



2011 Workplace Employment Relations Study (WERS6)

October 2011

**Survey of Employees (SEQ)
Editing Instructions
V3.4**

Introduction

The National Centre for Social Research (NatCen) has been commissioned to carry out the 2011 Workplace Employment Relations Study (WERS). This is the sixth in a government-funded series of surveys carried out at British workplaces, which is considered to be the most authoritative source of information on employment relations in Great Britain. The other five surveys in the series, in 1980, 1984, 1990, 1998 and 2004 were also carried out by NatCen. We are very pleased to have again been entrusted with the next survey in this series.

The overall purpose of the series is to provide information on the state of management / employment relations in Britain both for the formulation of new government policies and as an indication of the effects of past and current policies. Additionally, the survey data have a more general use among business organisations, trade unions and academic researchers.

The sixth survey is funded by the Department of Business, Innovation and Skills (BIS), the Advisory, Conciliation and Arbitration Service (Acas), the Economic Social and Research Council (ESRC), UK Commission of Employment and Skills (UKCES), and the National Institute of Economic and Social Research (NIESR).

This codebook provides general guidance on the procedures to be followed in editing the Survey of Employees (SEQ). This is a self-completion questionnaire distributed to up to 25 employees within the selected workplace. The SEQ can be filled in on paper or on-line.

The purpose of the SEQ edit is to identify scanning errors, which can be checked against the questionnaire, rather than to actually recode any values (although there will be a limited amount of recoding required, which is outlined below). We therefore expect the only action for editors to take if a check fails is to verify that the data has been correctly scanned from the paper questionnaire.

There will be some oddities in the data, such as multi-coding at a question that should have been single-coded. Editors should correct the data **where the error is obvious** and it is easy to see what the single code should have been. However, everything else should be left as is - unfixable multi-codes should be left as they are and NOT amended. It is our intention to retain these errors in the data, rather than amend them. These will then be dealt with when the data is being analysed.

Edit Instructions

Question number	Column	Instruction
Batch	1009-1013	to be keyed
Qa3	1027-28	1 st run range check = 0-50. 2 nd run range check = 0-96 If number of hours is greater than or equal to 97, then value here will be blank and you must code to 97 = 97 or more hours, AND ensure you enter actual value at the additional (3 digit) variable
Qa3b	1029-30	If answered, should be 00, 25, 50 or 75
Qa4	1031-32	1 st run range check = 0-50. 2 nd run range check = 0-96 If number of hours is greater than or equal to 97, then value here will be blank and you must code to 97 = 97 or more hours, AND ensure you enter actual value at the additional (3 digit) variable
Qa4b	1033-34	If answered, should be 00,25, 50 or 75
Qa3/Qa4		1 st run check: If both are answered, Qa3 should be less than or equal to Qa4 – if not, check data have been keyed correctly and leave. (this check is REVERSED to the way it was specified in 2004. This is because Q4 now asks for ALL the hours usually worked per week. In 2004, Q4 only asked for the number of hours of overtime worked. We would expect that Q3 contracted hours should be equal to or less than the <i>usual</i> number of hours worked by the respondent.)
Qb5	1210 - 1231.	Flag for editors to check if respondent has ticked either 01 (I was not working at this workplace during the recession) OR option 11 (None of the above) with any of the other boxes 02 to 10. Codes 01 and 11 are exclusive and should only be selected on their own. Editors to check questionnaire and only amend data if the reason for incorrect multicode is obvious. If unsure, leave data as it is.
Qd4	1378 - 1380	Add Code 3 : D4 =No but D5 answered (inc DK).. Add Code 4 : D4 =DK but D5 answered (inc DK). Add Code 5 : D4 =BLANK but D5 answered (inc DK)..
Qd5a	1381-1386	Filter changed Qd5 is on route if (QD4.in.(1,3,4,5))
Qd5b	1387-1392	
Qd5c	1393-1398	
Qe1	1399-1400	1 st run check: If both 'male' and 'female' are selected.
Qe4no (No dependent children)	1423	Add Code 2 : selected 'no dependent children' at E4 but also answered with number of children in age group(s)
Qe4 (number of children responses)	1424-1435	There are 6 separate variables for the 'number of children':Qe4a-f 1 st run range check = 0-6. 2nd run range check = 0-97.
Qe4a (0-2 years)	1424-1425	
Qe4b (3-4 years)	1426-1427	

Qe4c (5-7 years)	1428-1429	
Qe4d (8-11 years)	1430-1431	
Qe4e (12-15 years)	1432-1433	
Qe4f (16-18 years)	1434-1435	
Qe8 / Qe9	1479-1630 / 1631-1880	Use the verbatim text to code the occupation to SOC2010 & SOC2000 codeframes.

Notes for programmer

1. For single-response questions that have multiple responses – flag these to editors (A1, A2, A5 to A9, B1 to B4, B6 to B8, C1 to C3, D1 to D3, D5, E1 to E3, E5, E6, E10 to E15). Editors should only correct the data where the error is obvious and it is easy to see what the single code should have been. All unfixable multicode should be left as they are and not amended.

2. The data should have
 - SOC2010 (with dots)
 - SOC2010 (without dots)
 - SOC2000 (with dots), and
 - SOC2000 without dots.

In WERS5 SOC2000 was on the dataset with and without dots.

3. If a question has been skipped, fill in with 9 / 99 / 999 on the 2nd run.

4. E4 Number of dependent children
 If the respondent answered some boxes but not all, then, the empty boxes should be 00.
 If the respondent had not written anything in any box, put a '9' in the separate 'no dependent children' variable.
 If the respondent ticked 'no children' and filled some but not all boxes with '00' fill the blank boxes with '99'.
 Please also ask editors to flag up all cases that they feel need more investigation by the researchers.

5. E7 Qualifications
 1st run to check that code 08 (no academic qualifications) is not coded alongside 01-07, and code 17 (no vocational or professional) is not coded alongside codes 09-16.

6. Date SEQ received in office
 The data should include, for each case, the datastamp from Brentwood which most closely matches 'date q're completed'. I believe this is the date used for the reminder process.