

SKILLS SURVEY
(Skills Survey of the Employed British Workforce)
Universities of Leeds and Leicester
with Social and Community Planning Research
QUESTIONNAIRE
January, 1997

Serial
Serial
Range : 1..8500

A1

Can I just check, did you do any paid work in the last seven days?

IF ON HOLIDAY IN THE LAST 7 DAYS RECORD STATUS IN THE 7 DAYS
IMMEDIATELY BEFORE GOING ON HOLIDAY.
IF TEMPORARILY SICK IN LAST 7 DAYS, RECORD STATUS IN THE 7 DAYS
IMMEDIATELY BEFORE GOING OFF SICK.
IF ON GOVERNMENT SCHEME @IONLY@I CODE @INot employed@I .
1 Inwork "In paid work"
2 Notemp "Not employed"

IF (A1=Notemp) THEN

Ala

INTERVIEWER: This person appears INELIGIBLE. YOU MUST NOW...
CHECK - has (s)he done even ONE hour of ANY type of paid work(in
the last 7 days). IF YES, code 'PERSON IS ELIGIBLE' and proceed
on the basis of that job.
CHECK - is (s)he is only on HOLIDAY or TEMPORARILY SICK. IF YES,
code 'PERSON IS ELIGIBLE' and proceed on the basis of usual job.
CHECK - was (s)he in work in the 7 days BEFORE you made the
SELECTION? IF YES, code 'PERSON IS ELIGIBLE' and proceed on the
basis of that job, as though s(he) was still in it.

IF NO TO ALL THREE CHECKS - code @INOT ELIGIBLE@I .

1 Pers "PERSON IS ELIGIBLE"
2 Npers "NOT ELIGIBLE"

IF Ala=Npers THEN

Alb

INTERVIEWER: You have entered that the person is NOT eligible.

That is, they are
definitely NOT IN WORK.

HALT INTERVIEW WITH CURRENT PERSON!

A2

INTERVIEWER: ENTER SEX OF RESPONDENT

1 Male "Male"
2 Female "Female"
{SEX}

A3

What was your age last birthday?

Range : 14..95
{AGE}

IF (NOT(A3 IN [20..60])) THEN

A4

INTERVIEWER: IF PERSON IS DEFINITELY NOT ELIGIBLE, CLOSE INTERVIEW!

Thank you very much.

This survey is about the paid jobs of people aged 20 to 60.

StrtTime
Start Time
Text : Maximum 8 characters

SectionB

B1a

Could I check, do you have one job or more than one?

- 1 One "One"
- 2 MoreThn1 "More than one"

IF B1a = MoreThn1 THEN

B1x

READ OUT:

In this survey we are asking people about their MAIN JOB. So please think only about your main job when answering.

INTERVIEWER: PRESS <ENTER> TO CONTINUE.

ALL

B1y

READ OUT:

I'd now like to ask you some questions about the job you were doing in the last seven days.

INTERVIEWER: IF ON HOLIDAY/OFF SICK IN THE LAST 7 DAYS: your job in the seven days before you went on holiday/were off sick.

IF NO LONGER IN WORK: the job you were doing most recently.

- 1 CONTINUE "Press <ENTER> to Continue"

B2

What does the firm/organisation you worked for last week mainly make or do (at the place where you work)?

DESCRIBE FULLY.

PROBE: Manufacturing, processing or distribution, etc; main goods produced; materials used; wholesale or retail; etc.

Text : Maximum 100 characters

B2SIC

B2SIC

Range : 0..9999

B3a

What is the name or title of your job?

Text : Maximum 100 characters

B3b

What kind of work do you do most of the time?

What materials/equipment do you use?

Text : Maximum 120 characters

B3SOC

B3SOC
Range : 0..999

B4
Are you an employee or self-employed?
INTERVIEWER: IF NOT SURE/DOES NOT KNOW, ENTER EMPLOYEE
1 Employe "Employee"
2 SelfEmp "Self-employed"

IF B4 = Employe THEN
B5
Do you supervise other employees or have managerial duties?
1 Supervis "Yes, supervise other employees"
2 Manager "Yes, have managerial duties"
3 NoManag "No, neither"

IF (B5 = Supervis) or (B5=Manager) THEN
B6a
How many people do you supervise/manage;?
Range : 0..9997

IF B4 = SelfEmp THEN
B6b
Do you have others working for you?
1 Yes "Yes"
2 No "No"

IF B6b = Yes then
B6c
How many people?
Range : 0..9997

B7y
IF (B4 = SelfEmp) THEN
' How long have you been self-employed in this job?'
ELSEIF (B4=Employe) THEN
' How long, in total, have you been working for your current employer?'

INTERVIEWER: RECORD YEARS HERE AND MONTHS AT THE NEXT QUESTION.
IF YEARS IS 5 OR MORE - NO NEED TO GIVE MONTHS.
Range : 0..90

B7m
INTERVIEWER: RECORD MONTHS (00 IF LESS THAN 2 WEEKS IN THE JOB) ...
Range : 0..11

IF B4 = Employe THEN
B8
Leaving aside your own personal intentions and circumstances, is
your job... READ OUT...
1 Perm "...a permanent job"
2 Temp "...or, is there some way that it is NOT permanent?"

IF (B4 = Employe) AND (B8 = Temp) THEN
B9a
In what way is the job NOT permanent? Is it ...
READ OUT. CODE ONE ONLY.
1 Seasonal "... seasonal work,"
2 Fixed "...done under contract for a fixed period or for a fixed
task,"
3 Temping "...agency temping,"

4 Casua l "...casual type of work,"
5 Other "...or was there some other way that it was not permanent?"

IF B9a = Other THEN

B9b

INTERVIEWER: DESCRIBE 'OTHER' REASON WHY JOB NOT PERMANENT
Text : Maximum 100 characters

ALL

B10

In your job, are you working full-time or part-time ?

1 FullTime "Full-time"
2 PartTime "Part-time"

B11

How many hours per week do you usually work?

INTERVIEWER: EXCLUDE MEAL BREAKS BUT INCLUDE 'USUAL' OVERTIME.

IF 'It varies' PUT 0 AND ANSWER NEXT QUESTION.

Range : 0..168

IF B4 = Employe THEN

B12

Do you do shift work in your job?

1 Usually "Usually"
2 Sometime "Sometimes"
3 Never "Never"

B13

How many people work at the place where you work?

IF DON'T KNOW: your best guess will do.

Range : 1..99997

ALL

B15

How much of your work is organised on the basis of teams? Is it...

INTERVIEWER: READ OUT...

1 All "... all,"
2 Some "...some,"
3 Little "...a little,"
4 None "...or none?"

B16

Do you belong to a Quality Circle or quality initiative at work?

INTERVIEWER - IF NECESSARY, ADD: A Quality Circle is a group of staff members with responsibility for improving quality at work.

1 Yes "Yes"
2 No "No"

B17

Is your organisation committed to or recognised as an Investor in People (IiP)?

INTERVIEWER: IiP IS A GOVERNMENT SCHEME TO PROMOTE LEARNING IN ORGANISATIONS.

1 Yes "Yes"
2 No "No"

B17c

Do you have a formal appraisal system at your workplace?

INTERVIEWER: IF NECESSARY, ADD : An appraisal system is a formal arrangement whereby an individual's work performance is discussed by the individual and his or her line manager.

- 1 Yes "Yes"
- 2 No "No"

IF B17c=Yes THEN

B17b

Have you been formally appraised at work in the last twelve months?

- 1 Yes "Yes"
- 2 No "No"

B17dn1

At your workplace, does management organise meetings where you are informed about what is happening in the organisation?

- 1 Yes "Yes"
- 2 No "No"

B17dn2

At your workplace, does management hold meetings in which you can express your views about what is happening in the organisation?

- 1 Yes "Yes"
- 2 No "No"

B17dn3

Over the last year have you ever made suggestions to the people you work with, or to your managers, about ways of improving the efficiency with which work is carried out?

IF YES: 'Is that once or more than once in the last year?'

- 1 Yesm "Yes, more than once"
- 2 Yeso "Yes, once"
- 3 No "No"

IF B4 = Employe THEN

B18

Is your organisation a private sector organisation such as a company, or a public sector body such as local or national government, schools or the health service, or a non-profit organisation such as a charity?

- 1 Private "Private sector"
- 2 Public "Public sector"
- 3 Nonprof "Non-profit organisation"

IF B18=Private THEN

B19

Is this organisation UK or foreign-owned?

- 1 WholeUK "Wholly UK-owned"
- 2 PartUK "Partly UK, partly foreign-owned"
- 3 NoneUK "Wholly foreign-owned"

ALL

B20a

When at work, are you ever exposed to risk of serious injury?

- 1 Yes "Yes"
- 2 No "No"

IF B20a = Yes THEN

B20b

How often are you exposed to risk of serious injury at work? Is it...

INTERVIEWER: READ OUT...

- 1 AllTime "... all or nearly all the time,"
- 2 MostTime "...around three-quarters of the time,"
- 3 HalfTime "...around half of the time,"

- 4 QuarTime "...around a quarter of the time,"
- 5 LessOft "...or less often?"

B21a

When at work, are you ever exposed to excessive noise, bad weather, heat or cold?

- 1 Yes "Yes"
- 2 No "No"

IF B21a = Yes THEN

B21b

How often are you exposed to excessive noise, bad weather, heat or cold? Is it...

INTERVIEWER: READ OUT...

- 1 AllTime "... all or nearly all the time,"
- 2 MostTime "...around three-quarters of the time,"
- 3 HalfTime "...around half of the time,"
- 4 QuarTime "...around a quarter of the time,"
- 5 LessOft "...or less often?"

B21c

SHOW CARD B.

If you were looking for work today, how easy or difficult do you think it would be for you to find as good a job as your current one?

- 1 Veasy "Very easy"
- 2 QEasy "Quite easy"
- 3 QHard "Quite difficult"
- 4 VHard "Very difficult"

B21d

Do you think there is any chance at all of your losing your job and becoming unemployed in the next twelve months?

- 1 Yes "Yes"
- 2 No "No"

IF B21d=Yes THEN

B21e

SHOW CARD C.

From this card, how would you rate the likelihood of this happening?

- 1 VLike "Very likely"
- 2 QLike "Quite likely"
- 3 Evens "Evens"
- 4 QUnlike "Quite unlikely"
- 5 VUnlike "Very unlikely"

B22a

SHOW CARD D.

If they were applying today, what qualifications, if any, would someone need to @Iget@I the type of job you have now?

INTERVIEWER: CODE @IALL@I MENTIONED.

- 1 None "None/no qualifications"
- 2 GCSEdG "CSE (other than Grade 1) or GCSE D-G"
- 3 GCSEAC "GCE 'O' Level or Grade 1 CSE or GCSE A-C or School Certificate of Matriculation or GNVQ Intermediate"
- 4 Alevel "GCE 'A' Level or GNVQ Advanced"
- 5 SCESUPE "SCE 'O' Level, or Lower Grade SLC (Scottish Leaving Certificate) or SUPE (Scottish Universities Preliminary Exam) or GNVQ Intermediate"
- 6 SCEHigh "SCE Higher, or SLC/SUPE Higher Grade or GNVQ Advanced"

7 CertSix "Certificate of Sixth Year Studies"
 8 NVQtwo "City and Guilds or S/NVQ level 2"
 9 NVQthree "ONC/OND (Ordinary National Certificate or Diploma), or
 SNC/SND(Scottish) or S/NVQ level 3"
 10 NVQfour "HNC/HND (Higher National Certificate or Diploma, or SHNC/SHNC
 (Scottish) or S/NVQ level 4"
 11 UniCert "University Certificate/Diploma (@INot@I Degree) or S/NVQ
 level 4"
 12 SCOTVEC "SCOTVEC National Certificate"
 13 SCOTBEC "SCOTBEC/SCOTEC Certificate/Diploma"
 14 Cleric "Clerical and Commercial (eg typing, shorthand or book-
 keeping)"
 15 Nurse "Nursing (eg SRN/SEN)"
 16 Teach "Teaching"
 17 OthProf "Other Professional (eg law, medicine)"
 18 Degree "University or CNAA Degree"
 19 TradeApp "Completion of Trade Apprenticeship"
 20 ProfNoEx "Professional qualification without sitting exam"
 21 Other "Other"
 Multicoded, number of allowed choices : 21

IF Other IN B22a THEN
 B22b
 INTERVIEWER: RECORD DETAILS OF OTHER QUALIFICATION(S)
 Text : Maximum 100 characters

IF (B22a=RESPONSE) AND (NOT(None IN B22a)) THEN
 B23

SHOW CARD E.
 How necessary do you think it is to possess @Ithose@I
 qualifications to @Ido@I your job competently?
 1 TotUnnec "Totally unnecessary"
 2 NotRNec "Not really necessary"
 3 FairNec "Fairly necessary"
 4 Essen "Essential"

ALL

B24
 How long did it take for you after you first started doing this
 type of job to learn to do it well?

INTERVIEWER: IF ANSWERS 'STILL LEARNING' ASK: 'How long do you
 @Ithink@I it will take?'

1 Less1Wk "Less than 1 week"
 2 Less1Mth "Less than 1 month"
 3 Less3Mth "1 month, up to 3 months"
 4 Less6Mth "Over 3 months, up to 6 months"
 5 Less1Yr "Over 6 months, up to 1 year"
 6 Less2Yrs "Over 1 year, up to 2 years"
 7 Over2Yrs "Over 2 years"

B25a

SHOW CARD F.

In order to perform your current job competently, how important are each of
 the following factors? Firstly, lengthy experience of this type of work?

1 Essen "Absolutely essential"
 2 VeryImp "Very important"
 3 FairImp "Fairly important"
 4 NotVImp "Not very important"
 5 NotAtAll "Not at all important"
 6 NotApp "Not applicable"

B25b

SHOW CARD F.

Knowing your way round the organisation?

- 1 Essen "Absolutely essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important"
- 6 NotApp "Not applicable"

B25c

SHOW CARD F.

And, in order to perform your current job competently,
how important are good social relations with people at work?

- 1 Essen "Absolutely essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important"
- 6 NotApp "Not applicable"

B25d

SHOW CARD F.

Good contacts with clients or customers?

- 1 Essen "Absolutely essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important"
- 6 NotApp "Not applicable"

B25e

SHOW CARD F.

Having a particular talent or knack for this type of work?

- 1 Essen "Absolutely essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important"
- 6 NotApp "Not applicable"

B25f

SHOW CARD F.

And how important is it to have professional, scientific,
technical or business knowledge?

- 1 Essen "Absolutely essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important"
- 6 NotApp "Not applicable"

B26

SHOW CARD G.

Which, if any, of the things on this card are important in
determining how hard you work in your job?

INTERVIEWER: CODE @IALL@I MENTIONED

- 1 Machine "A machine or assembly line"
- 2 Clients "Clients or customers"
- 3 Boss "A supervisor or boss"

- 4 Colleague "Your fellow workers or colleagues"
- 5 Self "Your own discretion"
- 6 Money "Pay incentives"
- 7 Appraise "Reports and appraisals"
- 8 None "None of these"

Multicoded, number of allowed choices : 7

B27

How much effort do you put into your job @Ibeyond@I what is required? Is it ...READ OUT...

- 1 ALot "...A lot,"
- 2 Some "...Some,"
- 3 Little "...Only a little,"
- 4 None "...or None"

B28

'My job requires that I work very hard'.

Do you strongly agree, agree, disagree, or strongly disagree with this statement?

- 1 StrAgree "Strongly agree"
- 2 Agree "Agree"
- 3 Disagree "Disagree"
- 4 StrDisag "Strongly disagree"

Bc40

SHOW CARD H.

How often is the following statement true of you at work:

'I work long hours.'?

- 1 Always "always,"
- 2 NrAlways "nearly always,"
- 3 Often "often,"
- 4 Sometime "sometimes,"
- 5 HardEver "or hardly ever?"

Bc42

SHOW CARD H.

And how often is the following statement true of you at work:

'I take pride in doing my job as well as I can.'?

- 1 Always "always,"
- 2 NrAlways "nearly always,"
- 3 Often "often,"
- 4 Sometime "sometimes,"
- 5 HardEver "or hardly ever?"

Bc44

SHOW CARD H.

(And how often is the following statement true of you at work):

'I am determined to do well in the job.'?

- 1 Always "always,"
- 2 NrAlways "nearly always,"
- 3 Often "often,"
- 4 Sometime "sometimes,"
- 5 HardEver "or hardly ever?"

B30

How much choice do you have over the way in which you do your job...

INTERVIEWER: READ OUT...

- 1 GrtDeal "... a great deal of choice,"
- 2 Some "...some choice,"
- 3 HardAny "...hardly any choice,"
- 4 None "...or no choice at all ?"

B31

How often does your work involve carrying out short, repetitive tasks...

INTERVIEWER: READ OUT...

- 1 Never "...never,"
- 2 Rarely "...rarely,"
- 3 Sometime "...sometimes,"
- 4 Often "...often,"
- 5 Always "...or always?"

B32

How much variety is there in your job? Is there ...

INTERVIEWER: READ OUT...

- 1 GrtDeal "... a great deal,"
- 2 QuiteLot "...quite a lot,"
- 3 Some "...some,"
- 4 Little "...a little,"
- 5 None "...or none at all?"

B33

SHOW CARD I.

How closely are you supervised in your job?

- 1 Very "Very closely"
- 2 Quite "Quite closely"
- 3 NotVery "Not very closely"
- 4 NotAtAll "Not at all closely"
- 5 DK "Don't Know"

B34a

In your job of work, do you have any responsibility for ...
The safety or health of others?

- 1 Yes "Yes"
- 2 No "No"

B34b

Checking work?

- 1 Yes "Yes"
- 2 No "No"

B34c

Machines, materials or goods?

- 1 Yes "Yes"
- 2 No "No"

B34d

Do you have any responsibility for confidential information?

- 1 Yes "Yes"
- 2 No "No"

B34e

Money?

- 1 Yes "Yes"
- 2 No "No"

B34f

Maintaining output or services?

- 1 Yes "Yes"
- 2 No "No"

B34g

And do you have any responsibility for meeting official or

professional standards for quality and reliability?

- 1 Yes "Yes"
- 2 No "No"

B35a

INTERVIEWER: SHOW CARD J.

How much influence do @Iyou personally@I have on how hard you work?

- 1 GrtDeal "A great deal"
- 2 FrAmount "A fair amount"
- 3 NotMuch "Not much"
- 4 None "None at all"

B35b

INTERVIEWER: SHOW CARD J.

How much influence do @Iyou personally@I have on deciding what tasks you are to do?

- 1 GrtDeal "A great deal"
- 2 FrAmount "A fair amount"
- 3 NotMuch "Not much"
- 4 None "None at all"

B35c

INTERVIEWER: SHOW CARD J.

Deciding how you are to do the task?

- 1 GrtDeal "A great deal"
- 2 FrAmount "A fair amount"
- 3 NotMuch "Not much"
- 4 None "None at all"

B35d

INTERVIEWER: SHOW CARD J.

And how much influence do @Iyou personally@I have on deciding the quality standards to which you work?

- 1 GrtDeal "A great deal"
- 2 FrAmount "A fair amount"
- 3 NotMuch "Not much"
- 4 None "None at all"

B29

How often do you come home from work exhausted...

INTERVIEWER: READ OUT...

- 1 Always "...always,"
- 2 Often "...often,"
- 3 Sometime "...sometimes,"
- 4 HardEver "...hardly ever,"
- 5 Never "...or never?"

B36

Do you consider your current job to be skilled?

- 1 Yes "Yes"
- 2 No "No"

B37

In general, is your type of job done...

INTERVIEWER: READ OUT...

- 1 AllMen "...almost exclusively by men,"
- 2 MainMan "...mainly by men,"
- 3 Mixture "...by a fairly equal mixture of men and women,"
- 4 MainWom "...mainly by women,"
- 5 AllWom "...or, almost exclusively by women?"

B38

Since completing full-time education, have you ever had, or are you currently undertaking, training for the type of work that you currently do?

- 1 Yes "Yes"
- 2 No "No"

IF B38 = Yes THEN

B38a

Has this training now finished?

- 1 Yes "Yes"
- 2 No "No"

B39

How long, in total, did (or will) that training last?

INTERVIEWER: IF MORE THAN ONE PERIOD OF TRAINING, CODE @ITOTAL@I LENGTH OF TIME LASTED/WILL LAST.

- 1 Lesswk "Less than 1 week"
- 2 Less1Mth "Less than 1 month"
- 3 Less3Mth "1 month, up to 3 months"
- 4 Less6Mth "Over 3 months, up to 6 months"
- 5 Less1Yr "Over 6 months, up to 1 year"
- 6 Less2Yr "Over 1 year, up to 2 years"
- 7 Over2Yr "Over 2 years"

IF B38a=No THEN

B39a

How long, in total, has it lasted so far?

INTERVIEWER: IF MORE THAN ONE PERIOD OF TRAINING, CODE @ITOTAL@I LENGTH OF TIME LASTED SO FAR.

- 1 Lesswk "Less than 1 week"
- 2 Less1Mth "Less than 1 month"
- 3 Less3Mth "1 month, up to 3 months"
- 4 Less6Mth "Over 3 months, up to 6 months"
- 5 Less1Yr "Over 6 months, up to 1 year"
- 6 Less2Yr "Over 1 year, up to 2 years"
- 7 Over2Yr "Over 2 years"

IF B38 = Yes THEN

B40

Has any of your training been 'on-the-job', that is learning by example and practice while actually doing the job?

- 1 Yes "Yes"
- 2 No "No"

IF B40 = Yes THEN

B41

Was this on-the-job training...

INTERVIEWER: READ OUT...

- 1 CurrJob "... mainly during your current job,"
- 2 PrevJob "...mainly during a previous job or jobs,"
- 3 NotEmp ". or mainly while you were not employed, for example, on a Government scheme?"
- 4 Mixture "OR CODE: TRAINING DONE EQUALLY IN MORE THAN ONE OF THESE SITUATIONS"

IF B38 = Yes THEN

B42

Has any of your training been 'off the job', that is learning away from job pressures? This might involve sessions at your workplace or a college or training centre, or might mean teaching

yourself through videos, books or computers.

- 1 Yes "Yes"
- 2 No "No"

IF B42 = Yes THEN

B43

Was this off-the-job training ...READ OUT..

- 1 CurrJob "...mainly during your current job,"
- 2 PrevJob "...mainly during a previous job or jobs,"
- 3 NotEmp "...or mainly while you were not employed, for example, on a Government scheme?"
- 4 Mixture "OR CODE: TRAINING DONE EQUALLY IN MORE THAN ONE OF THESE SITUATIONS"

IF B38 = Yes THEN

B44

Who paid the fees for this training?

INTERVIEWER: CODE AS MANY AS APPROPRIATE.

- 1 Employer "Employer"
- 2 Govt "Government"
- 3 Self "Self or family or relative"
- 4 Other "Other"
- 5 NoFee "No fees"

Multicoded, number of allowed choices : 4

B45

Was this training undertaken in ...

INTERVIEWER: READ OUT...

- 1 WorkHrs "... normal working hours,"
- 2 OwnTime "...your time,"
- 3 Both "...or both?"

IF (B45 = WorkHrs) OR (B45=Both) THEN

B46

While you were receiving this training did your employer pay your basic wages ...

INTERVIEWER: READ OUT...

- 1 Full "... in full,"
- 2 Part "...in part,"
- 3 NotAtAll "...or not at all?"

IF B4=Employe THEN

B47

Do you think your employer will provide @Icontinuing@I training for you in the future?

- 1 Yes "Yes"
- 2 No "No"

IF B47=Yes THEN

B47a

SHOW CARD K.

Who is mainly responsible for arranging this @Icontinuing@I training?

- 1 Self "Self"
- 2 SupL "Supervisor or Line Manager"
- 3 Trdept "Training department"
- 4 HOO "Head of Organisation"
- 5 Oth47 "Other"

Section J

JAComp

INTERVIEWER: READ OUT...:

The next questions are about the sort of things which may or may not be part of your job. At this stage, we are only interested in finding out @Iwhat types of activities your job involves and how important these are@I. If the activity is NOT part of your job, please use number 5 from this card of possible answers.

INTERVIEWER: HAND OVER CARD L AND PAUSE UNTIL RESPONDENT HAS READ IT.

My computer is set up so that you can look at the questions on the screen and type the answers in yourself. Instructions about which keys you need to press to answer the questions will be shown on the screen.

- 1 JAResp "Respondent completion"
- 2 JAIntvr "Interviewer completion"

IF JAComp=JAResp THEN
JARint

The following questions all ask you to choose one answer from those listed on the screen. Please choose your answer by PRESSING THE NUMBER NEXT TO THE ANSWER YOU WANT TO GIVE and THEN PRESS THE LARGE KEY WITH THE RED STICKER. Please ask the interviewer if you want any help.

You will be asked about different activities which may or may not be part of your job.

At this stage, we are only interested in finding out @Iwhat types of activities your job involves and how important these are@I. If the activity is NOT part of your job, please use number 5.

Now PRESS 1 and then the key with the RED STICKER to continue.

- 1 CONTINUE "Press 1 and <ENTER> to Continue"

IF JAComp=JAIntvr THEN
JAIntI

INTERVIEWER: As this SECTION (J) is to be completed by you, please READ OUT THE QUESTION AS NORMAL.

Now PRESS 1 to continue

- 1 CONTINUE "Press 1 and <ENTER> to Continue"

ALL

JA1

Firstly, in your job, how important is paying close attention to detail?

- 1 Essntl "Essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important/Does not apply"

JA2

In your job, how important is dealing with people?

- 1 Essntl "Essential"
- 2 VeryImp "Very important"

- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important/Does not apply"

JA3

(And how important is)

Instructing, training or teaching people, individually or in groups?

- 1 Essntl "Essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important/Does not apply"

JA4

How important is
making speeches or presentations?

- 1 Essntl "Essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important/Does not apply"

JA5

(And how important is)
Persuading or influencing others?

- 1 Essntl "Essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important/Does not apply"

JA6

(And how important is)
Selling a product or service?

- 1 Essntl "Essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important/Does not apply"

JA7

In your job, how important is
counselling, advising or caring for customers or clients?

- 1 Essntl "Essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important/Does not apply"

JA8

(And how important is)
Working with a team of people?

- 1 Essntl "Essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important/Does not apply"

JA9

(And how important is)

Listening carefully to colleagues?

- 1 Essntl "Essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important/Does not apply"

JA10

(And how important is)

Physical strength (for example, to carry, push or pull heavy objects)?

- 1 Essntl "Essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important/Does not apply"

JA11

(And how important is)

Physical stamina (to work for long periods on physical activities)?

- 1 Essntl "Essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important/Does not apply"

JA12

(And how important is)

Skill or accuracy in using your hands or fingers (for example, to mend, repair,

assemble, construct or adjust things)?

- 1 Essntl "Essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important/Does not apply"

JA13

In your job, how important is

knowledge of how to use or operate tools/equipment/machinery?

- 1 Essntl "Essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important/Does not apply"

JA14

(And how important is)

Knowledge of particular products or services?

- 1 Essntl "Essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important/Does not apply"

JA15

(And how important is)

Specialist knowledge or understanding?

- 1 Essntl "Essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"

5 NotAtAll "Not at all important/Does not apply"

JA16

(And how important is)

Knowledge of how your organisation works?

- 1 Essntl "Essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important/Does not apply"

JA17

(And how important is)

Using a computer, 'PC', or other types of computerised equipment?

- 1 Essntl "Essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important/Does not apply"

JA19

(In your job, how important is)

Spotting problems or faults?

The problems or faults could be with your own work, someone else's work or equipment.

- 1 Essntl "Essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important/Does not apply"

JA20

(And how important is)

Working out the cause of problems or faults?

The problems or faults could be with your own work, someone else's work or equipment.

- 1 Essntl "Essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important/Does not apply"

JA21

(And how important is)

Thinking of solutions to problems?

The problems could be with your own work, someone else's work or equipment.

- 1 Essntl "Essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important/Does not apply"

JA23

(And how important is)

Analysing complex problems in depth?

- 1 Essntl "Essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important/Does not apply"

JA24

(And how important is)

Checking things to ensure that there are no errors?
This could be with your own work or someone else's.

- 1 Essntl "Essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important/Does not apply"

JA25

(And how important is)

Noticing when there is a mistake?

This could be with your own work or someone else's.

- 1 Essntl "Essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important/Does not apply"

JA26

In your job, how important is
planning your own activities?

- 1 Essntl "Essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important/Does not apply"

JA27

(And how important is)

Planning the activities of others?

- 1 Essntl "Essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important/Does not apply"

JA28

(And how important is)

Organising your own time?

- 1 Essntl "Essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important/Does not apply"

JA29

In your job, how important is
thinking ahead?

- 1 Essntl "Essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important/Does not apply"

JA30

(And how important is)

Reading written information such as forms, notices or signs?

- 1 Essntl "Essential"
- 2 VeryImp "Very important"

- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important/Does not apply"

JA31

(And how important is)

Reading short documents such as short reports, letters or memos?

- 1 Essntl "Essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important/Does not apply"

IF NOT((JA30=NotAtAll) AND (JA31=NotAtAll)) THEN

JA32

(And how important is)

Reading long documents such as long reports, manuals, articles or books?

- 1 Essntl "Essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important/Does not apply"

JA33

In your job, how important is

writing material such as forms, notices or signs?

- 1 Essntl "Essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important/Does not apply"

JA34

(And how important is)

Writing short documents (for example, short reports, letters or memos)?

- 1 Essntl "Essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important/Does not apply"

IF NOT((JA33=NotAtAll) AND (JA34=NotAtAll)) THEN

JA35

(And how important is)

Writing long documents with correct spelling and grammar
(for example, long reports, manuals, articles or books)?

- 1 Essntl "Essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important/Does not apply"

JA36

In your job, how important is

adding, subtracting, multiplying or dividing numbers?

(Using a calculator or computer if necessary.)

- 1 Essntl "Essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important/Does not apply"

JA37

(And how important are)

Calculations using decimals, percentages or fractions?:

(Using a calculator or computer if necessary.)

- 1 Essntl "Essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important/Does not apply"

JA38

(And how important are)

Calculations using more advanced mathematical or statistical procedures?

(Using a calculator or computer if necessary.)

- 1 Essntl "Essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important/Does not apply"

Jend

IF JAComp = JAResp THEN

'THANK YOU. That is the end of the section.'

' Please return the computer to the interviewer.'

INTERVIEWER: PRESS <ENTER> TO CONTINUE.

- 1 CONTINUE "Press <ENTER> to Continue"

Section M

IF (SectionJ.JA17 IN [Essntl..NotVImp]) THEN

M1

Which of the following best describes your use of computers or computerised equipment in your job ...

INTERVIEWER: SHOW CARD M AND READ OUT...

- 1 Simple "...straightforward (for example, using a computer for straightforward routine procedures such as printing out an invoice in a shop),"
- 2 Moderate "...moderate (for example, using a computer for word-processing and/or spreadsheets or communicating with others by 'email'),"
- 3 Complex "...complex (for example, using a computer for analysing information or design, including use of computer aided design or statistical analysis packages),"
- 4 Advance "...or Advanced (for example, using computer syntax and/or formulae for programming)?"

IF (SectionB.B6b = Yes) OR (SectionB.B5 = Supervis) OR (SectionB.B5=Manager) THEN

M2a

SHOW CARD H.

In your role as supervisor/manager/leader of others, I'd like you to consider

some statements and tell me how often each statement is true of you.

Firstly, 'I agree clear goals with my staff.'

- 1 Always "Always"
- 2 NrAlways "Nearly always"
- 3 Often "Often"

4 Sometime "Sometimes"
5 HardEver "Hardly ever"

M2b

SHOW CARD H.

I monitor the performance of my staff.

1 Always "Always"
2 NrAlways "Nearly always"
3 Often "Often"
4 Sometime "Sometimes"
5 HardEver "Hardly ever"

M2c

SHOW CARD H.

I motivate my staff.

1 Always "Always"
2 NrAlways "Nearly always"
3 Often "Often"
4 Sometime "Sometimes"
5 HardEver "Hardly ever"

M2d

SHOW CARD H.

And how often is this statement true of you: 'I get the best out of my staff'?

1 Always "Always"
2 NrAlways "Nearly always"
3 Often "Often"
4 Sometime "Sometimes"
5 HardEver "Hardly ever"

M2e

SHOW CARD H.

I provide clear feedback to my staff on their performance.

1 Always "Always"
2 NrAlways "Nearly always"
3 Often "Often"
4 Sometime "Sometimes"
5 HardEver "Hardly ever"

M2f

SHOW CARD H.

I build effective teams.

1 Always "Always"
2 NrAlways "Nearly always"
3 Often "Often"
4 Sometime "Sometimes"
5 HardEver "Hardly ever"

M2g

SHOW CARD H.

And how often is this statement true of you:

'I encourage my staff to take decisions for themselves'?

1 Always "Always"
2 NrAlways "Nearly always"
3 Often "Often"
4 Sometime "Sometimes"
5 HardEver "Hardly ever"

M2h

SHOW CARD H.

of I encourage my staff to take responsibility for the quality and quantity
their work.
1 Always "Always"
2 NrAlways "Nearly always"
3 Often "Often"
4 Sometime "Sometimes"
5 HardEver "Hardly ever"

ALL

M3a
SHOW CARD A.
Thinking about your feelings towards the organisation you work for, I
would like to ask you to what extent you agree or disagree with the following
statements.

Firstly: 'I am willing to work harder than I have to in order to help
this organisation succeed.'
1 StrAgree "Strongly agree"
2 Agree "Agree"
3 Disagree "Disagree"
4 StrDisag "Strongly disagree"

M3b
SHOW CARD A.
I feel very little loyalty to this organisation.
1 StrAgree "Strongly agree"
2 Agree "Agree"
3 Disagree "Disagree"
4 StrDisag "Strongly disagree"

M3c
SHOW CARD A.
I find that my values and the organisation's values are very similar.
1 StrAgree "Strongly agree"
2 Agree "Agree"
3 Disagree "Disagree"
4 StrDisag "Strongly disagree"

M3d
SHOW CARD A.
And to what extent do you agree that 'this organisation really
inspires the very best in me in the way of job performance'?
1 StrAgree "Strongly agree"
2 Agree "Agree"
3 Disagree "Disagree"
4 StrDisag "Strongly disagree"

M3e
SHOW CARD A.
I am proud to be working for this organisation.
1 StrAgree "Strongly agree"
2 Agree "Agree"
3 Disagree "Disagree"
4 StrDisag "Strongly disagree"

mB17e
SHOW CARD A.
How much do you agree or disagree with the following statement:
'I would take almost any job to keep working for this organisation'.
1 Stron "Strongly agree"

2 Agr "Agree"
3 Dis "Disagree"
4 Strod "Strongly disagree"

mB17f

SHOW CARD A.

How much do you agree or disagree with the following statement:
'I would turn down another job with more pay in order to stay
with this organisation'.

1 Stron "Strongly agree"
2 Agr "Agree"
3 Dis "Disagree"
4 Strod "Strongly disagree"

Section C

CComp

INTERVIEWER: READ OUT....:

The next questions are about the activities which are part of your job.
In this section, we are interested to find out @Ihow effectively you are able
to carry these out@I.
No matter how important the activity is, as long as it is part of your job,
we want to know how effectively you carry it out.

INTERVIEWER: HAND OVER CARD H AND PAUSE UNTIL RESPONDENT HAS READ IT.

My computer is set up so that you can look at the questions on the screen and
type the answers in yourself.

Instructions about which keys you need to press will be shown on the screen.

- 1 CResp "Respondent completion"
- 2 CIntvr "Interviewer completion"

IF CComp=CResp THEN

CRInt

The following questions all ask you to choose one answer from those listed
on the screen.

Please choose your answer by PRESSING THE NUMBER NEXT TO THE ANSWER YOU WANT
TO

GIVE and THEN PRESS THE LARGE KEY WITH THE RED STICKER. Please ask the
Interviewer if you want any help.

Now PRESS 1 and then the key with the RED STICKER to continue

- 1 CONTINUE "Press 1 and <ENTER> to Continue"

IF CComp=CIntvr THEN;

CRIntI

INTERVIEWER: As this SECTION (C) is to be completed by you,
please READ OUT THE QUESTIONS (AS NORMAL).

Now PRESS 1 to continue

- 1 CONTINUE "Press 1 and <ENTER> to Continue"

IF (SectionJ.JA23 IN [Essntl..NotVImp]) THEN

C1

When your job involves
analysing complex problems in depth
are you able to do this effectively...

- 1 Always "always,"
- 2 NrAlways "nearly always,"
- 3 Often "often,"
- 4 Sometime "sometimes,"
- 5 HardEver "or hardly ever?"

IF (SectionJ.JA35 IN [Essntl..NotVImp]) THEN

C2

When your job involves
writing long documents with correct spelling and grammar
(for example, long reports, manuals, articles or books),
are you able to do this effectively...

- 1 Always "always,"
- 2 NrAlways "nearly always,"

- 3 Often "often,"
- 4 Sometime "sometimes,"
- 5 HardEver "or hardly ever?"

C3

When your job involves
working hard even when not being supervised,
are you able to do this effectively...

- 1 Always "always,"
- 2 NrAlways "nearly always,"
- 3 Often "often,"
- 4 Sometime "sometimes,"
- 5 HardEver "or hardly ever?"

IF (SectionJ.JA2 IN [Essntl..NotVImp]) THEN

C4

When your job involves
dealing with people,
are you able to do this effectively...

- 1 Always "always,"
- 2 NrAlways "nearly always,"
- 3 Often "often,"
- 4 Sometime "sometimes,"
- 5 HardEver "or hardly ever?"

IF (SectionJ.JA28 IN [Essntl..NotVImp]) THEN

C5

When your job involves
organising your own time,
are you able to do this effectively...

- 1 Always "always,"
- 2 NrAlways "nearly always,"
- 3 Often "often,"
- 4 Sometime "sometimes,"
- 5 HardEver "or hardly ever?"

IF (SectionJ.JA37 IN [Essntl..NotVImp]) THEN

C6

When your job involves
carrying out calculations using decimals, percentages or fractions
(using a calculator or computer if necessary),
are you able to do this effectively...

- 1 Always "always,"
- 2 NrAlways "nearly always,"
- 3 Often "often,"
- 4 Sometime "sometimes,"
- 5 HardEver "or hardly ever?"

IF (SectionJ.JA8 IN [Essntl..NotVImp]) THEN

C7

When your job involves
joining in a team effort,
are you able to do this effectively...

- 1 Always "always,"
- 2 NrAlways "nearly always,"
- 3 Often "often,"
- 4 Sometime "sometimes,"
- 5 HardEver "or hardly ever?"

IF (SectionJ.JA24 IN [Essntl..NotVImp]) THEN

```
C8
When your job involves
making sure that things are correct
(this could be with your own work or someone else's),
are you able to do this effectively...
1 Always "always,"
2 NrAlways "nearly always,"
3 Often "often,"
4 Sometime "sometimes,"
5 HardEver "or hardly ever?"

IF (SectionJ.JA25 IN [Essntl..NotVImp]) THEN
C9
When your job involves
noticing when there is a mistake
(this could be with your own work or someone else's),
are you able to do this effectively...
1 Always "always,"
2 NrAlways "nearly always,"
3 Often "often,"
4 Sometime "sometimes,"
5 HardEver "or hardly ever?"

IF (SectionJ.JA20 IN [Essntl..NotVImp]) THEN
C10
When your job involves
working out the cause of problems or faults
(the problems or faults could be with your own work, someone else's work
or equipment),
are you able to do this effectively...
1 Always "always,"
2 NrAlways "nearly always,"
3 Often "often,"
4 Sometime "sometimes,"
5 HardEver "or hardly ever?"

IF (SectionJ.JA5 IN [Essntl..NotVImp]) THEN
C12
When your job involves
persuading or influencing others,
are you able to do this effectively...
1 Always "always,"
2 NrAlways "nearly always,"
3 Often "often,"
4 Sometime "sometimes,"
5 HardEver "or hardly ever?"

IF (SectionJ.JA8 IN [Essntl..NotVImp]) THEN
C13
When your job involves
helping other team members,
are you able to do this effectively...
1 Always "always,"
2 NrAlways "nearly always,"
3 Often "often,"
4 Sometime "sometimes,"
5 HardEver "or hardly ever?"

IF (SectionJ.JA16 IN [Essntl..NotVImp]) THEN
C14
When your job involves
```

having knowledge or understanding of how the organisation works,
are you able to do this effectively...

- 1 Always "always,"
- 2 NrAlways "nearly always,"
- 3 Often "often,"
- 4 Sometime "sometimes,"
- 5 HardEver "or hardly ever?"

IF (SectionJ.JA13 IN [Essntl..NotVImp]) THEN

C15

When your job involves
knowing how to use/operate the tools/equipment/machinery required in the
job,

are you able to do this effectively...

- 1 Always "always,"
- 2 NrAlways "nearly always,"
- 3 Often "often,"
- 4 Sometime "sometimes,"
- 5 HardEver "or hardly ever?"

IF (SectionJ.JA11 IN [Essntl..NotVImp]) THEN

C16

When your job involves
having enough physical stamina to carry out physical activities for long
periods,

are you able to do this effectively...

- 1 Always "always,"
- 2 NrAlways "nearly always,"
- 3 Often "often,"
- 4 Sometime "sometimes,"
- 5 HardEver "or hardly ever?"

C17

When your job involves
acting without being prompted,
are you able to do this effectively...

- 1 Always "always,"
- 2 NrAlways "nearly always,"
- 3 Often "often,"
- 4 Sometime "sometimes,"
- 5 HardEver "or hardly ever?"

IF (SectionJ.JA17 IN [Essntl..NotVImp]) THEN

C18

When your job involves
using a computer, PC or other types of computerised equipment,
are you able to do this effectively...

- 1 Always "always,"
- 2 NrAlways "nearly always,"
- 3 Often "often,"
- 4 Sometime "sometimes,"
- 5 HardEver "or hardly ever?"

IF (SectionJ.JA12 IN [Essntl..NotVImp]) THEN

C19

When your job involves
being skilled enough with your hands to mend, repair, assemble, construct
or adjust things,

are you able to do this effectively...

- 1 Always "always,"
- 2 NrAlways "nearly always,"

- 3 Often "often,"
- 4 Sometime "sometimes,"
- 5 HardEver "or hardly ever?"

IF (SectionJ.JA15 IN [Essntl..NotVImp]) THEN

C20

When your job involves
having specialist knowledge or understanding,
are you able to do this effectively...

- 1 Always "always,"
- 2 NrAlways "nearly always,"
- 3 Often "often,"
- 4 Sometime "sometimes,"
- 5 HardEver "or hardly ever?"

IF (SectionJ.JA10 IN [Essntl..NotVImp]) THEN

C21

When your job involves
being physically strong enough to carry, push or pull heavy objects,
are you able to do this effectively...

- 1 Always "always,"
- 2 NrAlways "nearly always,"
- 3 Often "often,"
- 4 Sometime "sometimes,"
- 5 HardEver "or hardly ever?"

IF (SectionJ.JA24 IN [Essntl..NotVImp]) THEN

C22

When your job involves
checking things to ensure that there are no errors
(this could be with your own work or someone else's),
are you able to do this effectively...

- 1 Always "always,"
- 2 NrAlways "nearly always,"
- 3 Often "often,"
- 4 Sometime "sometimes,"
- 5 HardEver "or hardly ever?"

IF (SectionJ.JA30 IN [Essntl..NotVImp]) THEN

C23

When your job involves
reading and understanding written information such as forms, notices or
signs,

are you able to do this effectively...

- 1 Always "always,"
- 2 NrAlways "nearly always,"
- 3 Often "often,"
- 4 Sometime "sometimes,"
- 5 HardEver "or hardly ever?"

IF (SectionJ.JA32 IN [Essntl..NotVImp]) THEN

C24

When your job involves
reading and understanding long documents such as long reports, manuals,
articles or books,

are you able to do this effectively...

- 1 Always "always,"
- 2 NrAlways "nearly always,"
- 3 Often "often,"
- 4 Sometime "sometimes,"
- 5 HardEver "or hardly ever?"

C25

When your job involves
handling problems with little guidance,
are you able to do this effectively...

- 1 Always "always,"
- 2 NrAlways "nearly always,"
- 3 Often "often,"
- 4 Sometime "sometimes,"
- 5 HardEver "or hardly ever?"

IF (SectionJ.JA33 IN [Essntl..NotVImp]) THEN

C26

When your job involves
writing notes or filling in forms with correct spelling and grammar
(for example, forms, notices or signs),
are you able to do this effectively...

- 1 Always "always,"
- 2 NrAlways "nearly always,"
- 3 Often "often,"
- 4 Sometime "sometimes,"
- 5 HardEver "or hardly ever?"

IF (SectionJ.JA36 IN [Essntl..NotVImp]) THEN

C27

When your job involves
adding, subtracting, multiplying or dividing numbers correctly,
(Using a calculator or computer if necessary),
are you able to do this effectively...

- 1 Always "always,"
- 2 NrAlways "nearly always,"
- 3 Often "often,"
- 4 Sometime "sometimes,"
- 5 HardEver "or hardly ever?"

C28

When your job involves
being relied upon to get the work done,
are you able to do this effectively...

- 1 Always "always,"
- 2 NrAlways "nearly always,"
- 3 Often "often,"
- 4 Sometime "sometimes,"
- 5 HardEver "or hardly ever?"

IF (SectionJ.JA38 IN [Essntl..NotVImp]) THEN

C29

When your job involves
carrying out calculations using advanced mathematical or statistical
procedures

(Using a calculator or computer if necessary),
are you able to do this effectively...

- 1 Always "always,"
- 2 NrAlways "nearly always,"
- 3 Often "often,"
- 4 Sometime "sometimes,"
- 5 HardEver "or hardly ever?"

C30

When your job involves
completing tasks on time,
are you able to do this effectively...

- 1 Always "always,"
- 2 NrAlways "nearly always,"
- 3 Often "often,"
- 4 Sometime "sometimes,"
- 5 HardEver "or hardly ever?"

C31

When your job involves
using your initiative,
are you able to do this effectively...

- 1 Always "always,"
- 2 NrAlways "nearly always,"
- 3 Often "often,"
- 4 Sometime "sometimes,"
- 5 HardEver "or hardly ever?"

IF (SectionJ.JA19 IN [Essntl..NotVImp]) THEN

C32

(When your job involves
spotting problems or faults
(The problems or faults could be with your own work, someone else's work
or equipment),
are you able to do this effectively...

- 1 Always "always,"
- 2 NrAlways "nearly always,"
- 3 Often "often,"
- 4 Sometime "sometimes,"
- 5 HardEver "or hardly ever?"

IF (SectionJ.JA29 IN [Essntl..NotVImp]) THEN

C34

When your job involves
thinking ahead,
are you able to do this effectively...

- 1 Always "always,"
- 2 NrAlways "nearly always,"
- 3 Often "often,"
- 4 Sometime "sometimes,"
- 5 HardEver "or hardly ever?"

IF (SectionJ.JA4 IN [Essntl..NotVImp]) THEN

C35

When your job involves
making effective speeches or presentations,
are you able to do this effectively...

- 1 Always "always,"
- 2 NrAlways "nearly always,"
- 3 Often "often,"
- 4 Sometime "sometimes,"
- 5 HardEver "or hardly ever?"

IF (SectionJ.JA7 IN [Essntl..NotVImp]) THEN

C36

When your job involves
counselling, advising or caring effectively for others,
are you able to do this effectively...

- 1 Always "always,"

- 2 NrAlways "nearly always,"
- 3 Often "often,"
- 4 Sometime "sometimes,"
- 5 HardEver "or hardly ever?"

IF (SectionJ.JA26 IN [Essntl..NotVImp]) THEN
C37

When your job involves
planning your own activities,
are you able to do this effectively...

- 1 Always "always,"
- 2 NrAlways "nearly always,"
- 3 Often "often,"
- 4 Sometime "sometimes,"
- 5 HardEver "or hardly ever?"

IF (SectionJ.JA27 IN [Essntl..NotVImp]) THEN
C38

When your job involves
planning the activities of others,
are you able to do this effectively...

- 1 Always "always,"
- 2 NrAlways "nearly always,"
- 3 Often "often,"
- 4 Sometime "sometimes,"
- 5 HardEver "or hardly ever?"

IF (SectionJ.JA6 IN [Essntl..NotVImp]) THEN
C39

When your job involves
selling a product or service,
are you able to do this effectively...

- 1 Always "always,"
- 2 NrAlways "nearly always,"
- 3 Often "often,"
- 4 Sometime "sometimes,"
- 5 HardEver "or hardly ever?"

C41

When your job involves
working very hard,
are you able to do this effectively...

- 1 Always "always,"
- 2 NrAlways "nearly always,"
- 3 Often "often,"
- 4 Sometime "sometimes,"
- 5 HardEver "or hardly ever?"

IF (SectionJ.JA14 IN [Essntl..NotVImp]) THEN
C43

When your job involves
knowing about the particular products or services related to your job,
are you able to do this effectively...

- 1 Always "always,"
- 2 NrAlways "nearly always,"
- 3 Often "often,"
- 4 Sometime "sometimes,"
- 5 HardEver "or hardly ever?"

C45

When your job involves

keeping going even when things get tough,
are you able to do this effectively...

- 1 Always "always,"
- 2 NrAlways "nearly always,"
- 3 Often "often,"
- 4 Sometime "sometimes,"
- 5 HardEver "or hardly ever?"

IF (SectionJ.JA21 IN [Essntl..NotVImp]) THEN
C46

When your job involves
thinking of solutions to problems,
are you able to do this effectively...

- 1 Always "always,"
- 2 NrAlways "nearly always,"
- 3 Often "often,"
- 4 Sometime "sometimes,"
- 5 HardEver "or hardly ever?"

IF (SectionJ.JA34 IN [Essntl..NotVImp]) THEN
C47

When your job involves
writing short documents with correct spelling and grammar
(for example, short reports, letters or memos),
are you able to do this effectively...

- 1 Always "always,"
- 2 NrAlways "nearly always,"
- 3 Often "often,"
- 4 Sometime "sometimes,"
- 5 HardEver "or hardly ever?"

IF (SectionJ.JA1 IN [Essntl..NotVImp]) THEN
C48

When your job involves
paying close attention to detail,
are you able to do this effectively...

- 1 Always "always,"
- 2 NrAlways "nearly always,"
- 3 Often "often,"
- 4 Sometime "sometimes,"
- 5 HardEver "or hardly ever?"

IF (SectionJ.JA3 IN [Essntl..NotVImp]) THEN
C49

When your job involves
instructing, training or teaching people,
are you able to do this effectively...

- 1 Always "always,"
- 2 NrAlways "nearly always,"
- 3 Often "often,"
- 4 Sometime "sometimes,"
- 5 HardEver "or hardly ever?"

IF (SectionJ.JA31 IN [Essntl..NotVImp]) THEN
C50

When your job involves
reading and understanding short documents such as short reports, letters
or memos,
are able to do this effectively...

- 1 Always "always,"
- 2 NrAlways "nearly always,"

- 3 Often "often,"
- 4 Sometime "sometimes,"
- 5 HardEver "or hardly ever?"

IF (SectionJ.JA9 IN [Essntl..NotVImp]) THEN

C51

When your job involves
listening carefully to colleagues,
are you able to do this effectively...

- 1 Always "always,"
- 2 NrAlways "nearly always,"
- 3 Often "often,"
- 4 Sometime "sometimes,"
- 5 HardEver "or hardly ever?"

Cend

IF CCOMP = CResp THEN

` THANK YOU. That is the end of the section.'
' Please return the computer to the interviewer.'

INTERVIEWER: PRESS <1> followed by <ENTER> TO CONTINUE.

- 1 kool "Key in code <1><ENTER> to Continue"

Section P

P1a

Thinking about the skills which you use in the job you have now.
How useful would these skills be if you were to work for another employer
in the same industry or service ...

INTERVIEWER: READ OUT...

- 1 VeryUse "...very useful,"
- 2 FairUse "...fairly useful,"
- 3 SomeUse "...of some use,"
- 4 LittlUse "...only a little useful,"
- 5 NoUse "...or, not at all useful?"

P1b

How useful would these skills be if you were to work for another employer
in a quite different industry or service ...

INTERVIEWER: IF 'IT DEPENDS', SAY: Try to think of different
industries or services you might go to if you were to change jobs.

INTERVIEWER: READ OUT...:

- 1 VeryUse "...very useful,"
- 2 FairUse "...fairly useful,"
- 3 SomeUse "...of some use,"
- 4 LittlUse "...only a little useful,"
- 5 NoUse "...or, not at all useful."

IF SectionB.B4= Employe THEN

P2a

What is your usual @Igross@I pay @Ibefore@I deductions for tax,
national insurance and so on?

IF NO USUAL PAY, RECORD PAY IN LAST FULL PAY PERIOD.

Range : 0..999997

IF (P2a=RESPONSE) AND (P2a IN [0..999997]) THEN

P2b

How long a period does that pay cover?

- 1 Hour "One hour"

2 Week "One week"
3 FourWeek "Four weeks"
4 Month "Calendar month"
5 Year "Year"
6 Other "Other period"

IF P2b = Other THEN
P2c
INTERVIEWER: ENTER 'OTHER' PERIOD.
Text : Maximum 41 characters

IF (P2a=RESPONSE) THEN
P2d
INTERVIEWER: CODE ONE OR MORE.
1 NoUsual "No usual pay - recorded pay in last full period"
2 Payslip "Respondent showed/referred to payslip"
3 ReasCert "Respondent knew pay with reasonable certainty"
4 Guess "Respondent guessed or estimated gross pay"
Multicoded, number of allowed choices : 2

IF (SectionB.B11 = 0) AND (P2a=RESPONSE) AND (P2a IN [0..999997]) THEN
P2e
How many hours (per week) do you work for that pay?
Range : 0..168

IF (P2a=DONTKNOW) OR ((P2b=RESPONSE) AND (P2b <> Hour)) THEN
P3
Do you know what is your usual gross hourly rate of pay?
1 Yes "Yes"
2 DKHourly "Does not know gross hourly rate"
3 NoHourly "Not paid by an hourly rate"

IF P3=Yes THEN
P3ghr
What is your usual gross hourly rate of pay?
Range : 0..1000

IF (P2a=DONTKNOW) OR (Guess IN P2d) THEN
P4a
What is your usual @Itake-home@I pay after all deductions for tax,
national insurance, and so on, but including overtime, bonuses,
commission or tips?
IF NO USUAL PAY, RECORD PAY IN LAST FULL PAY PERIOD.
Range : 0..999997

IF (P4a=RESPONSE) AND (P4a IN [0..999997]) THEN
P4b
How long a period does that pay cover?
1 Week "One week"
2 FourWeek "Four weeks"
3 Month "Calendar month"
4 Year "Year"
5 Other "Other"

IF P4b = Other THEN
P4c
INTERVIEWER: ENTER 'OTHER' PERIOD.
Text : Maximum 41 characters

IF (P4a=RESPONSE) AND (P4a IN [0..999997]) THEN
P4d

INTERVIEWER: CODE ONE OR MORE:

- 1 NoUsual "No usual pay - recorded pay in last full period"
 - 2 Payslip "Respondent showed/referred to payslip"
 - 3 ReasCert "Respondent knew pay with reasonable certainty"
 - 4 Guess "Respondent guessed or estimated take home pay"
- Multicoded, number of allowed choices : 2

IF (SectionB.B11 = 0) AND (P2e=EMPTY) THEN

P4e

About how many hours (per week) do you work?

Range : 0..168

IF SectionB.B4 = SelfEmp THEN

P5a

About how much do you earn @Iafter@I all expenses and other deductions but @Ibefore@I income tax and national insurance?

IF NO USUAL EARNINGS, PAY IN LAST YEAR OR MONTH.

Range : 0..999997

IF (P5a=RESPONSE) AND (P5a IN [0..999997]) THEN

P5b

How long a period does that pay cover?

- 1 Week "One week"
- 2 FourWeek "Four weeks"
- 3 Month "Calendar month"
- 4 Year "Year"
- 5 Other "Other"

IF P5b = Other THEN

P5c

INTERVIEWER: ENTER 'OTHER' PERIOD.

Text : Maximum 41 characters

IF P5b=RESPONSE THEN

P5d

INTERVIEWER CODE ONE OR MORE:

- 1 NoUsual "No usual earnings - recorded income in last full period"
 - 2 Account "Respondent showed/referred to accounts or other records"
 - 3 Certain "Respondent knew income with reasonable certainty"
 - 4 Guess "Respondent guessed or estimated gross income"
- Multicoded, number of allowed choices : 2

IF (SectionB.B11 = 0) AND (P5a=RESPONSE) THEN

P5e

About how many hours (per week) do you work?

Range : 0..168

IF SectionB.B4=Employe THEN

P5f

Does your employer contribute to a pension scheme on your behalf?

- 1 Yes "Yes"
- 2 No "No"

ALL

P6

At your place of work, are there unions, staff associations or groups of unions?

- 1 Yes "Yes"
- 2 No "No"

IF P6 = Yes THEN

P7

Is it/are any of them recognised by management for negotiating pay and/or conditions of employment?

- 1 Yes "Yes"
- 2 No "No"

P8

Is it possible for someone in your job to join this/one of these union(s) or this/one of these staff association(s)?

- 1 Yes "Yes"
- 2 No "No"

P9

Are you a member of a/(if P8=no any other) trade union or staff association?

- 1 Yes "Yes"
- 2 No "No"

P10

How old were you when you finished your continuous full-time education?

INTERVIEWER: RECORD AGE TO NEAREST YEAR.

Range : 10..61

P11

Since leaving full-time education, how many years @Iin total@I have you been in @Ipaid work@I?

INTERVIEWER: RECORD NUMBER OF YEARS IN TOTAL.

DO NOT COUNT ANY BREAKS DUE TO, EG CHILDCARE OR LONG-TERM SICKNESS.

DO NOT COUNT ANY PAID WORK DONE BEFORE LEAVING FULL-TIME EDUCATION.

RECORD TO NEAREST YEAR. IF LESS THAN SIX MONTHS CODE '00'.

Range : 0..50

P12a

Which qualifications do you have, starting with the highest qualifications?

INTERVIEWER: CODE UP TO 3 QUALIFICATION LEVELS FROM THE LIST.

- 1 None "None/no qualifications"
- 2 GCSEGD "CSE (other than Grade 1) or GCSE D-G"
- 3 GCSEAC "GCE 'O' Level or Grade 1 CSE or GCSE A*-C or School Certificate of Matriculation or GNVQ Intermediate"
- 4 Alevel "GCE 'A' Level or GNVQ Advanced"
- 5 SCESUPE "SCE 'O' Level, or Lower Grade SLC (Scottish Leaving Certificate) or SUPE (Scottish Universities Preliminary Exam) or GNVQ Intermediate"
- 6 SCEHigh "SCE Higher, or SLC/SUPE Higher Grade or GNVQ Advanced"
- 7 CertSix "Certificate of Sixth Year Studies"
- 8 NVQtwo "City and Guilds or S/NVQ level 2"
- 9 NVQthree "ONC/OND (Ordinary National Certificate or Diploma), or SNC/SND (Scottish) or S/NVQ level 3"
- 10 NVQfour "HNC/HND (Higher National Certificate or Diploma, or SHNC/SHNC (Scottish) or S/NVQ level 4"
- 11 UniCert "University Certificate/Diploma (@INot@I Degree) or S/NVQ level 4"
- 12 SCOTVEC "SCOTVEC National Certificate"
- 13 SCOTBEC "SCOTBEC/SCOTEC Certificate/Diploma"
- 14 Cleric "Clerical and Commercial (eg typing, shorthand or book-keeping)"
- 15 Nurse "Nursing (eg SRN/SEN)"
- 16 Teach "Teaching"
- 17 OthProf "Other Professional (eg law, medicine)"

18 Degree "University or CNAA Degree"
19 TradeApp "Completion of Trade Apprenticeship"
20 ProfNoEx "Professional qualification without sitting exam"
21 Other "Other"
Multicoded, number of allowed choices : 3

IF Other IN P12a THEN
P12b
INTERVIEWER: ENTER DETAILS OF OTHER QUALIFICATION.
Text : Maximum 100 characters

IF Degree IN P12a THEN
P13
Was your degree in ...
INTERVIEWER: READ OUT...
CODE UP TO TWO ANSWERS
1 Eng "... engineering,"
2 OthSci "...other sciences,"
3 SocSci "...social sciences,"
4 ArtHum "...or arts and humanities,"
Multicoded, number of allowed choices : 2

Section F

F1

Were you in paid work five years ago, that is in month and year.
INTERVIEWER: Any type of paid work of at least ONE HOUR a week = YES
1 Job "Yes"
2 No "No"

IF F1 = Job THEN
F2
Was this the same job as you have now?
INTERVIEWER NOTE : ONLY CODE 'YES' IF THE SAME JOB WITH THE SAME EMPLOYER.
1 Yes "Yes"
2 No "No"

IF F2=No THEN
F3
What did the firm/organisation you worked for five years ago
mainly make or do (at the place where you worked)?
DESCRIBE FULLY.
PROBE: Manufacturing, processing or distribution, etc; main
goods produced; materials used; wholesale or retail, etc.
Text : Maximum 100 characters

F4a
What was the name or title of your job?
Text : Maximum 100 characters

F4b
What kind of work did you do most of the time? What materials/
equipment did you use?
Text : Maximum 100 characters

F5
Were you an employee or self-employed?
INTERVIEWER: IF NOT SURE/DOES NOT KNOW, CODE EMPLOYEE.
1 FEmployee "Employee"
2 FSelfEmp "Self-employed"

```

IF (F5= FEmploye) OR ((F2=Yes) AND (SectionB.B4 = Employe)) THEN
  F6a
  (At that time,) did you supervise other employees or have managerial
duties?
  1 Supervis      "Yes, supervised other employees"
  2 Manager "Yes, had managerial duties"
  3 NoManag "No, neither"

  IF F6a IN [Supervis,Manager] THEN
    F6b
    How many people did you supervise/manage
    Range : 0..9997

IF (F5= FSelfEmp) OR ((F2=Yes) AND (SectionB.B4 =SelfEmp)) THEN
  F7a
  (At that time,) did you have others working for you?
  1 Yes      "Yes"
  2 No "No"

  IF F7a =Yes THEN
    F7b
    How many people?
    Range : 1..9997

IF F1 = Job THEN
  F8
  At that time, were you working full-time or part-time?
  1 FullTime "Full-time"
  2 PartTime "Part-time"

  F9
  (At that time,) how many people worked at the place where you worked?
  IF DON'T KNOW: your best guess will do.
  INTERVIEWER: ENTER NUMBER.
  Range : 1..99997

  F10
  'My job five years ago required that I worked very hard'.
  Do you strongly agree, agree, disagree or strongly disagree with this
statement?
  1 StrAgree "Strongly agree"
  2 Agree    "Agree"
  3 Disagree "Disagree"
  4 StrDisag "Strongly disagree"

  F11
  How much choice did you have over the way in which you did your job ...
  INTERVIEWER: READ OUT...
  1 GrtDeal "... a great deal of choice,"
  2 Some    "...some choice,"
  3 HardAny "...hardly any choice,"
  4 None    "...or no choice at all?"

  F12
  How often did your work involve carrying out short repetitive tasks ...
  INTERVIEWER: READ OUT...
  1 Never   "Never"
  2 Rarely  "Rarely"
  3 Sometime "Sometimes"
  4 Often   "Often"

```

5 Always "Always"

F13

Was there much variety in your job ...

INTERVIEWER: READ OUT...

- 1 GrtDeal "...a great deal,"
- 2 QuiteLot "...quite a lot,"
- 3 Some "...some,"
- 4 Little "...a little,"
- 5 None "...or none at all?"

Fhead

INTERVIEWER: READ OUT...

The next questions are about the sort of things which may or may not have been

part of the job you held five years ago. We are only interested in finding out

@Iwhat types of activities your job involved and how important these were@I. If the

activity was NOT part of your job, please use number 5 from this card of possible answers.

INTERVIEWER: HAND OVER CARD L AND PAUSE TILL RESPONDENT READS IT.

PRESS 'ENTER' TO CONTINUE.

- 1 CONTINUE "Press <Enter> to continue"

F15

SHOW CARD L.

How important were the following types of activities in the job you held five years ago?

Firstly, spotting problems or faults?

INTERVIEWER: IF NECESSARY, ADD: The problems or faults could have been with your

own work or someone else's work or equipment.

- 1 Essntl "Essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important/Does not apply"

F16

SHOW CARD L.

Working out the cause of problems or faults?

INTERVIEWER: IF NECESSARY, ADD: the problems or faults could have been with your

own work, someone else's work or equipment.

- 1 Essntl "Essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important/Does not apply"

F17

SHOW CARD L.

Thinking of solutions to problems?

- 1 Essntl "Essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important/Does not apply"

F19

SHOW CARD L.

In the job you held five years ago, how important was analysing complex problems in depth?

- 1 Essntl "Essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important/Does not apply"

F20

SHOW CARD L.

Dealing with people?

- 1 Essntl "Essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important/Does not apply"

F21

SHOW CARD L.

Instructing, training or teaching people individually or ingroups?

- 1 Essntl "Essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important/Does not apply"

F22

SHOW CARD L.

Making speeches or presentations?

- 1 Essntl "Essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important/Does not apply"

F23

SHOW CARD L.

In the job you held five years ago, how important was persuading or influencing others?

- 1 Essntl "Essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important/Does not apply"

F24

SHOW CARD L.

Selling a product or service?

- 1 Essntl "Essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important/Does not apply"

F25

SHOW CARD L.

Counselling, advising or caring for customers or clients?

- 1 Essntl "Essential"
- 2 VeryImp "Very important"

- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important/Does not apply"

F26

SHOW CARD L.

Working with a team of people?

- 1 Essntl "Essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important/Does not apply"

F27

SHOW CARD L.

In the job you held five years ago, how important was using a computer, 'PC', or other type of computerised equipment?

- 1 Essntl "Essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important/Does not apply"

F28a

SHOW CARD L.

In the job you held five years ago, how important was physical strength (for example, to carry, push or pull heavy objects)?

- 1 Essntl "Essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important/Does not apply"

F28b

SHOW CARD L.

Physical stamina (to work for long periods on physical activities)?

- 1 Essntl "Essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important/Does not apply"

F28c

SHOW CARD L.

Skill or accuracy in using your hands or fingers (for example, to mend, repair, assemble, construct or adjust things)?

- 1 Essntl "Essential"
- 2 VeryImp "Very important"
- 3 FairImp "Fairly important"
- 4 NotVImp "Not very important"
- 5 NotAtAll "Not at all important/Does not apply"

IF (F1 = Job) AND (F27 IN [Essntl..NotVImp]) THEN

F29

Which of the following best describes your use of computers or computerised equipment in the job you were doing five years ago...

SHOW CARD M AND READ OUT...

- 1 Simple "...straightforward (for example, using a computer for straightforward routine procedures such as printing out an invoice in a shop)"
- 2 Moderate "...moderate (for example, using a computer for word-processing and/or spreadsheets or communicating with others by 'email'),"

3 Complex "...complex (for example, using a computer for analysing information or design, including use of computer aided design or statistical analysis packages),"

4 Advance "...or Advanced (for example, using computer syntax and/or formulae for programming)?"

IF F1=Job THEN

F30

I'd like you to compare your current job with what you were doing five years ago ...

(if F2=yes - even though you were in the same job)

Would you say that there has been a significant @Iincrease@I between then and now, a

significant @Idecrease@I or little or no change in the level of skill you use in your job?

1 Increase "Increase"

2 Decrease "Decrease"

3 NoChange "No change"

Section D

D1

Finally, I would like to ask you a few more questions about yourself.

Are youREAD OUT...

1 Married "Married"

2 LiveTog "Living together as a couple"

3 Single "Single"

4 Widowed "Widowed"

5 Separat "Separated/divorced"

D2a

Do you have any children under the age of 16 who are financially

dependent on you? INTERVIEWER: CHILDREN DO NOT HAVE TO LIVE IN

SAME HOUSEHOLD AS RESPONDENT, AND DO NOT HAVE TO BE BIOLOGICAL CHILDREN.

1 Yes "Yes"

2 No "No"

IF D2a = YES THEN

D2b

How many do you have?

Range : 0..30

D2c

How many are under five years old?

Range : 0..30

D3

SHOW CARD N.

To which of these groups do you consider that you belong?

1 White "White"

2 BlkCarib "Black - Caribbean"

3 BlkAfr "Black - African"

4 BlkOth "Black - Other"

5 Indian "Indian"

6 Pakistan "Pakistani"

7 Banglad "Bangladeshi"

8 Chinese "Chinese"
9 Other "Other"

D4

Are you a registered disabled person?

1 Yes "Yes"
2 No "No"

Tph

Is there a telephone in your accommodation which can be used to receive and to make calls?

1 Yes "Yes"
2 No "No"

IF Tph=Yes THEN

TPhone

A few interviews on any survey are checked by a supervisor to make sure people are satisfied with the way the interview was carried out. In case my supervisor needs to contact you, it would be helpful if you could let me have your telephone number.

1 Given "Number given"
2 Ref "Number refused"

Disp

I have now got to the end of the questions I want to ask you.

Thank you very much for giving your time to help us.

1 Continue "Press 1 and enter to continue"

EndTime

End of interview

Text : Maximum 8 characters