact@understandingsociety.ac.uk

FREEPOST RRXX-KEKJ-JGKS
Understanding Society, University of Essex
Wivenhoe Park, Colchester, CO4 3SQ



Your continuing participation is very important to us. Please let us know if you move by updating your details on the *Understanding Society* website at www.understandingsociety.ac.uk, alternatively you could call us on **Freephone 0800 252 853** or return this card in the **Freepost envelope** (no stamp needed). To say thank-you we will send you a £5 voucher.

Name: _____

MOVING TO...

PID: _____

New Address: _____

MOVING FROM...

Home phone: _____
(inc STD code)

Postcode: _____

Mobile: _____

Postcode: _____

E-mail address: _____

Date of move: _____

Please let us know who will be living with you at your new address. Please list their full names below as we may like to ask them to take part in *Understanding Society* in the future. If possible, please provide their mobile number.

Name: _____

Mobile: _____

Name: _____

Mobile: _____

Name: _____

Mobile: _____

Name: _____

Mobile: _____

124116 GB MRS leaflet-1 (unchanged from w6)

This Understanding Society interview was conducted by:

Interviewer Name: _____

Interviewer No: _____

Date: _____

TNS is conducting this project as an 'MRS Company Partner', which can be verified by calling the MRS Freephone on 0500 39 69 99.

What is the Market Research Society?

The Market Research Society (MRS) is the professional body for market researchers. The MRS Code of Conduct regulates all market research activity in the UK, in compliance with Data Protection and Human Rights legislation.

Under the MRS Code of Conduct, you have the right:

- To know the purpose of the interview
- To know who is interviewing you: Interviewers always carry the MRS personal identification card to identify themselves, this gives the interviewer's name, photograph and organisation
- To end the interview at any point
- To know that any personal information provided will only be used for the purposes about which you have been told

The information that is collected is strictly controlled and used only for research purposes, so you can be assured that taking part in our interview will not result in any subsequent sales or promotional activities by third parties.


For more information on the Market Research Society, contact:

The Standards Manager, Market Research Society, 15 Northburgh Street, London EC1V 0JR Telephone: 020 7490 4911 email: codeline@mrs.org.uk or visit website www.mrs.org.uk


TNS is compliant with the following standards and legislation: The 1998

UK Data Protection Act, The Market Research Society (MRS) Code of Conduct, ISO 20252, ISO 9001 and ISO 27001.

124116 IEMB Leaflet GB_AW



All you need
to know about
Understanding
Society





What is it?

Understanding Society is the biggest study of its kind in the world – and we'd very much like you and the people you live with to be involved. By spending just a short time answering questions about your experiences and opinions, you will help us paint a unique picture of life in the UK and how it's changing.

What's it for?

The information from the survey will help us learn more about each other, and will help people who analyse and design policies to make better decisions about how to improve everyone's lives.

Why me?

Your household is part of a specially chosen random sample of addresses which means we can't replace it with another address. Your participation is completely voluntary but we hope you will be able to help us as we rely on the goodwill and voluntary co-operation of those who are selected to take part to make the study a success.

What do I have to do?

To join in, all you have to do is answer some questions about your life and your opinions. An interviewer will meet you at your home. Each person's interview will take around 45 minutes to an hour depending on your circumstances. So we can follow how your life changes over time, we would like to come back and interview you again next year. However, we would like to interview you this year whether or not you choose to take part next year, and you can drop out of the study at any point.

Who do you want to talk to?

We would like to talk to everyone aged 16 and over who lives in your home.

How many people are being asked to take part?

This is the largest social research project of its kind – we're asking 80,000 people in 40,000 households to take part.

What will you do with the information?

The results of the survey will be used for research purposes. The results are strictly confidential and we operate under the rules of the Data Protection Act. You can ask to see your details at any time or to have them removed from our database.

The data made available for analysis will be anonymous and individual people or households will not be identifiable from it.

Who is running it?

Researchers at the University of Essex are running Understanding Society together with TNS BMRB with funding from the Economic and Social Research Council.

What do I get out of it?

Each person in the household who decides to take part will receive a £10 gift voucher.

How do I find out more?

If you'd like some more information on the study: visit www.understandingsociety.ac.uk, email contact@understandingsociety.ac.uk, call the University of Essex on Freephone **0800 252 853** or write to **FREEPOST RRRX-KEKJ-JGKS, Understanding Society, University of Essex, Wivenhoe Park, Colchester, CO4 3SQ**. We'll be really pleased to hear from you.



11834313 (same as w6) Interviewer card v2



Understanding Society

0800 015 5128

www.understandingsociety.ac.uk

contact@understandingsociety.ac.uk



11834313

12411614IEMB Thank you flyer (GB)_v2



Can you affect what government does?

Are you happy with your life?

How has the economy affected you?

Can you cope under pressure?



Understanding
Society



**Thank you for your help and
participation in *Understanding Society*.**

The anonymous information you share is being used by social researchers, policy-makers in government, charities and other third sector organisations in the UK and around the world to shape and guide new policy.

Go online to find examples of how Understanding Society influences policy and features in the news:
www.understandingsociety.ac.uk/participants

Email: contact@understandingsociety.ac.uk

Twitter: [@usociety](https://twitter.com/usociety)

Freephone: 0800 252 853



260124116 IEMB Screening Card_v3

IEMB Wave 1 Screening Card

Is there anyone living at this address who was born outside the UK, including children?

Yes

No

Does anyone living at this address come from any of the following ethnic groups, or have parents or grandparents from any of these groups, including children?

96	None of these
01	Indian
02	Mixed Indian – (parents or grandparents from Indian ethnic group AND parents or grandparents from a non-Indian ethnic group)
03	Pakistani
04	Bangladeshi
05	Sri Lankan
06	Caribbean / West Indian
07	Mixed Caribbean / West Indian (parents or grandparents from Caribbean/ West Indian ethnic group AND parents or grandparents from a non-Caribbean/ West Indian ethnic group)
08	North African
09	Black African
10	African Asian
11	Chinese
12	Far Eastern (includes Filipino, Thai, Malaysian, Japanese, Vietnamese, Singaporean, Indonesian, Korean, Burmese)
13	Turkish
14	Middle Eastern / Iranian (includes Israeli, Palestinian, Lebanese, Syrian, Jordanian, Yemeni, Saudi, Iraqi, Afghani, other Gulf states)

IEMB_advance_card



Have your say...

FREEPOST RRXX-KEKJ-JGKS
Understanding Society
University of Essex
Wivenhoe Park
Colchester
CO4 3SQ

Participant Helpline:
0800 252 853 (Freephone)
E: contact@understandingsociety.ac.uk
www.understandingsociety.ac.uk
@usociety
Understanding Society
UK Household Longitudinal Study



What next...

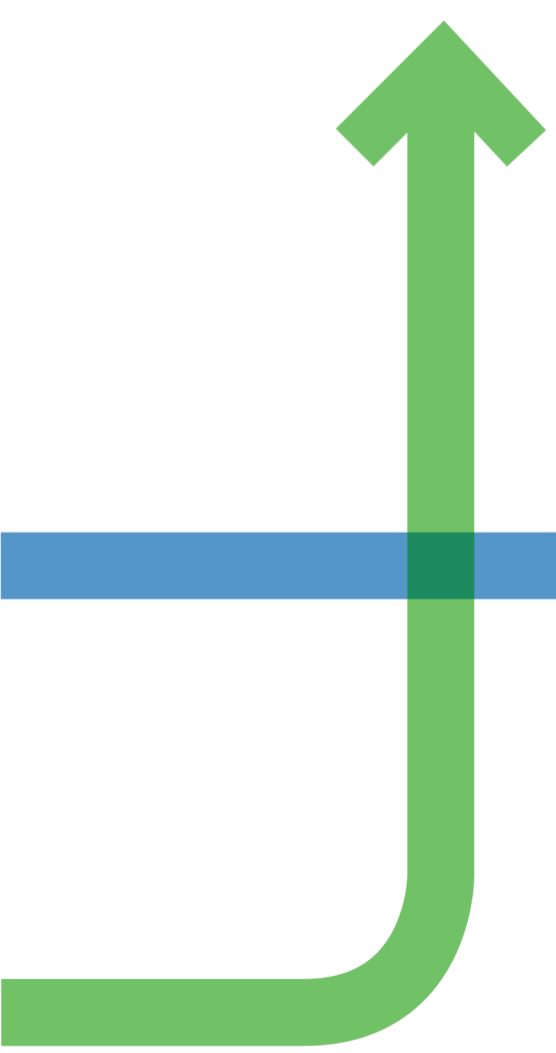
An interviewer will visit you soon. They will ask you a few questions and may ask those aged 16 or more in your household to take part in an interview. Each person's interview should last approximately 30 minutes to an hour depending on your circumstances. Your participation is completely voluntary but we hope that you will find the time to help us.

Interview in a non-English language

It is very important that our survey captures accurately experiences of UK residents whose first language is not English. Therefore, if you prefer, you could be interviewed in any of the following languages: Bengali, Gujarati, Polish, Portuguese, Punjabi, Somali, Turkish, Urdu. To arrange an interview in any of these languages, please speak to your interviewer when they contact you.

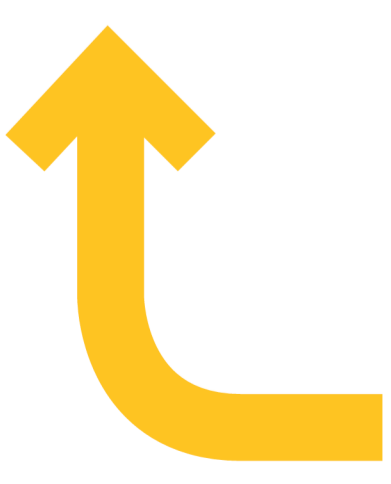
Further information

If you have any questions about the study, please don't hesitate to get in touch with Sandra Jones or Colette Lo from our Participant Helpline. With many thanks,
Professor Nick Buck
Director, Understanding Society
Institute for Social & Economic Research
University of Essex



£10 Love2shop voucher

As a small thank-you, each person in the household who is interviewed will be given a £10 voucher.

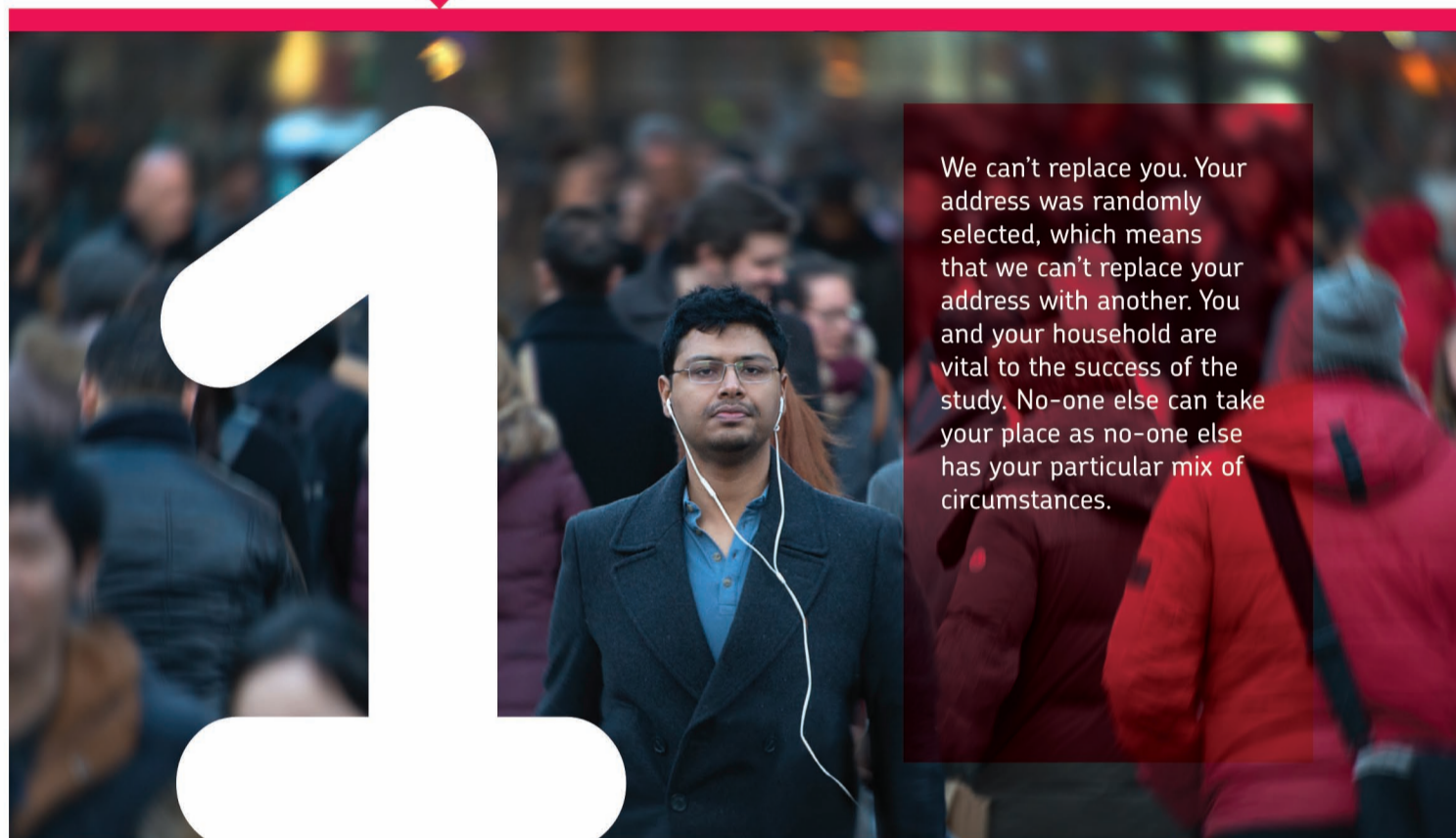
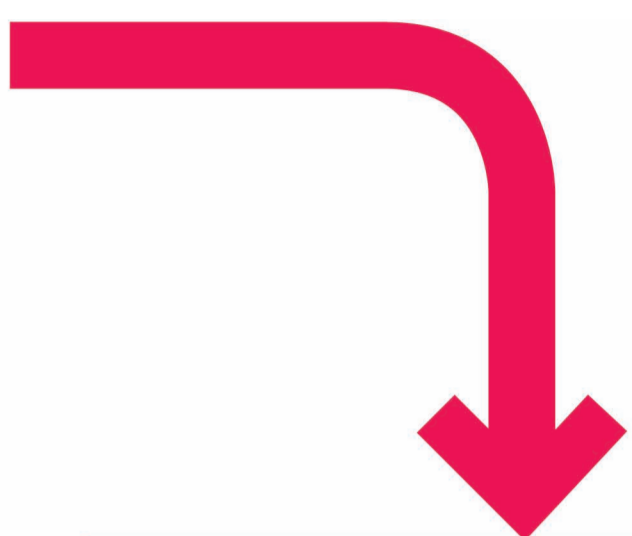


Three reasons to help us...

University of Essex needs your help!

Understanding Society is a world-leading survey about life in the UK. It covers a wide range of important issues such as employment, housing, family life, education and health. Over 60,000 participants take part in this survey every year. We invite you and your household to become part of it too.

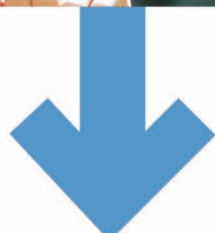
This study is being conducted in accordance with the Data Protection Act. This means your personal details will be kept strictly confidential and you and your household will not be identifiable from the data.



We can't replace you. Your address was randomly selected, which means that we can't replace your address with another. You and your household are vital to the success of the study. No-one else can take your place as no-one else has your particular mix of circumstances.



Your contribution helps build a better picture of life in the UK. Anonymised data from the survey is being used to inform policy making organisations who are responsible for improving society. By talking to us you can take part in shaping the future. You can read more about what we have found so far at www.understandingsociety.ac.uk



Understanding Society gives you a voice on issues that matter to you and your community. Knowing about your life is important to ensure the study correctly represents all types of people across the UK.

USOC_Showcards_Master_English_IEMB_124116_v4

Understanding Society IEMB

Showcards

Understanding Society

IEMB

SHOWCARDS

English

Understanding Society IEMB

Showcards

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Understanding Society IEMB

Showcards

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SHOWCARD 1A

Marstat

1. Single and never married or never in a legally recognised Civil Partnership
2. Married
3. A Civil Partner in a legally recognised Civil Partnership
4. Separated but legally married
5. Divorced
6. Widowed

SHOWCARD 1B

R

1. Husband / Wife
2. Partner / Cohabitee
3. Civil Partner
4. Natural son / daughter
5. Adopted son / daughter
6. Foster child
7. Stepson / stepdaughter
8. Son-in-law / daughter-in-law
9. Natural parent
10. Adoptive parent
11. Foster parent
12. Step-parent
13. Parent-in-law
14. Natural brother / sister
15. Half-brother / sister
16. Step-brother / sister
17. Adopted brother / sister
18. Foster brother / sister
19. Brother / Sister-in-law
20. Grand-child
21. Grand-parent
22. Cousin
23. Aunt / Uncle
24. Niece / Nephew
25. Other relative
26. Employee
27. Employer
28. Lodger / Boarder / Tenant
29. Landlord / Landlady
30. Other non-relative

SHOWCARD 1C

Indethg, Relethg

1. Indian
2. Mixed Indian - (parents or grandparents from Indian ethnic group AND parents or grandparents from a non-Indian ethnic group)
3. Pakistani
4. Bangladeshi
5. Sri Lankan
6. Caribbean/West Indian
7. Mixed Caribbean/West Indian - (parents or grandparents from Caribbean/West Indian ethnic group AND parents or grandparents from a non-Caribbean/West Indian ethnic group)
8. North African
9. Black African
10. African Asian
11. Chinese
12. Far Eastern - (includes Filipino, Thai, Malaysian, Japanese, Vietnamese, Singaporean, Indonesian, Korean, Burmese)
13. Turkish
14. Middle Eastern/Iranian - (includes Israeli, Palestinian, Lebanese, Syrian, Jordanian, Yemeni, Saudi, Iraqi, Afghani, other Gulf states)

96. None of these

SHOWCARD 2A

Duelpay, Elecpay, Gaspay

1. A fixed amount each month by standing order
2. A monthly bill (by direct debit or other means)
3. A quarterly bill (by direct debit or other means)
4. A pre-payment (key / card or token) meter
5. It's included in the rent
6. Frequent cash payments (i.e. more frequent than once a month)
7. Fuel Direct scheme or direct from benefits
8. Staywarm scheme
97. Other

SHOWCARD 2B (ENGLAND)

Hsctax

1. BAND A: up to £40000
2. B: £40001 - 52000
3. C: £52001 - 68000
4. D: £68001 - 88000
5. E: £88001 - 120000
6. F: £120001 - 160000
7. G: £160001 - 320000
8. H: £320001 +
9. Household accommodation not valued separately / included in rent

SHOWCARD 2B (SCOTLAND)

Hsctax

1. BAND A: up to £27000
2. B: £27001 - 35000
3. C: £35001 - 45000
4. D: £45001 - 58000
5. E: £58001 - 80000
6. F: £80001 - 106000
7. G: £106001 - 212000
8. H: £212001 +
9. Household accommodation not valued separately / included in rent

SHOWCARD 2B (WALES)

Hsctax

1. BAND A: up to £44000
2. B: £44001 - 65000
3. C: £65001 - 91000
4. D: £91001 - 123000
5. E: £123001 - 162000
6. F: £162001 - 223000
7. G: £223001 - 324000
8. H: £324001 - 424000
10. I: £424001 +
9. Household accommodation not valued separately / included in rent

SHOWCARD 2C

Cduse

1. Colour television
2. Video recorder / DVD player
3. Satellite dish / Sky TV
4. Cable TV
5. Deep freeze or fridge freezer (EXCLUDE: fridge only)
6. Washing machine
7. Tumble drier
8. Dish washer
9. Microwave oven
10. Home computer/PC (include laptop but not games console or tablet computer)
11. CD player (INCLUDE if part of a sound system)
12. Landline telephone
13. Mobile telephone (anyone in household)
96. Or none of the above?

SHOWCARD 4A

Jbstat

1. Self employed
2. In paid employment (full or part-time)
3. Unemployed
4. Retired
5. On maternity leave
6. Looking after family or home
7. Full-time student
8. Long-term sick or disabled
9. On a government training scheme
10. Unpaid worker in family business
11. Working in an apprenticeship
97. Doing something else

SHOWCARD 4B

Mlstat

1. Single and never married or never in a legally recognised Civil Partnership
2. Married
3. A Civil Partner in a legally recognised Civil Partnership
4. Separated but legally married
5. Divorced
6. Widowed

SHOWCARD 4C

Netpuse

1. Every day
2. Several times a week
3. Several times a month
4. Once a month
5. Less than once a month
6. Never use
7. No access at home, at work or elsewhere

SHOWCARD 5A

Qfhigh

1. University Higher Degree (e.g. MSc, PhD)
2. First degree level qualification including foundation degrees, graduate membership of a professional Institute, PGCE
3. Diploma in higher education
4. Teaching qualification (excluding PGCE)
5. Nursing or other medical qualification not yet mentioned
6. A Level
7. Welsh Bacculaureate
8. International Bacculaureate
9. AS Level
10. Higher Grade / Advanced Higher (Scotland)
11. Certificate of sixth year studies
12. GCSE / O Level
13. CSE
14. Standard/Ordinary (O) Grade / Lower (Scotland)
15. Other school (inc. school leaving exam certificate or matriculation)
96. None of the above

SHOWCARD 5B

Qfhighoth

1. PhD or equivalent doctoral level qualification
2. Masters or equivalent higher degree level qualification
3. Postgraduate academic below-Masters level qualification
(e.g. Certificate or Diploma)
4. Bachelors or equivalent first degree qualification
5. Post-secondary academic below-degree level qualification
(up to 1 year)
6. Post-secondary academic below-degree level qualification
(2 and more years)
7. Post-secondary vocational training (up to 1 year)
8. Post-secondary vocational training (2 and more years)
9. Completed secondary school
10. Completed primary school

96. None of the above

SHOWCARD 5C

Qfvoc

1. Youth training certificate
2. Key skills
3. Basic skills
4. Entry level qualifications (Wales)
5. Modern apprenticeship / trade apprenticeship
6. RSA / OCR / Clerical and commercial qualifications (e.g. typing / shorthand / book-keeping / commerce)
7. City and Guilds Certificate
8. GNVQ / GSVQ
9. NVQ / SVQ - Level 1 - 2
10. NVQ / SVQ - Level 3 - 5
11. HNC / HND
12. ONC / OND
13. BTEC / BEC / TEC / EdExcel / LQL
14. SCOTVEC, SCOTEC or SCOTBEC
15. Other vocational, technical or professional qualification
96. None of the above

SHOWCARD 6A

Lvschdo

1. Get a full-time job
2. Stay at school or sixth-form college
3. Go to / stay in further education college
4. Go to university or higher education institution
5. Get a job and study (at the same time)
6. Get an apprenticeship
7. Do some other type of training
97. Do something else

SHOWCARD 6B

Ahvwel

1. Very important
2. Important
3. Not very important
4. Not at all important

SHOWCARD 7A

Paedqf

1. He did not go to school at all
2. He left school with no qualifications or certificates
3. He left school with some qualifications or certificates
4. He gained further qualifications or certificates after leaving school (e.g. an apprenticeship, nursing or teaching qualification, City and Guilds certificates)
5. He gained a university degree or higher degree
97. Other

SHOWCARD 7B

Maedqf

1. She did not go to school at all
2. She left school with no qualifications or certificates
3. She left school with some qualifications or certificates
4. She gained further qualifications or certificates after leaving school (e.g. an apprenticeship, nursing or teaching qualification, City and Guilds certificates)
5. She gained a university degree or higher degree
97. Other

SHOWCARD 7C

Lvag14

1. Biological mother and father
2. Adoptive mother and father
3. Mother and stepfather
4. Father and stepmother
5. Mother/no father figure
6. Father/no mother figure
7. In Local Authority care/foster home
97. Other

SHOWCARD 8A

Natid

1. English
2. Welsh
3. Scottish
4. Northern Irish
5. British
6. Irish
97. Other

SHOWCARD 8B

Race1

White

1. British / English / Scottish / Welsh / Northern Irish
2. Irish
3. Gypsy or Irish Traveller
4. Any other White background

Mixed

5. White and Black Caribbean
6. White and Black African
7. White and Asian
8. Any other mixed background

Asian or Asian British

9. Indian
10. Pakistani
11. Bangladeshi
12. Chinese
13. Any other Asian background

Black / African / Caribbean / Black British

14. Caribbean
15. African
16. Any other Black background

Other Ethnic Group

17. Arab
97. Any other ethnic group

SHOWCARD 13A

Mlivedist

1. Less than 2 miles
2. Between 2 and 5 miles
3. Between 5 and 20 miles
4. Between 20 and 50 miles
5. Between 50 and 100 miles
6. More than 100 miles

SHOWCARD 13B

Mlivedistf

1. Between 5 and 20 miles
2. Between 20 and 50 miles
3. Between 50 and 100 miles
4. More than 100 miles
5. In a country outside the UK

SHOWCARD 14A

Disdif

1. Mobility (moving around at home and walking)
2. Lifting, carrying or moving objects
3. Manual dexterity (using your hands to carry out everyday tasks)
4. Continence (bladder and bowel control)
5. Hearing (apart from using a standard hearing aid)
6. Sight (apart from wearing standard glasses)
7. Communication or speech problems
8. Memory or ability to concentrate, learn or understand
9. Recognising when you are in physical danger
10. Your physical co-ordination (e.g. balance)
11. Difficulties with own personal care (e.g. getting dressed, taking a bath or shower)
12. Other health problem or disability
96. None of these

SHOWCARD 15A

Hcond

1. Asthma
2. Arthritis
3. Congestive heart failure
4. Coronary heart disease
5. Angina
6. Heart attack or myocardial infarction
7. Stroke
8. Emphysema
9. Hyperthyroidism or an over-active thyroid
10. Hypothyroidism or an under-active thyroid
11. Chronic bronchitis
12. Any kind of liver condition
13. Cancer or malignancy
14. Diabetes
15. Epilepsy
16. High blood pressure
17. Clinical depression
18. Other long standing/chronic condition, please specify
96. None of these

SHOWCARD 20A

Jbsize

1. 1 - 2
2. 3 - 9
3. 10 - 24
4. 25 - 49
5. 50 - 99
6. 100 - 199
7. 200 - 499
8. 500 - 999
9. 1000 or more
10. Don't know but fewer than 25
11. Don't know but 25 or more

SHOWCARD 20B

Jbsectpub

1. A public limited company
2. A nationalised industry / state corporation
3. Central government or civil service
4. Local government or council (including police, fire services and local authority controlled schools / colleges)
5. A university or other grant-funded education establishment (include opted-out schools)
6. A health authority or NHS trust
7. A charity, voluntary organisation or trust
8. The armed forces
9. Some other kind of organisation

SHOWCARD 20C

Worktrav

1. Drive myself by car or van
2. Get a lift with someone from household
3. Get a lift with someone outside the household
4. Motorcycle / moped / scooter
5. Taxi / minicab
6. Bus / coach
7. Train
8. Underground / Metro / Tram / Light railway
9. Cycle
10. Walk
97. Other

SHOWCARD 21A

Jssize

1. 1 - 2
2. 3 - 9
3. 10 - 24
4. 25 - 49
5. 50 - 99
6. 100 - 199
7. 200 - 499
8. 500 - 999
9. 1000 or more
10. Don't know but fewer than 25
11. Don't know but 25 or more

SHOWCARD 21B

Jstownsum

Money from the work account:

- used for payments to yourself and any other personal spending
- used to pay domestic bills (including standing orders)
- transferred to a private account
- used for any other non-business use?

SHOWCARD 21C

Jsworktrav

1. Drive myself by car or van
2. Get a lift with someone from household
3. Get a lift with someone outside the household
4. Motorcycle / moped / scooter
5. Taxi / minicab
6. Bus / coach
7. Train
8. Underground / Metro / Tram / Light railway
9. Cycle
10. Walk
97. Other

SHOWCARD 22A

Jbsat

7. Completely satisfied
6. Mostly satisfied
5. Somewhat satisfied
4. Neither satisfied or dissatisfied
3. Somewhat dissatisfied
2. Mostly dissatisfied
1. Completely dissatisfied

SHOWCARD 23A

Jlsize

1. 1 - 2
2. 3 - 9
3. 10 - 24
4. 25 - 49
5. 50 - 99
6. 100 - 199
7. 200 - 499
8. 500 - 999
9. 1000 or more
10. Don't know but fewer than 25
11. Don't know but 25 or more

SHOWCARD 28A

Benbase

1. Income Support
2. Job Seeker's Allowance
3. Child Benefit
4. Universal Credit
96. None of these

SHOWCARD 28B

Benpen

1. NI Pension or State Retirement (Old Age) Pension
2. A pension from a previous employer
3. A pension from a spouse's previous employer
4. Pension Credit including Guarantee Credit & Savings Credit
5. Private Pension or Annuity
6. Widow's or War Widow's Pension
7. Widowed Mother's Allowance, Parent's Allowance or Bereavement Allowance
8. War Disablement Pension
96. None of these

SHOWCARD 28C

Bendis

1. Incapacity Benefit
2. Employment and Support Allowance
3. Severe Disablement Allowance
4. Carer's Allowance
5. Disability Living Allowance
12. Personal Independence Payments
7. Attendance Allowance
8. Industrial Injury Disablement Benefit
10. Sickness and Accident Insurance
97. Any other disability related benefit or
payment
96. None of these

SHOWCARD 28D (Version A)

Othben

INTERVIEWER:

Please use this showcard if respondent is resident in England, Scotland or Wales AND receives Universal Credit.

1. Foster Allowance
2. Maternity Allowance
3. In-Work Credit for Lone Parents
4. Return to Work Credit
6. Council Tax Reduction
97. Any other state benefit or credit
96. None of these

SHOWCARD 28D (Version B)

Othben

INTERVIEWER:

Please use this showcard if respondent is resident in England, Scotland or Wales and does not receive Universal Credit.

1. Foster Allowance
2. Maternity Allowance
3. In-Work Credit for Lone Parents
4. Return to Work Credit
5. Working Tax Credit
6. Council Tax Reduction
8. Housing Benefit
97. Any other state benefit or credit
96. None of these

SHOWCARD 28E

Bensta

2. Education Grant other than a Student Loan or Tuition Fee Loan
3. Trade Union or Friendly Society Payment
4. Maintenance or Alimony
5. Payments from a family member not living with you
6. Rent from Boarders or Lodgers (not family members) living here with you
7. Rent from any other property even if that only covers that property's mortgage or running costs
97. Or any other regular payment
96. None of these

SHOWCARD 40A

Jbstat

1. Self employed
2. In paid employment (full or part-time)
3. Unemployed
4. Retired
5. On maternity leave
6. Looking after family or home
7. Full-time student
8. Long-term sick or disabled
9. On a government training scheme
10. Unpaid worker in family business
97. Doing something else

SHOWCARD 40B

Qfhigh

1. University Higher Degree (e.g. MSc, PhD)
2. First degree level qualification including foundation degrees, graduate membership of a professional Institute, PGCE
3. Diploma in higher education
4. Teaching qualification (excluding PGCE)
5. Nursing or other medical qualification not yet mentioned
6. A Level
7. Welsh BaccaLaureate
8. International BaccaLaureate
9. AS Level
10. Higher Grade/Advanced Higher (Scotland)
11. Certificate of sixth year studies
12. GCSE/O Level
13. CSE
14. Standard/Ordinary (O) Grade / Lower (Scotland)
15. Other school (inc. school leaving exam certificate or matriculation)
96. None of the above

SHOWCARD 40C

Qfvoc

1. Youth training certificate
2. Key skills
3. Basic skills
4. Entry level qualifications (Wales)
5. Modern apprenticeship/trade apprenticeship
6. RSA/OCR/Clerical and commercial qualifications (e.g. typing/shorthand/book-keeping/commerce)
7. City and Guilds Certificate
8. GNVQ/GSVQ
9. NVQ/SVQ - Level 1 – 2
10. NVQ/SVQ – Level 3 – 5
11. HNC/HND
12. ONC/OND
13. BTEC/BEC/TEC/EdExcel/LQL
14. SCOTVEC, SCOTEC or SCOTBEC
15. Other vocational, technical or professional qualification
96. None of the above

SHOWCARD 40D

Jbsize

Jssize

1. 1 - 2
2. 3 - 9
3. 10 - 24
4. 25 - 49
5. 50 - 99
6. 100 - 199
7. 200 - 499
8. 500 - 999
9. 1000 or more
10. Don't know but fewer than 25
11. Don't know but 25 or more

SHOWCARD 40E

Pearn, PREARNAm, PREARNW

WEEKLY

0. NO INCOME AT ALL
1. up to £99
2. £100 - £149
3. £150 - £239
4. £240 - £319
5. £320 - £379
6. £380 - £459
7. £460 - £559
8. £560 - £669
9. £670 - £859
10. £860 or more

ANNUAL

0. NO INCOME AT ALL
1. up to £5,199
2. £5,200 - £7,799
3. £7,800 - £12,499
4. £12,500 - £16,599
5. £16,600 - £19,999
6. £20,000 - £23,999
7. £24,000 - £29,999
8. £30,000 - £34,999
9. £35,000 - £44,999
10. £45,000 -
£54,999
11. £55,000 or more

SHOWCARD 40FA

Pbnft

1. NI Retirement/State Retirement (old age) Pension
2. Pension from previous employer(s)
13. Universal Credit
3. Disability Living Allowance
4. Job Seekers Allowance (Unemployment) and/or Income Support
5. Employment and Support Allowance
6. Child Benefit
7. Working Tax Credit (formerly Working Family Tax Credit and Disabled Person's Tax Credit)
8. Housing Benefit/Rent Rebate
9. Incapacity Benefit (Replaces Invalidity and NI Sickness Benefit)
10. Any other state benefit
11. Child Tax Credit
12. Pension Credit
96. None of these

SHOWCARD 40G

Prfitb, PRFITBA, PRFITBW

WEEKLY

0. NO INCOME AT ALL
1. up to £74
2. £75 - £139
3. £140 - £199
4. £200 - £249
5. £250 - £324
6. £325 - £399
7. £400 - £499
8. £500 - £624
9. £625 - £749
10. £750 or more

ANNUAL

0. NO INCOME AT ALL
1. up to £3,599
2. £3,600 - £6,599
3. £6,600 - £9,599
4. £9,600 - 12,599
5. 12,600 - £15,599
6. £15,600 - £19,199
7. £19,200 - £23,999
8. £24,000 - £29,999
9. £30,000 - £35,999
10. £36,000 - £42,999
11. £43,000 - 49,999
12. £50,000 or more

Understanding Society IEMB

Showcards

124116 Interviewer Instructions

Understanding Society

Immigrant and Ethnic Minority Boost (IEMB)

Interviewer instructions



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1. Summary

Understanding Society is the largest household panel study of its kind in the world.

Understanding Society is an initiative of the Economic and Social Research Council (ESRC), with scientific leadership from the Institute for Social and Economic Research (ISER) at the University of Essex.

TNS BMRB has been commissioned to deliver waves six to eight of the study. **As part of wave six of the study we are conducting a new boost of Immigrants and people in Ethnic Minority groups.**

This first section is intended to provide an overview of the project and the key processes involved. Full details on each aspect of the study are included in the subsequent chapters of these instructions.

1.1 IEMB Sample

The households taking part in the IEMB will all be new to the survey and thus will require 'starting from scratch'.

This means that for each address you will need to:

- Determine how many dwelling units are at the address and
- Within dwelling unit determine how many households there are then
- Complete the screening at each household to determine whether they are eligible to take part in the study
- Complete the household grid from scratch for all eligible households

1.2 Fieldwork

The IEMB fieldwork will be issued in four different batches.

The start dates for each period is as follows:

- Q1 – Saturday 4/4/2015
- Q2 – Tuesday 16/6/2015
- Q3 – Tuesday 25/8/2015
- Q4 – Wednesday 4/11/2015

Overall fieldwork is scheduled as follows:

- 10 weeks original fieldwork
- 2 weeks mop up
- 4 week reissue period (face-to-face only)

All interviewing for the IEMB is to be completed face-to-face.

1.3 In advance of contacting the household

Advance mailings are being posted by the office to each address prior to the start of fieldwork.

Response rate targets

In order to ensure that we get a representative sample it is critical that we obtain a high response rate when we conduct the screening. We also need to ensure that we get as many households that are eligible to participate as possible.

We are aiming to:

- Conduct the screening with at least 62% of households
- Interview at least 90% of eligible households
- Interview at least 79% of adults within eligible households that participate

Along with response rate we also want to maximise the number of 'complete households' – where all individuals in the household complete an interview.

1.4 Dwelling unit and household selection

When you first get to an address you will need to determine how many dwelling units there are there and how many households there are in each dwelling unit. The CAPI script will guide you through the process of selecting the dwelling units and households in which you need to conduct interviews.

We want you to attempt to interview at up to three dwelling units per address, and at up to three households within each dwelling unit.

Full details on this are given in section 6.2.

1.5 Screening

Once you have made contact with the selected households you will be required to go through the screening questions with them in order to determine whether or not they are eligible to take part in the study.

Please conduct the screening at EVERY selected household.

Once screened, we only want you to conduct interviews in households where at least ONE household member (including any children or babies):

- Was born outside of the UK, or
- Comes from, or has parents or grandparents from, any of the (non-white) ethnic groups

The CAPI script will guide you through the screener questions and will let you know whether or not a household is screened into the study.

1.6 Who to interview within a household

Once households have been screened and found to be eligible you will be required to conduct a household grid to record the composition of the household. Please include ALL members of the household regardless of their age.

All members of the household that are aged 16+ and resident in the household are eligible to be interviewed. The CAPI will determine from the information entered at the household grid which household members you need to conduct an individual interview with. At this wave you will not be required to conduct interviews with members of the household that are currently absent (at halls of residence, boarding school or institutional accommodation).

Note that screening occurs at the household level, but that *all adults within eligible households need to be interviewed*,

regardless of whether they themselves were born outside the UK or are from an ethnic minority group.

SUMMARY

At EVERY screened in Household:

- Include EVERY household member in the grid (regardless of age)
- Conduct an individual interview with EVERY adult aged 16 + (regardless of ethnicity)

NB

If there is **only one** Household at the sampled address you can conduct the interview using the issued serial number.

If there is **more than one Household** at the sampled address you can use the serial to interview one household, but you must connect your laptop and wait for the additional serial number(s) to be created before you can do any interviewing at subsequent households.

1.7 The ECS

The management of your assignment is done through the Electronic Contact Sheet (ECS). The ECS sits at the beginning of the interviewing script (accessed through screen 0 in the eReps grid). This is where all information about your contact with the address should be entered. The information you record on the ECS needs to be sent back to us electronically at the end of each working day.

You **must** report a **Final Outcome Code** for each of the addresses that have been issued to you – whether or not you have actually achieved an interview. A Final Outcome Code should only be completed after you have made ALL your calls at an address. You would, for example, only code a non-contact as a final outcome after you have made a minimum of 5 calls at the address. You would not report a non-contact as a final outcome after your first or second call.

As well as the final outcome codes there are also a number of **Interim Outcome Codes** you will be using to record the outcome of each visit before the 'final outcome' has been achieved. In these cases you will need to continue making calls until a final outcome is achieved. Every call at an address must be recorded with either an interim or a final outcome code depending on which is appropriate.

Please see Appendix C for a list of all the outcome codes relating to the IEMB. Full details on the ECS are provided in Section 8 of these instructions.

1.8 The interview process

The data collection instruments are:

- CAPI household grid;
- CAPI household questionnaire;
- Individual Adult CAPI questionnaire for all aged 16+
- Adult CASI (administered as part of the adult CAPI interview); and
- CAPI proxy questionnaire.

The CAPI will guide you through the instruments seamlessly.

You should attempt to get a full individual interview with all eligible respondents. Proxy interviews are acceptable only if you are certain that you cannot get a productive interview.

1.9 Help screens

Information about individual questions can be found in the CAPI help screens which you can access by clicking on the links at specific questions.

1.10 CAPI interview

The main topic areas covered in the IEMB questionnaire are:

- Personal and family background;
- Ethnicity and religion;
- Languages spoken at home;
- Health;
- Relationships;
- Migration history and fertility history;
- Employment;
- Childcare; and
- Finances.

1.11 Differences to the main stage

For those of you that have worked/are working on the main stage of the Understanding Society study, the IEMB differs in the following ways:

- The IEMB consists of completely fresh sample only and is being conducted fully face-to-face (i.e. no web or telephone interviews)
- Each issued address can split into up to three dwelling unit(s) and each dwelling unit can split into up to three household(s). You will need to determine this.
- Only one advance mailing has been sent to each address and it does not include an incentive or a change of address card
- There is a screener to be completed with all selected households to determine eligibility
- When completing the household grid we DO want you to include those that are members of the household but currently absent as household members
- The individual questionnaire has slightly different content to the main study and has an average length of 30 minutes
- Incentives are all to be given at the end of the individual interview
- There is no youth self-completion questionnaire
- There are no questions or forms regarding consent to data linkage
- Outcome codes are consistent with the main stage where possible, but because the IEMB covers fresh addresses and includes screening the list is quite different

1.12 Queries

If in doubt, please contact your RFC or the CAPI Helpdesk (0800 015 2103) as appropriate.

2. Background

2.1 Ethnic minority boost at Wave 1 of Understanding Society

At wave one of Understanding Society there was an ethnic minority boost (EMB1). This consisted of over-sampling of five key ethnic groups:

- Indian
- Pakistani
- Bangladeshi
- Caribbean
- Black African.

There is a need to boost the numbers of interviews with these groups due to:

- Increasing prominence of research into ethnic difference for understanding the make-up of UK society
- Focus on issues of diversity and commonality

2.2 The new Immigrant and Ethnic Minority Boost

As part of the second year of wave 6, we are conducting a new Immigrant and Ethnic Minority Boost. This is designed to be more inclusive than original ethnic minority boost as it includes all immigrants and all ethnic minority groups.

Why do we need another boost?

- To increase numbers of immigrants and members of ethnic minority groups available for research
- Analysing the two boosts together (IEMB & EMB1) will provide 87% coverage of ethnic minority groups and 74% coverage of immigrant groups in the UK
- The IEMB will be analysed in combination with the EMB1 and this will allow comparisons to also be made with the wider general population
- The new boost will allow comparison of new immigrant communities with more established communities
- To keep the sample representative of the current population (i.e. to capture any new immigrants that have come to the UK since the start of wave 1)

3. The sample

The sample for the IEMB is comprised solely of new addresses selected at random (from the Postcode Address File). The sample was selected from random postcode districts amongst those with moderate to high ethnic minority or immigrant population density. The aim of the study is to obtain a nationally representative sample of people in immigrant and ethnic minority groups. Northern Ireland is excluded due to having very few immigrants or people in ethnic minority groups.

We don't know who is living at each address, so when you receive your assignment it will just be addresses. We take addresses from the most recent PAF but be aware that addresses may be slightly out of date: the address may have been demolished and also sometimes house building companies put new house addresses onto PAF before they are even built. Once an address has been selected it **CANNOT** be substituted with another address.

4. Your assignment



Assignments will vary in size but the average number of addresses will be 36. Over the year assignment sizes will vary from 13 addresses to 120. The number of addresses is not a good guide of how long it will take you to cover your assignment. Some assignments will have a high number of addresses—requiring you to spend lots of time screening and not so much time conducting interviews. Whereas other assignments will have a smaller number of addresses where most households will be eligible and you will spend most of your time interviewing rather than screening. For those of you that have worked on the main stage it is worth noting that IEMB addresses are also more tightly clustered than main stage assignments.

As the make-up of each assignment varies you will be provided with additional information so that you have an idea as to how many households are likely to be screened in to the study. You will receive a sheet for each assignment (labelled "**Your IEMB assignment**") which has the following details:

- Number of addresses in your assignment
- Number of households we expect to screen in

Please note that this information is based on the 2011 Census so whilst it will give you a good idea of what you are likely to find in the area it will not match completely. Also note that this is intended as a **guide only** and you should continue to contact all issued addresses and interview all of the households screened in until your assignment is complete.

Figure 4.1 Example copy of the “Your IEMB assignment” sheet

 260125194 Understanding Society IEMB	
Your <u>IEMB</u> assignment	
Sample point	1501
Number of days for assignment	5
Number of addresses (to identify multiple DUs/HHs and to conduct the screener at)	30
Number of households we estimate you will conduct the study with (that will screen in and that you will complete the HH grid, HH interview and Individual interviews with)	6
<p>Note that this information is provided as a guide only. You need to screen/interview at <u>all issued addresses.</u></p> <p><small>This is based on data from the 2011 Census for the area in which you assignment is, and should provide a good estimate of how many households will take part.</small></p>	
IEMB_12	

You will be required to call at each of these addresses and conduct the screening to determine whether or not households are eligible to take part in the study. For eligible households you will need to conduct the household grid, household interview and individual interviews with all household members aged 16+.

4.1 Fieldwork period

There is an initial 10 week fieldwork period for the IEMB followed by a 2 week mop up period and 4 weeks of reissues.

4.2 Fieldwork milestones

Your targets for coverage during the fieldwork period are:

End of Week 3:

Make first call to ALL serials
Completed the screening at 50% of serials

End of Week 6:

Completed the screening at ALL serials
Fully covered 40% of eligible households (excl. No Contacts)

End of Week 8:

FULLY covered 90% of eligible households (exclude No Contacts)

End of Week 10:

FULLY covered 100% of eligible households

If you have an assignment with a very high number of addresses to screen, you may be allowed extra time to do the screening. You will be informed by your RFC if this applies to you.

4.3 Individuals and households

Understanding Society is a survey of individuals in their household context. This means that where a household is screened into the study we want you to interview all adults within the household regardless of whether they themselves are an immigrant or an ethnic minority.

Therefore it is very important that as far as possible we obtain FULLY productive households – where ALL eligible individuals are interviewed. This may require you to make multiple visits to households in order to interview all eligible individuals.

4.4 Response rate targets

In order to ensure that the sample is representative of the population it is critical that we obtain as high a response rate as possible.

Our key response rate targets for the survey are:

- Find on average 33% non-deadwood households will be eligible
- At least 62% of households screened for eligibility
- At least 90% household response rate among eligible households
- At least 79% adults (aged 16+) interviewed in productive households
- Find an average of 2.29 adults per household

For a household to count as productive, at least one full adult interview must be completed.

A fully productive household is where the grid, household questionnaire, and all eligible adult interviews have been completed in full (not proxy interviews).

Proxy interviews do not count towards the adult interview rate.

4.5 Interviewing in different communities

As when conducting all fieldwork, you should be 'clean and tidy' and dressed appropriately for the neighbourhood in which you are working.

In certain households difficulties may sometimes arise because your gender differs from that of a respondent. This can happen whether your cultural background is the same or different. Do not assume there will be a problem, individuals within any culture or of any faith may differ greatly in what they find comfortable and acceptable within the interview situation.

There are some important points to consider:

- In some communities female respondents may not want to be alone with a male interviewer, they may want another family member to be present
- Women may prefer to have a relative with them during the interview; this may be either a male or another female (adult or child)
- Men may be reluctant to speak to a woman they do not know if this is not usual in their culture.
- If necessary contact your RFC and the serial can be reallocated

- Certain days and times are not appropriate for certain religions groups:
 - Jewish communities: Friday afternoons and Saturday
 - Islamic communities: Friday afternoons
 - Pay attention to when there are religious festivals and faith holidays - for example Passover, Eid, Ramadan or Diwali. Please see Appendix F for dates of some principal cultural holidays in the UK during 2015-16 fieldwork.

Some questions or topics may be less acceptable (or even considered offensive) in some communities or cultures. Problems may arise in some contexts in asking questions on other topics such as health or relationships.

It is important that these questions are still asked but you must do so sensitively and be ready to explain that in a survey they need to be asked of everyone. You may also explain that every respondent has the right not to answer a question if they are unhappy to do so.

5. Before you contact the household

5.1 Planning your assignment

The addresses in your assignment are clustered across a large area, so it is important that you plan ahead and organise your addresses into a logical order before you start interviewing.

5.2 Notify the police

If you are working on an original issue assignment you must notify the police before you start working in your area. Hand in a copy of the Police Form and a copy of the generic advance letter. You should make a note of the name and number of the person you spoke to and ask them, if possible, to rubber-stamp your copy of the Police Form and sign it with their name. This will give you some proof of having notified the police.

You will need to record the name of the police station in the ECS. It is not essential to notify the police if you are working on a re-issue assignment.

If the police would like further information about the study, they may contact the Understanding Society team (at the University of Essex) using the freephone number 0800 252 853.

5.3 Advance mailing

Sampled addresses will be sent an advance mailing in the week before fieldwork starts. This card lets them know that an interviewer will visit them soon to ask a few questions and that the interviewer may ask those aged 16 or more in their household to take part. The letters are despatched centrally by the Office.

As the IEMB is made up of fresh sample and we do not know the composition of households we will be sending only one advance card per address.

An image of the advance card is shown overleaf.

Figure 5.1 Advance card example

£10 Love2shop voucher
As a small thank-you, each person in the household who is interviewed will be given a £10 voucher.

What next...
An interviewer will visit you soon. They will ask you a few questions and may ask those aged 16 or more in your household to take part in an interview. Each person's interview should last approximately 30 minutes to an hour depending on your circumstances. Your participation is completely voluntary but we hope that you will find the time to help us.

Interview in a non-English language
It is very important that our survey captures accurately experiences of UK residents whose first language is not English. Therefore, if you prefer, you could be interviewed in any of the following languages: Bengali, Gujarati, Polish, Portuguese, Punjabi, Somali, Turkish, Urdu. To arrange an interview in any of these languages, please speak to your interviewer when they contact you.

Further information
If you have any questions about the study, please don't hesitate to get in touch with Sandra Jones or Colette Lo from our Participant Helpline.
With many thanks,
Professor Nick Buck
Director, Understanding Society
Institute for Social & Economic Research
University of Essex

Understanding Society
FREEPOST R800-KKKJ-JGKS
Understanding Society
University of Essex
Wivenhoe Park
Colchester
CO4 3SQ
Participant Helpline:
0800 252 853 (Freephone)
@contact@understandingsociety.ac.uk

Have your say...

Beauville
Red House Lane
Bawdsey
Woodbridge
Suffolk
IP12 3AN

Three reasons to help us...

University of Essex needs your help!
Understanding Society is a world-leading survey about life in the UK. It covers a wide range of important issues such as employment, housing, family life, education and health. Over 40,000 participants take part in the survey every year. We invite you and your household to become part of it too.
This study is being conducted in accordance with the Data Protection Act. This means your personal details will be kept strictly confidential and you and your household will not be identifiable from the data.

1
We can't replace you. Your address was randomly selected, which means that we can't replace your address with another. You and your household are vital to the success of the study. No-one else can take your place as no-one else has your particular mix of circumstances.

2
Your contribution helps build a better picture of life in the UK. Anonymous data from the survey is being used to inform policy making organisations who are responsible for improving society. By taking to us you can take part in shaping the future. You can read more about what we have found so far at www.understandingsociety.ac.uk

3
Understanding Society gives you a voice on issues that matter to you and your community. Knowing about your life is important to ensure the study correctly represents all types of people across the UK.

6. Contacting the household

6.1 Call patterns

The **minimum** call requirements before coding a final 'no contact' outcome are:

- At least **5** face-to-face visits to the address, on different days;
- These must include at least **3** visits on a weekday evening (after 7pm) or at the weekend (at least one on a weekday evening, and one at the weekend)
- Calls must be made over a period of at least **2 weeks**

Once you have made contact with a household and conducted the screening you should make all possible efforts to ensure that you conduct interviews with all eligible respondents.

Research shows that:

- The more you vary the times of day you call, the fewer calls you will have to make and you will get a higher response rate;
- Leaving a few days between calls will produce a higher contact rate, you will have to make fewer calls and you will get a higher response rate.

So, it is important that you stick to the TNS BMRB call pattern rules and start work right at the beginning of the fieldwork period so that you can spread out your calls more.

If no one is at home, leave an Understanding Society IEMB interviewer card (see overleaf) to inform the residents of your visit. You may use the study Freephone number (0800 195 6452) as a contact number for respondents. This number is staffed 9am – 5pm Monday to Thursday and 9am – 4pm on Fridays. Outside these hours, an answer phone service operates.

Figure 6.1 Interviewer card



Note that this card is slightly different to the card being used for the main stage of Understanding Society – it has a different Freephone number – so if you are working on both parts of the study please make sure that you do not mix these up. The IEMB card has “IEMB 6” written in the bottom left hand corner of the blank side.

Upon making contact, always remember to show your ID, even if the people you speak to do not appear to be interested in it. If **sample members** have any queries which you cannot answer at your initial face-to-face visit, ask them to call the Understanding Society team on Freephone 0800 252 853. Please note that this number is an information line for respondents only which goes through to staff at the University of Essex.

6.2 Dwelling unit and household selection

Dwelling units

When you first get to an address you will need to determine how many dwelling units there are there and how many households there are in each dwelling unit.

A Dwelling Unit (DU) is a living space with its own front door – this can be either a street door or a door within a house or block of flats. Usually there is only one dwelling unit at an address.

The usual process for dealing with multiple dwelling units at an address is for one to be selected at random (through ECS). For the IEMB the

procedure differs; we want to attempt to interview at **up to three** dwelling units per address.

Start by making contact with someone at the address to find out how many dwelling units there are. Once you have ascertained how many dwelling units there are there are three possible scenarios:

If there is **only one** dwelling unit then it is simple

- You just attempt to do the screening there

If there are **two or three** dwelling units

- You need to enter a unique description of each DU (e.g. flat number) into CAPI
- You can use the serial you currently have to do the interviewing at one of these DUs
- You will need to communicate your CAPI machine and then wait 2-3 working days until you are issued with additional serials for the other DU(s)

If there are **four or more** dwelling units

- You need to enter a unique description of each DU (e.g. flat number) into CAPI
- The CAPI will randomly select three DUs for you to screen
- You can use the serial you currently have to do the interviewing at one of these DUs
- You will need to communicate your CAPI machine and then wait 2-3 working days until you are issued with additional serials for the other DU(s)

For addresses with more than one dwelling unit, the information in the Erep grid will be updated so that you can identify which serial is for which dwelling unit. In particular:

- The address line will be updated to show the unique description which you entered into the script
- You can hover over the postcode to see the full address
- You can go into "Open all call history" to see further details
- When you go into screen zero after the DU has been selected a screen will appear also confirming which DU this serial is for

Households

The same process applies for households within dwelling units, where we want you to attempt to interview **up to three households** within each dwelling unit. The ECS will again take care of the random selection, but if there is more than one household you will need to wait until you have been issued additional serials before you can conduct any interviewing there.

A household is when one person or a group of people have the accommodation as their only or main residence and share at least one meal a day or share the living accommodation.

Around 95% of addresses will only have one DU and one household - multiple DUs/households tend to be concentrated in urban areas, so it is likely that either your assignment will contain no multiple DUs/households or you will have several in an assignment.

The CAPI script will guide you through where you need to conduct interviews and additional serials will be issued to you where you need to conduct interviews at additional dwelling units or households. Please ensure that you connect at the end of every day so that we know when you need new serials.

If you are expecting a new serial number but have not received it after 3 working days please contact your RFC.

6.3 Introducing the study

The ECS includes our suggested introduction to the study:

Good afternoon/evening. My name is [NAME] (SHOW ID CARD). I'm working on the Understanding Society study for the University of Essex.

We recently sent a letter to this address about the study so I hope you were expecting my call.

IF NECESSARY:

The study covers important subjects such as your health, your neighbourhood, your opinions, your family and your job, and will create a lasting record of who we are and what we believe.

The information collected can inform Government policy and is used by academics, policy-makers and researchers working for charities and the voluntary sector in this country and abroad.

As all IEMB respondents will be new to the study you can use the 'All you need to know about Understanding Society' leaflet on the doorstep to provide them with some information about the study.

We would also like you to use your expertise when introducing the study and highlight different areas of the study accordingly. Below are some of the research questions that this study addresses and that you may find helpful when encouraging people to take part:

- How people's well-being changes over time;
- The effects of poor health on employment opportunities;
- Whether or not our education system provides the springboard for young people to develop their careers;
- Whether retired people are managing on their pensions;
- Whether disabled people are getting the care they need;
- The effect of the economic down-turn on different aspects of life;
- How family life is changing and what people think about these changes.

When you make contact at the address you will need to explain that you are seeking interviews with particular groups of people.

If people want to know why we are screening you can explain that we need to do this in order to have a large enough number of interviews with immigrants and people from different ethnic backgrounds as selecting addresses at random will not provide sufficient numbers for analysis.

Introducing the survey to those that do not speak English:

If the person that answers the door does not speak English, please ask to speak to someone in the household that does speak English in order to introduce the study and to complete the screener questionnaire.

You have been provided with a translation card for the IEMB which you can use to identify which language the person at the doorstep speaks. On the back of the card it says "Does anyone who lives in this household speak English?" in multiple languages. An interviewer who worked on the first ethnic boost recommends saying "English", and pointing at your wrist

or watch, and hopefully you'll get a sign of what time someone who speaks English might be at home for you to talk to. If no-one in the household speaks English then you need to ascertain which language they do speak and code the appropriate outcome for the HH. If they speak one of the nine official IEMB languages someone who can speak the language will go back to conduct the interview with them. Full details on the approach for translations in the IEMB are given in Section 11.

6.4 Screening households for eligibility

When you have made contact at a household you will be required to conduct a short screener questionnaire to determine whether the household is eligible to participate in the IEMB. The CAPI script will guide you through the screening questionnaire and will determine whether or not households are eligible.

There are two questions used to determine whether the household is eligible. You have been provided with a screener card which you should use at this point.

Q1 Is there anyone living at this address who was born outside the UK, including children?

If the answer to this question is "Yes" then the household is screened in to the study, if the answer is "No" or the person is unsure there is a second question.

Q2 Does anyone living at this address come from any of the following ethnic groups, or have parents or grandparents from any of these groups, including children?

The following groups are listed on the screener card:

- *None of these*
- *Indian*
- *Mixed Indian – (parents or grandparents from Indian ethnic group AND parents or grandparents from a non-Indian group)*
- *Pakistani*
- *Bangladeshi*
- *Sri Lankan*

- *Caribbean/West Indian*
- *Mixed Caribbean/West Indian (parents or grandparents from Caribbean/West Indian ethnic group AND parents or grandparents from a non-Caribbean/West Indian ethnic group)*
- *North African*
- *Black African*
- *African Asian*
- *Chinese*
- *Far Eastern (includes Filipino, Thai, Malaysian, Japanese, Vietnamese, Singaporean, Indonesian, Korean, Burmese)*
- *Turkish*
- *Middle Eastern/Iranian (includes Israeli, Palestinian, Lebanese, Syrian, Jordanian, Yemeni, Saudi, Iraqi, Afghani, other Gulf states)*

If **any member of the household (or one of their parents or grandparents)** is from one of these ethnic groups then the whole household is **screened into** the study. Please note that this also applies to any children that live in the household.

For households that are screened into the study, you should attempt to complete a household grid, household questionnaire and individual interview with **all** those aged 16 or more.

Households where all members were born in the UK and none of the household members (or their parents / grandparents) come from any of the listed ethnic groups are **screened out** of the study.

If the household is not eligible you should thank the respondent for their time and explain that today you were only looking for households with immigrants or people from non-white groups so we do not need to include them in the survey. Some people may be disappointed that they cannot take part in the survey. You should explain to people that, while the main part of the study includes everyone whose address is selected, we also need extra interviews with people who are immigrants/ or from ethnic minority groups. This is because the main part of the study will not provide enough people in immigrant and non-white groups for statistical analysis. Carrying out these extra interviews means that we have enough people for the survey to be representative of different ethnic/immigrant groups.

Three possible outcomes from the screening:

1 - Screened in

If **any member of the household (or one of their parents or grandparents)** is from one of these ethnic groups then the whole household is **screened into** the study. Please note that this also applies to any children that live in the household.

For households that are screened into the study, you should attempt to complete a household grid, household questionnaire and individual interview with **all** those aged 16 or more.

2 - Screened out

Households where all members were born in the UK and none of the household members (or their parents / grandparents) come from any of the listed ethnic groups are **screened out** of the study.

There is nothing further that you need to do, you should thank the respondent for their time and explain that today you were only looking for households with immigrants or people from non-white groups so we do not need to include them in the survey. Some people may be disappointed that they cannot take part in the survey. You should explain to people that, while the main part of the study includes everyone whose address is selected, we also need extra interviews with people who are immigrants/ or from ethnic minority groups. This is because the main part of the study will not provide enough people in immigrant and non-white groups for statistical analysis. Carrying out these extra interviews means that we have enough people for the survey to be representative of different ethnic/immigrant groups.

3 - Uncertain eligibility

If you have been unable to make contact with a household or if the person you speak with at the household is unable to give an answer to the screener questions then we are **uncertain as to whether the household qualifies for the study or not**.

You should come back to the household to complete the screener questions again **at a different time**/with a different person to determine eligibility.

6.5 Subsequent contact with household

After you have made your **first contact in person**, subsequent contact can be made by telephone if the household are happy for you to call them, e.g. to arrange or check appointment times. However, you must not carry out interviews by telephone.

There is a section of the ECS which allows you to enter a contact name and telephone number for households, so please try and record this information where possible as it will make your task easier if you need to make contact with the household again at a later date. Once you have entered these details they will be displayed at the top of the screen in the ECS.

Furthermore, once you have completed an individual interview with a respondent you will also be able to access the telephone number you entered for them in the Contact Details module. You can do this by selecting the screen of the individual in eReps and pressing the "Open all Call History" button, the number will be displayed in the "Respondent Phone No" field. This number may be of use in contacting the household to arrange interviews with the other members.

6.6 Maximising response

There are three main ways to maximise response rates:

- Identify deadwood correctly
- Maximise contact with people at your addresses
- Maximise co-operation (i.e. avoid refusal)

Deadwood

Although the addresses are selected from PAF this doesn't tell us if the addresses are residential or if anyone is living there, furthermore PAF may be slightly out of date. So you need to determine for each address if it is 'traceable, residential and occupied' - in other words if it is the only or main address of a private household. In an average assignment, we would expect 8%-10% of addresses, on average, to be deadwood (e.g. student halls, care homes, shops, factories).

If you are in any doubt always check at an address e.g. to identify any private households living in business premises (which would be eligible).

The most important type of deadwood to identify correctly is vacant properties:

- it is the most common (approx. half of all deadwood is vacant property)
- it is often the most difficult to establish

You will need to ask at neighbouring addresses to try and find out whether anyone actually lives in the address. If you are in doubt you cannot code this as deadwood, it should be coded as a non-contact.

It is critical to identify deadwood correctly - as these addresses are ineligible and therefore excluded from response rate calculations.

Maximising contact

To maximise your chances of making contact start making your visits early in the fieldwork period of your assignment. This will give you more time to make call backs, find people in and determine if there are multiple dwelling units and / or multiple households at each address.

Follow the call pattern rules set out in Section 6.1 of these instructions.

Maximising co-operation

It is important that you prepare answers to potential questions so that on the doorstep you are able to tailor your response depending on the issues raised and who you are talking to. A list of objections and our suggestions as to how you can counter them has been included in Appendix A.

You need to try and avoid refusals where possible. Don't rush people; allow them plenty of time to look at the advance mailing, at your ID and to check you are genuine. Remember that a friendly approach works best. Withdraw if it's not a good time and a refusal is likely and come back at a different time.

Focus first on completing the screening – there is just a short set of questions to determine whether a household is eligible, and it is important for us to know whether households are screened in or screened out, even if not all of those that are screened in do complete an interview.

Remember to convey the importance of their participation and be passionate about the survey yourself and to make people feel special for being selected. You are there to arrange an appointment – not to

interview them there and then. This makes it harder to refuse outright and always withdraw before you get a definite refusal. It's worth pointing out to respondents that they can skip questions if they deem them to be too personal and you can mention the incentive if you think it might be helpful but do not mention the incentive until you know the household has been screened in (there are no incentives for screened out households).

You will need to be flexible - you need to fit in with the respondent rather than the other way around.

You **must** make multiple visits if necessary to interview all eligible individuals – members of the household don't all have to be in at the same time; it is very important that you aim to achieve a fully productive household i.e. a household interview and individual interviews with all household members aged 16 and over. You should stress that this is a household study and that we are interested in how members of the household influence each other. For example, how decisions about one person's work and working hours affect others in the household, what happens when children leave home and so on.

6.7 Doorstep documents

There are a number of documents for you to use on the doorstep:

- Interviewer card;
- Advance mailing;
- Impact case studies (A5 laminated); and
- Leaflet ("All you need to know about Understanding Society")

6.7.1 Interviewer card

You are supplied with an Interviewer card that allows you to write your own message regarding an appointment or broken appointment, depending on the circumstances. Remember that if you are leaving a card following a Broken Appointment you can add your telephone number or the office phone number for the respondent to contact you to propose a different interview time.

This card is also to be used as a calling card if you find no one at home. Again, please write on your own message.

An image of this card is included in figure 6.1. Please note that the IEMB Interviewer card is different to the cards used in the main stage and it is important to ensure that you are using the correct one as the telephone numbers are different.

6.7.2 Advance mailing

We have included copies of the advance mailing in your packs. These can be used on the doorstep to prompt people's memory. It simply tells the sample member about the study and encourages them to take part. The mailing also tells people that an interviewer will visit them soon and that the interviewer will ask them a few questions and may ask those aged 16 or more in their household to take part in an interview.

An image of the advance mailing is included in figure 5.1.

6.7.3 Impact case studies

We have prepared four laminated cases studies covering different topics, with information about the impact of Understanding Society data. These can be used on the doorstep to show to respondents to help engage them and emphasise the importance of the study. The cases studies have been designed to cover different types of households and you can decide which one to use depending on who you are talking to.

6.7.4 Leaflet about the study

There is also a leaflet called 'All you need to know about Understanding Society' which you should give to respondents. This leaflet can be used on the doorstep to encourage respondents to participate, however, it should also be shown to all those screened in to the study to give them further information about Understanding Society.

The leaflet contains information on what the study is, what it is for and why their household has been selected for participation.

Figure 6.3 All you need to know about Understanding Society



7. Who to interview

CAPI will determine the eligibility of individuals once you have completed the Household Grid. Generally, you will be interviewing **everyone aged 16+ who is part of an eligible household** (i.e. where AT LEAST ONE household member was either born outside of the UK or belongs to (or has parents/grandparents that belong to) one of the ethnic minority groups listed in section 6.4.)

We do not want you to interview respondents who are known to you either personally (e.g. a friend, a neighbour, son or daughter of a friend) or in a professional capacity, e.g. a colleague at work, a teacher at night school etc. **Refer such cases back to your RFC immediately and the case will be re-allocated.**

7.1 Definition of a household

When completing the household grid you will need to determine who should be included as part of the household. To do so, use the household definition below:

'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.'

Sharing at least one meal a day:

This should consist of the 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 the main meal.

Sharing living accommodation:

Living accommodation in this case is defined as a living or sitting room and also includes addresses where there is no living room separate from the kitchen, i.e., if it forms part of the same room, or where the living room is used as a bedroom.

Shared kitchens and/or bathrooms do not count as shared living accommodation.

Occasionally an individual or a group of people will have both their own living accommodation (that is living room/bedsit 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. Examples of this include warden assisted housing for the elderly, flat let houses, or separate annexes flats where the parent occasionally also uses the family living room.

General points to note:

- Members of a household need not be related by blood or marriage.
- 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.
- Some potential sample members might have more than one residence. **Where there is doubt, their MAIN residence should be decided by the person themselves.**

Normal household residents would also include:

- Members (including children of any age) normally living in the household but temporarily away, e.g. on a short course or temporary job likely to last less than 6 months;
- Au-pairs, or anyone else on long-term engagement in the household (6 months or more), even if they have their main residence elsewhere;
- People who are temporarily resident at the address (e.g. guests) unless they have a date of departure. Boarders should be included, even if they have not been there for six months, unless they know they are moving out within the next six months.

If in doubt about residence, apply the six month rule: those away or likely to be away for 6 months or more are NOT counted as residents at the address (except for those who are 'absent' – see below): in some cases their main residence will not be in this country.

7.2 Include absent household members

Absent household members **include** people who are normally resident in the household but are presently at boarding school, in university halls of residence, in institutions or working away, e.g. people who work away

from home for whom this is their **only** fixed or **main** dwelling unit (e.g., on business, in the armed services, fishermen, oil rig workers or merchant seamen). This would apply even if the household member has been away for more than 6 months. In this case the person should be recorded as still in the household, if this is still their main residence.

This is because these people are not part of another private household and so would not otherwise have a chance of being sampled for the survey.

Students living in private housing (rather than a halls of residence) when away studying are not included as absent household members, as they have their own chance of selection into the sample at their university address.

The CAPI script specifically prompts for the inclusion of household members that are absent, so you should enter their details in when the script prompts you to.

7.3 Non-resident household members

The following are **NOT** regarded as eligible household members:

- People working away from home and who only come home at weekends or holidays and for whom it is not their main address;
- Spouses who are separated (whether or not they visit the household);
- Children who have been (or are expected to be) in care for 6 months or more;
- Household members who have been away continuously for 6 months or more;
- Paying guests, e.g., in a bed and breakfast;
- Anyone not sleeping at the address – to be counted as resident an individual must sleep at the address. Anyone who has their meals at one address but sleeps elsewhere must be included at the address where they sleep.

7.4 Summary

In summary, we include the following three groups of people as household residents, including two groups that would normally be excluded from studies:

- Group 1: Normal household residents (using the standard household definition);
- Group 2: Absent household members (at school / university); and,
- Group 3: Absent household members (working away or in institutions).

You should attempt to get a full individual interview with all adults from group 1 or a proxy if this is not possible.

For individuals from groups 2 or 3 – we do not expect you to achieve an interview with them at this wave. When the household grid has been completed these individuals will automatically be given an outcome code (568) to indicate that they are absent. If they happen to be at home during the fieldwork period you can interview them, if they are away please aim to complete a proxy interview for them.

8. The Electronic Contact Sheet (ECS)

The management of your assignment is done through the Electronic Contact Sheet (ECS). The ECS sits at the beginning of the interviewing script (accessed through Screen 0 in the eReps grid). This is where all information about your contact with the address should be entered.

It is important that you record **every** contact attempt made at an address on the ECS and send this information back to us electronically **at the end of each working day**. In cases where you are interviewing a large household you are very likely to have to make multiple trips to complete all interviews. Please keep track of these trips in ECS (using Screen 0).

This is crucially important information since it provides us with information such as:

- the days and times you call at an address;
- the final household and individual outcomes you achieve at that address;
- the area characteristics that you record; and
- any other notes or information that may be relevant in terms of the location of an address, any relevant details about contact made,

You will need to be familiar with the ECS and be clear about how it is used during your assignment and the different types of procedures and information that you will need to carry out at each address. If in doubt please call your RFC.

The information you record on the ECS needs to be sent back to us electronically **at the end of each working day**.

The ECS has three crucial functions:

- it is an important record for you in terms of managing your own assignment;
- it is an important source of reference for interviewers who are doing re-issue assignments since they will be able to look at your call patterns and read any notes to help them try and achieve an interview; and

- the information reported back from the ECS is used by Head Office and by TNS BMRB researchers to monitor the progress of the study across the whole country. Outcomes reported back by you are also sent to the University of Essex on a daily basis so that they can monitor the progress of the study.

For all these reasons it is absolutely essential to the success of the whole study that Electronic Contact Sheets are filled in as accurately as possible. A good rule to use when completing the ECS is to always make sure you have completed it in a way where you yourself would be happy to get the information you have included if you were doing a re-issue assignment.

The addresses in your assignment are listed on the eReps grid.

To enter call details for an address you should click on the address line and press the 'Start Screener/Int' button. **You should always start the interview via screen 0 to complete the screener and household grid before doing anything else.**

The household grid and household questionnaire are on screen 0.

Individual interviews are completed on screen 1 onwards (one screen per individual). As the IEMB is made up of fresh sample only, there are no individuals associated with screens 1 – 16 until after the household grid has been completed. After your first call, if you have not completed the HH Grid, Screens 1+ may disappear; these will be displayed once the HH grid has been completed (i.e. after you have collected details on the Household members).

8.1 Outcome codes

There are outcome codes which you should use before you have conducted the screening and other codes which can only be used with households once it has been ascertained that they are eligible to take part in the study. The CAPI script will show you filtered lists of outcome codes depending on the information that you enter into the ECS.

A full list of the outcome codes that can be used in the IEMB has been included in the Appendix.

8.1.1 Final outcomes

Remember you must report a Final Outcome Code for each of the addresses that have been issued to you – whether or not you have actually achieved an interview.

A Final Outcome Code should only be completed after you have made ALL your calls at an address. You would, for example, only code a non-contact as a final outcome after you have made a minimum of 6 calls at the address. You would not report a non-contact as a final outcome after your first or second call.

If you do not manage to get an interview, please record as much information as possible about why. If you get a refusal, please also give as much information as possible on reasons for refusal on the notes page of the ECS, as this is extremely useful for those working on re-issues.

If you strongly feel that an address should NOT be re-issued please code this at the appropriate screen in the ECS - and add full details on why the address should not be re-issued. Please note that we will still re-issue contacts where the DO NOT re-issue box has been selected if the reasons given are not felt to be valid or if no information is given.

If you obtain an interview at the sample address the ECS should automatically populate a full/partial interview outcome in the eReps grid.

8.1.2 Interim outcomes

As well as the final outcome codes there are also a number of interim codes you will be using to record the outcome of each visit before the 'final outcome' has been achieved. In these cases you will need to continue making calls until a final outcome is achieved.

Every call at an address must be recorded with either an interim or a final outcome code depending on which is appropriate.

8.2 Observations at issued address

There are ten observation questions which you need to answer about each address issued to you. Observation questions will only need to be recorded once for each address, regardless of the number of dwelling units or households.

All questions in this section should be answered **before** making contact with the address. We are interested in your initial observations and judgement, so even if you later discover that your initial observations were incorrect, e.g., if you recorded that the address doesn't have children under 10 years of age but later found out that there were children of that age living at the address, **do not change your observations.**

Observation questions need to be completed for all non-deadwood addresses including office refusals, although you should not contact the latter.

The number of interviewer observation questions for *Understanding Society* is higher than for a typical survey. This is because we will use these questions to define non-response weights and to predict response and attrition at subsequent waves.

For deadwood addresses you do not need to answer the observation questions. When the ECS asks "Do you wish to complete the observational section now?", if you know that the address/household is deadwood you should answer "No" and then code the final deadwood outcome.

8.3 Eligible households which are non-productive

We will require you to provide some information about households that you determine are eligible for the study but that you are unable to conduct the survey with (language issues, refusals, no contact after conducting the screener etc.).

This forms part of the ECS and when you code a final outcome for the household you will be prompted to provide:

- The reason for refusals
- The following details about the main person you spoke to when you made contact at the address:
 - Age
 - Sex
 - Ethnicity
 - Whether English was their first language

- Whether you established how many people lived in the household and if so, how many were aged 16+, 10-15 and 0-9.

The CAPI script will guide you through these questions at the appropriate time.

8.4 Capi name

The sample will be issued in four batches; each of these will have unique references in your EReps gird. The CAPI names are as follows:

EB15Q1	Q1 - For fieldwork beginning on 04/04/2015
EB15Q2	Q2 - For fieldwork beginning on 16/06/2015
EB15Q3	Q3 - For fieldwork beginning on 25/08/2015
EB15Q4	Q4 - For fieldwork beginning on 04/11/2015

Occasionally you may be instructed by the CAPI Helpline to access the script via Dimensions IRunner in which case please follow the instructions as given at the time.

9. The interview process

9.1 Overview of data collection instruments

The data collection instruments and their average timings are:

- 5 min CAPI household grid;
- 10 min CAPI household questionnaire;
- 30 min Individual Adult CAPI questionnaire for all aged 16+ (including 5 min CASI); and
- 10 min CAPI proxy questionnaire.

The adult interview contains extensive routing, so individual interview lengths will vary considerably. The main factors that will affect individual interview length are whether the respondent was born in the UK, their employment status, the number of children in the household and whether the respondent receives state benefits.

9.2 Planning your work/tracking progress

If you have a large household you are very likely to have to make multiple trips to complete all interviews.

9.3 Showcards

You have a specific set of showcards for the IEMB (with a red front cover) – do not mix these up with W6, W7 or IP8 showcards.

10. CAPI interview

There are several elements to the CAPI questionnaire, which are covered in detail in this section.

10.1 Household Grid

The household grid can be completed with any adult (16+) household member.

In the household grid details on all members of the household will be collected, as well as some basic details on relationships, ethnicity and where people have lived since 1991.

We would like you to collect the details of absent household members in the grid, this includes:

- People absent in university halls of residence or boarding schools but who come home at the holidays
- Anyone who normally lives at the address but is away at the moment
- Household members presently resident in institutional accommodation

The grid has questions which specifically prompt for this information. Please refer to section 7.2 for further details.

Completing the household grid should take 5 minutes on average, although this will vary considerably depending on household size.

10.2 Household questionnaire

The household questionnaire should be conducted with either the householder or their spouse/partner. The householder is the person who owns or rents the accommodation. This is because the household questionnaire asks about things like mortgage and rent payments, household bills, money spent on food etc. So someone who is able to answer these questions needs to complete the household questionnaire.

The household questionnaire should take 10 minutes on average.

10.3 Individual CAPI interviews

All adults aged 16 and over at the point at which the household grid is completed should complete an individual CAPI interview. The only people that should not be interviewed are those that are absent (e.g. those in halls of residence/boarding school/institutional accommodation). The CAPI script will take care of this for you by assigning an outcome to these individuals (of 568) so that you can easily identify them. If they happen to be at the household when you make contact then you can conduct the interview with them, however, in most cases we expect you to conduct a proxy interview about them at this wave.

The interview lasts **around 30 minutes**, including the CASI section.

It is important to note that some of the topic areas covered in CAPI are sensitive and should be treated accordingly. The areas that some sample members might find particularly sensitive are fertility (including pregnancy and child birth history questions), previous relationships, financial questions (such as earnings and investments) and receipt of state benefits. For these reasons, it is extremely important that wherever possible you interview the sample member alone and in private so they feel comfortable providing you with this information. It also helps to reassure them that the information they give you is confidential and no-one else will be seeing their answers.

Please familiarise yourself with the different types of benefits listed in **Appendix B** in order to be able to answer queries from respondents in the module 'Unearned income and state benefits'. Please note that 'winter fuel allowance/payment' does not count as a type of benefit for *Understanding Society*, and does not have to be recorded here.

10.3.1 Help Screens

Information about individual questions will be found in the CAPI help screens rather than in these project instructions. There are many more help screens than you would find in a usual CAPI program, and you can access them by selecting the **HELP** link which appears on screen at particular questions.

10.3.2 Search box

At CAPI questions which code the county respondents were born in, the school that they went to and the county they lived in in 2010 you will need to search from the extensive list of options available from our look-up files. There is a box on screen within which you have to start to type the first letters of the county/school and the relevant location is then displayed. There are further instructions provided within the CAPI screen at the relevant locations.

N.B. - If a respondent was born within Greater London the most efficient way of coding this response is to type LON and "Greater London" will appear.

11. Proxy interviews

You should attempt to get a full individual interview with all respondents. You should not take a proxy interview unless you are absolutely sure that you are unable to get a productive interview during the 10 week fieldwork period. For example, if one adult is out when you first call, then you must make another visit to attempt to interview them rather than taking a proxy interview from someone else.

You should aim to complete a proxy interview for household members that are absent (given an outcome of 568 once the grid is completed).

There are certain criteria for determining whether someone can act as a proxy. A proxy respondent must be an **adult aged 16 or over** and either:

- a close relative;
- another adult in the household who knows the respondent well; or
- be nominated by the non-participant.

In all cooperating households proxy interviews should always be attempted unless the respondent explicitly refuses to have any information about them collected.

12. Adult CASI

Adults will be asked to complete a computer-assisted self-completion (CASI) (average duration: 5 mins) during their CAPI interview which covers the following areas:

- Health
- Relationships

Completion by interviewer

You will be asked to record at the beginning of the self-completion section whether the respondent will complete the CASI themselves or whether the interviewer will ask the questions, because the respondent is unable to complete it themselves, for example because of sight/ reading/ language problems.

Security of answers

At the end of the self-completion section, you will be prompted to enter your interviewer number in order to lock the answers given by the respondent. After doing this, you will no longer be able to access the self-completion section. Please check that the respondent does not want to change any of their answers before locking the self-completion.

13. Recording contact details

It is hugely important that we obtain as much contact information as possible about the respondents. One of the biggest challenges for longitudinal studies is finding people who have moved since their last interview. The more information we can collect about how to contact them at this interview, the better chance we have of finding them in the future.

At the end of the individual interview the CAPI will prompt you to collect contact information for the respondent. We want to collect telephone numbers (both mobile and landline phones) and email addresses. If a respondent is adamant that they don't want to be contacted again, then there is a code to use in CAPI at the point that contact details are collected.

As Understanding Society is a longitudinal study and we will be contacting and visiting respondents on a yearly basis, it is very important to ensure that ALL names, addresses and job titles are spelt correctly. Such details are used for mailing respondents and obviously their details need to be correct so that we create a good impression and materials are sent to the correct person at the correct address.

13.1 Stable contacts

You also need to collect stable contact details for each adult sample member. For the IEMB we are actually attempting to collect contact details for two stable contacts – this is to increase the chance of us being able to track down sample members that move. Although this may appear to be time consuming, it is less onerous than having to trace sample members when they have moved.

Where necessary, please reassure respondents the stable contacts will only be approached in the event the person moves and we are unable to trace them. We will only ask the stable contact whether they have contact details for the sample member, the stable contact person will not become part of the study and the sample member is not 'signing them up' to any obligation.

Please also remember that we would like different stable contacts for each person in the household. The more contact details we have, the better chances we have of finding our movers.

14. Collecting details about respondents' occupations

For all interviewed adults who are in work you will be required to record their job description as described below.

For *Understanding Society* there is a requirement to code the Standard Industrial Classification (SIC) to 4 digits rather than to the standard 2. To code to 4 digits, the Operations team needs very detailed information e.g., if someone works in a shop, it is not sufficient to record "clothes shop" – we need to know what kind of shop and what their duties are (e.g., are they the owner, manager or do they work on the till, stockroom etc), so **probing is essential**.

For example, if someone works in clothing manufacture –Figure 14.1 below shows that "clothing manufacture" would not be sufficient in this case – **you need to probe for exactly what is made and what it is made with**. If more than one product or material is used you need to probe for what product is made the most. Note that you need to record what the **organisation** they work for makes, not just what they make within their role. If they can't tell you, write in everything they make and what they make it with.

The different 4 digit SIC codes for the manufacture of clothing for men, women and children are illustrated below:

Figure 14.1 4 Digit coding for manufacture of clothing

4 digit SIC Code	Type of manufacture
1413	Manufacture of outer wear coats/suits/jackets/trousers/skirts
1414	Manufacture of underwear/nightwear/shirts/blouses
1419	Manufacture of babies garments, gloves/ties/shawls/hairnets etc
1411	Manufacture of leather goods, except sports gloves and sports headgear
1431	Manufacture of other knitted goods: socks, tights
1439	Manufacture of other knitted goods: pullovers, cardigans

From Figure 14.2 below you will also notice that 4 digit SIC coding requires greater detail than 2 digit. 'Glass manufacture' would be sufficient for 2 digit SIC coding but to code to the 4 digit SIC level, you would need to find out what type of glass was manufactured.

Figure 14.2 4 Digit coding for glass manufacture

4 digit SIC Code	Type of manufacture
2314	Manufacture of glass fibres
2313	Manufacture of glass inners for vacuum flasks
2312	Manufacture of glass mirrors
2391	Manufacture of glass paper
2319	Manufacture of glass wear for laboratory

Similarly, for teaching, just knowing that someone teaches in secondary education is not sufficient and more probing would be needed to determine what types of subjects and level of qualifications are taught. Figure 14.3 illustrates 4 digit coding for teaching.

Figure 14.3 4 Digit coding for teaching

2 digit SIC Code	4 digit SIC Code
	85.10: Pre-primary education
	85.20: Primary education.
85.3: Secondary education.	85.31: General secondary education.
	85.32: Technical and vocational secondary education.
85.4: Higher education.	85.41: Post-secondary non-tertiary education
	85.42: Tertiary education.
85.5: Other education.	85.51: Sport and recreation education
	85.52: Cultural education
	85.53: Driving school activities
	85.59: Other education n.e.c.
	85.60: Educational support activities

15. The end of the interview

15.1 COA card, thank you leaflet and MRS leaflet

At the end of the individual interview you will be prompted to hand over a change of address (COA) card and a University of Essex freepost return envelope. The CAPI screen will also prompt you to copy the following information from the screen onto the back of the card:

- Respondent name (first name and surname);
- Respondent's 14 digit Personal Identifier (PID); and,

Please ensure you copy the details from the CAPI screen to the COA card accurately as these will be returned to ISER should the sample member move address, and ISER will subsequently have to update their records based on the information that you have transcribed.

You will also be prompted to provide respondents with a Thank you leaflet and a MRS leaflet at the end of the interview. Please make sure that you complete the information on the front of the MRS leaflet.

15.2 Incentives

No incentives have been sent out in advance for the IEMB – you will be required to give them out at the end of the individual adult interview. The incentive is £10 for each adult that completes a full interview (i.e. not the proxy) and the incentive takes the form of a Love2Shop gift card.

15.2.1 Administration of incentives

The CAPI script will prompt you to hand out the gift card and will ask you to enter the serial number from the back of the card. **Please make sure you enter this carefully** as any mistake may result in the card not being activated. Please remind the respondent that they will need to **wait three working days** for the card to be activated before they can use it.

Your work pack will include a supply of gift cards. If you require additional cards, contact your RFC.

It is critical that you connect your CAPI machine at the end of every day that you work. This will send information back to the

office about the incentives and will ensure that they are activated as quickly as possible.

The list of retailers where Love2shop vouchers can be redeemed changes regularly. Please consult <http://www.highstreetvouchers.com/gift-vouchers/love2shop> for the latest list of retailers where they can be used.

At the time of publication of these instructions, the gift cards were valid at the following locations:

General Merchandise & Department Stores

Argos
Boots
Debenhams
HMV
House of Fraser
Littlewoods Clearance
Matalan*
The Original Factory Shop
TK Maxx
Toys 'R' Us
TJ Hughes
WHSmith*
Wilko
£-Stretcher

Fashion & Footwear

Bhs*
Blue Inc
Bonmarche
Boux Avenue
Brantano
Faith*
Greenwoods
Jones Bootmaker
Lakeland Leather
Matalan*
New Look
Oasis

Officers Club
Peacocks
Petroleum
Principles*
River Island
Select
Shoe Zone
Slaters
Stead & Simpson
Store Twenty One
The Edinburgh Woolen Mill
Warehouse

Specialist Retailers

Chelsea FC Megastore
Denby
Eason
Euronics*
LFC
Optical Express
Ryman*
Semichem
Superdrug
The Perfume Shop
The Works
Waterstones
Walmsley's

Watches & Jewellery

Beaverbrooks
Ernest Jones

Fraser Hart
Goldsmiths
H.Samuel
ROX Diamonds & Thrills
Leslie Davis
Mappin & Webb
Watches of Switzerland

Sports, Outdoor & Motoring

American Golf
DW Sports Fitness
Halfords*
Segkind - Segway Experience
Days
Sporting Pro

Home Improvement & Soft Furnishings

Bensons for Beds
Homebase
Ponden Home Interiors
Robert Dyas
The Linen Warehouse
Yorkshire Linen Co.

Babies & Childrenswear

Babies 'R' Us
Early Learning Centre
Mothercare

Food & Drink

Baker & Spice
Bella Italia
Cafe Rouge
Druckers Vienna Patisserie
Hard Rock Cafe*
Iceland*
Laithwaites*
Patisserie Valerie

Spaghetti House*
Planet Hollywood*
The Gourmet Society
Thorntons
West Cornwall Pasty Co.

Leisure & Pleasure

The Alton Towers Resort*
Blackpool Pleasure Beach
Britannia Hotels*
Champneys
Chessington World of
Adventures*
Drayton Manor*
Gulliver's Theme Parks
Hastings Hotels
LEGOLAND Discovery Centre
Manchester*
LEGOLAND Windsor*
Lightwater Valley*
London Bridge Experience
London Tombs
Madame Tussauds*
Marriott Hotels*
Pontin's
Red Letter Days
Ripley's Believe It or Not! London
Silverstone Rally School
SpaSeekers
Tenpin
Thomas Land*
THORPE PARK*
Unique Track Days
Warwick Castle*
Wookey Hole Cave

*Restrictions apply to some retailers

16. Translations

The IEMB questionnaire has been translated into nine languages, some of which are similar to the main wave:

Figure 16.1 – Languages offered

	I EMB	W6	W7
Bengali	•	•	•
Gujarati	•	•	•
Punjabi (Gurmukhi script)	•	•	•
Punjabi (Urdu script)	•	•	•
Somali	•	•	•
Urdu	•	•	•
Polish	•		•
Portuguese	•		•
Turkish	•		•
Arabic		•	•
Cantonese		•	•
Welsh		•	•

Translation requests need to be recorded in the CAPI by assigning a whole household or individual needing translation a specific outcome code:

Figure 16.2 – Outcome codes

	I EMB outcome code
Household translator requests	outcome 188 to 199 (one for each language)
Individual translator requests	outcome 688 to 699 (one for each language).

It is very important to use these outcome codes, as the team will be relying on them to identify translation requests. It is useful to have any other notes and comments about the translation cases too, but you should not rely solely on notes or memos to record translation requests.

You will also need to **contact the office as soon as you identify any cases with either whole or partial translation requests** for instructions on how to proceed.

Please note that households/individuals requiring translation into one of the nine survey languages **should NOT** be coded as 'Language difficulties' (household outcome code 67 or individual outcome code 567). These are final unproductive codes intended to be used only in cases where people don't speak English or any of the nine translated languages and there is no-one available in the household/family/neighbour to translate for them. Using these codes for households/individuals who could still be interviewed in translation means these translation cases will be missed.

16.1 Conducting interviews in translation

If the person who answers the door does not speak English, ascertain if anyone in the household does speak English or one of the nine official IEMB languages listed above by using the Translation card.

If at least one person speaks English, complete the screener, household grid, household questionnaire and individual interviews with those who do speak English. Then code an individual outcome for non-English speaking adults in the household who speak one of the nine official languages.

If nobody in the house speaks English, but at least one person speaks one of the nine IEMB languages please write down the telephone number for the household (the text in the translation booklet asks for this in each language), code a household outcome requesting an interpreter or accredited interviewer for the required language and get in touch with your RFC.

We provide three main types of translation for non-English speakers who speak one of the nine IEMB languages:

- An accredited TNS interviewer will conduct the interview using the translated script;
- Another TNS interviewer will accompany you to conduct the Understanding Society interview using the translated script;
- An external agency interpreter will accompany you to conduct the Understanding Society interview using the translated script.

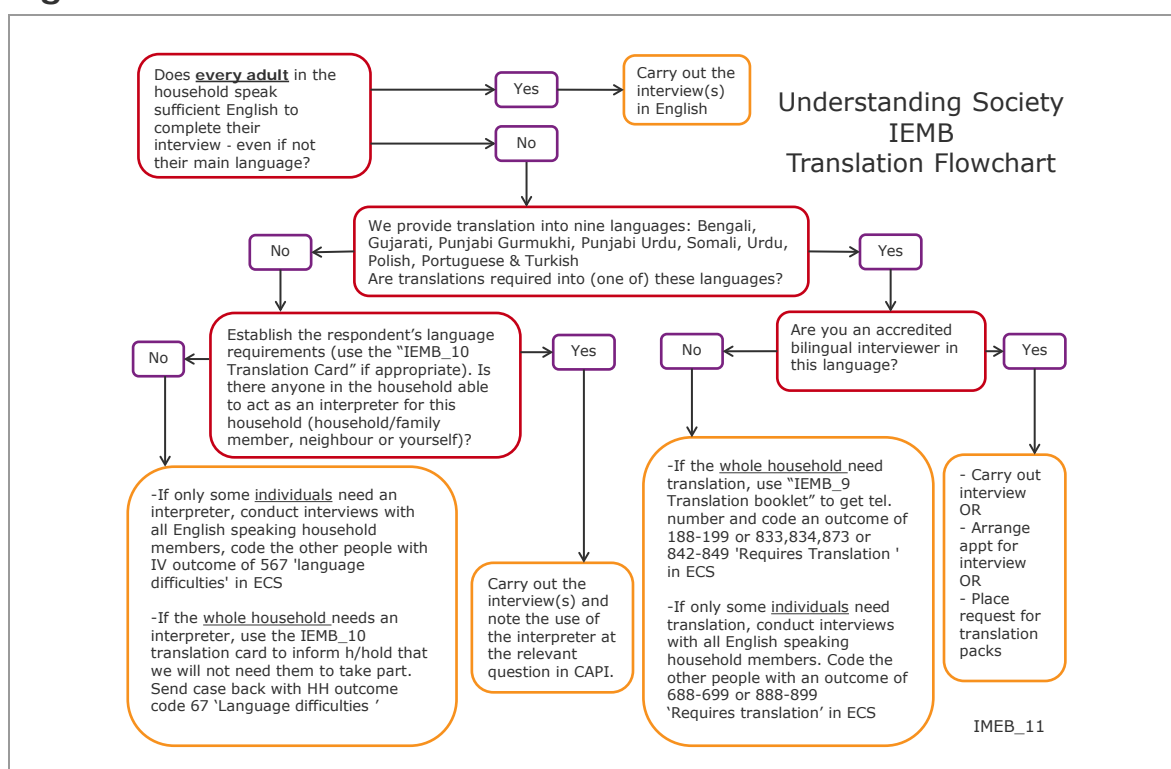
Your RFC will advise you as to which method will be used in your case. The only exception is accredited interviewers, who may proceed to

conduct the interview using the relevant translated script if they encounter a household who speak the language they are accredited in.

If you are not accredited but speak one of the Understanding Society languages, please get in touch with your RFC to arrange an accreditation.

The translation flowchart below shows the process and order for interviews to be conducted in languages other than English:

Figure 16.3 Translation flow chart



If you identify a translation requirement:

- Select the correct outcome code in the ECS
- Synchronise your CAPI machine so that this is sent back to head office

Head office will be checking outcome codes on a weekly basis

- If it's a request for a language in an area where we have an accredited interviewer it will be reallocated within a week and the interview will be conducted shortly after
- If it requires an external translator:

- You will be contacted by head office, asking you to make an appointment for translated interviews (giving at least one week's notice)
- Once this appointment has been made a translator will be booked to accompany you
- In all, the interview is likely to take place 3-4 weeks after the requirement was first identified

16.1.1 Accessing translations

You can set the language in which the interview is to be conducted in three different places:

- At the start of the HH grid
- At the start of the HH questionnaire
- At the start of the individual interview

Before you start the interview properly you will be asked whether the interview will be conducted in English – select “No”. Then select the language in which the interview will be conducted.

Due to the high number of languages offered, some translations are stored in a different script.

In the main script: Bengali, Gujarati, Punjabi Urdu, Urdu

EBTRAN/EBTRANIV: are used for Somali, Polish, Portuguese, Turkish and Punjabi (Gurmukhi)

To access all translations, go into the main script and code the language you require. If you select a language that is not in the main script, the script will prompt you to exit the interview and enter EBTRAN or EBTRANIV via iRunner

- **EBTRAN** is used for the HH grid or HH interview
- **EBTRANIV** is used for Individual interview

The script will display a screen with instructions and information that you need to enter when you go into the script through iRunner:

- The project name to enter when you first go to iRunner
- The CAPI name for the sample
- The serial
- The screen number

Make sure to write this information down when it is displayed, you will not be able to go into the language script without it. The information you need to write down is indicated in the screen shot below.

INTERVIEWS IN Cantonese SHOULD BE CONDUCTED VIA THE ADDITIONAL LANGUAGE SCRIPT U7TST3IV.

YOU NEED TO ACCESS PROJECT NAME U7TST3IV VIA IRUNNER

TO MAKE SURE THAT THE DATA IS LINKED TO THE CORRECT INDIVIDUAL/HOUSEHOLD WHEN YOU CONDUCT THIS INTERVIEW YOU WILL NEED TO ENTER SOME SPECIFIC INFORMATION WHEN YOU ACCESS THE SCRIPT VIA IRUNNER

FOR FURTHER INSTRUCTIONS ON HOW TO ACCESS USING IRUNNER [CLICK HERE](#)

NOTE DOWN:

PROJECT NAME TO ENTER WHEN FIRST ACCESSING IRUNNER: U7TST3IV
CAPI NAME SAMPLE IS ALLOCATED TO: U7TST2
SERIAL: 9960901
SCREEN NUMBER: 1

IF U7TST3IV HAS NOT BEEN ALLOCATED TO YOU PLEASE CONTACT CAPI HELPDESK
FOR FURTHER INFORMATION SEE YOUR PROJECT INSTRUCTIONS/BRIEFING NOTES.

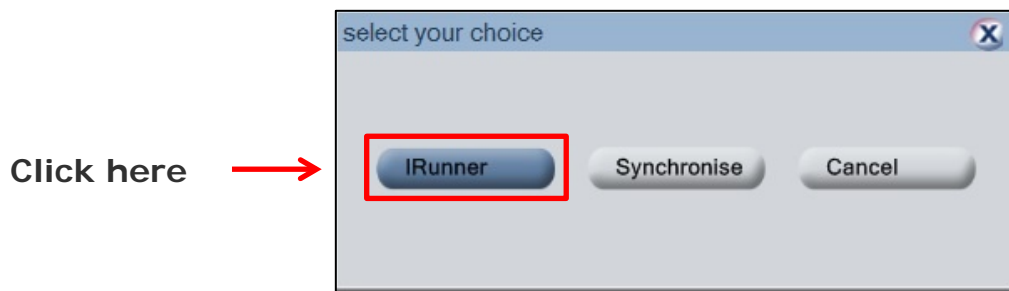
Record all of this information carefully

To access the survey via iRunner:

1. Pause the interview and exit EReps to get back to the CAPI home screen. Then click on "dimensions"



2. Click on "iRunner".in the box that pops up



3. You will then need to enter the project name that you want to access (this was part of the information that was given to you earlier and that you wrote down). You should leave the restart code box blank.
4. On the subsequent screen you will need to select the CAPI name for the sample and enter the serial and screen number. The interview will then launch in the selected language.

NB: To log all visits and conduct any other interviews at the household please use the regular script!

16.1.1 Translated documents

The following materials have been translated and must be used for translated interviews:

- Change of address cards
- Information leaflets (“All you need to know about Understanding Society”)
- Showcards
- MRS leaflet
- Thank you flyer

If you are an **accredited interviewer** working on IEMB and do not have these materials, please contact your RFC as soon as possible and wait to receive your pack before conducting any interviews in translation.

16.2 Non survey languages

If a respondent does not speak one of the nine IEMB languages but there is a member of the household (aged 14+) who can translate for them you may conduct the interview using this method. However, if you think that you need to use a household translator, please **get in touch with your RFC before conducting the interview** as this method can only be used with prior office approval.

If a respondent does not speak one of the nine IEMB languages and there is nobody in the household who can translate for them, conduct a proxy interview where possible or give the individual an outcome code of 567. Please see section 11 for more information on proxy interviews.

If a whole household does not speak English or any of the nine translated languages and another household member (aged 14+) is not available, find out which language they speak using the translation card and enter it into the ECS and give the household a final outcome of 27 (Residential: unknown if eligible person(s) due to language barrier)

For households which are screened into the study but within which not all members speak English - you can complete the screener, household grid, household questionnaire and individual interviews with those that speak English. Any adult household members who don't speak English or one of the nine IEMB languages should be given an individual outcome code of 567 if a household translator (aged 14+) is not available.

Note that you should record the following outcomes for respondents who do not speak English or one of the nine IEMB languages:

- 27 (Residential: unknown if eligible person(s) due to language barrier) for whole households that do not speak English or where you are unable to conduct the screening due to language issues.
- 567 'Language difficulties', if an individual in the household does not speak English.

17. Workpack

Your work pack for IEMB should contain the following documents. If anything is missing or you need extra copies, contact your RFC.

Number	Document
AREA SPECIFIC	IEMB_12 Your assignment – summarises the number of addresses in your assignment and gives an indication of how many may screen in – SAMPLE SPECIFIC
AREA SPECIFIC	Assignment Map – SAMPLE SPECIFIC
5	Advance mailing
Depends on area*	IEMB_1 12411614 IEMB Thank You Flyer (GB&NI)
Depends on area*	IEMB_2 11834399 GB MRS leaflet-1
Depends on area*	Love to Shop Gift Cards
1	IEMB_3 Police Form – August 2014 IEMB VERSION
1	IEMB_4 IEMB Showcards
Depends on area*	IEMB_5 11834325 Change of Address Card
Depends on area*	IEMB_6 11834313 Interviewer Card
Depends on area*	IEMB_7 124116 IEMB Leaflet GB_AW – colour print on glossy paper
1	IEMB_8 124116 IEMB Screening Card v2 LAMINATED
1	IEMB_9 Translation booklet
1	IEMB_10 Translation card
1	IEMB_11 IEMB Translation Flowchart
1	Freepost C4 brown peel and seal envelopes addressed to High Wycombe

*As the size of assignments is variable the number of each of these documents will vary from pack to pack.

18. Admin and return of work

Before you start work

You should read these instructions carefully and go through the questionnaire a few times (using the practice serial numbers provided) to make sure that you are used to the interview process and the various instructions and so that you are also aware of the sort of questions that appear in the self-completion section.

Also ensure you are comfortable with the Electronic Contact Sheet script and have made a number of 'practice calls' before you go out. Refer to the ECS Guidelines and contact the CAPI Helpline if you have any questions.

In addition, you should ensure that your computer batteries are fully charged. If you have a spare battery, then you should charge it up and take it along as well. The CAPI name used for all functions (logging your ECS calls, completing the HH Grid; the HH Interview and Individual Interviews) changes for each sample issue.

Connecting

You **MUST** get into a regular habit of connecting each day before you work on Understanding Society. We will be sending you emails regarding opt outs and cancelled appointments that may affect your work schedule for the day.

Return of work

After each day's interviewing, you should complete your DAYREC and send both your DAYREC and all your interviews via your modem overnight.

Payment

Please refer to the Paychart in your workpack for details on pay.

If you have any queries about anything covered by these instructions please contact your RFC - they should **always** be your first point of contact if you have any field issues and you should contact the CAPI Helpline if you have any technical issues on **0800 015 2103**.

19. Top Tips for new interviewers

The following list has been collated from comments and suggestions made by other interviewers working on the main Understanding Society survey / IEMB dress rehearsal:

Be organised

- It's very important to be organised (things like ordering your addresses based on how you are going to visit them) – spending a bit more time getting organised at home will save you time once you're out visiting the addresses.
- Look at location of addresses on streetmap/google maps to check where they are
- Don't expect to do any interviewing on the first day – use it to go round your addresses and conduct the observation questions– conduct the screening as early on as possible. Good idea to do these first visits in daylight – particularly in rural areas where it might make it easier to find the addresses.
- Read up about the study before you start – then be enthusiastic about it
- Expect it to take you 7 or 8 weeks to finish your assignment – probably can't do it in a month.
- You could print your contact details onto sticky labels to add to the calling card along with a personal message – saves time and easier to read
- Once you know a household has screened in to the study –
 - identify the person who will help you organise the HH to take part (often wife/mother).
 - For larger HHs, spreading interviewing over more than one visit can make it seem shorter for them (and easier for you)

Be patient and flexible

- Step back a bit at the door – give them space
- Your first call is “I’m here to introduce myself” then try to conduct screening – even if they qualify, they are unlikely to take part then and there.
- Many respondents react better if you give them options rather than trying to fit them in to your schedule
- Be prepared to make lots of visits
- Be honest about how long it’s going to take
- Don’t expect each interview to be the same– they are highly variable.

Once a household has screened in to the study, do:

- Assume people are going to take part (makes it harder to say no)
- Try to interview people on their own – and it’s fine to ask people to do this (even with 16/17 year olds) but you have to accept it if they say no.
- Take a little time over the grid – don’t rush through it
- Keep it light and friendly – this is a fun thing to be involved in.
- Put a card through the door - some people will phone you back.
- Mention incentive early on (for screened-in households)
- Know when to back off
- Show interest in the family and tell them how important they are
- Be shocked and upset if people say they don’t want to take part: “But you’re so lucky to have been selected!”

- During the interview let them know what you're doing if there are pauses e.g., "Now we've finished the household interview I'm just opening up your individual interview"
- Explain pauses by saying that you're ensuring their answers are saved successfully.
- Give the respondents the headlines document or a case study laminate to read during pauses

Don't

- Don't book appointments too close to each other
- Don't overbook yourself as you may need to rearrange appointments

Appendix A. Common queries and objections

The following are examples of common reasons respondents give for not taking in part in studies such as Understanding Society. Underneath each reason is a possible response that you can give:

“I don’t have time to do the survey”

IF THEY HAVE NOT DONE THE SCREENER YET:

We are seeking to conduct interviews with particular groups of people. I am just making an initial contact today to see whether your household qualifies for the study – it should only take a few minutes to determine this.

IF THEY ARE SCREENED IN TO THE STUDY:

I can come back at a time that suits you. Can I make an appointment at a more suitable time?

“What difference is it going to make?”

The study covers important subjects such as your health, your opinions, your family and your job. The information collected can inform Government policy and is used by academics, policy-makers and researchers working for charities and the voluntary sector in this country and abroad.

Also show the case studies and direct the person to www.understandingsociety.ac.uk for further examples

“I never take part in market research!”

This is not market but social research. This study is being done on behalf of the University of Essex. The information collected can inform Government policy and is used by academics, policy-makers and researchers working for charities and the voluntary sector in this country and abroad.

Also show the case studies and direct the person to www.understandingsociety.ac.uk for further examples

“I can never get everyone together at the same time”

The household does not have to be done at the same time. You can make appointments to suit their availability where appropriate.

“Questions are too personal”

They don't have to answer every question, they can refuse to answer any question they want – the questions they do answer are still important to us

“I'm too busy with work”

This is the most important group in the study, because of the numbers of people that are retired, unemployed or looking after the home or family, we need all the information that only full-time workers can give us to have an accurate view of working life in Britain

“I'm not interested in the subject of the survey”

The study covers wide range of topics such as your health, politics, your opinions, life satisfaction, your family background and your job. Taking part gives you a chance to tell me about your life story.

“What is the point for someone my age – I'm too old for these things!”

Everybody's opinions count – we are interested in hearing about your ideas and experiences.

“I'm worried about the confidentiality of my answers”

We are governed by the Data Protection Act, we guarantee that no information you give can be linked back to you. Only specific people have access to the computer with your details. The files are encrypted and protected by high-level security. Your personal details are never put onto CDs or sent through the post. Results using the information will be in the form of percentages in tables, so individuals or households will never be identified.

Appendix B. Benefits module details

List of benefits that appear in Benefits Module with explanations:

Question name and Benefit name	Further details on the benefit
<p>BenPen NI Retirement Pension</p>	<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 may not receive a state pension in her own right. Be sure to query whether she receives any in her own right otherwise any NI pension income would be 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>
<p>BenPen Occupational Pensions from previous employers</p>	<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>
<p>BenPen Pension from a spouse's previous employer</p>	<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 net of tax and other deductions. Do not include 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>
<p>BenPen Widow's Pension/War Widow's Pension/ Widowed Mother's Allowance /Widowed Parent's Allowance / Bereavement Allowance</p>	<p>Do not include Widow's Benefit, Widow's Payment, or Bereavement Payment as these are single lump sum payments.</p>
<p>BenPen Pension Credit</p>	<p>This is a means tested benefit paid to pensioners. They will not receive it unless they have applied for it and qualification is dependent on income and assets.</p> <p>Pension Credit has been paid since October 2003. There are two main elements. The Guarantee Credit is the minimum amount a pensioner can be expected to live on. There will be additional amounts for owner occupiers' housing costs, for disability and for caring responsibilities. The Saving Credit is available only to pensioners age 65 and over and aims to reward those who have made provision for their retirement over and above the state</p>

	<p>pension.</p> <p>Pension Credit will be amended from October 2014 to include help with eligible rent and dependent children.</p>
<p>BenDis BenEsa</p> <p>Employment and Support Allowance</p>	<p>This is a new means tested benefit that replaced 'Incapacity Benefit' and 'Income Support (paid on incapacity grounds)' from the 27th October 2008.</p> <p>Anyone receiving Incapacity Benefit or Income Support (paid on incapacity grounds) at the change-over date could continue to receive those benefits, so long as they continue to satisfy the entitlement conditions, however existing recipients are gradually being shifted to ESA. Respondents may also receive income-related Employment and Support Allowance if they require additional financial support for specific reasons, for example, because of housing costs or as a result of disability or caring responsibilities.</p>
<p>BenDis</p> <p>Severe Disablement Allowance</p>	<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>
<p>BenDis/BenAI</p> <p>Industrial Injury Disablement Allowance</p>	<p>Is a variable amount paid to someone disabled through either a work accident or an industrial disease.</p>
<p>BenDis</p> <p>Disability Living Allowance/ Care Component</p>	<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.</p> <p>When 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 person's own questionnaire.</p>
<p>BenDis</p> <p>Disability Living Allowance Mobility Component</p>	<p>Paid for those unable, or virtually unable, to walk as a component of Disability Living Allowance. This benefit replaced Mobility Allowance.</p>
<p>BenDis</p> <p>Personal Independence Payments</p>	<p>From April 2013 Personal Independence Payment (PIP) replaces Disability Living Allowance (DLA) for eligible working age people aged 16 to 64. People aged 65+ who already receive Disability Living Allowance will continue to do so. All working age DLA claimants will undergo an assessment of need.</p>
<p>(BenDis</p> <p>Attendance Allowance</p>	<p>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.</p>
<p>BenDis</p>	<p>Weekly paid benefit for people of working age who give up working to look after someone receiving Attendance Allowance.</p>

Carer's Allowance	This was formerly known as the Invalid Care Allowance.
BenDis War Disability Pension	Payable to members of the armed forces disabled in the 1914-18 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.
BenDis Incapacity Benefit	This was introduced in April 1995. It replaced 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.
BenBase Income Support	<p>Income Support replaced Supplementary Benefit (sometimes called Social Security Benefit). From October 2013, no new claims for Income Support will be taken and all potential applicants will be moved to Universal Credit, nevertheless some respondents will continue to receive IS until the transition is complete. 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.</p> <p>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.</p> <p>Any maintenance payments from a former or separated spouse or for child support which are paid through the DWP or other government agencies, should not be included as Income Support or any other benefit.</p>
BenBase Jobseeker's Allowance	<p>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).</p> <p>However, from October 2013, "income based" Jobseeker's Allowance will be replaced by Universal Credit, though those receiving this type of JSA at that time may continue to receive it until they are transferred to UC.</p>
BenBase Universal Credit	From October 2013 Universal Credit replaces Income Support, income-based Job Seeker's Allowance, income-related Employment Support Allowance, Housing Benefit, Child Tax Credit and Working Tax Credit. It can be payable to people who are not working, or who are in low paid work and will top up their earnings. It will be calculated and delivered electronically and

	<p>automatically adjusted each month in line with earnings. Claimants will receive just one monthly payment, paid into a bank account in the same way as a monthly salary. Support with housing costs will go direct to the claimant as part of their monthly payment. Universal Credit is made up of a standard allowance and potentially five elements: Child Element / Disabled Child Additions; Childcare Element ; Carer Element; Limited Capability for Work Element; and Housing Element.</p> <p>The monthly Universal Credit payment covers everyone in a family who qualifies for support including a person claiming for themselves alone, a person claiming for themselves and their child or children, a couple making a joint claim for themselves, or a couple making a joint claim for themselves and their child or children. Children over 18 living with their parents or siblings can claim Universal Credit in their own right.</p>
<p>BenSup</p> <p>Return to Work Credit</p>	<p>This is a payment for people starting work of at least 16 hours a week and earning no more than £15,000 per year. Recipients will have been receiving an incapacity benefit (including statutory sick pay) for 13 weeks immediately prior to starting work. It is payable for up to 52 weeks.</p>
<p>BenBase</p> <p>Child Benefit</p>	<p>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.</p> <p>This should still be recorded as the mother's income. Child Benefit (Lone Parent) was withdrawn in July 1998 however single parents responsible for children continuously since July 1998 may continue to receive this. Note, from January 2013 Child Benefit certain higher income families will no longer be eligible to receive Child Benefit.</p>
<p>BenSup/BenTax/ BenCTC</p> <p>Child Tax Credit</p>	<p>Introduced in April 2003 this is paid to those with at least one dependent child. Child Tax Credit is paid to the person responsible for the care of the child(ren) so can be received by one person only in the household. If the respondent qualifies for the childcare element of Working Tax Credit, this will always be paid with the Child Tax Credit, even if the respondent is not themselves in receipt of Working Tax Credit.</p> <p>In 2013 Universal Credit was introduced to replace six benefits including Child Tax Credit. The process of transferring claimants from Child Tax Credit to Universal Credit is scheduled to take until 2017 therefore respondents may still be receiving Child Tax Credit</p>
<p>BenSup/BenTax</p> <p>Working Tax Credit</p>	<p>This replaced Working Families Tax Credit and the Disabled Person's Tax Credit in April 2003. It is paid to families with at least one dependent child or those with a disability who are working. In some cases it can be paid alongside JSA or income support for those not working. It is paid either as a tax credit through the respondent's pay check or as a direct benefit. It can also be paid as a lump sum covering a period of 26 weeks in some cases.</p> <p>Please note: Where a married or cohabiting couple are receiving WTC, they apply for the tax credit jointly but cannot be receiving it</p>

	<p>jointly. They will have had to say which couple member was to receive the benefit or tax credit.</p> <p>.</p> <p>In 2013 Universal Credit was introduced to replace six benefits including Working Tax Credit. The process of transferring claimants from Working Tax Credit to Universal Credit is scheduled to take until 2017, therefore respondents may still be receiving this benefit.</p>
<p>BenSup/BenTax</p> <p>Disabled Person's Tax Credit</p>	<p>This was replaced by Working Tax Credit from April 2003. It is paid to people with disabilities either in work or seeking work who are aged under 66. Any respondent claiming this should be coded as receiving the Working Tax Credit.</p> <p>In 2013 Universal Credit was introduced to replace six benefits including Working Tax Credit. The process of transferring claimants from Working Tax Credit to Universal Credit is scheduled to take until 2017, therefore respondents may still be receiving Working Tax Credit.</p>
<p>OthBen</p> <p>Maternity Allowance</p>	<p>A benefit which applies only to women not eligible for Statutory Maternity Pay. Usually women receiving Maternity Allowance will be either self-employed or will have recently changed jobs.</p>
<p>OthBen</p> <p>Housing Benefit /Rent Rebate (also known as 'Local Housing Allowance')</p>	<p>Is benefit paid to help with housing costs, either by the DWP 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.</p> <p>From October 2013, Housing Benefit and Rent Rebate will be replaced by Universal Credit, though anyone receiving Housing Benefit/Rent Rebate at that time may continue to receive it until they are transitioned onto UC.</p>
<p>OthBen</p> <p>Council Tax Benefit/ Council Tax Reduction</p>	<p>In April 2013 Council Tax Benefit was replaced by Council Tax Reduction. Council Tax Reduction is administered by local councils and recipients will receive this benefit in the form of a reduced council tax bill. This benefit is open to those on low incomes and may be dependent on the type of other benefits received. Obtain amount deducted and period covered. Do not include students who pay a reduced charge.</p> <p>If respondent is unable to give details of benefit received write details of amount he or she actually pays in a note, the amount deducted from the full charge (and the amount of that benefit) can then be calculated.</p>
<p>OthBen</p> <p>Other State Benefits, Allowance or Credit</p>	<p>List each separately and record full details. Include such things as Back to Work Bonus, Job Release Allowance Lone Parent Work Search Premium, Lone Parent in Work Credit, Child Maintenance Bonus, Child Maintenance Premium and Transitional Payments – though many of these are likely being abolished with the introduction of Universal Credit in 2013. 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 DWP or local authority social services.</p>

<p>BenSta</p> <p>Educational Grants</p>	<p>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 DfES, 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.</p> <p>Do not include Student Loans taken out by the respondent to cover their living expenses or fees. Do not include Top-Up Fee Bursaries as these are a type of interest free loan to be paid-back upon completion of a degree.</p> <p>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.</p> <p>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.</p>
<p>BenSta</p> <p>Trade Unions/Friendly Societies</p>	<p>Include all payments from such bodies here with the exception of Educational Grants and Sickness or Accident Insurance. Include Strike Pay.</p>
<p>BenSta</p> <p>Maintenance or Alimony</p>	<p>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 DWP. If it is paid by the DWP, 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.</p> <p>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.</p>
<p>BenSta</p> <p>Regular payment from family members not living here</p>	<p>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'.</p>
<p>BenSta</p> <p>Rent from boarders or lodgers</p>	<p>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.</p>

<p>OthBen</p> <p>Foster Allowance /Guardian Allowance</p>	<p>Any foster carer who is looking after a child may receive a “Foster Allowance” or “Fostering Allowance” from the local Authority. It is designed to cover the costs of caring for a foster child. Local authorities are allowed flexibility to decide their own systems of payment. A “Guardian Allowance” is a tax free payment to individuals bringing up a child whose biological or adoptive parents have died or is otherwise unavailable for their rule (e.g., in prison, or detained in hospital). Recipients of Guardian Allowance must also receive Child Benefit.</p>
<p>OthBen</p> <p>In-Work Credit for Lone Parents</p>	<p>This credit will be paid on top of all tax credits and other benefits, for a 12 month period, to lone parents who have been on Income Support or Job Seeker’s Allowance for at least a year and who enter work of at least 16 hours a week. However, this benefit is being scrapped when Universal Credit is introduced in 2013. Some respondents may continue to receive this until they are transferred to UC.</p>
<p>BenDis</p> <p>Sickness Accident Insurance</p>	<p>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).</p>
<p>BenSta</p> <p>Other Regular payment</p>	<p>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).</p>

Appendix C. Outcome codes

HOUSEHOLD or INDIVIDUAL	Description	Code Number
HOUSEHOLD	HH Not yet built/under construction	1
HOUSEHOLD	HH Demolished/derelict	2
HOUSEHOLD	HH Vacant/empty housing unit	3
HOUSEHOLD	HH Non-residential address (e.g business, school, office, factory etc)	4
HOUSEHOLD	HH Communal establishment/institution – no private dwellings	5
HOUSEHOLD	HH Address occupied, no resident household (e.g. occupied holiday/weekend home)	6
HOUSEHOLD	HH Ineligible (no migrants or ethnic minorities in household)	11
HOUSEHOLD	HH Household screened in in error	12
HOUSEHOLD	HH Understanding Society 'live' address - address details amended	13
HOUSEHOLD	HH OFFICE APPROVAL ONLY: Issued but not attempted	18
HOUSEHOLD	HH Other ineligible	19
HOUSEHOLD	HH Address inaccessible	20
HOUSEHOLD	HH Unable to locate address	21
HOUSEHOLD	Residential: unknown if eligible person(s) due to language barrier	27
HOUSEHOLD	HH No contact after 6+ calls (SCREENING NOT COMPLETED)	28
HOUSEHOLD	HH Contact made - Other ineligible	29
HOUSEHOLD	HH Refusal to complete screener (incl Office Refusal)	30
HOUSEHOLD	HH Contact made but screener not completed due to lack of knowledge	33
HOUSEHOLD	HH Contact made but all information refused about number of DUs at address	34
HOUSEHOLD	HH Contact made at (selected) DU but not with selected hhold	35
HOUSEHOLD	HH Contact made at DU, but information refused about number of households	36
HOUSEHOLD	HH Contact made at address, not with adult household member (SCREENING NOT COMPLETED)	37
HOUSEHOLD	HH Contact made but no subsequent contact (SCREENING NOT COMPLETED)	38
HOUSEHOLD	HH No contact after 6+ calls	40
HOUSEHOLD	HH Contact made but not with a responsible resident	41
HOUSEHOLD	HH Office Refusal	50
HOUSEHOLD	HH Refusal before Grid interview (HOUSEHOLD ELIGIBLE TO TAKE PART)	52

HOUSEHOLD or INDIVIDUAL	Description	Code Number
HOUSEHOLD	HH Contact at HH but no appointment made	60
HOUSEHOLD	HH Broken appointment – no recontact	63
HOUSEHOLD	HH Whole household - Ill at home during survey period	64
HOUSEHOLD	HH Whole household - Away or in hospital during survey period	65
HOUSEHOLD	HH Whole household - Physically or mentally unable/incompetent	66
HOUSEHOLD	HH Language difficulties with HH as a whole	67
HOUSEHOLD	HH Other unproductive	69
HOUSEHOLD	HH Completed HH Interview & all eligible HH members	70
HOUSEHOLD	HH Completed HH Interview & at least 1 individual interview	71
HOUSEHOLD	HH Completed HH Interview but no individual interviews	72
HOUSEHOLD	HH Completed enumeration and at least 1 individual interview but no HH Interview	73
HOUSEHOLD	HH Completed enumeration grid only	74
HOUSEHOLD	HH Interview - Data lost/corrupted. Interview could not be redone	78
HOUSEHOLD	HH Interview - Household requested data to be deleted	79
HOUSEHOLD	INTERIM - No contact at address (no DU/HH selection done yet)	110
HOUSEHOLD	(111) INTERIM - Contact made at address but need to call back (no DU/HH selection done yet)	111
HOUSEHOLD	HH INTERIM - Office Refusal for Individual recorded	531
HOUSEHOLD	HH INTERIM Household Grid started, not yet complete	804
HOUSEHOLD	HH INTERIM Household Grid COMPLETE	805
HOUSEHOLD	HH START INTERVIEW NOW / HH INTERIM Household Interview started, not yet complete (GRID Complete)	806
HOUSEHOLD	HH Household Interview COMPLETE - Individual outcomes outstanding	807
HOUSEHOLD	HH INTERIM Lost interview. TO BE REDONE	808
HOUSEHOLD	HH INTERIM - Contact made - interviewer conducting Individual Interview	809
HOUSEHOLD	HH INTERIM No contact made with anyone (SCREENING NOT YET COMPLETED)	810
HOUSEHOLD	HH INTERIM Contact made - interviewer to call back (SCREENING NOT YET COMPLETED)	811
HOUSEHOLD	HH INTERIM No contact made this call (ELIGIBLE FOR SURVEY & HH GRID COMPLETED)	812
HOUSEHOLD	HH INTERIM Contact made - interviewer to call back (ELIGIBLE FOR SURVEY & HH GRID COMPLETED)	813
HOUSEHOLD	HH INTERIM - Obs data to be recorded (Office refusal for Household)	830
HOUSEHOLD	HH INTERIM - Obs data to be recorded (Final Outcome for Household and ALL Individuals recorded)	832

HOUSEHOLD or INDIVIDUAL	Description	Code Number
HOUSEHOLD	HH INTERIM Appointment arranged (SCREENING NOT YET COMPLETED)	835
HOUSEHOLD	HH INTERIM Appointment arranged (SCREENING COMPLETED AND ELIGIBLE FOR SURVEY)	836
HOUSEHOLD	HH INTERIM No contact made this call (SCREENING COMPLETED AND ELIGIBLE FOR SURVEY)	837
HOUSEHOLD	HH INTERIM Contact made - interviewer to call back (SCREENING COMPLETED AND ELIGIBLE FOR SURVEY)	838
HOUSEHOLD	INTERIM - Able to code final outcome but still pursuing	839
HOUSEHOLD	INTERIM - Minimum Calls Made	840
HOUSEHOLD	HH More than one dwelling unit at address - split needs to be created	853
HOUSEHOLD	HH More than one household at dwelling unit - split needs to be created	854
INDIVIDUAL	IV No contact with adult sample member	542
INDIVIDUAL	IV Parental consent required for 16/17 year old - no contact with parent/guardian	543
INDIVIDUAL	IV Office refusal	550
INDIVIDUAL	IV Refusal before interview	552
INDIVIDUAL	IV Proxy refusal	553
INDIVIDUAL	IV Parental consent required for 16/17 year old - parental/guardian consent refused	554
INDIVIDUAL	IV Refusal during interview	555
INDIVIDUAL	IV Contact made but no appointment made	560
INDIVIDUAL	IV Broken appointment - No recontact	563
INDIVIDUAL	IV Ill at home during survey period	564
INDIVIDUAL	IV Away or in hospital all survey period	565
INDIVIDUAL	IV Physically or mentally unable/incompetent	566
INDIVIDUAL	IV Language difficulties	567
INDIVIDUAL	Absent individual	568
INDIVIDUAL	IV Other Unproductive	569
INDIVIDUAL	IV Full adult interview	570
INDIVIDUAL	IV Full proxy interview	571
INDIVIDUAL	IV Partial adult interview	575
INDIVIDUAL	IV Partial proxy interview	576
INDIVIDUAL	IV Interview - Data lost/corrupted. Interview could not be redone	578
INDIVIDUAL	IV Interview - Respondent requested data to be deleted	579
INDIVIDUAL	IV Individual has died	585
INDIVIDUAL	IV Moved outside of UK	586
INDIVIDUAL	IV In prison	587

HOUSEHOLD or INDIVIDUAL	Description	Code Number
INDIVIDUAL	IV In armed forces accommodation or institution	588
INDIVIDUAL	IV INTERIM Lost interview. TO BE REDONE	858
INDIVIDUAL	IV INTERIM Parental consent required for 16/17 year old - consent yet to be collected	860
INDIVIDUAL	IV INTERIM Parental consent collected for 16/17 year old - interview yet to be done	861
INDIVIDUAL	Individual interview not started	870
INDIVIDUAL	IV START INTERVIEW NOW / IV INTERIM Interview started, not yet complete	877
INDIVIDUAL	IV INTERIM Appointment arranged	880
HOUSEHOLD	HH Translator Requested (Polish)	188
HOUSEHOLD	HH Translator Requested (Portuguese)	189
HOUSEHOLD	HH Translator Requested (Turkish)	190
HOUSEHOLD	HH Translator Request (Bengali)	192
HOUSEHOLD	HH Translator Request (Gujarati)	194
HOUSEHOLD	HH Translator Request (Gurmukhi Punjabi)	195
HOUSEHOLD	HH Translator Request (Somali)	196
HOUSEHOLD	HH Translator Request (Urdu)	197
HOUSEHOLD	HH Translator Request (Urdu Punjabi)	199
INDIVIDUAL	IV Translator Requested (Polish)	688
INDIVIDUAL	IV Translator Requested (Portuguese)	689
INDIVIDUAL	IV Translator Requested (Turkish)	690
INDIVIDUAL	IV Translator Request (Bengali)	692
INDIVIDUAL	IV Translator Request (Gujarati)	694
INDIVIDUAL	IV Translator Request (Gurmukhi Punjabi)	695
INDIVIDUAL	IV Translator Request (Somali)	696
INDIVIDUAL	IV Translator Request (Urdu)	697
INDIVIDUAL	IV Translator Request (Urdu Punjabi)	699
HOUSEHOLD	HH INTERIM Translation(assigned int to complete) (Bengali)	842
HOUSEHOLD	HH INTERIM Translation(assigned int to complete) (Gujarati)	844
HOUSEHOLD	HH INTERIM Translation(assigned int to complete) (Gurm Punj)	845
HOUSEHOLD	HH INTERIM Translation(assigned int to complete) (Somali)	846
HOUSEHOLD	HH INTERIM Translation(assigned int to complete) (Urdu)	847
HOUSEHOLD	HH INTERIM Translation(assigned int complete) (Urdu Punjabi)	849
HOUSEHOLD	HH Translation - assigned int to complete (Portuguese)	833
HOUSEHOLD	HH Translation - assigned int to complete (Turkish)	834
HOUSEHOLD	HH Translation - assigned int to complete (Polish)	873
INDIVIDUAL	IV Translation - assigned int to complete (Polish)	888
INDIVIDUAL	IV Translation - assigned int to complete (Portuguese)	889

HOUSEHOLD or INDIVIDUAL	Description	Code Number
INDIVIDUAL	IV Translation - assigned int to complete (Turkish)	890
INDIVIDUAL	IV INTERIM Translation(assigned int to complete) (Bengali)	892
INDIVIDUAL	IV INTERIM Translation(assigned int to complete) (Gujarati)	894
INDIVIDUAL	IV INTERIM Translation(assigned int to complete) (Gurm Punj)	895
INDIVIDUAL	IV INTERIM Translation(assigned int to complete) (Somali)	896
INDIVIDUAL	IV INTERIM Translation(assigned int to complete) (Urdu)	897
INDIVIDUAL	IV INTERIM Translation(assigned int to complete) (Urdu Punj)	899

Appendix D. Practice cases and Practice CAPI

You must complete several Practice Interviews before you start work.

The Practice Capi script is EBPRAC. ALL PRACTICE INTERVIEWS MUST BE CONDUCTED UNDER THIS CAPI NAME.

To conduct a Practice Interview,

- In your Erep Grid go to EBPRAC
- Select one of the test serials you have been assigned
- Click on START SCREENER INT (do not click on PRACTICE)

Complete AT LEAST 2 practice HHs with 2 16+ Individual interviews within the next week

Familiarise yourself with:

- ECS script for various scenarios:
 - Eligible households, ineligible households and refusals,
- Individual interview
 - For an immigrant/ethnic minority individual
 - For a NON-immigrant/ethnic minority individual (who lives with an IEM individual)

Appendix E. List of IEMB modules

Module number	Module description	Who gets asked the questions
1	HH Grid	All
2	HH Qnaire	All
3	Individual intro	All
4	Demographics	All
5	Initial conditions	All
6	Educational aspirations	Full time student
7	Family background	All
8	Ethnicity & national identity	All
9	Childhood Language	All
10	Language	All
11	Language at home	All
12	Religion	All
13	Migration History	All
14	Disability	All
15	Health Conditions	All
16	Partnership History	All
17	Fertility History	All
18	Own first job	All
19	Current Employment	All
20	Employees	Employees
21	Self-employment	Self-employed
236	Non-employment	Unemployed
24	Second jobs	All
25	Childcare	Responsible for a child
28	Benefits	All
29	Household Finances	All
31	Casistart	All
32	Scasf12	Has agreed to self-completion
33	Scaghq	Has agreed to self-completion
35	Scalat	Has agreed to self-completion AND does not live with a spouse or partner
36	Casiend	All
37	Contact Details	All
38	Stable contact	All
39	Interviewer observations	For interviewer to complete about the interview
40	Proxy	Proxy Interviews only

Appendix F. Cultural holidays 2015-16

Holidays in United Kingdom during IEMB fieldwork period

Date 2015	Weekday	Holiday name	Holiday type	Where it is observed
Apr 3	Friday	Good Friday	Public holiday	
Apr 4	Saturday	Holy Saturday	Christian	
Apr 4	Saturday	First day of Passover	Jewish holiday	
Apr 5	Sunday	Easter Sunday	Bank holiday	
Apr 6	Monday	Easter Monday	Common Local holidays	ENG, NIR, WAL
Apr 10	Friday	Orthodox Good Friday	Orthodox	
Apr 11	Saturday	Last day of Passover	Jewish holiday	
Apr 11	Saturday	Orthodox Holy Saturday	Orthodox	
Apr 12	Sunday	Orthodox Easter	Orthodox	
Apr 13	Monday	Orthodox Easter Monday	Orthodox	
Apr 15	Wednesday	Yom HaShoah	Jewish holiday	
Apr 23	Thursday	Yom HaAtzmaut	Jewish holiday	
May 4	Monday	Early May Bank Holiday	Bank holiday	
May 7	Thursday	Lag B'Omer	Jewish holiday	
May 16	Saturday	Isra and Mi'raj	Muslim	
May 24	Sunday	Shavuot	Jewish holiday	
May 25	Monday	Spring Bank Holiday	Bank holiday	
Jun 18	Thursday	Ramadan begins	Muslim	
Jul 13	Monday	Laylat al-Qadr (Night of Destiny)	Muslim	
Jul 18	Saturday	Eid-al-Fitr	Muslim	
Jul 26	Sunday	Tisha B'Av	Jewish holiday	
Aug 3	Monday	Summer Bank Holiday	Local holiday	Scotland
Aug 31	Monday	Summer Bank Holiday	Common Local holidays	ENG, NIR, WAL
Sep 14	Monday	Rosh Hashana	Jewish holiday	
Sep 23	Wednesday	Yom Kippur	Jewish holiday	
Sep 24	Thursday	Eid-al-Adha	Muslim	
Sep 28	Monday	First day of Sukkot	Jewish holiday	
Oct 4	Sunday	Last day of Sukkot	Jewish holiday	
Oct 5	Monday	Shmini Atzeret	Jewish holiday	
Oct 6	Tuesday	Simchat Torah	Jewish holiday	
Oct 15	Thursday	Muharram/Islamic New Year	Muslim	
Oct 31	Saturday	Halloween	Observance	
Nov 5	Thursday	Guy Fawkes Day	Observance	
Nov 8	Sunday	Remembrance Sunday	Observance	

Date 2015	Weekday	Holiday name	Holiday type	Where it is observed
Nov 11	Wednesday	Diwali/Deepavali	Observance	
Nov 29	Sunday	First Sunday of Advent	Observance	
Nov 30	Monday	St Andrew's Day	Local holiday	Scotland
Dec 7	Monday	First Day of Hanukkah	Jewish holiday	
Dec 14	Monday	Last day of Hanukkah	Jewish holiday	
Dec 24	Thursday	Prophet's Birthday	Muslim	
Dec 24	Thursday	Christmas Eve	Observance	
Dec 25	Friday	Christmas Day	Public holiday	
Dec 26	Saturday	Boxing Day	Bank holiday	
Dec 28	Monday	Bank Holiday	Bank holiday	
Dec 31	Thursday	New Year's Eve	Observance	
Jan 1	Friday	New Year's Day	Bank holiday	
Jan 4	Monday	2nd January	Local holiday	Scotland
Jan 7	Thursday	Orthodox Christmas Day	Orthodox	
Jan 14	Thursday	Orthodox New Year	Orthodox	
Jan 25	Monday	Tu B'Shevat (Arbor Day)	Jewish holiday	
Jan 25	Monday	Burns' Night	Local observance	Scotland
Feb 8	Monday	Chinese New Year	Observance	
Feb 9	Tuesday	Carnival/Shrove Tuesday	Christian	
Feb 10	Wednesday	Carnival/Ash Wednesday	Christian	
Mar 1	Tuesday	St. David's Day	Observance	Wales
Mar 6	Sunday	Mothering Sunday	Observance	
Mar 20	Sunday	Palm Sunday	Christian	

For a more extensive list of cultural holidays please see:

<http://www.timeanddate.com/holidays/uk/2016>

Appendix G - Data confidentiality

As with all TNS BMRB studies, the information collected from respondents by interviewers on *Understanding Society* is treated with the strictest confidence and in accordance with the Data Protection Act 1998.

Respondents' personal details and any information they give us are kept confidential. Information provided will only be used for the purposes of the research and will not be passed on to people outside the research team. The reporting of the findings will never be in a form that can reveal their identity or link any piece of information back to them.

The laptops used by interviewers are encrypted so all the information stored in them is protected and cannot be accessed by anyone other than the password holder.

Respondent information is saved in a dataset which also includes all the data collected by interviewers. The dataset is stored in a secure file, which only specific members of the project team have access to.

Who are the research team?

For *Understanding Society*, the University of Essex are the principle investigators and TNS BMRB is contracted to carry out the fieldwork and data processing. The University of Essex are the owners of the sample so the master dataset is stored in their facilities. Sample details are maintained by the University of Essex and passed onto TNS BMRB prior to each period of fieldwork. However we are still committed to the assurances we give to respondents and expect you to comply by TNS standards of respondent confidentiality (in accordance with our ISO 27001 procedures) when you collect personal information and samples from respondents on our behalf. The University of Essex is also certified to the ISO 27001 standard, and so the respondent's data will be secure throughout the survey process.