ScotCen
Social Research *that works for society*

Scottish Social Attitudes survey 2012

Project Instructions

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What Scotland Thinks

Scottish Social Attitudes

2012

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1 About the study

1.1 Background and introduction to the study

Scottish Social Attitudes (SSA) is one of ScotCen's best known surveys. The results are widely publicised and used. It aims to provide reliable information about the changing social, moral and political attitudes and values of the Scottish public. Each year it covers a variety of topical issues. The survey runs along the same lines as the highly regarded British Social Attitudes survey, with some topics covered on both surveys to allow comparisons between Scotland and the rest of Britain.

SSA has taken place every year since 1999, apart from 2008 when we had a break from fieldwork. SSA is an independent survey, established and run by ScotCen Social Research. It receives funding from a wide range of sources. Although between 2004 and 2011 SSA had Scottish Government funding for at least one module per year, SSA is not, and never has been a 'Scottish Government survey'. The Scottish Government is not funding any full modules in 2012 (though it has contributed to funding questions on attitudes to Gaelic). SSA 2012 is funded by the Economic and Social Research Council (ESRC), the Nuffield Foundation, Edinburgh University, the Scottish Institute for Policing Research, and the Electoral Reform Society.

Many Britain-wide surveys include Scotland but they usually interview too few people here to allow much more than a very general look at their experiences, attitudes and values. (For example, the British Social Attitudes survey – which involves around 3,300 interviews each year – only interviews about 350 people living in Scotland - roughly 10% of the overall sample). This is why we began SSA in 1999, to ensure that the attitudes of people in Scotland are recorded and can influence policy and public debates.

1.2 Why do attitudes matter?

Lots of surveys in Scotland collect information about people's behaviour and experiences, but SSA is one of the only regular large-scale surveys in Scotland that focuses solely on people's attitudes and beliefs. It's important that we do collect this kind of robust data about public attitudes because:

- if policy makers do not have reliable information about what the public think, they cannot take their views into account when forming policies
- finding out about attitudes through a large-scale survey means that all groups in society are heard – not just those with lots of money or those who feel particularly strongly about certain issues
- we can avoid stereotyping people by assuming we know what certain groups think.

1.3 Publicity and use

- Scottish Social Attitudes is a very high profile survey for ScotCen and is regularly quoted in the press (both tabloid and broadsheet) and discussed on TV and radio programmes.
- ScotCen researchers, including Professor John Curtice who works as a research consultant on SSA and BSA, have talked about SSA on Radio 4's Today programme, Radio 5's Breakfast Show, Radio Scotland, and Radio 4's Analysis and Beyond Westminster programmes over the last 12 months.
- There has been extensive media coverage of the findings from the SSA 2011 questions on devolution and independence following the election of the SNP government and the promise of a referendum on this issue.
- ScotCen researchers have recently given evidence using SSA and BSA data to the McKay commission, set up by the UK Government to investigate the issue of Scottish MPs voting on England-only legislation (the *West Lothian question)*.
- The media is continuing to report on findings from the SSA 2010 Discrimination module, particularly on people's attitudes towards marriage between two people of the same sex. Again, this has been very topical, with the issue of same sex marriage being debated in parliament north and south of the border.
- ScotCen researchers also regularly speak about SSA results at conferences and seminars geared at the public, academics and policy makers.
- Five of the surveys (1999-2001, 2003 and 2007) have resulted in books, each published by Edinburgh University Press.
- Findings are also written up via academic journal articles, reports for funders (the Scottish Government Core module report based on the 2011 data is due to be published in July 2012), blogs, newspaper articles, shorter research findings and other outputs.
- The data from SSA is deposited each year with the Data Archive and many school children and university students across Scotland use it for their studies.

1.4 Key features of the 2012 survey

- SSA 2012 is a CAPI survey with a CASI self-complete section.
- In 2012 we aim to interview around 1200 people (the same as 2011, but less than in previous years where we have interviewed between 1500-1600).
- The survey covers 5 main topics.

1.4.1 Content

The 2012 study includes questions on:

- **Attitudes to different languages in Scotland** – funded by the ESRC (Economic and Social Research Council), with additional funding from the Scottish Government and Bord na Gaidhlig
- **2012 Scottish local elections** – funded by the Nuffield Foundation
- **Devolution and independence** – funded by ESRC, Edinburgh University and the Electoral Reform Society
- **National identity** – funded by Leverhulme Trust
- **Police reform** – funded by Scottish Institute for Policing Research

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Some of the questions (e.g. Devolution and independence) follow up on modules we have run in previous years, so we can track whether attitudes have changed over time. Questions on the 2012 Scottish local elections are a repeat of the questions we asked in 2007 following the last Scottish local elections. The questions on attitudes to different languages in Scotland are new for the 2012 survey and have been tested at two rounds of piloting.

As the survey is about respondents' attitudes there is no need for them to look up any documents or check any facts. They just have to say what they think, if anything, about the questions you ask. It is often just as interesting to find out that a lot of people have no view on certain issues as to find out that everyone has a view. Therefore, people should not be concerned if they think they 'don't know anything' about a particular topic. There are no right or wrong answers and people can say 'don't know' to any question (unless the question has a specific 'Don't know' option listed, you just code this in the usual way – using the Ctrl and K keys).

1.4.2 Self-completion questionnaire

SSA will include a self-complete component in 2012, this will be a Computer Assisted Self-Administered Interview (CASI). This involves asking the respondent to fill in this section on your laptop near the end of the interview. The section contains some test questions for them to try before moving on to the SSA self-completion questions. The CASI should take respondents about 10-15 minutes to complete. (Further details are provided in Section 5.1).

For any Gaelic speakers interviewed they have the option to complete an audio CASI for the module on 'attitudes to different languages in Scotland' in the Gaelic language (details are in Section 5.2).

1.4.3 Mock ballot paper

This year we are asking respondents how they voted, or how they would have voted in the 2012 Scottish local government elections by asking them to fill in a mock ballot paper. The ballot paper will contain the correct names of all candidates who stood for election in the ward where they live. The mock ballot paper looks like the original ballot paper and people are expected to complete it in the same way, by ranking candidates 1, 2, 3 etc.

The instructions on the 'mock' ballot paper (like on the 'real' ballot paper) read:

You can make as many or as few choices as you wish.

Put the number **1** in the voting box next to your **first** choice.
Put the number **2** in the voting box next to your **second** choice.
Put the number **3** in the voting box next to your **third** choice. **And so on.**

Please have a look at the mock ballot paper when you go through your practice interviews so that you are clear on how you are supposed to use it. You will find the 'mock' ballot paper on the last page of the ARF.

1.4.4 Incentives

SSA has not used incentives since 2009. The response rate does not appear to have been affected by the removal of these incentives. In 2009 when the incentive was increased from a book of 1st class stamps to a £5 high street voucher, there was no measurable impact on

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response rates. And the response rate in 2011, with no incentives, was actually slightly higher than it was in 2009 with a £5 incentive.

1.4.5 'What Scotland thinks' leaflets and advance letters

We are providing you with a project specific SSA designed leaflet to help encourage people to take part. SSA is referred to as 'What Scotland thinks' on the leaflet as this means more to respondents than the 'Scottish Social Attitudes survey'.   This year the leaflets have been rebranded with the new NatCen/ScotCen look.

In 2012 the Operations department in Brentwood will send out the advance letters for you. This is a new procedure which has successfully been used on other projects and makes the process more efficient as well as saving money.

The SSA project specific leaflets will be sent out with your advance letters from Brentwood. We will also give you some spares so that you can use them on the doorstep if you think it might help.

1.4.6 Collecting mobile numbers and email addresses

SSA has always collected phone contact details for quality control and for use in any follow-up studies.

This year we would also like you to collect as many mobile phone numbers and emails addresses as possible.

- **Mobile phone numbers** will be used for a potential follow us study using text messages which can only be administered via mobile phones.
- **Email addresses** may be used to contact respondents about future research by us or our collaborators from the University of Edinburgh.

There are a series of questions at the very end of the interview where you ask permission to re-contact and where you obtain phone, mobile and email addresses. These should be recorded on the front page of the ARF and then entered into the Admin block after the interview.

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2 The sample and contact procedures

2.1 Sample coverage and assignment size

The sample for SSA covers the whole of Scotland (including those areas in rural Scotland often excluded from national surveys). The sample addresses are drawn from the Postcode Address File (PAF).

In 2011, we reduced the overall number of addresses we issued by about 20%. Due to ongoing challenges in raising funding for a larger survey, we are keeping this smaller sample size in 2012.

This year we are also reducing the size of each assignment from 30 addresses to 28. The British Social Attitudes survey will also be reducing its assignment size to 28 in 2012.

2.2 Selecting someone to take part

SSA **involves interviewing one person _aged 18+_ at each address in your sample.** This means that you will need to do a selection at (a) any address where there is more than one dwelling unit, and (b) any dwelling unit whether there is more than one person aged 18+.

Because the sample is taken from the Postcode Address File (PAF), strictly it is a sample of 'delivery points' (i.e. letter boxes), **not** a sample of named individuals or households living at these addresses.

It is important to remember that there may be no household or, conversely, two or more households at any selected address. You will be able to deal with all such circumstances by following the instructions on the Address Record Form (ARF) – more details on this are given below at Section 3.4.

For SSA, the aim is to interview **one** person **_aged 18+_** at each address. It is vital that the person chosen for interview at each address is selected by strict random sampling, following the instructions on the ARF. If we interviewed only those people who happened to be at home at the first call, or who were especially keen to be interviewed, our sample would almost certainly be unrepresentative of the adult population of Scotland.

Only people **aged 18 or over** when you first make contact are eligible for interview. The assignment of addresses will appear printed on the front page of the ARF, and the same serial numbers will be uploaded onto your laptops.

2.3 Overview of procedures

The study involves the following procedures:

i. tracing all issued addresses

ii. making contact at all addresses (apart from deadwood)

iii. completing a paper ARF (including interviewer observations) for each address

iv. where there is more than one dwelling unit at an address, selecting one at random

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v. conducting an interview with one adult selected at random at that address

vi. transferring basic ARF information for **every** allocated address onto your laptop (via the Admin block).

PLEASE REMEMBER: THERE IS NO LONGER A REQUIREMENT TO NOTIFY THE POLICE THAT YOU WILL BE WORKING IN A PARTICULAR AREA.

2.4 Contact procedures

This section covers dispatch of advance letters and achieving a good response rate.

2.4.1 Advance letters
An advance letter (with a copy of the 'What Scotland thinks' respondent leaflet enclosed) will be sent out by the Brentwood office to each of your selected addresses.

For those attending a face to face briefing, the letters will be sent out by second class post the day after the briefing you attend. Please leave two days before calling at the addresses to allow time for the letter to arrive.

For those doing a self-briefing, the letters will be sent out by second class post as follows:

Wave 1 - 18th July
Wave 2 - 1st August

Bear in mind, however, that since we do not know in advance who will be selected for interview, the letter does not always reach the selected person. So we will provide you with spare advance letters and SSA respondent leaflets.

The ScotCen logo and 'THIS IS NOT A CIRCULAR' appear on the envelopes that the advance letters are sent out in as interviewers have suggested this might encourage people to open it.

2.4.2 On the doorstep

You will have supplies of spare advance letters in your pack so that, if the selected person does not remember receiving the letter or if he/she has lost it, you can leave a copy behind. It is important to do this in case the respondent wishes to contact the research team after you have left.

You will also have further copies of the **respondent leaflet** in your packs. This contains information about what *SSA* is, why we want to speak to the respondents, and who uses the results.

You should use this leaflet whenever you feel it would be valuable - for example:
- leaving it with someone who you are going to call back on later
- giving it to people who don't remember receiving the leaflet and want to know more about the study

There are spare blank envelopes for those working in areas with tenements. Use these to put a copy of the advance letter in where the selected dwelling unit has not seen the advance letter.

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2.4.3 Making contact at the address

You must attempt to make contact at <u>every</u> address in your assignment except those notified to you as office refusals (not necessarily in the order given to you, but grouped and visited in 'economic' batches).

You are being given a map of the area in which you are working showing the location of all your addresses. In rural areas some people find it useful to ask the local postman to help them.

If you are still having trouble locating an address, and have access to the internet, the following websites may be of use: www.streetmap.co.uk or www.multimap.com. If you cannot search these yourself, please contact the office in Brentwood who will be happy to investigate on your behalf. (If you use Multimap the advanced search facility can be helpful as you can put in the address and postcode and the location will be pinpointed, for rural addresses the scale 1:25,000 is best).

2.4.4 Non-contact

Before returning an address as non-contact, you should make **at least 6 calls**:

- on **different days** of the week
- at **different times** of the day
- **spread across the fieldwork period**

These should include calls after 7pm during the week and weekend calls.   Do not make more than 9 calls at an address.

3 Introducing the study

3.1 Response rates

As always, it is very important to achieve a high response rate in this survey. SSA does not have guaranteed funding each year and it is getting ever more difficult and competitive to secure funding in the current climate. It is therefore even more important than ever that we deliver a survey that is considered robust and truly representative of the Scottish people – the best quality source of information on what people in Scotland think. This is where you come in by ensuring that even in areas where it is difficult to get interviews, you do as much as you can to secure as many interviews as possible.

You will be given an individual response rate target as part of the KPI system.

Please keep trying to contact all the issued addresses until the KPI fieldwork deadline and call back as often as you can while you are still in the area.

However, bear in mind that you should make **no more than 9 calls to an address**, unless you have begun interviewing or have made an appointment.

If you sense a respondent may be about to refuse, it often helps if you withdraw, offering to call again at a more convenient time, before a formal refusal is actually given. The *SSA* respondent leaflet might be helpful in this situation.

In addition, to help achieve a good response rate, we are asking you to:

- Call the Office in Brentwood before you return any incomplete or untraceable addresses. We might be able to find out some information which will help you locate 'hard to find' addresses.

- Complete the computer admin block for other deadwood addresses (vacant premises, etc.) and transmit to Brentwood as soon as possible. We need to know what deadwood there is as early as possible in the fieldwork period.

- For refusals: complete the ARF and the computer admin (entering Don't Know for any information that you do not have) and transmit as soon as possible to Brentwood.

- If you select a person for interview who proves hard to contact, breaks an appointment, etc., keep on trying to 'convert' him or her until the end of the fieldwork period. Before giving these a 'non-contact' outcome code, first check with your team leader and then complete the ARF and the computer admin, (entering 'Don't Know' for any information that you do not have) and transmit to Brentwood.

You must <u>never</u> substitute one address for another, nor substitute one selected individual for another. The sample has been randomly selected, and any substitutions would lead to bias in the results.

Remember to show your Identity Card when you introduce yourself. If you think it will help you to get an interview, you can give the person you initially contact a copy of the advance letter or the *SSA* leaflet as part of your introduction. Please make sure that all respondents have a copy of the *SSA* leaflet at the end of the interview, in case they have any queries after you have left and wishes to contact the office.

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The *SSA* 2012 interview will last about 50 minutes including the self-completion section on the laptop. This is an average time and so some of your interviews will take less while others may take more. Older respondents may take a little longer to finish it, so please allow enough time between appointments.

3.2 Materials for the survey

You will need the following materials for the survey:

- Address Record Forms (ARFs) (pale blue cover)
  - o The back page of the ARF is a mock local election ballot paper to be filled in during the CAPI interview
- Copies of the advance letter to show as necessary (advance letters with addresses will be posted out by the Brentwood office this year – see Section 2.4.1)
- Laminated copy of advance letter to show on doorstep
- Laminated copy of a map of Scotland to be used for a specific question
- *SSA* respondent leaflets
- Blank envelopes (for those of you working in areas with tenements)
- A set of ring-bound show cards (pale blue cover)
- An additional set of cards in Gaelic & English which can be used to help respondents doing the Gaelic audio CASI (pale green cover)
- Card with quick guide to topics included in 2012 study (yellow)
- A map of your assignment area, with the addresses marked on
- Appointment cards
- Return of work envelopes (plastic)
- Interviewer feedback form and ScotCen prepaid envelope
- These project instructions

Please check that you have a complete set of show cards (and that they are in the right order). The printers have been known to make mistakes and it is better to discover them at home, before you begin your assignment, than later, in the field.

N.B. - Due to the routing respondents sometimes have to skip show cards. When this happens we have added in an interviewer instruction to ask you to double check that the respondent is referring to the correct show card.

The show cards you should have are as follows:

A1 – A6
B1 – B3
C1 – C22
D1 – D4
E1 – E4
F1 – F8
G1 – G10
H1 – H8

In addition there is a second set of cards that are in Gaelic and English. You should have 14 cards in the set with Gaelic on one side and English on the reverse. These are only to be used if a respondent opts for the Gaelic audio CASI and needs additional information to help them answer certain questions (see Section 5.2 for further details).

3.3 Mock ballot paper

The final page of the Address Record Form (ARF) is a mock ballot paper which is specifically for the respondent at that address. These individual mock ballots contain details of all the people who stood for the local council in their area.

Please detach the mock ballot paper from the ARF before starting the interview. We want respondents to be reassured that details on how they voted are not linked to their name and address details that appear on the ARF.

You must hand them the ballot paper as a single page, under no circumstances hand over the ballot paper with the ARF still attached.

More details on the mock ballot paper are provided in the 'Interview Questionnaire: in detail' section in Annex A.

3.4 Address Record Forms (ARFs)

These are the forms on which your assignment of addresses is issued. You will have one for each address in your point.

As part of your preparation for working on SSA we will be asking you to complete an **ARF exercise.** Details of this will be provided to you separately.

The address, its serial number and other vital information are given on two separate labels on the first page of the ARF. Besides giving the selected address, the ARF has a number of other purposes:

• It provides space for you to record details of all the calls you make, and the outcomes.

• It allows you to select one adult at random for interview (and one dwelling unit in the rare cases when there is more than one dwelling unit at the address).

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It is also used to make a note of the following details that must then be recorded in your CAPI Admin:

- Some details about the doorstep exchange.

- Useful information about the address/selected respondent for another interviewer, should it be necessary to reissue your unproductive cases

- Contact details. Note that we are collecting **e-mail addresses** for the first time this year. We are also asking you to try and get a **mobile number for everyone** that has one. <u>This is very important because we may be following up some respondents with questions by text or e-mail at a later date.</u>

Full details on how to complete the ARF for SSA are provided in Annex B. However, a few key points are noted here.

1. You will need the **full name of the respondent** for the Admin block, even though you do not need it for the selection process. So once you have your selected person, please ask for their full name and record it on page 1 of the ARF.

2. Note that for each visit you must enter a **call status code**:

1	No reply,
2	Contact made,
3	Appointment made,
4	Any CAPI Interviewing done,
5	Any other status

3. Please collect the **interviewer observation** information **before making contact** for all non-deadwood addresses *including office refusals*. This information will be used to analyse the different characteristics of respondents and non-respondents. Interviewer observations are not required for deadwood addresses (codes 710-790).

4. You may need to **select a dwelling unit**, if the address on the ARF turns out to be made up of more than one dwelling unit. It is essential that if you need to select a dwelling unit you follow the rules in making this selection. Only in this way can we be sure that we end up with a truly random sample of dwelling units and adults living there.

5. After you make contact, you must record at **C1** how many adults (aged 18 or over) are living at the dwelling unit. On each occasion where there is more than one adult living at the dwelling unit, you must use a **random selection procedure** to choose one for interview.

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6. Any responsible **adult** member of the household may provide the information that you need in order to establish who it is you are to interview. But **never** take information from those aged under **18**.

7. **Only** interview people living at listed addresses. Never follow anyone to a different address, although you could of course conduct an interview somewhere else (e.g. at work). **No substitutes are permitted, so if the selected person is in hospital or away for the duration of the survey, or too old or too ill to be interviewed, then no interview can take place.**

8. This survey is intended to cover only the population living in **private households** - not those living in institutions. But people can be living as private households within institutional premises. Even if the address you have been given appears to be that of an institution, check that no one is living in a private household on those premises before abandoning the possibility of an interview there.

9. You must enter an outcome code at Section D of the ARF. Full details on all these codes are provided in Annex B. There are several codes in D4 and D7 that relate to language barriers (540, 850) or the respondent being 'physically or mentally unable/incompetent' to take part (530). **Please ensure you have read Section 5.7 of these instructions, on ways of helping different people participate, and considered carefully whether the respondent is really unable to take part before using these codes.** We want to ensure that we are not excluding people from participating in SSA who could, with some extra support/flexibility, have completed an interview. If in any doubt, please contact your team leader and/or the ScotCen office to discuss before using any of these codes.

10. **Remember: you must transmit all unproductive serial numbers.**
    For all non-productives you must:
    - Enter the relevant unproductive outcome code in the Admin block in CAPI.
    - Complete as much of the Admin block as you can, entering Don't Know (Ctrl+K+Enter) at any questions where you don't have the information.
    - Enter the interviewer observation information (Section A2 – A5 on the ARF) in the admin block (for all except addresses immediately identified as 'deadwood')
    - **Transmit** the serial number as unproductive.

11. At **E1**, you are asked to record further details about all outcome codes, apart from productives, i.e. **D.2 – D.7**. **This extra information is needed for reissues**, **and must be recorded in your CAPI Admin**, so please make sure you write in as much detail as possible.

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4 Admin and returning work

4.1 Backing up via the modem

All work is backed up automatically when transmitting to the office on every 3rd day.
If necessary a manual back up through the Backups and Restores screen can be done.

4.2 The Admin Block

The Admin block should be completed once you have reached a final outcome code.

The Admin block mirrors the ARF and for the most part you will simply be transferring information from the ARF. Please transfer your answers exactly as they are on the ARF, following the instructions on the screen. This is where you will enter the phone numbers, including mobile numbers and email addresses that you collected at the end of the interview and recorded on the front page of the ARF.

You must complete an Admin block for **every** serial number, including unproductives, deadwood and office refusals. Failure to complete all Admin blocks will prevent you from doing your end of assignment clearout.

Information about the address and action needed by the office or for reissues (AdInf and S2Act) needs to be entered in the field on the screen, not in a memo.

4.3 Returning work

Work should be returned via standard modem procedures – as soon as you have anything to transmit. Never hold onto work for more than a few days – lots of time is wasted trying to locate un-transmitted interviews.

Regular transmissions will minimise the risk of lost productives through laptop failure, loss or damage. It will also ensure that Newsflash information will be received quickly as well as any possible program updates.

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5 The questionnaire

5.1 Computer-Assisted Self-Administered Interview (CASI)

Last year for the first time on SSA, we introduced a CASI (Computer-Assisted Self-administered Interview). We will be having a CASI again this year as the response rate was excellent and the process seemed to run smoothly.

The CASI module will appear as the final module of the interview before the classification section, at this point you should hand the laptop over to the respondent to complete this short section. Then you will take the laptop back in order to ask respondents the classification questions at the end of the interview.

When the CASI section starts there will be instructions for you to read to the respondent on how it works. There are then 3 practice questions where you can show the respondent how to use the laptop and let them have a go themselves. After that just let the respondent complete the section on their own. For some questions there is no 'can't choose' option so if the respondent does not want to answer these questions, please show them how to use Ctrl-R to refuse them - there is an interviewer note to remind you of this, too.

We are hoping that everyone who completes the CAPI interview will also complete the CASI section (we had a 97% response rate in 2011), so it is really important that you encourage people to take part in this section. We want everyone who takes part in the survey to have the chance to complete the CASI and so we would like you to do all that you can to remove any barriers that might prevent them from doing so.

On some occasions, it might be clear that a willing respondent needs your help to complete the CASI section, because of, say, poor eye-sight or reading problems. In such cases, treat the questionnaire as if it were an extension of the interview, and fill in their responses accordingly, with the respondent at your side. You may make a claim for extra time spent with the respondent if they need a lot of additional help to complete the interview, but please speak to your Area Manager for authorisation. As some of the self-completion questions may be more sensitive and family members may influence a person's responses, we would prefer you give any assistance needed, rather than another family member. If a respondent is insistent they would prefer a family member to help read the questions to them, please reinforce that the answers must be their own – we are only interested in their views.

5.2 Audio CASI (for Gaelic speakers)

This year for the first time we are offering one of the modules (attitudes to different languages people speak in Scotland) in Gaelic as well as in English. This option is being provided through an audio CASI block as this is a quicker and simpler process than involving translators. For those who worked on Growing Up in Scotland this year, this will already be familiar to you.

If a respondent selects to complete these questions in English you will read them out in the usual way. If they select to complete these questions in Gaelic, they will do this as a CASI. Prior to the Gaelic audio CASI starting there will be (in English):
- instructions for you to read to the respondent on how it works
- 3 practice questions in English where you can show the respondent how to use the laptop and let them have a go themselves.

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- instructions on screen explaining that if they want to hear a question again they need to use the arrow keys to go back to the previous question and then press enter to continue.

After that the respondent will complete the section on their own. The respondents will hear the questions and answer options being read, along with the words appearing on screen (both in Gaelic). Since we are ***not*** providing headphones you will also be able to hear the questions being read out through the speakers (see section below for details on checking sound and audio CASI program).

There are some **additional cards in Gaelic & English** in your packs called 'Gaelic Language Cards: Audio CASI'. These contain additional information for some of the questions which you can show the respondent if you think they are having difficulty with a question, or they ask you about a particular question. **This information does not appear on the screen.** They are the equivalent of the interviewer notes (that appear in the CAPI) and are provided in both Gaelic & English. The cards have the question name on them, as it appears on the bottom of the screen, to enable you to find the correct card to show the respondent (if needed). If you show the respondent these additional cards, please write a memo telling us this when they hand the laptop back to you.

If the respondent finds they are struggling with the Gaelic version, it is fine for them to go back and do the English version instead. Their answers entered in the Gaelic version will be saved. However, the questions appear in a different order in the English version, so please ensure you ask the respondent all the questions in the English CAPI version.

If you are unsure about any of the above, please contact a member of the research team in Edinburgh.

5.2.1   Sound and technical issues

It particularly important that you are sure that the Gaelic CASI section of the program is working **before** you start interviewing. This includes checking that what appears on screen is in Gaelic and checking that you are hearing the questions being read out clearly. It may be that the volume control on your laptop is usually set to 'mute' so make sure you check this if you cannot hear the questions being read out. If you have no sound and are not seeing the question wording and answer options on the screen, then please contact support asap.

Please also check that the sound on your laptop is set to a comfortable volume for respondents to listen to and make sure you know how to turn the volume up or down if a respondent requests this.

5.3 The interview questionnaire: general guidelines

First, a feature of such a wide-ranging questionnaire is that people are likely to be more interested in some questions than in others. It can be a challenge to establish the right speed at which to ask attitude questions. Rushing the respondent clearly has to be avoided, but an over-deliberate approach would be equally wrong. It may be that some respondents want to give a great deal of thought to some of the issues, but we are seeking to capture present attitudes, not to conduct a philosophical discussion or a political debate!

On the other hand, if some respondents have no particular viewpoint on a topic, or if they cannot answer the question as posed, a 'don't know' or 'other answer' code is acceptable; then you just move on to the next question. ('Don't Know' can be entered at any question unless it specifically indicates that you cannot use this. 'Don't know' is entered by using **Ctrl + K + Enter**).

Second, the questionnaire uses a number of general phrases that may cause the respondent to ask for further explanation. Examples might be:

> "Scotland as a whole"

> "In this area"

Unless a definition is actually provided for you to read out, we do not wish to give the respondent any further explanation. The phrases used are intended as general ones. Simply read the question or statement out, and tell respondents that they should answer in terms of whatever *they* understand by the phrase.

Third, at questions where an 'other' answer code has been provided, the other answer should be recorded verbatim. (Up to 120 characters can be keyed or written in. If the respondent gives a longer answer, press <**Ctrl + M**> and use the 'notepad' to continue.) Remember that when you are closing a NotePad, you need to use Alt+S to save and exit. Unless specifically stated, 'other answer' should be coded only when one of the pre-coded answers will not fit after probing.

At questions where there is no specific provision for 'other answer', none is anticipated, although should they occur, they should be entered on the 'notepad' provided for comments. For questions in which no 'other answer' space is provided, first repeat the question with the appropriate emphasis before accepting an 'other answer'. You can also use phrases like "Generally...", "In general..." etc. as probes, and then repeat the question wording exactly.

Fourth, the interview questionnaire is divided into blocks of question topics (see below for details). Changes between blocks are sometimes signalled by an introduction (e.g.) "And now for a new topic ...".

If a respondent does break off the interview part way through (this happens very rarely), you may code it as a **productive partial** (outcome code 210) if you have got as far as 'DMaxConf' – the last question on Devolution Max before the questions on policing. If possible try and see if the respondent would like to finish the interview at another time, perhaps on a different day.

If you have not reached this point in the interview code as an **unproductive partial** (code 440) and record full details of the circumstances in the CAPI admin block.

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5.4 Privacy

As discussed above, the SSA interview does include questions on some potentially sensitive areas - e.g. we are asking people how they voted, something many people see as a private matter. Respondents may feel less comfortable giving their responses or 'true' opinion with other family members in the room. While we recognise this can be difficult, please make a special effort to encourage the respondent to find a private room to do the interview – for example, you could say something like, "I've found that people sometimes prefer to do the interview without other people in the room, as it can be a bit of a distraction and they don't always want others to hear all their answers".

5.5 Practice interviews

At the face to face briefings we will go through a dummy interview. Whether you are attending a briefing, or doing a self-briefing, to become more familiar with the questionnaire, **you should undertake a couple of practice interviews at home before you start work**.

The serial numbers you will need to undertake the practice interviews are detailed in section 5.9.

5.6 The interview questionnaire

Basic structure of the interview

- Household grid
- Newspaper readership
- Party Identification
- Attitudes to public services
- Attitudes to different languages in Scotland
- Scottish local elections 2012
- Attitudes to independence
- Attitudes to policing
- Attitudes to devolution
- Self-completion (CASI)
- Classification and background section.

The interview questions are covered in detail in Annex A of these project instructions. Please look at these notes on specific questions as you go through your practice interviews (see Section 5.9 below).

5.7 Respondents who require assistance to take part in the survey

In all the surveys NatCen undertakes it is recognised as important that we try to give every individual selected for interview the opportunity to take part. We try to ensure that those who require special assistance in order to take part do receive such assistance.

The following are particularly relevant to SSA:

- If the respondent has difficulty in reading (for whatever reason), you should offer to read out the showcards. As this may be more time consuming, offer to do the interview in two parts, so that it does not become too tiring. You can also read out the self-completion as if it was a normal paper questionnaire. (Please speak to your Area Manger about claiming additional pay if this makes the interview extremely long).

- If a respondent has difficulties hearing/ is deaf - please make an extra effort to ensure you find a quiet place for the interview and that you are able to sit in a position with good light, so that the respondent can lip-read if they wish. If the respondent doesn't lip read or if they would prefer to read the questions on the screen, sit beside them and help them to enter the answers. This method should only be used if you cannot otherwise conduct the interview, as the respondent will be able to see occasional instructions that would not normally be seen by respondents. It is, however, better than no interview. Again it might be more tiring for the respondent undertaking the interview in these ways, so it may help to offer to undertake it in two parts.

- If the respondent uses British Sign Language (BSL) and would prefer someone to undertake the interview using sign language we are able to provide this service. Please contact Logistics in Brentwood to arrange this.

- If a respondent has problems communicating or has speech difficulties you should ask them to point out their answers from the showcards. For questions without a showcard you can either ask them to indicate the answer they want to pick non-verbally, or ask them to look at the question on screen and point out their answer.

- If you have a respondent who can speak some English but might need perhaps one or two words or expressions explained by someone else in the household then that may be acceptable, however if they speak no English at all then we cannot offer translators. To translate the questionnaire properly would be too costly and take too long given the relatively short fieldwork period. Because of the nature of the types of questions in an attitudinal survey it is often not suitable for a respondent's friend or relative to act as a translator.

If none of these suggestions work, please find out whether there is any other measure that would make it possible to conduct the interview. Then contact the office with this information and NatCen will take reasonable steps to conduct the interview. In any case, please assure the respondent that their views are very important to us and that we will do our best to ensure they can do the interview.

If you do interview any respondents who need particular assistance please write the details of what help you gave in a Notepad. As noted above, if such an interview has taken longer to complete than you would normally expect an interview to take you can make a claim for the extra time you have spent helping the respondent, but please speak to your Area Manager for authorisation first. For information about helping respondents with the self-completion please see above.

5.8 Reallocations and reissues

There is no longer a special re-allocation outcome code, so please use:

Code 612: OFFICE APPROVAL ONLY: Issued not attempted

This code should only be used when advised by your Team Leader or the office in Brentwood.

5.9 Practice serial numbers

The practice serial numbers are as follows:

Serial	Check letter
990001	N
990002	P
990003	Q
990004	R
990005	S
990006	T
990007	V
990008	W

The address for all practice serial numbers is: 35 Northampton Square.

5.10 Interviewer feedback

Every year we ask interviewers to give us feedback on the study and to make suggestions for improvements; this has led to lots of changes over the years. For example, in 2010 interviewers suggested that when a new show card is used, after using the same one for several questions, it would be useful to highlight this by using a different coloured text. We did this for the first time on SSA 2011. In 2011 we only received a few feedback forms. These are your chance to tell us what would improve things for you out in the field, so please do fill one in.

We have included a feedback form for the 2012 study in your briefing pack. Please feel free to make notes of any problems or suggestions on this as you go along and return it once you have finished your work. You can return them to the ScotCen office in the prepaid envelope in your briefing pack. We might not be able to act on everything, but we will read and take on board feedback, changing things where possible.

5.11 Any queries?

If you have any queries or problems about how to complete the questionnaire, please do not hesitate to telephone a member of the *Scottish Social Attitudes* team: Susan Reid, Rachel Ormston and Susan McConville in the Edinburgh Office on 0131 228 2167. Queries about field arrangements should be raised with your team leader in the first instance.
We hope that all goes well and that you enjoy working on *Scottish Social Attitudes 2012*.

GOOD LUCK!

Susan R, Susan McC & Rachel

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Annex A - INTERVIEW QUESTIONNAIRE: in detail

The question name, which will appear on the lower half of your CAPI screen, is listed in Italics on the left of the page.

Household grid

Respname, Respsex, Respage

You are asked for details of the respondents name, sex and age *before* you fill in details of other members of the household in a grid.

HouseHld

This question asks for the total number of people in the respondent's household (**including** children and including the respondent). Refer to your interviewer instructions for the standard definition of a household if necessary.

You should have, of course, just recorded the number of adults in the dwelling unit at **C1** on the ARF. Quite apart from the rare occasions when dwelling units and household are not the same thing, interviewers occasionally discover at this stage that they were given the wrong information for the ARF selection. If so:

- Do NOT change the ARF or redo the selection procedure
- DO record the correct information at Househld
- DO use <Ctrl + M> to make a note of what happened.

When you come to fill in the Admin block, record the information as recorded at **C1** on the ARF.

A note on checking selections in the admin block:
If the computer thinks there may be a mistake in the selection of a person to take part, it will ask you for further information in the **Admin block** at the end of the interview, so that it can check how you did the selection. Situations where this might happen are:

- If the number of adults in the household is different from the number you included in the selection (at C1 of the ARF – entered at PersNo in the admin block). If this is the case, you may be asked to key in the name or initial of everyone you included in the selection at C2 on the ARF, in the order you used to make the selection. The computer will then be able to re-check your selection based on the information you actually used to make it.
- If the initials/name of the person you interviewed do not match the initials/name of the person the computer thinks you should have interviewed. The computer will list the people aged 18+ from the household grid and the respondent information in alphabetical order and check that the person you interviewed matches the person you should have interviewed based on the selection label details.
- In both these cases, if there is a discrepancy, you will be asked to explain this. Please just follow the instructions on screen. If you are in any doubt about this, please discuss it with your team leader.
- If you are asked to key in initials/names from the ARF, the computer will flag a selection error if the spelling is different (from the name you entered as the respondent), or if you've put an initial on the ARF and a full first name in the CAPI interview. If the person the computer thinks you should have selected is in fact the respondent, but you've just entered their name with 2 slightly

different spellings, for example, you should just explain this in the note you will be asked to enter on why there is a discrepancy.

Marstat6   Since 2006, this has included a new code for same-sex couples in a civil partnership. We have changed the wording of the answer categories since 2007 to make it clearer that codes relating to civil partnership are ONLY intended to be used for same-sex couples – if you try and use it for a male-female couple, you will get a soft-check querying this. Same-sex civil partnerships are now also referred to in the categories relating to being separated, divorced, widowed or single.

REconFW/   The respondent may well choose several types of economic activity undertaken
SEconFW   'last week' - that is the seven days ending last Sunday. If so, all of them should be coded. In this case, the highest on the list (the first that applies) is the one that determines which set of questions you ask next (there are sets of questions for, e.g., employees, self-employed people, unemployed people and so on). If a respondent is not sure or doesn't know, please probe to find out which of the items on the card comes closest to what they were doing in the last week. Please note that **'Don't know'** is <u>not</u> a valid code for the respondent at this question and if entered you will be asked to change it. Respondents can refuse to answer the question.

If you interview on a Sunday, the seven days are the ones ending the previous Sunday.

If the respondent is on a **New Deal scheme**, probe to establish whether they are in paid work, in training, doing voluntary work or whatever and code accordingly.

The following notes explain the categories at *R/SeconFW* a little more fully:

Code

01   **In full-time education** (not paid for by employer, including on vacation)

All students, even those doing vacation jobs during the last week, are to be coded in this category. If the student is on vacation and will continue to be a student only if he or she passes an exam, assume that the exam will be passed and still treat the respondent as in full-time education. People on government training programmes are EXCLUDED from this category. They should be counted as 02.

02   **On government training/employment programme**

People on government-sponsored training or employment programmes should be coded here. They should not be coded as 'In paid work' or 'In full-time education' (even if they are doing the educational part of the programme).

03   **In paid work for at least 10 hours in the week** (or away temporarily from that work)

This category includes all types of paid work, whether for an employer, or on the respondent's own account as self-employed. It includes casual, part-time and temporary work provided that it amounts to at least 10 hours in the week.

Voluntary work, or work carried out where only expenses are reimbursed or work paid for in kind (e.g. receiving board and lodgings only) where there is no financial transaction, are EXCLUDED from this category.

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People temporarily away would include those who were absent from work last week because of sickness or injury, holiday, compassionate leave, or maternity leave, provided that they have a job to go back to with the same employer or as self-employed in the same field. It would also include people who were temporarily laid off, or on strike, or locked out, again provided that they have a job with the same employer to go back to, or to the same self-employed status, e.g., an actor `resting' between jobs.

People whose contract of employment incorporates regular but intermittent work (e.g., some staff in educational institutions, or professional sportsmen, whose wages are paid only during term-time or in the season, and who therefore may not have worked last week) are included in this category.

04 **Waiting to take up paid work** already accepted

This category covers people not in work last week but who have a definite agreement to start work on a set date. It does not include people who have been given a vague promise of a job if and when a vacancy occurs.

05 **Unemployed and registered** at a JobCentre or JobCentre Plus

This category covers those who are both unemployed and registered as unemployed for benefit purposes

06 **Unemployed, not registered** but actively looking for a job

This category includes all unemployed, not registered for benefit, but who are actively looking for a job of at least 10 hours a week. This would include people registered with private employment agencies, people answering advertisements for work, advertising for work or even people just actively looking around for opportunities.

07 **Unemployed**, wanting a job but **<u>not</u> actively looking for a job**

Include here any unemployed (again not registered for benefit), but who are not actively looking for a job at the moment. People who, for instance, have given up looking for work would be included here, or those who are ill and temporarily unable to look for work. Respondents should normally be left to decide for themselves whether an illness in this case is temporary or not. If in doubt, include it if it has lasted less than six months.

The remaining four categories cover those members of the population who are generally considered to be economically inactive.

08 **Permanently sick or disabled** covers people out of work and not seeking work because of permanent (or indefinite) sickness or disability. People who have never worked because of disability are included. Do not include retired people in poor health who would not be seeking work even if they were healthy. In cases of doubt over whether an illness or disability is permanent, treat it as permanent if it has lasted continuously for six months or more.

09 **Wholly retired** from work covers people who have retired from their occupation at approximately the normal retirement age or who have taken 'early retirement', and are not seeking further employment of any sort. Retired people who are permanently sick or have become disabled still count as retired.

Women who leave work on marriage to look after the home or to raise a family and who have not worked for many years, should be classified as 'looking after the home' rather than retired. But it is difficult to define retirement exactly. Apart from the proviso made

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about women, the respondent's description from the card should generally be accepted.

10   **Looking after the home** covers anyone more or less wholly involved in domestic duties when classifying economic position. There can be more than one person in a household in this category, here we are concerned only with the respondent's position.

11   **Doing something else** is not on the show card. It covers anyone who does not fit into any of the ten categories on the card. But remember that people who are in <u>any</u> kind of paid work (including casual self-employed jobs) of more than 10 hours in the week should not be included here.

Newspaper readership

WhPaper   A single newspaper is the preferred answer here. If the respondent maintains, in spite of probing, that he or she reads more than one daily morning paper equally frequently, code 95 for 'Other' and list the relevant papers under OthSpec.

    Use code 94 for free local papers EXCEPT Metro, which is now code 17. Ask for the name of the paper and list it under OthSpec.

WNwSite1/ WNwSite2
    This question was amended for SSA 2011. Please note the interview note that if a respondent mentions local newspaper websites to code this as 'Other-UK site'. And if they mention sites like MSN, Google or Yahoo, please code as 'Aggregator news service'.

Party ID

NatIDB
    These questions are routed on where people are born [WhrBrn]. So people who are born in Scotland get asked whether they feel 'British not Scottish' to 'Scottish not British' and people born in England get asked if they are 'British not English' etc. People born anywhere else will be routed past these questions, so please ensure they are looking at the correct showcard for the question they are routed to.

Attitudes to government and public services

SNHSIE12   Note that each pair of questions use first the top half and then the bottom half
SNHSWh12   of showcards E1 and E2.
SLivIE12
SLivWh12
EconIE12
EconWh12

Attitudes to different languages in Scotland

Please pronounce Gaelic in these questions 'Gallic' or phonetically 'Gah:lick'. This is the pronunciation of Scottish Gaelic as opposed to Irish Gaelic.

RtGLC to RtGBank

Please take your time when reading out the introduction and questions. They are quite long and people may need a little time to understand what the question is asking. Our question testing showed that once they had understood the first question, they had no difficulties with the following questions.

GaelMap   At this question you are asked to show the respondents a map of Scotland. The map should have been in your briefing pack and is A4 size and laminated. It has towns and cities marked on the map, on one side in English and on the other side in Gaelic.

The question asks if people have ever visited the darker coloured areas on the map. If you are **sure** that the person lives in this area (they are Gaelic-speaking areas in the Highlands, Western Isles and Argyll & Bute), you can code '1' 'Live in one of these areas' without asking the question. If in any doubt, please ask the question.

Scottish Local Elections 2012

Mock Local Election ballot

The questions on the Scottish local elections ask you to give respondents a mock local election ballot paper. You should have in your pack one mock ballot paper for each serial number (serials and point numbers are printed at the bottom). They are attached as the last page of the ARF. This is a repeat of the set of questions and use of a mock ballot paper that SSA included in 2007.

For non-voters, you show them the ballot paper and simply ask them who they would have put *first* if they had voted. However, for voters, we would like them to fill in the ballot paper as they did in the election. This is the second time that the local council elections used a voting system (called the Single Transferrable vote) which asks people to rank candidates in order of preference. In 2007 we were testing how people managed with this new voting system, five years on we want to be able to compare how people used the ballot papers in 2012.

If respondents are a bit unsure about doing this, please reassure them that we will not be keeping their ballot papers (you can leave these with them) and that as with all SSA questions we will only use their responses to produce statistics (e.g. percentage who gave their second choice to the Conservative party etc.).

Voters were able to choose as many or as few candidates as they liked, numbering them 1 for their first choice, 2 for their second, and so on. You will see that the mock local election ballots have letters down the right hand side between the candidate names and the space for them to enter their votes. The programme will ask you to enter the letter next to the candidate respondents chose as their first choice (the one they write 1 next to), the letter next to their second choice (the one they write 2 next to) and so on until you have entered all their choices.

If voters put just one 'X' on the ballot paper, this was taken as their first choice. However, if they put 2 or more 'X's, this invalidated their ballot paper. If you get any respondents who put 2 or more X's on their mock ballot, you should code it as 'invalid response'.

Other questions
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A lot of the questions in this section are routed based on whether or not the respondent voted in the local council elections. So there are several different possible routes through this section of the questionnaire.

Note that the party lists we include for voting questions are not exhaustive – there are many smaller parties that stood in the local elections. There is always an "other" option though, and you will be able to type the name of any other parties in.

VotedLC2   This question is carefully worded to avoid making anyone feel that it is wrong not to vote. Be sure that you do not convey that impression.

NVMockB   This question is asked of people who did not vote in the local council election. If they say they never vote, or never vote in Council elections, or they say they spoiled their ballot paper please code as don't know (ctrl-k) and open a memo to record what they said. You are not allowed to use refused – if they say they don't want to say who they would have voted for, use code 97.

Devolution

ScotID   The showcards for these questions contain a scale with 7 points on them, 3
BritID   points on the scale are marked with text e.g. 1=British not Scottish. On the laptop screen you will only see the numbers and not any text, so please probe for which number they are selecting.

LevFee2A/B & LevTax2A/B & LevOAPA/B
    There are two versions of each of these 3 questions, half the sample will be asked the 'A' version and half will be asked the 'B' version. Version A asks is people think tuition fees, income tax and pensions should always be the same in Scotland as they are in England and Version B asks if they should always be the same in England as they are in Scotland.

CASI (Computer Self-assisted Interview)

LangUrd   These two questions have an option '0' which respondents can select if they
LangSco   would like to see some additional information on the screen. This is the CASI equivalent of an interview note for clarification.

Classification

TenureNW   Note that this question on tenure applies to the whole accommodation that the respondent's household occupies, not just to the part of the accommodation that the respondent may occupy. For instance, if the respondent was renting a room from a relative who owns the property outright, you would code 1, not 8 (so long as the respondent and this relative occupy the same household!).

    Own outright: those whose accommodation is wholly owned, i.e., they are not buying on a mortgage or with a loan.

    Buying on mortgage: those buying with a mortgage or loan, from a bank, building society or other organisation. This category also includes those buying as part of a co-ownership scheme.

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Rented property: Note that the rent need not be paid by a household member: it could be paid by another member of the family (e.g., son on behalf of mother) or by housing benefit.

Both: Shared ownership/ part rent and part mortgage. This is a new category added in for 2009 and refers to schemes where, usually, a housing association agrees to sell a share of the property to the tenant, who pays a mortgage for this and continues to pay rent on the remaining share. When the property is sold, the tenant will get their share of the money from the sale.

ReligiS
FamrelS   Please note that the first set of codes (1-11) all relate to different Christian denominations. Codes 12-17 relate to other (non-Christian) religions. If none of these pre-coded categories exactly corresponds with the respondent's religion, the answer should be written in as 'Other Protestant', 'Other Christian' or 'Other non-Christian' as appropriate.

Job   We wish to collect occupational details of almost all respondents (either present or past), excluding only those who are not in work or waiting to take up work but who live with a working partner. In these cases, the partner's occupational details will be collected. Please probe fully for all relevant details; if any are missing, we may be unable to code occupation accurately.

Emplyee   '**Self-employed**' refers to work done on the person's own account, and not being taxed through PAYE. Some self-employed persons will have their own businesses, some will have casual or intermittent work. A person in a one-person business is not necessarily self-employed; if the business is a company, he or she may well be an employee of the company, drawing a salary and being taxed through PAYE.

EmpWork
Makedo   At these questions, the place of work is the **establishment** at or from which the respondent works. This will **ordinarily** have a single address. The respondent's employer may, of course, run several establishments but the others are not relevant. Several questions refer to the workplace so this must be clearly established from the start.

EmpWork   Note that family members can be employees, **but only if they receive a regular wage or salary**. Please check if unsure.

HHIncome   You should obtain the total income of the household from all sources, before tax. Income includes not only earnings but state benefits, occupational and other pensions, unearned income such as interest from savings, rent, etc.
We want figures before deductions of income tax, national insurance, contributory pension payments and so on. The question refers to current level of income or, if convenient, to the nearest tax or other period for which the respondent is able to answer.

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SchQFW At SchQFW you should code ALL the sections in which the respondents has
PSchQFW qualifications. At PSchQFW, the showcard does not list all levels of qualifications
such as NVQs. The code frame in the CAPI questionnaire makes clear the level of
detail that you need to probe for. Code ALL that apply. You should key in under
'other' any that the respondent mentions that are not on the list, but we are
interested only in educational or vocational exams and qualifications, **not** leisure
activities, St. Andrew's or St. John's Ambulance, etc.

MainInc4   We have amended category '8' to include Disability Living Allowance as a main
source of income. In previous years this has often been written is as 'other'.
 The new benefit 'pensioner premium' is included under either category '5'
Jobseeker's Allowance or category '6' Income Support depending on what the
other main benefit the couple receive. Pensioner premium is given when one
person in the couple is receiving income support or jobseeker's allowance and
the other is of pensionable age.

ANNEX B - Address Record Forms (ARFs) and Selection Procedures

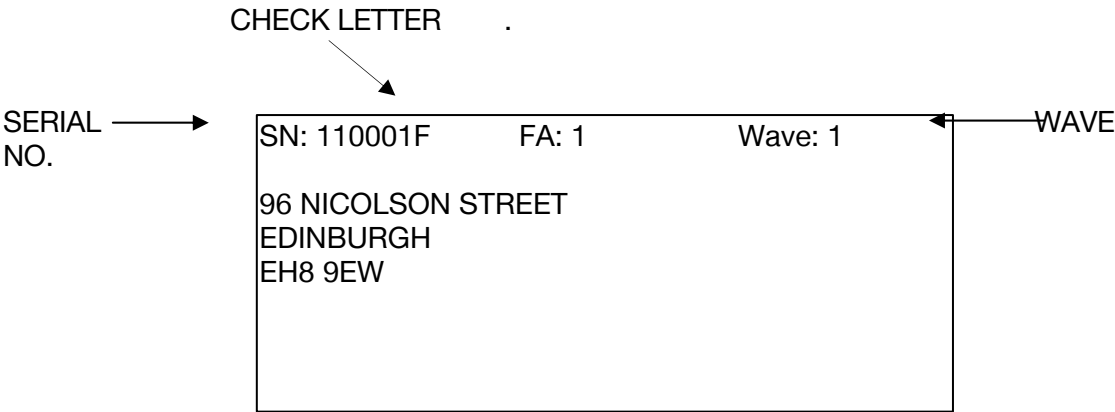## Address and selection labels

The selection process

In the past some interviewers have queried why we need to do the selection this way and why we can't have a named sample. Basically, there is no named sample that is available for researchers for adults in Scotland.

The Electoral Register has had very high levels of people not registering since the poll tax, and even more now there are 2 versions ('edited' and 'full' version). In 2005, 32% opted out of the edited version (but in some local authorities this is as high as 75%). Only the 'edited' version is available to researchers. If we used this, a lot of people would be excluded from the possibility of being picked to take part, and the survey would no longer be representative.

No large-scale UK surveys use the electoral register anymore. All face-to-face surveys of individuals in the general population use the Postcode Address File (PAF) and then do a selection.

The reason we do a random selection rather just than letting the interviewer interview whoever is ready and willing to do it is that our sample would be very unrepresentative if we did this – we would only get the people who are easy to contact or are particularly interested and their views may be quite different from the people we miss out. All NatCen surveys that are of individuals rather than households have to be done this way – it's part of what distinguishes our work as being particularly robust, and part of why other researchers and the government trust our surveys.

The address label at the **top left** of the page looks like this:

CHECK LETTER   .

SERIAL
NO.   SN: 110001F   FA: 1   Wave: 1   WAVE

96 NICOLSON STREET
EDINBURGH
EH8 9EW

The selection label on the **top right** of page 1 looks like this:

CHECK LETTER

SERIAL NO.

```
SN: 110001F                    PT: 101

PERSON/DU: 2 3 4 5 6
   SELECT: 2 1 3 5 5

PERSON/DU: 7 8 9 10 11 12
   SELECT: 6 5 3  8  2 12

Fieldwork end: 12/09/12
```

SAMPLING POINT

N.B. There are no details from the electoral register on the selection labels as we have to pay extra to add these details to the sample and feedback from field management suggested this was rarely used.

The right-hand label allows you to make random selections of dwelling units or individuals whenever you come across more than one of either at your selected address.

In addition to the information presented on the ARF labels, the office in Brentwood can assist where you have difficulty locating an address by helping with internet searches to locate the address. This year there is no asterisk on the selection label (*) to indicate there is a phone number for that address on record in the office, again because feedback from field management indicated that these were seldom used in previous years.

Other important details on the ARF front page

In the top right hand corner of the ARF is a box for you to fill in the final outcome code.

Also on page 1, there is a box for you to write in the selected person's full name. Below that are boxes to write in the respondents telephone number(s) and email address(es)– these are collected at the end of the interview. If the number is not given, circle the 'Phone number refused' (code 2) and if the email address is refused circle the 'Email Refused' (code 2) below.

Also on page 1, you will see that there is space for you to keep a note of the times, dates and results of all your calls. Please remember to fill this in at each separate visit: it will help you to plan any further visits you may have to make and will help interviewers in case of reissues. **It is especially important to make detailed notes about non-contacts in rural areas, remembering that this info should all be transferred to the admin block, or the reissue interviewer will not see it**.

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Note that for each visit you must enter a call status code:

1	No reply,
2	Contact made,
3	Appointment made,
4	Any CAPI Interviewing done,
5	Any other status

Please note that calls made to the respondent on the telephone are recorded separately to actual visits to the sampled address, on page 2.

From here on, you fill in the ARF just like a paper questionnaire.

Section A deals with the **address** and **observations** of the area.

At **A1,** you will see that we are making a distinction between addresses where it is possible to establish if the address is eligible or not and those where you are not sure about the eligibility (e.g. ones where you are not sure whether they are empty). This is in order to calculate response rates more accurately. If possible, check with neighbours to establish the right code. If you are unsure about eligibility, or if you have established that the address is ineligible you are taken to Section D after completing the interviewer observations (see below), otherwise you go to Section B after completing the interviewer observations.

At this point, **A2-A5**, asks you to collect the interviewer observation information **before making contact**. This information will be used in analysing the different characteristics of respondents and non-respondents. Note this information should be collected - before making contact - for all non-deadwood addresses *including office refusals*. Interviewer observations are not required for deadwood addresses (codes 710-790), so if, for example, an address had been demolished you would obviously not be able to complete the interviewer observations for it. However, in a small number of cases you may complete the observations for an address which you only later discover is 'deadwood' (perhaps because you later discover it is vacant or empty). Please don't worry if this happens – we would prefer interviewers to collect the information in all cases before making contact (since we do not want people's assessment of the outside condition of the property to be affected by having been inside), even if this means that in a small number of cases you collect it and then discover the property is 'deadwood'.

Selecting a Dwelling Unit (DU) – Section B

If you find that the address contains two or more dwelling units (DUs) (e.g. a house that has been divided into flats, or a tenement where only the main door number is on the ARF label, not the individual flats), you will record this information at B1.

B3 then takes you through the steps necessary to select a dwelling unit at random, by listing them all in a systematic way and using the selection label on page 1 to choose one at which to seek an interview. This will, in fact, happen only very rarely. But remember it is the **exact** address as given which counts. If the address on the label is 'Flat 4, 12 London Road', it is **that** part of accommodation that is the sampled address, not the whole of no.12.

Please note that you should list all of the dwelling units, **both those that are unoccupied as well as those that are occupied**, for the purpose of selecting a dwelling unit as random. If you select at random a dwelling unit that is unoccupied, you must not substitute this with an occupied dwelling unit. This is to ensure that respondents living in addresses containing two or more dwelling units are not over-represented in the survey.

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(If you happen to come across an address with 13 or more dwelling units, there is a look-up table in Section F of the ARF that will tell you which one to select.)

The distinction between **dwelling unit** and **household** sometimes causes confusion. The dwelling unit should be thought of as a home with its own front door. Note that on SSA you only need to consider two stages of selection: selection of dwelling unit and selection of individual. **You do not need to do any selection of households within a dwelling unit**. Once you have selected a dwelling unit, you go straight onto enumerating the adults in that dwelling unit. However, when you start the CAPI interview and fill in the household grid, you are asked at that point to enter all members of the respondent's **household**, according to the definition given in the Interviewer Manual. This may on rare occasions be different to the dwelling unit.

> **It is essential that - if you need to select a dwelling unit - you follow the rules in making this selection. Only in this way can we be sure that we end up with a truly random sample of dwelling units and adults living there.**

If the address on the label is spelt wrong, or is incomplete, you are reminded at **B2** (for addresses with only one dwelling unit) to make any necessary changes on the label. Where you need to make a dwelling unit selection, you will usually need to add details (e.g. the flat number) to the address label. You are reminded to do this at **B4**. **These details must be included in your CAPI Admin.**

B5 establishes whether the (selected) DU is residential and occupied as a main residence. If so, you are routed to section C; if not (or if you are unsure) you are routed to section D.

Selecting an individual

Section C helps you to select the individual within the address for interview. A useful tactic is to explain at the outset that you have to ask a few questions beforehand to make sure you interview the 'right person' - to ensure that you get a true cross-section of views and give everyone an equal chance to be included. If you can make the person giving the information feel that he or she is helping - and know why it is necessary - you will find it easier to gain co-operation.

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SSA operates eligibility rules for students which are slightly different to other NatCen surveys. This is because with SSA being conducted over the summer, we have previously tended to exclude students both at their term-time address (because they may have given their student accommodation up over the summer) and at their parents' address (because people who lived elsewhere to study are excluded under standard NatCen rules).

If you come across students, you need to follow the following procedure:

- Establish whether the sample address is:
  1) their main term-time address (e.g. a rented flat in the university town), or
  2) their main out-of-term address (typically their parents' address), or
  3) neither.

- Always *include* students in the selection procedure if the sampled address is *either* their main term-time *or* their main out-of-term address (or if the two are the same thing).
- Always *exclude* students from the selection procedure if the sampled address is *neither* their main term-time address *nor* their main out-of-term address (e.g. students staying temporarily with friends).

This should in many cases be easier to operate than the standard NatCen rules as we often find that parents whose children are at college but come home during the holidays tend to count them as being still resident and tend to want to include them in the household. As the survey is conducted over the summer, many students will in fact be at their parents' house, and under these rules they will be eligible there.

After you make contact, you must record at **C1** how many adults (aged 18 or over) there are living at the dwelling unit. On each occasion where there is more than one adult living at the dwelling unit, you must use a random selection procedure to choose one for interview, as follows:

At **C2**, list all resident adults in alphabetical order of their first name or initial. For example, if there are 4 adults in a household called Brian, Maggie, John and Paul:

Person Code	Description
01	B.
02	J.
03	(M.)
04	P.
05	
06	

By referring to the selection label shown earlier, you will see that person number **3** is to be interviewed, as this is the number printed under '4' on the label.

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Please note the following points:

- If there are two people with the same first name, list them in **alphabetical order** of their **full** name. If the full names are the same, list them in order of their **age**, with the eldest first.

- Make sure that you write in the initials – you may be asked to enter these in the admin block if the computer thinks there is a discrepancy in your selection.

- If you are unsure about the number of eligible adults at this point because someone refuses to give you the information, you do not make any contact or another reason, you are directed to specific questions in Section D.

If there are 13 or more adults living at the selected address, use the look-up list in **Section F** of the ARF to tell you which one to select for interview.

A few last points about selecting respondents:

(i)   Any responsible **adult** member of the household may provide the information that you need in order to establish who it is you are to interview. But **never** take information from those aged under **18**.

(ii)   Interview **only** persons living at listed addresses. Never follow anyone to a different address, although you could of course conduct an interview somewhere else (e.g. at work). **No substitutes are permitted, so if the selected person is in hospital or away for the duration of the survey, or too old or too ill to be interviewed, then no interview can take place.**

(iii)   This survey is intended to cover only the population living in **private households** - not those living in institutions. But people can be living as private households within institutional premises. Even if the address you have been given appears to be that of an institution, check that no one is living in a private household on those premises before abandoning the possibility of an interview there.

Once a random selection has been made, no substitute can be taken, even if there is another adult living there who is available and willing to be interviewed.

At **C3** you are asked to write the **full name** of the selected person on the front page of the ARF. If someone refuses to give their name, write in 'Refused'.

Note that in the Admin block, the information requested refers to number of persons in the dwelling unit as collected on the ARF at C1. If this is different to the number of people in the household, you will arrive at a question which notes the discrepancy and asks you to explain the circumstances. Do not be alarmed – this does not necessarily mean you have done anything wrong. Just follow the check questions through and where asked explain what happened (e.g. one person in DU was lodger and not part of household).

Recording outcomes on the ARF

For each person selected we need to know whether an interview was carried out or not. Productive outcomes are covered by D1, and unproductive outcomes (including deadwood and unknown eligibility) by D2 to D7.

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D1 is for recording *productive* outcomes. Productive outcome codes are computed by the program and displayed in the Admin block. The outcome code combines whether it is a full or partial productive interview with the self-completion questionnaire outcome as follows:

full interview	110
partial interview	210

Very occasionally, you may not be able to finish an interview, or you may have to leave gaps because a particular respondent is finding it hard to cope. If a respondent does break off the interview part way through (this happens very rarely), you may code it as a 'partial' which will count as a 'productive' interview if you have got as far as 'LevFee2a/LevFee2b - halfway through the questions on devolution and independence. If possible try and see if the respondent would like to finish the interview at another time, perhaps on a different day.

An 'unproductive' partial is one where less than this but at least some attitude questions are completed, and should be coded '440' at **D3**.

If no interview was obtained at an eligible address, you are asked to record why at **D.2, D.3** or **D.4.** This could be because there was no contact (**D.2**: codes 310-323), with: (a) no contact ever made with anyone at the address (310), (b) contact was made at the address but not at the selected DU (321 - obviously this code should only be used if there are several DUs at the address), or (c) contact was made at the (selected) DU but not with a responsible resident adult (322 - e.g. if you only ever spoke to a child) or (d) contact was made but not with the selected person (323). Or it may be because of refusal (**D.3**: codes 410 - 450) or other non-productives (**D4**: codes 510-599).

Several of the codes in D4 and D7 relate to language barriers (540, 850) or the respondent being 'physically or mentally unable/incompetent' to take part (530). Please ensure you have read section 13 of these instructions, on ways of helping different people participate, and considered carefully whether the respondent is really unable to take part before using these codes. We want to ensure that we are not excluding people from participating in *SSA* who could, with some extra support/flexibility, have completed an interview. If in any doubt, please contact your team leader and/or the ScotCen office to discuss before using any of these codes. We have also added a question to the admin block to ask for further details where codes 530, 540 or 850 are used. The information interviewers provide here will be used to monitor whether the survey is excluding people, and to inform thinking about improvements to our procedures that may help more people take part.

D5 has outcome codes for those addresses where eligibility is unknown and you have made no contact (but please check with neighbours where possible). You are routed from codes at A1 and B5.

D6 has outcome codes for ineligible addresses (deadwood), and you are routed from codes at A1, B5 or C1. Before coding an address as non-residential or communal establishment/institution, remember to check that there is no resident private household within the address (e.g. a caretaker's flat).

D7 caters for addresses where eligibility is unknown and you have made contact. You are routed from codes at A1 and B5.

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For all non-productives you must:

- Enter the relevant unproductive outcome code in the Admin block in CAPI.
- Complete as much of the Admin block as you can, entering Don't Know (Ctrl+K+Enter) at any questions where you don't have the information.
- Enter the interviewer observation information (Section A2 – A5 on the ARF) in the admin block (for all except addresses immediately identified as 'deadwood')
- **Transmit** the serial number as unproductive.

Remember: you must transmit all unproductive serial numbers.

At **E1**, you are asked to record further details about all outcome codes, apart from productives, i.e. **D.2 – D.7**. **This extra information is needed for reissues**, **and must be recorded in your CAPI Admin**, so please make sure you write in as much detail as possible.

Section F is a look-up chart for selection in cases where there are more than 12 DUs at the address or more than 12 persons in the (selected) DU.

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ScotCen
Social Research that works for society

P7086 **SCOTTISH SOCIAL ATTITUDES SURVEY**

2012

CODING AND EDIT INSTRUCTIONS

General notes:
* Partial productives are those questionnaires where question Constit2.DMaxConf has been answered. Please check that serial numbers with outcome code 210 fit this. Partials should be filled out with refusals (Control and R) to the end of the questionnaire. An 'unproductive' partial (outcome code 440) is one where less than this but at least some attitude questions are completed.

* Please check whether any 'Other (WRITE IN)' answers can be backcoded to existing response options.

* Where an 'Other (WRITE IN)' question contains 'Don't Know' or 'Refusal' the original question should be recoded 'Don't Know' or 'Refusal' instead of 'Other'.

* All NotePad notes, whether attached to an open-ended question or not must be read and any 'obvious' recoding done. Please TAB any that you are uncertain about.

* The NotePad files must be kept and handed over to the research team with the edited ASCII file.

HOUSEHOLD GRID

REconFW

Question type: Other specify

MULTICODE ALL THAT APPLY

CARD A2
Which of these descriptions applied to what you were doing last week, that is the seven
       days ending last Sunday?
       PROBE: Which others? CODE ALL THAT APPLY
       Multicoded (Maximum of 11 codes)

1	In full-time education (not paid for by employer, including on vacation)
2	On government training/ employment programme
3	In paid work (or away temporarily) for at least 10 hours in the week
4	Waiting to take up paid work already accepted
5	Unemployed and registered at a JobCentre or JobCentre Plus
6	Unemployed, **not** registered, but actively looking for a job (of at least 10 hrs a week)
7	Unemployed, wanting a job (of at least 10 hrs a week) but **not** actively looking for a job
8	Permanently sick or disabled
9	Wholly retired from work
10	Looking after the home
11	(Doing something else) (WRITE IN)

Code 11 ('Doing something else'):   *Check whether any can be recoded 1-10.*

SEconFW

Question type: Other specify

MULTICODE ALL THAT APPLY

CARD A2
Which of these descriptions applied to what your *(spouse/partner)* were doing last week,
that is the seven days ending last Sunday?
PROBE: Which others? CODE ALL THAT APPLY
Multicoded (Maximum of 11 codes)

1	In full-time education (not paid for by employer, including on vacation)
2	On government training/ employment programme
3	In paid work (or away temporarily) for at least 10 hours in the week
4	Waiting to take up paid work already accepted
5	Unemployed and registered at a JobCentre or JobCentre Plus
6	Unemployed, **not** registered, but actively looking for a job (of at least 10 hrs a week)
7	Unemployed, wanting a job (of at least 10 hrs a week) but **not** actively looking for a job
8	Permanently sick or disabled
9	Wholly retired from work
10	Looking after the home
11	(Doing something else) (WRITE IN)

Code 11 ('Doing something else'):   *Check whether any can be recoded 1-10.*

NEWSPAPER READERSHIP

WhPaper

Question type: Other specify

Which one do you normally read?
IF MORE THAN ONE: Which one do you read **most** frequently?

1	(Scottish) Daily Express
2	(Scottish) Daily Mail
3	(Scottish) Daily Mirror
4	Daily Star
5	The Sun
6	Daily Record
7	Daily Telegraph
8	Financial Times
9	The Guardian
10	The Independent or 'i'
11	The Times
13	The Scotsman
14	The (Glasgow) Herald
15	The (Aberdeen) Press and Journal
16	The Courier/ Dundee Courier
17	Metro
94	Other Irish/Northern Irish/Scottish regional or local **daily morning** paper (WRITE IN)
95	Other (WRITE IN)
96	MORE THAN ONE PAPER READ WITH EQUAL FREQUENCY

'The Metro' **now has its own separate category – code 17.**

Add a code 96 for '**More than one paper read with equal frequency'** and use wherever there are two or more daily morning papers mentioned (exclude 'free sheets' other than The Metro).

Code 94 should be used for **British, Scottish or Irish regional** underline**daily morning** papers (DO NOT include any 'free sheets'). Check whether any can be recoded into the main code frame or code 96. This is a list of examples of such daily morning regional papers, which **should** be coded 94:

(Aberdeen) Press & Journal
Birmingham Post
Daily Post (Liverpool)
Daily Post (Wales)
Dundee Courier (& Advertiser)
Eastern Daily Press
East Anglia Daily Times
Irish News
Jang
(Newcastle) Journal
Newsletter (Ulster)
Northern Echo
Western Daily Press
Western Mail
Western Morning News
Yorkshire Post

Note that the following Scottish morning papers should be recoded into the main code frame:

- Scottish Daily Express: code 1
- Scottish Daily Mail: code 2
- Scottish Mirror: code 3
- Daily Record: code 6
- The Scotsman: code 13
- The (Glasgow) Herald: code 14
- The (Aberdeen) Press and Journal (sometimes called the P&J) : code 15
- The (Dundee) Courier: code 16

Any other papers mentioned should be checked for whether they are **daily morning** papers, typing their name into an internet search engine such as www.google.co.uk will probably help.

Please note that the following are **evening or weekly papers** and should therefore be **recoded 'no' at [SReadPap]** if they are the sole paper coded at WhPaper**:**

> (Aberdeen) Evening Express
> (Edinburgh) Evening News
> (Glasgow) Evening Times
> (Dundee) Evening Telegraph
> Greenock Telegraph
> Paisley Daily Express
> Shetland Times
> Stirling Observer
> West Highland Free Press

See http://www.scotlandinter.net/news/local-newspapers.html for a comprehensive list of Scottish local papers.

Code 95 should be used for **other daily morning papers** (e.g. foreign daily morning papers) - do not include free papers. Please check whether any can be recoded as 94.

WNwSite1 & WNwSite2

Question type: Other specify

Which news or newspaper website do you visit most often?
NOTE: IF MENTIONS LOCAL NEWSPAPER WEBSITES, CODE AS 'Other - UK site'. SITES LIKE MSN, GOOGLE OR YAHOO, CODE AS 'Aggregator news service'.

1	BBC News
2	ITV/ITN News
3	Channel 4 News
4	Sky News
5	Reuters
6	Daily Express/Sunday Express
7	Daily Mail or Mail Online/Mail on Sunday
8	Daily Mirror/Sunday Mirror
9	Daily Star
10	The Sun/News of the World
11	Daily Record/Sunday Mail
12	Daily Telegraph/The Sunday Telegraph
13	Financial Times
14	The Guardian/The Observer
15	The Independent/The Independent on Sunday or 'i'
16	The Times/The Sunday Times
17	Metro
18	The People
19	The Scotsman/Scotland on Sunday
20	The Herald/Sunday Herald
21	STV
22	Caledonian Mercury
23	The Press & Journal
24	The Courier/Dundee Courier
94	Aggregator news service (e.g. Google/MSN/Virgin/BT/Yahoo/AOL/Orange)
95	Other - UK site (PLEASE WRITE IN)
96	Other - Foreign site (PLEASE WRITE IN)
97	Other - General (PLEASE WRITE IN)

Code 94 **(Aggregator news service (e.g. Google/MSN/Virgin/BT/Yahoo/AOL/Orange) –**
This code is for search engine sites that are not primarily about providing news but do offer a news service e.g. MSN, Google, Yahoo, Virgin, Orange, BT, AOL etc.

Code 95 **(Other – UK site)** – Check whether any can be recoded.
        - Code 95 does **NOT** include search engine sites, or sites that are not primarily about providing news e.g. MSN, Google, Yahoo, Virgin, Orange, BT etc. These should be coded as Code 94 (Aggregator news service (e.g. Google/MSN/Virgin/BT/Yahoo/AOL/Orange).
If in any doubt please 'TAB'.
        - Code 95 does include UK local or regional newspaper websites e.g. Edinburgh Evening News.

Code 96 **(Other – Foreign site)** - Check whether any should be recoded.
It may help to check if a site is a **foreign** news website by typing the name into an internet search engine such as www.google.co.uk. However, only recode if you are absolutely sure that they are a **foreign** news website - if in any doubt please TAB.

Code 97 **(Other – General)** - Check whether any can be recoded.

PARTY IDENTIFICATION

PartyFW

Question type: Other specify

IF 'Yes' AT [SupParty] OR 'Yes' AT [ClosePty]: Which one?
IF 'NO'/'DON'T KNOW' AT [CLosePty]: If there were a general election tomorrow, which political party do you think you would be most likely to support?

1	Conservative
2	Labour
3	Liberal Democrat
4	Scottish National Party
6	Green Party
7	United Kingdom Independence Party (UKIP)
8	British National Party (BNP)/ National Front
9	RESPECT/Scottish Socialist Party (SSP)/Solidarity/Socialist Labour
10	Other party/independent candidate (WRITE IN)
11	Other answer (WRITE IN)
12	None
20	Refused to say

Code 10 ('Other party/independent candidate'): Check whether any can be recoded 1-9, 11-12, DK or 20.

Code 11 ('Other answer'): Check whether any can be recoded 1-10, 12, DK or 20.

Notes:
- *Code 2 includes 'Scottish Labour party'.*
- *Code 7 includes 'UK Independence', 'Kilroy Silk's party'* (*BUT NOT 'Kilroy Silk' as he left UKIP in 2005 and Veritas in 2008 and should be coded 11*).
- *Code 7 does **not** include 'independent party' (without mention of UK), which should be coded 10*
- *Code 7 does **not** include 'independent' and 'independent candidate' (without mention of UK), which should be coded 11*
- *Code 9 does **not** include Communist, which should be coded 10*
- *"undecided", "don't know", etc. can usually be backcoded to DK at PartyFW*
- *"cant vote","haven't been living in country long enough", etc. should be coded 12 ('none')*

NatIdB

Question type: Other specify

CARD (A5/A6)
INTERVIEWER: PLEASE DOUBLE-CHECK RESPONDENT IS REFERRING TO CORRECT
SHOWCARD
Which, if any, of the following best describes how you see yourself?

1	(English/Scottish) not British
2	More (English/Scottish) than British
3	Equally (English/Scottish) and British
4	More British than (English/Scottish)
5	British not (English/Scottish)
7	Other description (WRITE IN)
8	(None of these)

Code 7 ('Other Description'):   Check whether any can be recoded.

CONSTITUTIONAL CHANGE – Part 1 (Constit 1)

EconWh12

Question type: check notepad

CARD B2 AGAIN
What do you think this has been mainly the result of?
(Again, please choose an answer from the bottom half of the card).

1	Mainly the result of the UK government's policies at Westminster
2	Mainly the result of the Scottish Government's policies
3	For some other reason
4	(Both Westminster and Scottish Government)

Backcode mentions of 'credit crunch' or 'global economic crisis' in remarks to 3 'For some other reason'

GaeProg

SHOWCARD C4
During the last 12 months, what types of TV programmes in Gaelic, if any, have you watched? CODE ALL THAT APPLY.

1	Don't watch any TV programmes in Gaelic
2	Football
3	Culture, music and heritage
4	Children's programmes
5	News and Current Affairs
6	Other (PLEASE SAY WHAT)

Code 6 (Other)   Check whether any can be recoded 1-5, DK or refusal

RespG1

Question type: other specify

SHOWCARD C17
Using this card, please say who, if anyone, **should** have the main responsibility for whether Gaelic is used in Scotland? Please choose **one** answer from the card.

1	Parents who speak Gaelic
2	Local communities
3	Nursery schools and schools
4	The government
5	Churches
6	The media
7	Other (PLEASE SAY WHO)
8	None of these

Code 7 (Other)   Check whether any can be recoded 1-6, 8, Can't choose or refusal

Resp G2

Question type: other specify

SHOWCARD C17 AGAIN
And who do you think should be <u>next</u> most responsible for whether Gaelic is used in Scotland?

1	Parents who speak Gaelic
2	Local communities
3	Nursery schools and schools
4	The government
5	Churches
6	The media
7	Other (PLEASE SAY WHO)
8	None of these

Code 7 (Other)   Check whether any can be recoded 1-6, 8, Can't choose or refusal

LOCAL COUNCIL ELECTIONS (LCVote)

VotedLC2

Question type: Check notepad

CARD D1
Talking to people about the local elections on the 3rd of May we have found that a lot of people didn't manage to vote. Which of the statements on this card best describes what you did?

0	(Not eligible/too young to vote)
1	I did not vote in the local election on May 3rd
2	I thought about voting in the local election but in the end I didn't
3	I usually vote but didn't this time
4	I am sure I voted in the local election

Check any interviewer remarks – if any comments about 'spoilt ballots' then recode these as DK.

VotedLC2

NVMockB

Question type: Check notepad

INTERVIEWER: GIVE THE RESPONDENT THE MOCK BALLOT PAPER FOR SERIAL NUMBER *[serial number appears on screen]*. THIS SHOULD BE FOR THE *[name of ward from sample]* WARD.
Here is a copy of the ballot paper used in the local election around here. You voted by putting the candidates in order, marking them 1,2,3 etc. If you had voted in the local election on May 3rd, which candidate do you think you would have put first?
 Please just tell me the letter next to the candidate you would have put first.

1	P - first candidate listed (top of page)
2	E
3	S
4	B
5	Q
6	L
7	G
8	T
9	J
10	F
11	R
12	W
13	C
14	D
15	(Don't know/Can't remember)
97	Refused to disclose voting

Check any interviewer remarks – if any comments about 'spoilt ballots' then recode these as DK.

WardV

Question type:

And did you vote here in this ward – *[name of ward from sample]* - or in another?

1   Ward on ballot
2   Another ward (WRITE IN)

Code 2 (Another ward)   Check whether any should be recoded into 1

RemVotLC

Question type:

In the local election you voted by putting the candidates in order, marking them 1,2,3, etc. Do you happen to remember which party you put first?

1	Conservative
2	Labour
3	Liberal Democrat
4	Scottish National Party
6	Green Party
7	Independent candidate (WRITE IN)
8	Other Party (WRITE IN)
9	Scottish Socialist Party
10	Solidarity/Trade Unionist and Socialist Coalition
97	Refused to disclose voting

Code 7 (Independent candidate):   Check whether any can be recoded into 1-6, 8-10, DK or refusal.
Code 8 (Other party):   Check whether any can be recoded into 1-7, 9-10, DK or refusal.

Recode Scottish Anti-Cuts Coaltion into Code 10 (Solidarity/ Trade Unionist and Socialist Coalition)

MBPar

Question type:

PLEASE CODE THE PARTY OF THE RESPONDENT'S *[1ˢᵗ/2ⁿᵈ/3ʳᵈ etc.]* CHOICE
CANDIDATE.

1	Conservative
2	Labour
3	Liberal Democrat
4	Scottish National Party
6	Green Party
7	Independent candidate (WRITE IN)
8	Other Party (WRITE IN)
9	Scottish Socialist Party
10	Solidarity/Trade Unionist and Socialist Coalition
97	Refused to disclose voting

Code 7 (Independent candidate):   Check whether any can be recoded into 1-6, 8-10, DK
                                                            or refusal.
Code 8 (Other party):   Check whether any can be recoded into 1-7, 9-10, DK or
                                                            refusal.

Recode Scottish Anti-Cuts Coaltion into Code 10 (Solidarity/ Trade Unionist and Socialist
Coalition)

VoteRsLC

Question type: other specify

CARD D2
Thinking of your first preference vote, which of the statements on **this** card comes closest to the way you voted?

1	I voted for a party, regardless of the candidate
2	I voted for a party only if I approved of the candidate
3	I voted for a candidate, regardless of his or her party
4	Something else (WRITE IN)

Code 4 (Something else):   Check whether any can be recoded into 1-3, DK or refusal.

VoteSWC

Question type:

Thinking now of elections to the Scottish parliament. In those elections, you have two votes. The first is for an individual member of the parliament for your constituency.
If there had been an election to the **Scottish parliament** on the 3rd of May, which political party do you think you would have voted for on the first vote, or would you not have voted?

DO NOT PROMPT.

1	Would not have voted in Scottish parliament election/ Not eligible
2	Conservative
3	Labour
4	Liberal Democrat
5	Scottish National Party
6	Green Party
7	Other party (WRITE IN)
8	Scottish Socialist party
9	Solidarity/Trade Unionist and Socialist Coalition
10	Refused to disclose voting

Code 7 (Other party)   Check whether any can be recoded into 1-6, 8-10, DK or refusal

Recode Scottish Anti-Cuts Coaltion into Code 9 (Solidarity/ Trade Unionist and Socialist Coalition)

VoteSWL

Question type:

And which political party would you have voted for on the second vote for a party list for your region?

       DO NOT PROMPT

1	Would not have used second vote
2	Conservative
3	Labour
4	Liberal Democrat
5	Scottish National Party
6	Green Party
7	Other party (WRITE IN)
8	Scottish Socialist party
9	Solidarity/Trade Unionist and Socialist Coalition
10	Refused to disclose voting

Code 7 (Other party)   Check whether any can be recoded into 1-6, 8-10, DK or refusal

Recode Scottish Anti-Cuts Coaltion into Code 9 (Solidarity/ Trade Unionist and Socialist Coalition)

CONSTITUTIONAL CHANGE – Part 3 (Constit 3)

LevFee2A/LevFee2B

Question type:

Thinking about the tuition fees that university students might be asked to pay, should these... READ OUT...

1	...always be the same in (Scotland as they are in England/ England as they are in Scotland)
2	or, is it OK for them to be different in (Scotland/England) - either higher or lower - than they are in (England/Scotland)?
3	(Depends - Write In)

Code 3 (Depends – write in)   Check whether any can be recoded 1 or 2.

LevTax2A/LevTax2B

Question type:

And the basic rate of income tax? Should this... READ OUT...

1	...always be the same in (Scotland as they are in England/ England as they are in Scotland)
2	or, is it OK for it to be different in (Scotland/England) - either higher or lower - than it is in (England/Scotland)?
3	(Depends - Write In)

Code 3 (Depends – write in)   Check whether any can be recoded 1 or 2

LevOAPA/LevOAPB

Question type:

Finally what about the old age pension paid out by the government? Should this... READ OUT...

1	...always be the same in (Scotland as they are in England/ England as they are in Scotland)
2	or, is it OK for it to be different in (Scotland/England) (- either higher or lower -) than it is in (England/Scotland)?
3	(Depends - Write In)

Code 3 (Depends – write in)   Check whether any can be recoded 1 or 2

XResSC
 "Type in reason for partial/non-completion."

Please check answers and check whether can be recoded at ResSC 2 or 3.

"Type in reason for partial/non-completion."

RELIGION

ReligiS AND FamRelS

Question type: Other specify

Do you regard yourself as belonging to any particular religion?
IF YES: Which?
DO NOT PROMPT.

0	No religion
1	Christian - no denomination
2	Roman Catholic
3	Church of England/ Anglican/ Episcopal/ Church in Wales
4	Church of Scotland
5	Free church / Free Presbyterian
6	Methodist - including Wesleyan
7	Baptist
8	United Reformed Church/ Congregational
9	Brethren
10	Other Protestant (WRITE IN)
11	Other Christian (WRITE IN)
12	Jewish
13	Hindu
14	Islam/Muslim
15	Sikh
16	Buddhist
17	Other non-Christian (WRITE IN)

Code 10 ('Other Protestant'):

Check whether any can be recoded.

'Other Protestant' should include members of any church that separated from the Catholic Church in the sixteenth century, or any church, chapel or group that separated from a church that itself separated from the Catholic Church in the 16th century. In practice, this means any **Western** Christian church that is not Catholic.

Also included would be people who say "Protestant", but do not name any specific church or denomination.

So included under other Protestant would be any of the following:

Apostolic Church
Church of Christ
Church of God
Church of Nazarene
Church of Sweden
Christadelphians
Christian Scientist
Community Christian Fellowship
Covenanter
Dutch Reform Church
Elim

> English Church Mission
> Evangelical; Evangelical Christian
> Free Presbyterian
> German Evangelist
> House Chuch Movement
> Independent Chapel
> 'Interdenominational'
> Jehovah's Witness
> Lutheran
> Moravian
> Mormon (Jesus Christ of Latter Day Saints)
> New Jerusalem Church
> New Testament Church
> 'Non-conformist'
> Pentecostal
> Presbyterian
> Reformed Presbyterian
> Salvation Army
> Seventh Day Adventist
> Society of Friends/Quakers
> Unitarian

Please note the following:

- "United Free Church" to be coded "United Reformed Church (URC)/ Congregational"
- "Congregational" should be coded "United Reformed Church (URC)/ Congregational"
- "Independent Methodist" and "Wesleyan Reform" to be coded under "Methodist";
- Church in Wales and Church of Ireland (which are both Anglican churches) to be coded "Church of England"

Code 11 ('Other Christian'):

Check whether any can be recoded.

'Other Christian' should include any of the ORTHODOX churches - that is churches which developed separately from the Catholic Church, or split from it before the 16th century, and are either the **Eastern** or **Greek** branches of Christianity.

So included under this category would be:

> Christian Orthodox
> Greek Orthodox
> Russian Orthodox
> Serbian Orthodox

Code 17 ('Other non-Christian'):
Check whether any can be recoded.

'Other non-Christian' can include other clearly non-Christian religions. Examples might be:

Baha'i
Believer in God, but not Christian
Church of God of Prophecy
Hare Krishna
Humanist
Satanist
Spirit worship
Spiritualist
Wicca, or white witchcraft

NatID2

Question type: Other specify

CARD H1
INTERVIEWER: PLEASE DOUBLE-CHECK RESPONDENT IS REFERRING TO CORRECT SHOWCARD
Which, if any, of the following best describes how you see yourself?

1	Scottish not British
2	Scottish than British
3	Equally Scottish and British
4	More British than Scottish
5	British not Scottish
7	Other description (WRITE IN)
8	(None of these)

Code 7 ('Other Description'):   Check whether any can be recoded.

NationU

Question type: other specify

MULTICODE (MAX 9 CODES)

CARD H2
 Please say which, if any, of the words on this card describes the way **you** think of **yourself**. Please choose as many or as few as apply.
 PROBE: Which others?
         Multicoded (Maximum of 9 codes)

1	British
2	English
3	European
4	Irish
5	Northern Irish
6	Scottish
7	Ulster
8	Welsh
9	Other answer (WRITE IN)
10	(None of these)

EDIT CODES:	
11	OTHER - ASIAN MENTIONED
12	OTHER - AFRICAN /CARIBBEAN MENTIONED

Code 9 ('Other answer'):   Check whether any can be recoded.

Important note: *code 3 ('European') should only include people who said 'European' , 'EU' and similar, not people who gave other European identities, e.g. 'Greek'.*
Another important note: *'Cornish' (or any other similar) should not be recoded, but should be left as 9 'other answer'. It could imply 'English' as easily as 'British' and therefore must imply neither.*
Yet another: *in contrast to the treatment of code 3, codes 11 and 12 should include all who mentioned any country or nationality from (respectively) Asia or Africa / the Carribean, for example "Indian" should be coded 11, "Zimbabwe" should be coded 12.*

BNationU

Question type: other specify

CARD H2 AGAIN
And if you had to choose, which one **best** describes the way you think of yourself?

1	British
2	English
3	European
4	Irish
5	Northern Irish
6	Scottish
7	Ulster
8	Welsh
9	Other answer (WRITE IN)
10	(None of these)

EDIT CODES:	
11	OTHER - ASIAN MENTIONED
12	OTHER - AFRICAN /CARIBBEAN MENTIONED

Code 9 ('Other answer'):   Check whether any can be recoded.

Important note: *code 3 ('European') should only include people who said 'European' , 'EU' and similar, not people who gave other European identities, e.g. 'Greek'.*
Another important note: *'Cornish' (or any other smiliar) should not be recoded, but should be left as 9 'other answer'. It could imply 'English' as easily as 'British' and therefore must imply neither.*
Yet another: *in contrast to the treatment of code 3, codes 11 and 12 should include all who mentioned any country or nationality from (respectively) Asia or Africa / the Carribean, for example "Indian" should be coded 11, "Zimbabwe" should be coded 12.*

RaceOri3

Question type: other specify

CARD H3
To which of these groups do you consider you belong?

1	Black: of African origin
2	Black: of Caribbean origin
3	Black: of other origin (WRITE IN)
4	Asian: of Indian origin
5	Asian: of Pakistani origin
6	Asian: of Bangladeshi origin
7	Asian: of Chinese origin
8	Asian: of other origin (WRITE IN)
9	White
10	Mixed origin (WRITE IN)
11	Other (WRITE IN)

Code 3 ('Black of other origin'):   Check whether any can be recoded.

Code 8 ('Asian of other origin'):   Check whether any can be recoded.

Code 10 ('Mixed origin'):   Check whether any can be recoded.
Recode "mixed Asian" (e.g. "Turkish/Kurdish") as 'Other Asian' (code 8).

Code 11 ('Other'):   Check whether any can be recoded.
NOTE: do not code 'British', 'Scottish', 'English' etc. as 9, unless it also explicitly says 'white'.

PSchQFW

Question type:
Q735 CARD H5 AGAIN
        Which ones? PROBE: Which others?
        PROBE FOR CORRECT LEVEL
        Multicoded (Maximum of 25 codes)

1	Univ/CNAA first degree/diploma
2	Postgraduate degree
3	Teacher training qualification
4	Nursing qualification
5	Foundation/advanced modern apprenticeship
6	Other recognised trade apprenticeship
7	OCR/RSA - (Vocational) Certificate
8	OCR/RSA - (First) Diploma
9	OCR/RSA - Advanced Diploma
10	OCR/RSA - Higher Diploma
11	Other clerical, commercial qualification
12	City&Guilds - Level 1/ Part I
13	City&Guilds - Level 2/ Craft/ Intermediate/ Ordinary/ Part II
14	City&Guilds - Level 3/ Advanced/ Final/ Part III
15	City&Guilds - Level 4/ Full Technological/ Part IV
16	Edexcel/BTEC First Certificate
17	Edexcel/BTEC First/General Diploma
18	Edexcel/BTEC/BEC/TEC (General/Ordinary) National Certif or Diploma (ONC/OND)
19	Edexcel/BTEC/BEC/TEC Higher National Certif (HNC) or Diploma (HND)
20	NVQ/SVQ Lev 1/GNVQ/GSVQ Foundation lev
21	NVQ/SVQ Lev 2/GNVQ/GSVQ Intermediate lev
22	NVQ/SVQ Lev 3/GNVQ/GSVQ Advanced lev
23	NVQ/SVQ Lev 4
24	NVQ/SVQ Lev 5
97	Other recogn academic or vocational qual (WRITE IN)

Code 97: Check whether any can be recoded 1-24, DK or refusal at PSchQFW. Please note these questions refer to educational or vocational qualifications; do not include purely 'recreational' qualifications such as first aid certificates.

Post-graduate qualifications (e.g. MA, MSc, MPhil, PhD) should be recoded 2.

If interviewer has opened up a note to say they have a listed qualification but don't know level, recode

VoteUKGE

Question type: other specify

If there had been a **general election** to the UK House of Commons on the 3rd of May, do you think you would have voted in that election or do you think you would not have voted? IF YES: Which party do you think you would have voted for?

0	Would not have voted / Not eligible
1	Conservative
2	Labour
3	Liberal Democrat
4	Scottish National Party
6	Green Party
7	Other party (WRITE IN)
8	Scottish Socialist Party
9	Solidarity/ TUSC
97	Refused to disclose voting

Code 7 (Other): Check whether any can be recoded 0-6, 8-9, 97 or DK

Recode Scottish Anti-Cuts Coaltion into Code 9 (Solidarity/ Trade Unionist and Socialist Coalition)

OcSect2

Question type: other specify

CARD H6
Which of the types of organisation on this card *(do/did/will)* you work for?
1   PRIVATE SECTOR FIRM OR COMPANY Including limited companies and PLCs
2   NATIONALISED INDUSTRY OR PUBLIC CORPORATION Including the Post Office
         and the BBC
3   OTHER PUBLIC SECTOR EMPLOYER
         Incl eg: - Central govt/ Civil Service/ Govt Agency
         - Local authority/ Local Educ Auth (incl `opted out' schools)
         - Universities
         - Health Authority / NHS hospitals / NHS Trusts/ GP surgeries
         - Police / Armed forces
4   CHARITY/ VOLUNTARY SECTOR Including charitable companies, churches, trade
         unions
5   EDIT ONLY: Self-employed
6   EDIT ONLY: Owns business/company
7   Other answer (WRITE IN)

Code 7 ('Other answer'):   Check whether any can be recoded.

SOC2010

Please code 4 digit SOC2010 for respondent and partner (where asked) using the standard
lookup facility.

SIC2007

Please code 2 digit SIC2007 (respondent and partner, where asked).

MainInc4

Question type :

CARD H7
Which of these is the **main** source of income for you *(and your husband/wife/partner)* at present?

1   Earnings from employment (own or spouse / partner's)
2   Occupational pension(s) - from previous employer(s)
3   Private pension(s)
4   State retirement or widow's pension(s)
5   Jobseeker's Allowance (CAN INCLUDE PENSIONER PREMIUM)
6   Income Support (CAN INCLUDE PENSIONER PREMIUM)
7   Pension Credit
8   Incapacity benefit / Employment and Support Allowance /Disability Living Allowance or other disabled pension or benefit(s) (formerly invalidity or sickness benefit)
9   Other state benefit or tax credit (WRITE IN)
10   Interest from savings or investments
11   Student grant, bursary or loans
12   Dependent on parents/other relatives
13   Other main source (WRITE IN)

Code 2 ('Occupational pension'),
Code 3 ('Private pension'), and
Code 4 ('State retirement or widow's pension'): (Include spouse/partner's pension)

Code 9 ('Other state benefit or tax credit'):   Check whether any can be recoded.

Note that:
• 	 'Maintenance' should be coded 13 ('Other main source')
• 	 Child Benefit counts as 9 ('other state benefit or tax credit').

Code 13 ('Other main source'): 		 Check whether any can be recoded.