Second Skills Survey of the Employed British Workforce
{Based on Interviewer Version 15}

Contents

BLOCK A

Checking Eligibility

Title   "SECTION A ELIGIBILITY":("Press 1 and <Enter> to continue.")

AWork   *{A1}*
"Can I just check, did you do any paid work in the last seven days?
INTERVIEWER:
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 **only**, code **Not Employed**.":
(Inwork   "In paid work",
  Notemp   "Not employed"),NODK,NORF

{ IF (AWork=Notemp) THEN }
AInElig   *{A1a}*
"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 **NOT ELIGIBLE**":
(Pers "Person is eligible",
 Npers "Not eligible"),NODK,NORF

{IF A1a=Npers THEN}
AStop   *{A1b}*
"INTERVIEWER: You have entered that the person is NOT eligible. That is, they are
definitely NOT IN WORK, HALT INTERVIEW WITH CURRENT PERSON!":
("Press 1 and <Enter> to continue.")

ASex   *{A2}*
"INTERVIEWER: Enter sex of respondent":
(Male,
Female),NODK,NORF {SEX}

AAge   *{A3}*
"What was your age last birthday?": 14..95,NODK,NORF   {AGE}

{IF (NOT(A3 IN [20..60])) THEN}
ABadAge {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'.":
("Press 1 and <Enter> to continue.")

BLOCK B

Broad Questions about the Job: Classification, and Skills-Related Aspects

Title "SECTION B
BROAD QUESTIONS ABOUT JOB: CLASSIFICATION, SKILLS-RELATED ASPECTS":
("Press 1 and <Enter> to continue.")

BJobs {B1a}
"Could I check, do you have one job or more than one?":
(One,
MoreThn1 "More than one")

{IF B1a = MoreThn1 THEN}
BMainjob {B1x}
"In this survey we are asking people about their MAIN JOB.
So please think only about your main job when answering.

NOTE: Ask the respondent to decide which is his/her main job.
If a rule is needed, main = earned most in reference week":
("Press 1 and <Enter> to continue.")

{ALL}
BIntro {B1y}
"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.":
("Press 1 and <Enter> to continue.")

BFirmdo {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.": OPEN

{Office use only}
BSIC92 {B2SIC} "SIC 92 industry code " : 0..9999,NODK,NORF
BSIC80 {B2SIC} "SIC 80 industry code " : 0..9999,NODK,NORF
B_NACE "NACE industry code " : 0..9999,NODK,NORF

BJobtitl *{B3a}*
"What is the name or title of your job?": OPEN

BWhatUdo *{B3b}*
"What kind of work do you do most of the time?
What materials/equipment do you use?": OPEN

{Office use only}
B3SOC {SOC90} "Standard Occupational Classification 1990": 0..999,NODK,NORF
BSOC2000 {BSOC2000} "Standard Occupational Classification 2000": 0..999,NODK,NORF
B_ISCO {B_ISCO} "ILO International Standard Classification of Occupations (1988)": 0..999,NODK,NORF

BAuto *{NEW (EB16)}*
"(Can I just check) Does your own job involve use of computerised or automated equipment?":
Yes
No

BEmpType *{B4}*
"Are you working as an employee or are you self-employed?

INTERVIEWER: If not sure/does not know, enter EMPLOYEE":
 (Employe "Employee",
  SelfEmp "Self-employed"),NODK,NORF

{LFS questions for self-employed - see Labour Market Trends December 2000 p573}
{IF BEmpType = Employe THEN}
BPdWage
"(Can I check) are you paid a salary or a wage by an employer?":YesNo

{IF BEmpType = SelfEmp or BPdWage = No}
BSelfEm1.. BSelfEm8
"CARD B1.
Looking at this card, which of these describe your situation at work?

INTERVIEWER: CODE UP TO FOUR ANSWERS IN THE ORDER GIVEN":SET OF
(Agency "Paid a salary or a wage by an agency",
 Direct "Sole director of own limited business",
 Prof   "Running a business or professional practice",
 Partner "A partner in a business or professional practice",
 SelfWrk "Working for yourself",
 SubCont "Working as a sub-contractor",
 FreeLnc "Doing freelance work",
 NoneAb "None of these")

{LFS Questions used to derive a new status variable to distinguish those working with
others in an organisation:
* Employee = BEmpType = Employe OR BSelf = Agency or SubContr*
* SelfEmpl = All others}*

{IF BEmpType = Employe THEN}
BManage *{B5}*
"Do you supervise other employees or have managerial duties?":
(Supervis "Yes, supervise other employees",
 Manager   "Yes, have managerial duties",
 NoManag   "No, neither")

{IF (BManage = Supervis) or (BManage=Manager) THEN}
BManNo {B6a}
"How many people do you supervise/manage?": 0..9997

{IF BEmpType = SelfEmp THEN}
BOthers   {B6b}
"Do you have others working for you?":
Yes
No

{IF B6b = Yes then}
BHowmany   *{B6c}*
"How many people?": 0..9997

BEmpLong *{B7y}*
"{*Employee:*} How long, in total, have you been working for your current employer?
{*Self-employed*} How long have you been self-employed in this job?
INTERVIEWER NOTE: If agency worker or self-employed as contractor working for an organisation with other employees, current job = current contract.

INTERVIEWER: Record years here and months at the next question.
Less than 1 year, code 0 and specify months.
If 5 years or more - no need to ask for months.": 0..90

BMonths *{B7m}*
"INTERVIEWER: Record months (up to 11)
If less than 2 weeks in the job, code 0" : 0..11

{IF BEmpType = Employe THEN}
BPerm   *{B8}*
"Leaving aside your own personal intentions and circumstances, is your job ... READ OUT ...":
(Perm   "...a permanent job,",
 Temp   "...or, is there some way that it is NOT permanent?")

{IF (BEmpType = Employe) AND (B8 = Temp) THEN}
BTemp   *{B9a}*
"In what way is the job NOT permanent?
Is it ...READ OUT...":
(Seasonal "...seasonal work,",
  Fixed   "...done under contract for a fixed period or for a fixed task,",
  Temping "...agency temping,",
  Casual   "...casual type of work,",
  Other   "...or, was there some other way that it was not permanent?")

{IF BTemp = Other THEN}
BOthWay   *{B9b}*
"INTERVIEWER: DESCRIBE 'OTHER' REASON WHY JOB NOT PERMANENT": OPEN

{ALL}
BFulTime   *{B10}*
"In your job, are you working full-time or part-time?":
(FullTime   "Full-time",
 PartTime   "Part-time")

BHours   *{B11}*
"How many hours per week do you usually work?

INTERVIEWER: Exclude meal breaks but include 'usual' overtime.
If 'It varies' enter 0 (Zero).": 0..168

{IF BEmpStat = EmpInOrg 'Those working with others in an organisation'}
BShift   *{B12}*
"Do you do shift work in your job ... READ OUT ...":
(Usually   "...usually,",
 Sometime "...sometimes,",
 Never   "or, never?")

BWorkNo   *{B13}*   *{ALL}*
"How many people work at, or from, the place where you work?

INTERVIEWER: Probe for best estimate, if unable to say,
code CTRL-K and use bands at the next question": 1..99997

BManyWrk {If BWorkNo=DK}
"INTERVIEWER: IF DOESN'T KNOW THE NUMBER OF PEOPLE WHERE THEY WORK,
PROMPT TO SEE IF THEY CAN GIVE ANSWER IN THE FOLLOWING SIZE BANDS.":
(OneTwo   "1-2",
 ThrNine   "3-9",
 Ten24   "10-24",
 Tw5_49   "25-49",
 Fift99   "50-99",
 Hun199   "100-199",
 THun499   "200-499",
 FHun999   "500-999",
 ThndMor   "1000 or more",
 Less25   "DK but less than 25",
 More25   "DK but 25 or more"),NODK

{All}
BGender {B37}
"In your workplace, is your type of job done ...READ OUT...":
(AllMen   "...almost exclusively by men,",
 MainMan   "...mainly by men,",
 Mixture"...by a fairly equal mixture of men and women,",
 MainWom   "...mainly by women,",
 AllWom   "...or, almost exclusively by women?")

{NEW - ASK ALL Moved up following pilot C1-C4 changed to labels}
BWhere
"CARD B2.
In your job, where do you mainly work? Please answer from this card.
CODE ONE ONLY":
(home   "At home",
 ground "In the same grounds and buildings as home (eg, in adjoining property or surrounding land)",
 single "At a single workplace away from home (eg, office, factory or shop)",
 variet "In a variety of different places of work (eg, working on clients' premises or in their homes)",
 onmove "Working on the move (eg, delivering products or people to different places)")

{Ask all}
BPlace1..BPlace6
"Card B2.
Still looking at Card B2, in the last seven days have you spent at least
ONE FULL DAY working in any of the other places on this card?
CODE ALL THAT APPLY.":set of
(home   "At home"
ground   "In the same grounds and buildings as home (eg, in adjoining property or surrounding land)"
single   "At a single workplace away from home (eg, office, factory or shop)"
variet   "In a variety of different places of work (eg, working on clients' premises or in their homes)"
onmove "Working on the move (eg, delivering products or people to different places)"
None   "None of these")

{If BEmpStat=EmpInOrg}
BWorkWit {NEW EIB Q39}
"Do you usually work on your own or does your work involve working together as a group with one or more other employees in a similar position to yours?

INTERVIEWER: If YES, probe for one or 2+ groups.":
(OnOwn   "Usually work on own",
 OneGrp   "Work in one work group",
 TwoMore   "Work in two or more different work groups",
 Other   "Other - code and write in.")

BwrkwOth "WRITE IN 'OTHER' ANSWER":OPEN

{New}
{IF BWorkWit=in a work group}
BLearnGrp
"CARD B3
How much do you agree or disagree with the following statement?

'I am able to learn new skills through working with other members of my work group'?":
(StrAgree   "Strongly agree",
Agree   "Agree",
Disagree   "Disagree",
StrDisag   "Strongly disagree")

BCircle {B16 IF Employee New text based on EIB wording}
"Some organisations have groups of employees who meet regularly to think
about improvements that could be made within the organisation.
These are sometimes called **Quality Circles**.

Are you involved in a Quality Circle or a similar group at work?":
Yes
No

{NEW}
{IF YES(1) at BCircle and in current job for at least 12 months}
BCircle2
"For how long have you belonged to a Quality Circle in your current job?":
(Less1Y   "Less than 1 year ",
 OneTwo   "1-2 years",
 More3Y   "3 years or more")

{NEW}
{IF YES(1) at BCircle and in current job for at least 12 months }
BCircle3
"Have you undertaken additional training in connection with your belonging to a Quality Circle? ":
Yes
No

{ASK ALL}
BMonito1..BMonito8
"CARD B4
How is the quality of your work monitored?

CODE ALL THAT APPLY":set of
(Manag   "Managers and supervisors monitor quality",
 SepDpt   "Inspectors in a separate department or section monitor quality",
 OwnMon   "I monitor the quality of my own work",
 Fault   "Records are kept on the level of faults/complaints",
 Survy   "Customer surveys",
 TeamMon   "The team I work in monitors quality",
 Other   "Some other way (please specify)",
 None   "None: the quality is not monitored")

BmonOth
"WRITE IN 'OTHER' ANSWER":OPEN

{ASK IF BMonitor NOT NONE}
BTargets
"Are any targets set for improving the quality of your work?":
Yes
No

BUseSkil
"How much do you agree or disagree with the following statement:

'In my current job I have enough opportunity to use the knowledge and skills that I have'":
(StrAgree   "Strongly agree",
Agree   "Agree",
Disagree   "Disagree",
StrDisag   "Strongly disagree")

BQuals01..BQuals20 {B22a}
"CARD B5.
If they were applying today, what qualifications, if any, would someone need
to **get** the type of job you have now?
INTERVIEWER: CODE **ALL** MENTIONED.":set [20] of
(None   "None/no qualifications",
GCSEDG   "GCSE D-G/CSE below Grade 1/GNVQ Foundation",
GCSEAC   "GCSE A*-C/GNVQ Intermediate/GCE 'O' Level/CSE Grade 1/School
                    Certificate of Matriculation ",
ALevel   "GCE 'A' Level/GNVQ Advanced",
SCELow   "SCE Standard (4-7)/Ordinary (below C)",
SCESLC   "SCE Standard (1-3)/Ordinary (A-C) or SLC/SUPE Lower",
SCEHi   "SCE Higher or SLC/SUPE Higher",
CertSix   "Certificate of Sixth Year Studies",
NVQOne   "NVQ level 1 (or SNVQ1)",
NVQTwo   "NVQ level 2 (or SNVQ 2)",
NVQThree   "NVQ level 3 (or SNVQ 3) or ONC/OND (or SNC/SND) ",
NVQFour   "NVQ level 4 (or SNVQ 4) or HNC/HND (or SHNC/SHNC)
UniCert   "University Certificate/Diploma (Not Degree) ",
SCOTVEC "SCOTVEC National Certificate",
SCOTBEC "SCOTBEC/SCOTEC Certificate/Diploma",
Cleric   "Clerical/commercial (eg typing or book-keeping)",
Nurse   "Nursing (eg SCM, RGN, SRN, SEN)",
Teach   "Teaching",
OthProf   "Other Professional (eg law, medicine)",
Degree   "University or CNAA Degree",
HiDegr   "Masters or PhD Degree",
TradeApp   "Completion of Trade Apprenticeship",
ProfNoEx   "Professional qualification without sitting exam",
Other   "Other (Please tell the interviewer)")

{IF Other IN B22a THEN}
BOthQual {B22b}
"INTERVIEWER: RECORD DETAILS OF OTHER QUALIFICATION(S)": OPEN

{IF (B22a=RESPONSE) AND (NOT(None IN B22a)) THEN}
BPossess {B23}
"CARD B6.

How necessary do you think it is to possess **those** qualifications to **do** your job competently?":
(TotUnnec "Totally unnecessary",
 NotRNec   "Not really necessary",
 FairNec   "Fairly necessary",
 Essen   "Essential")

BThing1..BThing9
"CARD B7.
Looking at the list on this card, which of the following things would
someone need to get the type of job you have now?
CODE ALL THAT APPLY":set of
('Right age for the job',
'Educational or technical qualifications',
'Previous experience of similar work',
'Previous employment in the organisation you work for',
'A natural ability or fitness for this type of work',
'Motivation',
'None of these')

{IF MORE THAN ONE CODED AT BThing}
BThing2 "What is the most important thing?":
('Right age for the job',
'Educational or technical qualifications',
'Previous experience of similar work',
'Previous employment in the organisation you work for',
'A natural ability or fitness for this type of work',
'Motivation',
'None of these')

{IF MORE THAN TWO CODED AT BTHing}
BThing3 "What is the second most important thing?":
('Right age for the job',
'Educational or technical qualifications',
'Previous experience of similar work',
'Previous employment in the organisation you work for',
'A natural ability or fitness for this type of work',
'Motivation',
'None of these')

{ALL}
BLearn *{B24 Note: Scale is the same as TTotal NO CARD for consistency with Sceli}*
"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 **think** it will take?'":
(Less1Wk   "Less than 1 week",
 Less1Mth   "Less than 1 month",
 Less3Mth   "1 month, up to 3 months",
 Less6Mth   "Over 3 months, up to 6 months",
 Less1Yr   "Over 6 months, up to 1 year",
 Less2Yrs   "Over 1 year, up to 2 years",
 Over2Yrs   "Over 2 years")

{IF BLearn <= 3 Months}
BReason1..BReason4
"Can I just check, what is the main reason that you could learn to do this type of job well in this time?
Is it: ... READ OUT ...

CODE ALL THAT APPLY":set of
(JobStr   "...because the job is relatively straightforward?",
 EduPrp   "...because your education prepared you especially well for this type of job?",
 Aptud   "...because you have a natural aptitude for this type of job?",
 OthRea   "...some other reason (please state)")

BreasOth
"WRITE IN 'OTHER' ANSWER":OPEN

{BTrained to BTQuals moved from end of Block to here 12/01/01}
BTrained {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?":
Yes
No

{IF BTrained = Yes THEN}
BFinished {B38a}
"Has this training now finished?":
Yes
No

BTLast {B39}
"CARD B8.
How long, in total, did/will that training last?

INTERVIEWER: IF MORE THAN ONE PERIOD OF TRAINING, CODE **TOTAL**
LENGTH OF TIME TRAINING SESSIONS LASTED/WILL LAST.":
(Lesswk   "Less than 1 week",
Less1Mth   "Less than 1 month",
Less3Mth   "1 month, up to 3 months",
Less6Mth   "Over 3 months, up to 6 months",
Less1Yr   "Over 6 months, up to 1 year",
Less2Yr   "Over 1 year, up to 2 years",
Over2Yr   "Over 2 years")

{IF BFinished=No THEN}
BTLast2 {B39a}
"How long, in total, has it lasted so far?

INTERVIEWER: IF MORE THAN ONE PERIOD OF TRAINING, CODE **TOTAL** LENGTH OF TIME
TRAINING SESSIONS HAVE LASTED SO FAR.":
(Lesswk   "Less than 1 week",
Less1Mth   "Less than 1 month",
Less3Mth   "1 month, up to 3 months",
Less6Mth   "Over 3 months, up to 6 months",
Less1Yr   "Over 6 months, up to 1 year",
Less2Yr   "Over 1 year, up to 2 years",
Over2Yr   "Over 2 years")

{NEW (GTMOT)}
{IF BTrained=Yes THEN:}
BTQuals "Did/Will any of this training lead to a qualification?":
Yes
No

BWorkHr1..BWorkHr7 {B26}
"CARD B9.
Which, if any, of the things on this card are important in determining
how hard you work in your job?

INTERVIEWER: CODE **ALL** MENTIONED":set [7] of
(Machine   "A machine or assembly line",
 Clients "Clients or customers",
 Boss   "A supervisor or boss",
 Colleag   "Your fellow workers or colleagues",
 Self   "Your own discretion",
 Money   "Pay incentives",
 Appraise   "Reports and appraisals",
 None   "None of these")

BEffort {B27}
"How much effort do you put into your job **beyond** what is required?

Is it ...READ OUT...":
(ALot   "...a lot,",
 Some   "...some,",
 Little   "...only a little,",
 None   "...or none?")

IntroB1
"CARD B10.

I am now going to read out a number of statements about your job.

For each one, please tell me how much you agree or disagree with the statement":
("Press 1 and <Enter> to continue.")

BHard {B28}
"CARD B10.
'My job requires that I work very hard'.":
(StrAgree   "Strongly agree",
Agree   "Agree",
Disagree   "Disagree",
StrDisag   "Strongly disagree")

BTension {NEW from EB29.3}
"CARD B10.
'I work under a great deal of tension'.":
(StrAgree   "Strongly agree",
Agree   "Agree",
Disagree   "Disagree",
StrDisag   "Strongly disagree")

BNewThin {NEW from EB29.4}
"CARD B10.
'My job requires that I keep learning new things'.":
(StrAgree   "Strongly agree",
Agree   "Agree",
Disagree   "Disagree",
StrDisag   "Strongly disagree")

BHelpOth {NEW}
"CARD B10.
'My job requires that I help my colleagues to learn new things'.":
(StrAgree   "Strongly agree",
Agree   "Agree",
Disagree   "Disagree",
StrDisag   "Strongly disagree")

BChoice {B30}
"How much choice do you have over the way in which you do your job...

INTERVIEWER: READ OUT...":
(GrtDeal   "...a great deal of choice,",
 Some   "...some choice,",
 HardAny   "...hardly any choice,",
 None   "...or no choice at all ?")

BRepeat {B31}
"How often does your work involve carrying out short, repetitive tasks...

INTERVIEWER: READ OUT...":
(Never   "...never,",
 Rarely   "...rarely,",
 Sometime   "...sometimes,",
 Often   "...often,",
 Always   "...or always?")

BVariety {B32}
"How much variety is there in your job? Is there ...

INTERVIEWER: READ OUT...":
(GrtDeal   "...a great deal,",
 QuiteLot   "...quite a lot,",
 Some   "...some,",
 Little   "...a little,",
 None   "...or none at all?")

BSuper {B33}
"CARD B11.
How closely are you supervised in your job?":
(Very   "Very closely",
 Quite   "Quite closely",
 NotVery   "Not very closely",
 NotAtAll   "Not at all closely",
 Unknown   "Don't Know"),NODK

{ALL}
BAtRisk {NEW (EB57)}
"Do you think your health and safety is at risk because of your work?":
Yes
No

BIndep {NEW (EB25)}
"CARD B12
How true would you say each of the following statements is about your job?

'I can work independently'.":
(VTrue   "Very True",
xTrue   "True",
SomeTrue "Somewhat true   ",
NotTrue   "Not at all true")

BLotSay " CARD B12
(How true would you say each of the following statements is about your job?)

'I have a lot of say over what happens in my job'":
(VTrue   "Very True",
xTrue   "True",
SomeTrue "Somewhat true   ",
NotTrue   "Not at all true")

BDecide
" CARD B12.
(How true would you say each of the following statements is about your job?)

'My job allows me to take part in making decisions that affect my work'":
(VTrue   "Very True",
xTrue   "True",
SomeTrue "Somewhat true   ",
NotTrue   "Not at all true")

BOTime
"CARD B12.
(How true would you say each of the following statements is about your job?)

'I often have to work extra time, over and above the formal hours of my job,
to get through the work or to help out'":
(VTrue   "Very True",
xTrue   "True",
SomeTrue "Somewhat true   ",
NotTrue   "Not at all true")

BSpeed {NEW (EB56.3)}
"CARD B13.
How often does your work involve working at very high speed?":
(Alltim   "All the time",
AlmAll   "Almost all the time",
ThreQ   "Around three quarters of time",
Half   "Around half the time",
OneQ   "Around quarter the time",
AlNev   "Almost never",
Never   "Never")

BDeadL {NEW}
"CARD B13.
How often does your work involve working to tight deadlines?":
(Alltim   "All the time",
AlmAll   "Almost all the time",
ThreQ   "Around three quarters of time",
Half   "Around half the time",
OneQ   "Around quarter the time",
AlNev   "Almost never",
Never   "Never")

BMe1 {B35a}
"CARD B14.
How much influence do **you personally** have on how hard you work?":
(GrtDeal   "A great deal",
FrAmount   "A fair amount",
NotMuch   "Not much",
None   "None at all")

BMe2 {B35b}
"CARD B14.
And how much influence do **you personally** have on ...

Deciding what tasks you are to do?":
(GrtDeal   "A great deal",
FrAmount   "A fair amount",
NotMuch   "Not much",
None   "None at all")

BMe3 {B35c}
"CARD B14.

(And how much influence do **you personally** have on ...)

Deciding how you are to do the task?":
(GrtDeal   "A great deal",
FrAmount   "A fair amount",
NotMuch   "Not much",
None   "None at all")

BMe4 {B35d}
"CARD B14.
(And how much influence do **you personally** have on ...)

Deciding the quality standards to which you work?":
(GrtDeal   "A great deal",
FrAmount   "A fair amount",
NotMuch   "Not much",
None   "None at all")

BGroup1 {NEW EIBQ49}
"CARD B14
Earlier, you said you work as part of a group.
(Thinking about the group in which you spend most time, and) excluding the supervisor,
if there is one, how much influence do the others in this group have on ...:

How hard you work":
(GrtDeal   "A great deal",
FrAmount   "A fair amount",
NotMuch   "Not much",
None   "None at all")

BGroup2
"CARD B14.
(And how much influence does your work group have on:
(NOTE: excluding the supervisor, if there is one)

Deciding what tasks you are to do":
(GrtDeal   "A great deal",
FrAmount   "A fair amount",
NotMuch   "Not much",
None   "None at all")

BGroup3
"CARD B14.
(And how much influence does your work group have on:
(NOTE: excluding the supervisor, if there is one)

Deciding how you are to do the task":
(GrtDeal   "A great deal",
FrAmount   "A fair amount",
NotMuch   "Not much",
None   "None at all")

BGroup4
"CARD B14.
(And how much influence does your work group have on:
(NOTE: excluding the supervisor, if there is one)

Deciding the quality standards to which you work":
(GrtDeal   "A great deal",
FrAmount   "A fair amount",
NotMuch   "Not much",
None   "None at all")

{NEW EIBQ49}
BSup1
"CARD B14.
How much influence does your (main) supervisor or superior have on:

How hard you work":
(GrtDeal   "A great deal",
FrAmount   "A fair amount",
NotMuch   "Not much",
None   "None at all",
NotApp   "Not applicable: eg no supervisor")

{NEW}
{Reference to 'employer' here might be better as 'manager or supervisor',
provided the respondent is not a manager}
BBetter
"Does your employer expect you to take responsibility for:
Finding better ways of doing the job?":
Yes
No

BExhaust {B29}
"How often do you come home from work exhausted...
INTERVIEWER: READ OUT...":
(Always   "...always,",
 Often   "...often,",
 Sometime   "...sometimes,",
 HardEver   "...hardly ever,",
 Never   "...or never ?")

BLookFor {B21c}
"CARD B15.
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?":
(Veasy "Very easy",
 QEasy "Quite easy",
 QHard "Quite difficult",
 VHard "Very difficult")

BLoseJob {B21d}
"Do you think there is any chance at all of your losing your job and
becoming unemployed in the next twelve months?":
Yes
No

{IF BLoseJob=Yes THEN}
BLoseLik
"CARD B16.
From this card, how would you rate the likelihood of this happening?":
 (VLike   "Very likely",
  QLike   "Quite likely",
  Evens   "Evens",
  QUlike"Quite unlikely",
  VUnlike   "Very unlikely")

BLOCK C

Detailed Job Analysis Questions

Title   "SECTION C   [CASI] DETAILED JOB ANALYSIS":
("Press 1 and <Enter> to continue.")

CAComp   {CAComp}
"CARD C1.
INTERVIEWER: READ OUT...:
The next questions are about things which may or may not be part of
your job. At this stage, we are interested in finding out **what types
of activities your job involves and how important these are**.

INTERVIEWER: HAND OVER CARD C1 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.":
(CAResp   "Respondent completion",
 CAIntvr   "Interviewer completion")

{IF CAComp=CAResp THEN}
CArint   {CArint}
"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 ENTER KEY.
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.
We are interested in finding out **what activities your job involves and how important these are**.
If the activity is NOT part of your job, please use number 5.":
("Press 1 and <Enter> to continue.")

{IF CAComp=CAIntvr THEN}
CAIntl   {CAIntl}
"INTERVIEWER: As this SECTION (C) is to be completed by you,
please READ OUT THE QUESTIONS AS NORMAL.

If an activity is not part of the respondent's job, they can
choose code 5 from CARD C1, which means 'not applicable'":
("Press 1 and <Enter> to continue.")

{ALL}
CDetail   {JA1}
" [CACard1] Firstly, in your job, how important is paying close attention to detail?" :
(Essntl   "Essential",
VeryImp   "Very important",
FairImp   "Fairly important",
NotVImp   "Not very important",
NotAtAll   "Not at all important/Does not apply")

CPeople   {JA2}
"[CACard1] In your job, how important is dealing with people?":
(Essntl   "Essential",
VeryImp   "Very important",
FairImp   "Fairly important",
NotVImp   "Not very important",
NotAtAll   "Not at all important/Does not apply")

CTeach   {JA3}
"[CACard1] (And how important is ...)
Instructing, training or teaching people, individually or in groups?":
(Essntl   "Essential",
VeryImp   "Very important",
FairImp   "Fairly important",
NotVImp   "Not very important",
NotAtAll   "Not at all important/Does not apply")

CSpeech   {JA4}
"[CACard1] How important is making speeches or presentations?":
(Essntl   "Essential",
VeryImp   "Very important",
FairImp   "Fairly important",
NotVImp   "Not very important",
NotAtAll   "Not at all important/Does not apply")

CPersuad   {JA5}
"[CACard1] (And how important is ...)
Persuading or influencing others?":
(Essntl   "Essential",
VeryImp   "Very important",
FairImp   "Fairly important",
NotVImp   "Not very important",
NotAtAll   "Not at all important/Does not apply")

CSelling   {JA6}
"[CACard1] (And how important is ...)
Selling a product or service?":
(Essntl   "Essential",
VeryImp   "Very important",
FairImp   "Fairly important",
NotVImp   "Not very important",
NotAtAll   "Not at all important/Does not apply")

{IF CSelling IN Essential/ VeryImportant}
CSell2
"ACard2
Would it make a significant difference to your job performance if you
possessed additional selling skills? If so, how much?":
(NoDiff   "There would be no significant difference",
LitBetr   "I would be able to do my job a little better",
MchBetr   "I would be able to do my job much better")

{IF CSelling NOT IN Essential/ VeryImportant}
CSell3
"How much do you agree or disagree with the statement:

'I possess selling skills which could be used better in some job other than my current one'?":
(StrAgree   "Strongly agree",
Agree   "Agree",
Disagree   "Disagree",
StrDisag   "Strongly disagree")

CCaring   {JA7}
"[CACard1]
In your job, how important is counselling, advising or caring for customers or clients?":
(Essntl   "Essential",
VeryImp   "Very important",
FairImp   "Fairly important",
NotVImp   "Not very important",
NotAtAll   "Not at all important/Does not apply")

CTeamwk   {JA8}
"[CACard1] (And how important is ...)
Working with a team of people?":
(Essntl   "Essential",
VeryImp   "Very important",
FairImp   "Fairly important",
NotVImp   "Not very important",
NotAtAll   "Not at all important/Does not apply")

{IF CTeamwk IN Essential/ VeryImportant}
CTeamwk2
"[CACard2]
Would it make a significant difference to your job performance if you
possessed additional skills to help you work in a team? If so, how much?":
(NoDiff   "There would be no significant difference",
LitBetr   "I would be able to do my job a little better",
MchBetr   "I would be able to do my job much better")

{IF CTeamwk NOT IN Essential/ VeryImportant}
CTeamwk3
"How much do you agree or disagree with the statement:
'I possess skills that help me to work in a team. These could
be used better
in some job **other** than my current one'?":
(StrAgree   "Strongly agree",
Agree   "Agree",
Disagree   "Disagree",
StrDisag   "Strongly disagree")

CListen   {JA9}
"[CACard1] (And how important is ...)
Listening carefully to colleagues?":
(Essntl   "Essential",
VeryImp   "Very important",
FairImp   "Fairly important",
NotVImp   "Not very important",
NotAtAll   "Not at all important/Does not apply")

CStrengt   {JA10}
"[CACard1]
(And how important is ...)
Physical strength (for example, to carry, push or pull heavy objects)?":
(Essntl   "Essential",
VeryImp   "Very important",
FairImp   "Fairly important",
NotVImp   "Not very important",
NotAtAll   "Not at all important/Does not apply")

CStamina   {JA11}
"[CACard1]
(And how important is ...)
Physical stamina (to work for long periods on physical activities)?":
(Essntl   "Essential",
VeryImp   "Very important",
FairImp   "Fairly important",
NotVImp   "Not very important",
NotAtAll   "Not at all important/Does not apply")

CHands {JA12}
"[CACard1]
(And how important is ...)
Skill or accuracy in using your hands or fingers
(for example, to mend, repair, assemble, construct or adjust things)?":
(Essntl   "Essential",
VeryImp   "Very important",
FairImp   "Fairly important",
NotVImp   "Not very important",
NotAtAll   "Not at all important/Does not apply")

CTools {JA13}
"[CACard1]
In your job, how important is knowledge of how to use or operate tools,
equipment or machinery?":
(Essntl   "Essential",
VeryImp   "Very important",
FairImp   "Fairly important",
NotVImp   "Not very important",
NotAtAll   "Not at all important/Does not apply")

CProduct {JA14}
"[CACard1] (And how important is ...)
Knowledge of particular products or services?":
(Essntl   "Essential",
VeryImp   "Very important",
FairImp   "Fairly important",
NotVImp   "Not very important",
NotAtAll   "Not at all important/Does not apply")

CSpecial {JA15}
"[CACard1] (And how important is ...)
Specialist knowledge or understanding?":
(Essntl   "Essential",
VeryImp   "Very important",
FairImp   "Fairly important",
NotVImp   "Not very important",
NotAtAll   "Not at all important/Does not apply")

COrgWork {JA16}
"[CACard1] (And how important is ...)
Knowledge of how your organisation works?":
(Essntl   "Essential",
VeryImp   "Very important",
FairImp   "Fairly important",
NotVImp   "Not very important",
NotAtAll   "Not at all important/Does not apply")

CUsePc {JA17}
"[CACard1]
(And how important is ...)
Using a computer, 'PC', or other types of computerised equipment?":
(Essntl   "Essential",
VeryImp   "Very important",
FairImp   "Fairly important",
NotVImp   "Not very important",
NotAtAll   "Not at all important/Does not apply")

{IF CUsePc IN Essential/ VeryImportant}
CPcSkil2
"[CACard2]
Would it make a significant difference to your job performance if you
possessed additional computing skills? If so, how much?":
(NoDiff   "There would be no significant difference",
LitBetr   "I would be able to do my job a little better",
MchBetr   "I would be able to do my job much better")

{IF CUsePc NOT IN Essential/ VeryImportant}
CPcSkil3
"How much do you agree or disagree with the statement:

'I possess skills in using computers which could be used better in some job other than my current one'?":
(StrAgree   "Strongly agree",
Agree   "Agree",
Disagree   "Disagree",
StrDisag   "Strongly disagree")

CFaults   {JA19}
"[CACard1] (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.":
(Essntl   "Essential",
VeryImp   "Very important",
FairImp   "Fairly important",
NotVImp   "Not very important",
NotAtAll   "Not at all important/Does not apply")

CCause   {JA20}
"[CACard1]
(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.":
(Essntl   "Essential",
VeryImp   "Very important",
FairImp   "Fairly important",
NotVImp   "Not very important",
NotAtAll   "Not at all important/Does not apply")

CSolutn   {JA21}
"[CACard1]
(And how important is)
Thinking of solutions to problems?
The problems could be with your own work, someone else's work or equipment.":
(Essntl   "Essential",
VeryImp   "Very important",
FairImp   "Fairly important",
NotVImp   "Not very important",
NotAtAll   "Not at all important/Does not apply")

{If CSolutn IN Essential/Very Important}
CSolve2
"[CACard2]
Would it make a significant difference to your job performance
if you possessed additional problem-solving skills? If so, how much?":
(NoDiff   "There would be no significant difference",
LitBetr   "I would be able to do my job a little better",
MchBetr   "I would be able to do my job much better")

{If CSolutn NOT IN Essential/Very Important}
CSolve3
"How much do you agree or disagree with the statement:
'I possess skills in solving problems which could be used better
in some job other than my currnt one'?":
(StrAgree   "Strongly agree",
Agree   "Agree",
Disagree   "Disagree",
StrDisag   "Strongly disagree")

CAnalyse {JA23}
"[CACard1] (And how important is ...)
Analysing complex problems in depth?":
(Essntl   "Essential",
VeryImp   "Very important",
FairImp   "Fairly important",
NotVImp   "Not very important",
NotAtAll   "Not at all important/Does not apply")

CNoErrors {JA24}
"[CACard1] (And how important is ...)
Checking things to ensure that there are no errors?
This could be with your own work or someone else's.":
(Essntl   "Essential",
VeryImp   "Very important",
FairImp   "Fairly important",
NotVImp   "Not very important",
NotAtAll   "Not at all important/Does not apply")

CMistake {JA25}
"[CACard1] (And how important is ...)
Noticing when there is a mistake?
This could be with your own work or someone else's.":
(Essntl   "Essential",
VeryImp   "Very important",
FairImp   "Fairly important",
NotVImp   "Not very important",
NotAtAll   "Not at all important/Does not apply")

CPlanMe {JA26}
"[CACard1] In your job, how important is planning your own activities?":
(Essntl   "Essential",
VeryImp   "Very important",
FairImp   "Fairly important",
NotVImp   "Not very important",
NotAtAll   "Not at all important/Does not apply")

CPlanOth {JA27}
"[CACard1] (And how important is ...)
Planning the activities of others?":
(Essntl   "Essential",
VeryImp   "Very important",
FairImp   "Fairly important",
NotVImp   "Not very important",
NotAtAll   "Not at all important/Does not apply")

CMyTime {JA28}
"[CACard1] (And how important is ...)
Organising your own time?":
(Essntl   "Essential",
VeryImp   "Very important",
FairImp   "Fairly important",
NotVImp   "Not very important",
NotAtAll   "Not at all important/Does not apply")

CAhead {JA29}
"[CACard1] In your job, how important is thinking ahead?":
(Essntl   "Essential",
VeryImp   "Very important",
FairImp   "Fairly important",
NotVImp   "Not very important",
NotAtAll   "Not at all important/Does not apply")

CRead {JA30}
"[CACard1] (And how important is ...)
Reading written information such as forms, notices or signs?":
(Essntl   "Essential",
VeryImp   "Very important",
FairImp   "Fairly important",
NotVImp   "Not very important",
NotAtAll   "Not at all important/Does not apply")

{All 6/2/01}
CShort {JA31}
"[CACard1] (And how important is ...)
Reading short documents such as short reports, letters or memos?":
(Essntl   "Essential",
VeryImp   "Very important",
FairImp   "Fairly important",
NotVImp   "Not very important",
NotAtAll   "Not at all important/Does not apply")

{IF NOT((CRead = NotAtAll) AND (CShort = NotAtAll)) THEN}
CLong {JA32}
"[CACard1] (And how important is ...)
Reading long documents such as long reports, manuals, articles or books?":
(Essntl   "Essential",
VeryImp   "Very important",
FairImp   "Fairly important",
NotVImp   "Not very important",
NotAtAll   "Not at all important/Does not apply")

{If CRead IN [Essential,Very Important, Fairly important] AND
CShort IN [Not very important, Not at all important] AND
CLong IN [Not very important, Not at all important]}
CRead2
"[CACard2]
Would it make it a significant difference to your job performance if you possessed
additional reading skills? If so, how much?":
(NoDiff   "There would be no significant difference",
LitBetr   "I would be able to do my job a little better",
MchBetr   "I would be able to do my job much better")

CWrite {JA33}
"[CACard1] In your job, how important is writing material such as forms, notices or signs?":
(Essntl   "Essential",
VeryImp   "Very important",
FairImp   "Fairly important",
NotVImp   "Not very important",
NotAtAll   "Not at all important/Does not apply")

{All 6/2/01}
CWritesh {JA34}
"[CACard1] (And how important is ...)
Writing short documents (for example, short reports,letters or memos)?":
(Essntl   "Essential",
VeryImp   "Very important",
FairImp   "Fairly important",
NotVImp   "Not very important",
NotAtAll   "Not at all important/Does not apply")

{IF NOT((JA33=NotAtAll) AND (JA34=NotAtAll)) THEN}
CWritelg   {JA35}
"[CACard1] (And how important is ...)
Writing long documents with correct spelling and grammar
(for example, long reports, manuals, articles or books)?":
(Essntl   "Essential",
VeryImp   "Very important",
FairImp   "Fairly important",
NotVImp   "Not very important",
NotAtAll   "Not at all important/Does not apply")
{If CWrite IN [Essential,Very Important, Fairly important] AND
CWriteSh IN [Not very important, Not at all important] AND
CWriteLg IN [Not very important, Not at all important]}

CWrite2
"[CACard2]
Would it make a significant difference to your job performance if you possessed additional
writing skills? If so, how much?":
(NoDiff   "There would be no significant difference",
LitBetr   "I would be able to do my job a little better",
MchBetr   "I would be able to do my job much better")

CCalca {JA36}
"[CACard1] In your job, how important is adding, subtracting, multiplying or dividing numbers?
(Note: Using a calculator or computer if necessary.)":
(Essntl   "Essential",
VeryImp   "Very important",
FairImp   "Fairly important",
NotVImp   "Not very important",
NotAtAll   "Not at all important/Does not apply")

{All 6/2/01}
CPercent {JA37}
"[CACard1] (And how important are)
Calculations using decimals, percentages or fractions?
(Note: Using a calculator or computer if necessary.)":
(Essntl   "Essential",
VeryImp   "Very important",
FairImp   "Fairly important",
NotVImp   "Not very important",
NotAtAll   "Not at all important/Does not apply")

{IF NOT((CCalca = NotAtAll) AND (CPercent =NotAtAll)) THEN}
CStats {JA38}
"[CACard1] (And how important are)
Calculations using more advanced mathematical or
statistical procedures?
(Note: Using a calculator or computer if necessary.)":
(Essntl   "Essential",
VeryImp   "Very important",
FairImp   "Fairly important",
NotVImp   "Not very important",
NotAtAll   "Not at all important/Does not apply")

{If (CCalca IN [Essential,Very Important, Fairly important] OR
CPercent IN [Not very important, Not at all important]) AND
CStats IN [Not very important, Not at all important]}
CCalca2
"[CACard2] Would it make a significant difference
to your job performance if you possessed additional maths skills?
If so, how much?":
(NoDiff   "There would be no significant difference",
LitBetr   "I would be able to do my job a little better",
MchBetr   "I would be able to do my job much better")

CNetuse
"[CACard1] In your job, how important is using the Internet.
This could include an intranet or internal electronic communication system?":
(Essntl   "Essential",
VeryImp   "Very important",
FairImp   "Fairly important",
NotVImp   "Not very important",
NotAtAll   "Not at all important/Does not apply")

CCoop
"[CACard1] (And how important is ...)
Cooperating with colleagues?":
(Essntl   "Essential",
VeryImp   "Very important",
FairImp   "Fairly important",
NotVImp   "Not very important",
NotAtAll   "Not at all important/Does not apply")

{IF BManage= Manager OR Supervisor OR BOthers=yes}
CMotivat {JA}
"[CACard1] In your job, how important is motivating the staff whom you manage or supervise?":
(Essntl   "Essential",
VeryImp   "Very important",
FairImp   "Fairly important",
NotVImp   "Not very important",
NotAtAll   "Not at all important/Does not apply")

CThings
"[CACard1] (And how important is ...)
Keeping a close control over resources?":
(Essntl   "Essential",
VeryImp   "Very important",
FairImp   "Fairly important",
NotVImp   "Not very important",
NotAtAll   "Not at all important/Does not apply")

CCoach
"[CACard1] (And how important is ...)
Coaching the staff whom you manage?":
(Essntl   "Essential",
VeryImp   "Very important",
FairImp   "Fairly important",
NotVImp   "Not very important",
NotAtAll   "Not at all important/Does not apply")

CCareers
"[CACard1] (And how important is ...)
Developing the careers of the staff whom you manage?":
(Essntl   "Essential",
VeryImp   "Very important",
FairImp   "Fairly important",
NotVImp   "Not very important",
NotAtAll   "Not at all important/Does not apply")

CFuture
"[CACard1] In your job, how important is making strategic decisions
about the future of your organisation?":
(Essntl   "Essential",
VeryImp   "Very important",
FairImp   "Fairly important",
NotVImp "Not very important",
NotAtAll   "Not at all important/Does not apply")

CEnd   {CEnd}
"'Thank you. Please tell the interviewer you have finished answering this set of questions.'
('INTERVIEWER : PRESS <ENTER> TO CONTINUE')":
("Press 1 and <Enter> to continue.")

BLOCK D

Computing Skills and Qualifications Questions

Title
"SECTION D   SKILL USE AND COMPUTING SKILLS

I am now going to ask some more questions about your current job":
("Press 1 and <Enter> to continue.")

{NEW EIB30}
DPastSki
"How much of your past experience, skill and abilities can
you make use of in your present job?":
(VLittle "Very little",
 Little "A little",
 Quite   "Quite a lot",
 Almost "Almost all")

{NEW}
DSkill
"CARD D1.
How much do you agree or disagree with the following statement:

'I would perform better in my current job if
I possessed additional knowledge and skills'":
(Stron   "Strongly agree",
 Agr   "Agree",
 Dis   "Disagree",
 Strod   "Strongly disagree")

{IF (SectionC.CUsePC IN [Essntl..NotVImp]) THEN}
DUsePC {M1}
"CARD D2.
Which of the words in CAPITIALS best describes your use of computers or computerised
equipment in your job?
@/INTERVIEWER: CODE CTRL-R IF RESPONDENT SAYS DOESN'T USE PC AT ALL":
(Simple "...STRAIGHTFORWARD (for example, using a computer for straightforward routine procedures
      such as printing out an invoice in a shop),",
 Moderate"...MODERATE (for example, using a computer for word-processing and/or spreadsheets
      or communicating with others by 'email'),",
 Complex "...COMPLEX (for example, using a computer for analysing information or design, including
      use of computer aided design or statistical analysis packages),",
 Advance "...or ADVANCED (for example, using computer syntax and/or formulae for programming)")

{IF (Using the internet - new question - in [Essntl..NotVImp])}
DHowNe01..DHowNe10 {NEW}
"CARD D3.
When your job involves using the internet, which of these do you do?

INTERVIEWER: CODE ALL THAT APPLY
@/INTERVIEWER: CODE CTRL-R IF RESPONDENT SAYS DOESN'T USE INTERNET AT ALL ":
SET OF
(EMailI   "Communicate with colleagues by e-mail",
 EmailO   "Communicate with others outside your organisation by e-mail",
 SeekOrg   "Seek information about your organisation",
 SeekSup   "Seek information about products or services from potential suppliers",
 InfCust   "Deliver information or knowledge to clients or customers",
 PrdCust   "Deliver a product or service to clients or customers",
 BuySell   "Buy or sell products or services",
 WebPage   "Update web pages",
 WebSite   "Design and construct web sites",
 Other   "Other")

DPChome {NEW}
"In your home, is there a computer that you personally use?":
Yes
No

DPClong {NEW}
"For how long have you been using a computer at home?":
(Less1Y   "Less than 1 year ",
OneTwo   "1-2 years",
More3Y   "3 years or more")

DPChow {NEW}
"CARD D4
Thinking about the computing skills that you use in your job,
how did you learn to use computers or computerised equipment in this way?

INTERVIEWER: CODE ALL THAT APPLY.":
set [9] of
(WorkTr   "By the training provided where I work",
WtchOth   "By watching others at work",
HelpOth   "By being helped by colleagues at work",
Practic   "By practising with a computer at work",
OffJob   "By doing a training course outside of work paid by my employer",
College   "By the training I received while I was in full-time education",
Manual   "By using manuals, books, videos or on-line materials",
AtHome   "By practising with a home computer",
Family   "By being helped by a member of my family",
Other   "Other (please specify)")
{DPChow - needs 9 multicoded variables, based on pilot survey}

DPChowO
"WRITE IN 'OTHER' ANSWER.":OPEN

{NEW}
DSchool
"What type of school did you last attend?":
(Comp   "A comprehensive school",
Gramm   "A state grammar school",
Modern   "A secondary modern school",
Private "A private school",
CityTC   "A City Technology College",
Other   "Other")

DTEA {P10 }
"How old were you when you finished your continuous
full-time education?

INTERVIEWER: RECORD AGE TO NEAREST YEAR UP TO 28.
TREAT A GAP YEAR AS IF IN FULL-TIME EDUCATION.
CODE 29 IF STILL IN FULL TIME EDUCATION": 10..29

DPaidWk {P11 NOTE Changed wording of interviewer instructions}
"Since leaving full-time education, how many years **in total**
have you been in **paid work**?

INTERVIEWER: RECORD NUMBER OF YEARS IN TOTAL.
EXCLUDE ANY TIME AWAY FROM WORK DUE TO, EG CHILDCARE OR LONG-TERM SICKNESS.
EXCLUDE ANY PAID WORK DONE BEFORE LEAVING FULL-TIME EDUCATION.
RECORD TO NEAREST YEAR.
IF LESS THAN SIX MONTHS CODE '0'.": 0..50

DQuals {P12a}
"CARD D5 AGAIN (A4 SEPARATE CARD)
Which qualifications do you have, starting with the highest qualifications?
INTERVIEWER: Code up to 3 qualifications from CARD D5:
SET [3] OF
(None   "None/no qualifications",
GCSEDG   "GCSE D-G/CSE below Grade 1/GNVQ Foundation",
GCSEAC   "GCSE A*-C/GNVQ Intermediate/GCE 'O' Level/CSE Grade 1/School
                Certificate of Matriculation ",
ALevel   "GCE 'A' Level/GNVQ Advanced",
SCELow   "SCE Standard (4-7)/Ordinary (below C)",
SCESLC   "SCE Standard (1-3)/Ordinary (A-C) or SLC/SUPE Lower",
SCEHi   "SCE Higher or SLC/SUPE Higher",
CertSix   "Certificate of Sixth Year Studies",
NVQOne   "NVQ level 1 (or SNVQ1)",
NVQTwo   "NVQ level 2 (or SNVQ 2)",
NVQThree   "NVQ level 3 (or SNVQ 3) or ONC/OND (or SNC/SND) ",
NVQFour   "NVQ level 4 (or SNVQ 4) or HNC/HND (or SHNC/SHNC)
UniCert   "University Certificate/Diploma (Not Degree) ",
SCOTVEC "SCOTVEC National Certificate",
SCOTBEC "SCOTBEC/SCOTEC Certificate/Diploma",
Cleric   "Clerical/commercial (eg typing or book-keeping)",
Nurse   "Nursing (eg SCM, RGN, SRN, SEN)",
Teach   "Teaching",
OthProf   "Other Professional (eg law, medicine)",
Degree   "University or CNAA Degree",
HiDegr   "Masters or PhD Degree",
TradeApp   "Completion of Trade Apprenticeship",
ProfNoEx   "Professional qualification without sitting exam",
Other   "Other (Please tell the interviewer)")

DOthQual {P12b}
"INTERVIEWER: ENTER DETAILS OF OTHER QUALIFICATION.": OPEN

{IF Degree IN DQuals THEN This means ANY of the three coded}
DDegree1..DDegree2 { P13 }
"Was your undergraduate degree in ...
INTERVIEWER: READ OUT... ":
SET [2] OF
(Maths   "Mathematics",
 Computing,
 PhysSci "Physical Sciences and Engineering",
 Biolog   "Biological Sciences",
 SocSci   "Social Sciences",
 English   "English and Cultural Studies",
 Art   "Art and Design Studies",
 Business "Business and Management Studies
                (include Economics)",
 Human   "Humanities",
 Law,
 Medicine,
 Other   "(Please specify)")

DDegOth "INTERVIEWER: Write in other degree subjects":OPEN

{NEW 12/01/01 Same filter as DDegree}
DUniv
"Which university or other place of higher education awarded your undergraduate degree?

INTERVIEWER: IF MORE THAN ONE, ASK ABOUT FIRST UNDERGRADUATE DEGREE,
IF EXTERNAL DEGREE (E.G. LONDON EXTERNAL) RECORD AS DESCRIBED.
IF DEGREE AWARDED OUTSIDE GREAT BRITAIN, WRITE 'FOREIGN'.":OPEN

{If NOT Maths IN DDegree}
DMaths
"What was the highest qualification, if any, that you

obtained in mathematics?":
(ALevel   "GCE 'A' level or SCE Higher or SLC/SUPE Higher or Certificate of Sixth Year Studies",
 GCSE_H   "GCSE A*-C or GCE 'O' Level or CSE Grade 1 or SCE Standard Grade 1-3 or SCE Ordinary Grade A-C
        or SLC/SUPE Lower",
GCSE_L   "GCSE D-G or CSE below Grade 1 or SCE Standard Grades 4-7 or SCE Ordinary Grade below C",
Other   "Other (Please specify)",
 None   "None of these or no maths qualification")

DOthMath
"INTERVIEWER: WRITE IN OTHER MATHS QUALIFICATION":OPEN

BLOCK E

The Organisation

Intro
"THE ORGANISATION   SECTION E

I'd now like to ask some general questions about the organisation
where you work.": ("Press 1 and <Enter> to continue.")

EIiP {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.":
Yes
No

EApprais {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.":
Yes
No

{IF EApprais=Yes THEN}
EApp12m {B17b}
"Have you been formally appraised at work in the last twelve months?":
Yes
No

{NEW}
{IF EApp12m= Yes, ASK}
EAppearn   "Do appraisals affect your earnings in any way?":
Yes
No

EAppt   "Do appraisals affect the amount of training you receive?":
Yes
No

EManMeet {B17dn1}
"At your workplace, does management organise meetings where you are
informed about what is happening in the organisation?":
Yes
No

{If EManMeet=YES and BEmpLong >= 1year}
EManLong {NEW}
"In your current job, for how long has management been organising these
meetings to keep you informed ... READ OUT ...":
(Less1Y   "... less than 1 year,",
OneTwo   "... 1-2 years, or",
More3Y   "... 3 years or more?")

EViews {B17dn2}
"At your workplace, does management hold meetings in which you can
express your views about what is happening in the organisation?":
Yes
No

{NEW}
{IF EViews = Yes}
BLOCK BViews

FIELDS
EVmoney
"(At these meetings can you express your views about):
The financial position of the organisation?":
Yes
No

EVinvest
"(At these meetings can you express your views about):
The investment plans of the organisation?":
Yes
No

EVprac
"(At these meetings can you express your views about):
Planned changes in working practices?":
Yes
No

EVprod
"(At these meetings can you express your views about):
Planned changes in products or services?":
Yes
No

EVhealth
"(At these meetings can you express your views about):
Health and safety issues?":
Yes
No

EVtrain
"(At these meetings can you express your views about):
Training plans?":
Yes
No

EVoth
"(At these meetings can you express your views about):
Other matters (please specify)?":
Yes
No

{If EVoTH=yes}
EVothO
"PLEASE ENTER 'OTHER' ANSWER":OPEN

{If EViews=yes AND BEmpLong >= 1 year}
EVlong {NEW}
"In your current job, for how long has management been organising meetings
@?in which you can express your views ...READ OUT ...":
(Less1Y   "... less than 1 year,",
OneTwo   "... 1-2 years, or",
More3Y   "... 3 years or more")

ESuggest {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?'":
(MOnce"Yes, more than once",
YOnce "Yes, once",
No   "No")

{NEW Filter - BEmpLong >= 1 year}
ESugg2
"In your current job, for how long has it been possible for you to make suggestions
about efficiency improvements ... READ OUT ...":
(Less1Y   "... less than 1 year,",
OneTwo   "... 1-2 years, or",
More3Y   "... 3 years or more")

EMesay {NEW (EB36)}
"Suppose there was going to be some decision made at your place of work
that changed the way you do your job. Do you think that you personally
would have any say in the decision about the change or not?":
(Yes,
No,
depends   "It depends")

{IF EMeSay = Yes}
EMeinE {NEW (EB37)}
"How much say or chance to influence the decision do you think that you
personally would have?

... READ OUT ... ":
(GDeal   "...a great deal",
ALot   "...quite a lot",
Little   "or just a little")

EMoresay {NEW (EB38) Possible cut 12/01/01}
"Do you think that you should have more say in the decisions that affect
your work, or are you satisfied with the way things are?":
(MorSay "Should have more say",
WayAre   "Satisfied with the way things are")

{All}
EProprt {NEW (EB15) }
"CARD E1.
In your workplace, what **proportion** of employees work with computerised
or automated equipment?":
(Mor75   "More than three-quarters",
 Fift75   "Half to three-quarters",
 Half   "About half",
 QtrHalf   "A quarter to half",
 LessQtr   "Less than a quarter",
 None   "None")

EFailure {If EProprt<>None}
"If all the computers or automated equipment used in your workplace were
to fail, how long would it be before the main work activities would have to stop?":
(Immed   "Immediately",
HourDay "More than an hour but within a day",
DayWeek "Between one day and one week",
MorWeek "One week or more, but at some point",
Never   "Never")

{ALL}
EUnions {P6}
"At your place of work, are there unions or staff associations?":
Yes
No

{IF EUnions = Yes THEN}
ERecog {P7}
"Is any union or staff association recognised by management for negotiating

pay and/or conditions of employment?":
Yes
No

{IF EUnions=YES)}
EJoin {P8}
"Is it possible for someone in your job to join a union or a staff association?":
Yes
No

{All}
EMember {P9}
"Are you a member of a trade union or staff association?":
Yes
No

ETUsay {NEW EIB104}
"How much influence do the trade unions in your establishment have
over the way work is organised?":
(GDeal   "A great deal",
FairAmt   "a fair amount",
NotMuch   "not much",
NoneAll   "none at all")

{IF BEmpType = Employe THEN - could consider changing this to IF EmpInOrg}
ESector {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?":
(Private "Private sector",
Public   "Public sector",
Nonprof"Non-profit organisation")

{IF ESector = Private THEN}
EOwner {B19}
"Is this organisation ... READ OUT ... ?":
(WholeUK   "... wholly UK-owned,",
PartUK "... partly UK-owned, or",
NoneUK   "... wholly foreign-owned")

ECompete {NEW (EB118)}
"CARD E2
Which of the options on this card best describes the degree of competition faced
by your organisation?
INTERVIEWER: Note code 6 = Not applicable.":
(VHigh "Very high",
High   "High",
Neithr "Neither high nor low",
Low   "Low",
VLow   "Very low",
NotApp "Not applicable")

{Section VI Commitment to the Organisation}
{Filter: If SectB.BEmpStat=EmpInOrg}
EDoWell {M3a}
"CARD E3
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.'":
(StrAgree   "Strongly agree",
Agree   "Agree",
Disagree   "Disagree",
StrDisag   "Strongly disagree")

ENoLoyal {M3b}
"CARD E3
I feel very little loyalty to this organisation.":
(StrAgree   "Strongly agree",
Agree   "Agree",
Disagree   "Disagree",
StrDisag   "Strongly disagree")

EValues {M3c}
"CARD E3
I find that my values and the organisation's values are very similar.":
(StrAgree   "Strongly agree",
Agree   "Agree",
Disagree   "Disagree",
StrDisag   "Strongly disagree")

EInspire {M3d}
"CARD E3
And to what extent do you agree that 'this organisation really
inspires the very best in me in the way of job performance'?":
(StrAgree   "Strongly agree",
Agree   "Agree",
Disagree   "Disagree",
StrDisag   "Strongly disagree")

EProud {M3e}
"CARD E3
I am proud to be working for this organisation.":
(StrAgree   "Strongly agree",
Agree   "Agree",
Disagree   "Disagree",
StrDisag   "Strongly disagree")

EStaying {mB17e}
"CARD E3
How much do you agree or disagree with the following statement:
'I would take almost any job to keep working for this organisation'.":
(StrAgree   "Strongly agree",
Agree   "Agree",
Disagree   "Disagree",
StrDisag   "Strongly disagree")

ETurnD {mB17f}
"CARD E3
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'.":
(StrAgree   "Strongly agree",
Agree   "Agree",
Disagree   "Disagree",
StrDisag   "Strongly disagree")

BLOCK G

Pay Questions

Title
"SECTION G PAY

Now turning to some questions about pay.":
("Press 1 and <Enter> to continue.")

{IF SectionB.BEmpType=Employe THEN}
GGross {P2a}
"What is your usual **gross** pay **before** deductions for tax, national
insurance and before any tax credits which you may receive?

IF NO USUAL PAY, RECORD PAY IN LAST FULL PAY PERIOD.
ENTER THE AMOUNT WITH TWO DECIMAL PLACES": 0.00..999997.00
{Allow decimals to accommodate hourly pay rates - this means changes to later filters}

{IF (GGross=RESPONSE) AND (GGross IN [0..999997]) THEN}
GGross2 {P2b}
"CARD G1
How long a period does that pay cover?":
(pHour   "One hour",
 pWeek   "One week",
 FourWeek   "Four weeks",
 pMonth   "Calendar month",
 pYear   "Year",
 Other   "Other period")

{IF GGross2 = Other THEN }
GGross3 {P2c}
"INTERVIEWER: ENTER 'OTHER' PERIOD.": OPEN

{NEW}
GTaxCred
"Can I check, are you (OR YOUR PARTNER, IF ANY) receiving
Working Families Tax Credit or Disabled Persons Tax Credit?

INTERVIEWER: IF YES, MAKE SURE IT IS NOT INCLUDED IN GROSS PAY":
Yes
No

{IF (GGross=RESPONSE) THEN }
GKnowA {P2d}
"INTERVIEWER: CODE ONE OR MORE TO EVALUATE PAY DATA.":
SET [2] OF
(NoUsual "No usual pay - recorded pay in last full period",
Payslip   "Respondent showed/referred to payslip",
ReasCert "Respondent knew pay with reasonable certainty",
Guess   "Respondent guessed or estimated gross pay")

{IF (SectionB.BHours = 0) AND (GGross=RESPONSE) AND (GGross IN [0..999997]) THEN}
GHours {P2e}
"How many hours (per week) do you work for that pay?"
: 0..168

{IF (GGross=DONTKNOW) OR ((GGross2=RESPONSE) AND (GGross2 <> Hour)) THEN}
GGrate {P3}
"Do you know what is your usual gross hourly rate of pay?":
(Yes,
 DKHourly "Does not know gross hourly rate",
 NoHourly "Not paid by an hourly rate")

GGhour {P3ghr}
"What is your usual gross hourly rate of pay?": 0..1000.00

{ IF (GGross=DONTKNOW) OR (Guess IN GKnowA) THEN}
GTakeHom {P4a}
"What is your usual **take-home** pay after all
 deductions for tax, national insurance, and so on, but including
 overtime, bonuses, commission or tips?

RECORD PAY TO NEAREST POUND (NO PENCE)
IF NO USUAL PAY, RECORD PAY IN LAST FULL PAY PERIOD."
 : 0..999997

{IF (GTakeHom=RESPONSE) AND (GTakeHom IN [0..999997]) THEN}
GTakePd {P4b}
"How long a period does that pay cover?":
(pWeek   "One week",
FourWeek   "Four weeks",
pMonth   "Calendar month",
pYear   "Year",
Other   "Other")

{ IF GTakePd = Other THEN}
GTakeOth {P4c}
"INTERVIEWER: ENTER 'OTHER' PERIOD.": OPEN

{IF (GTakeHom=RESPONSE) AND (GTakeHom IN [0..999997]) THEN}
GKnowB {P4d}
"INTERVIEWER: CODE ONE OR MORE TO EVALUATE PAY DATA":
SET [2] OF
(NoUsual "No usual pay - recorded pay in last full period",
 Payslip "Respondent showed/referred to payslip",
 ReasCert "Respondent knew pay with reasonable certainty",
 Guess "Respondent guessed or estimated take home pay")

{IF (SectionB.BHour = 0) AND (GHours=EMPTY) THEN}
GThours {P4e}
"About how many hours (per week) do you work?": 0..168

{IMPORTANT GThours - Need to double check this filter. It seems as if it can never be asked.}

{NEW EIB78}
{IF SectionB.BEmpType= Employe THEN}
{Researcher: Consider changing the order GBonus3, GBonus1, GBonus2 and filter GBonus2 on BWorkWit}
GBonus1
"Do you receive any incentive payment, bonus or commission that
is linked directly to the performance of:
Yourself?":
Yes
No

GBonus2
"(Do you receive any incentive payment, bonus or commission that
is linked directly to the performance of:)
Any work group that you belong to?":
Yes
No

GBonus3
"(Do you receive any incentive payment, bonus or commission that
is linked directly to the performance of:)

The results achieved by your organisation or your
workplace?":
Yes
No

GShare
"Do you take part in a profit-sharing scheme, employee share scheme

or share option scheme through your employment?":
Yes
No

{IF SectionB.BEmpType = Employe THEN}
GContrib {P5f}
"Does your employer contribute to a pension scheme on your behalf?":
Yes
No

{IF SectionB.BEmpType = SelfEmp THEN}
GNet {P5a}
"About how much do you earn **after** all expenses and other
deductions but **before** income tax and national insurance?

IF NO USUAL EARNINGS, PAY IN LAST YEAR OR MONTH.": 0..999997

{ IF (GNet=RESPONSE) AND (GNet IN [0..999997]) THEN}
GNetPd {P5b}
"How long a period does that pay cover?":
(pWeek   "One week",
FourWeek   "Four weeks",
pMonth   "Calendar month",
pYear   "Year",
Other   "Other")

{ IF GNetPd = Other THEN}
GNetOth {P5c}
"INTERVIEWER: ENTER 'OTHER' PERIOD.": OPEN

{ IF GNetPd=RESPONSE THEN}
GKnowC {P5d}
"INTERVIEWER CODE ONE OR MORE TO EVALUATE PAY DATA:":
SET [2] OF
(NoUsual   "No usual earnings - recorded income in last full period",
 Account   "Respondent showed/referred to accounts or other records",
 Certain   "Respondent knew income with reasonable certainty",
 Guess   "Respondent guessed or estimated gross income")

{ IF (SectionB.Bhours = 0) AND (GNet=RESPONSE) THEN}
GHours2 {P5e}
"About how many hours (per week) do you work?":0..168

BLOCK H

Skills Five Years Ago

Title   "SECTION H SKILLS FIVE YEARS AGO

Now I would like to ask some questions about how your work has changed.
To help you compare, I will remind you how you answered the same
questions about your current job":
("Press 1 and <Enter> to continue.")

H5ago {H1}
"Were you in paid work five years ago, that is in [Month] 1996?
INTERVIEWER: Any type of paid work of at least ONE HOUR
a week = YES":
Yes
No

{IF H5Ago <> Yes THEN}
H4ago
"Were you in paid work four years ago, that is in [Month] 1997?
INTERVIEWER: Any type of paid work of at least ONE HOUR a
week = YES" :
Yes
No

{IF H4Ago <> Yes THEN}
H3ago
"Were you in paid work three years ago, that is in [Month] 1998
INTERVIEWER: Any type of paid work of at least ONE HOUR a
week = YES":
Yes
No

HSameAgo   {F2}
"Was this the same job as you have now?

INTERVIEWER NOTE : ONLY CODE 'YES' IF THE SAME JOB WITH
THE SAME EMPLOYER.":
Yes
No

HFirmDo   {F3}
"What did the firm/organisation you worked for [five/four/three] years ago
mainly make or do (at the place where you worked)?

DESCRIBE FULLY.
PROBE TO CLARIFY DETAILS SUCH AS:
   Manufacturing, processing or distribution, etc;
   Main goods or services produced;
   Materials used;
   Wholesale or retail, etc.": OPEN

{Office use only}
HSIC92 {B2SIC} "SIC 92 industry code " : 0..9999,NODK,NORF
HSIC80 {B2SIC} "SIC 80 industry code " : 0..9999,NODK,NORF
H_NACE "NACE industry code " : 0..9999,NODK,NORF

HJobTitl   {F4a}
"What was the name or title of your job?": OPEN

HWhatUdo   {F4b}
"What kind of work did you do most of the time?
What materials/equipment did you use?": OPEN

{Office use only}
HSOC {SOC90} "Standard Occupational Classification 1990": 0..999,NODK,NORF
HSOC2000 {BSOC2000} "Standard Occupational Classification 2000": 0..999,NODK,NORF
H_ISCO {B_ISCO} "ILO International Standard Classification of Occupations (1988)": 0..999,NODK,NORF

HEmpType   {F5}
"Were you an employee or self-employed?

INTERVIEWER: IF NOT SURE/DOES NOT KNOW, CODE EMPLOYEE.":
(Employe "Employee",
  SelfEmp "Self-employed")

{IF HEmpType = Employe THEN}
HPdWage
"(Can I check) are you paid a salary or a wage by an employer?":
Yes
No

{IF HEmpType = SelfEmp or HPdWage = No}
HSelfEm1..HSelfEm8
"CARD H1.
Looking at this card, which of these describe your situation at work in that job?

INTERVIEWER: CODE UP TO FOUR ANSWERS IN THE ORDER GIVEN":SET OF
(Agency "Paid a salary or a wage by an agency",
 Direct "Sole director of own limited business",
 Prof   "Running a business or professional practice",
 Partner "A partner in a business or professional practice",
 SelfWrk "Working for yourself",
 SubCont "Working as a sub-contractor",
 FreeLnc "Doing freelance work",
 NoneAb "None of these")

{LFS Questions used to derive a new status variable to distinguish those working with
others in an organisation:
  Employee = HEmpType = Employe OR HSelfEmp = Agency or SubContr
  SelfEmpl = All others}

{IF (HEmpType=Employe) OR ((HSameAgo=Yes) AND (SectionB.BEmpType = Employe)) THEN}
HManage   {F6a}
"(At that time,) did you supervise other employees or have managerial duties?":
(Supervis   "Yes, supervised other employees",
 Manager   "Yes, had managerial duties",
 NoManag   "No, neither")

{IF HManage IN [Supervis,Manager] THEN}
HManNo   {F6b}
"How many people did you supervise/manage?":0..9997

{IF (HManage=SelfEmp) OR ((HSamAgo=Yes) AND (SectionB.BEmpType =SelfEmp)) THEN}
HOthers   {F7a}
"(At that time,) did you have others working for you?":
Yes
No

{IF HOthers=Yes THEN}
HHowMany   {F7b}
"How many people?": 1..9997

{IF H5Ago=Job THEN}
HFulTime   {F8}
"At that time, were you working full-time or part-time?":
(FullTime   "Full-time",
 PartTime   "Part-time")

HWorkCat {Was H9}
"CARD H2.

Which of the categories on this card best describes the situation
in which you worked?
(Less25   "Fewer than 25 at workplace",
More25   "25 or more at workplace")

HHours   {F}
"(At that time,) how many hours per week did you usually work?

INTERVIEWER: EXCLUDE MEAL BREAKS BUT INCLUDE 'USUAL' OVERTIME.
IF 'It varies' ENTER 0.": 0..168

HWkHard   {F10}
"CARD H3.
How much do you agree or disagree with the following statement:

'My job [five/four/three] years ago required that I worked very hard'.
With regard to your current job, you answered (Code from SectB.BWorkHrd)":
(StrAgree   "Strongly agree",
  Agree   "Agree",
  Disagree   "Disagree",
  StrDisag   "Strongly disagree")

HChoice   {F11}
"How much choice did you have over the way in which you did
your job ... READ OUT …

With regard to your current job, you answered (Code from SectB.BChoice)":
(GrtDeal   "A great deal of choice,",
 Some   "Some choice,",
 HardAny   "Hardly any choice,",
 None   "No choice at all?")

HRepeat   {F12}
"How often did your work involve carrying out short repetitive
tasks ... READ OUT …

With regard to your current job, you answered (Code from SectB.BRepeat)":
(Never   "Never",
 Rarely   "Rarely",
 Sometime "Sometimes",
 Often   "Often",
 Always   "Always?)

HVariety   {F13}
"Was there much variety in your job ... READ OUT …

With regard to your current job, you answered (Code from SectB.BVariety)":
(GrtDeal   "A great deal,",
 QuiteLot   "Quite a lot,",
 Some   "Some,",
 Little   "A little,",
 None   "None at all?")

HSuperv
"How closely were you supervised in your job … READ OUT …

With regard to your current job, you answered (Code from SectB.BSuper)":
(Very   "Very closely",
Quite   "Quite closely",
NotVery   "Not very closely",
NotAtAll   "Not at all closely),
DKnow   "(Don't Know)"),NODK

BLOCK J

Change Over Last Five Years

**Title   "SECTION J
CHANGES OVER LAST FIVE YEARS**

Now I want to ask some more about changes in the workplace":
("Press 1 and <Enter> to continue.")

{IF F1=Job THEN}
JChange   {F30}
"I'd like you still to compare your current job with what you were
doing [five/four/three] years ago even though you were in [the same/a different] job ...
Would you say that there has been a significant **increase**
between then and now, a significant **decrease** or little
or no change in the level of skill you use in your job?":
(Increase   "Increase",
Decrease   "Decrease",
NoChange   "Little or no change")

JHowLea1..JHowLea9 {IF F30=1}
"CARD J2.
How have you learned these increased skills?

CODE ALL THAT APPLY":SET OF
(OnJob "My supervisor taught me on-the-job",
 Watch "I learned by watching others at work",
 Helped "I learned by being helped by colleagues at work",
 Error "I learned at work through trial and error",
 Course "I did one or more courses of training or education",
 Manual "I learned with the aid of manuals, books, videos or on-line materials",
 Leisur "I learned extra skills through leisure activities",
 MorUse "I already had the extra skills, but now they are more fully utilised",
 Other "Other (please specify)")

JHowLrnO "PLEASE SPECIFY 'OTHER' ANSWER.": OPEN

JCompChg
"Would you say that there has been a significant **increase** between
then and now, a significant **decrease** or little or no change in ...
the importance of computing skills in your job?":
  (Increase   "Increase",
    Decrease   "Decrease",
    NoChange   " Little or no change ")

JWritChg
"Would you say that there has been a significant **increase** between
then and now, a significant **decrease** or little or no change in ...
the importance of writing skills in your job?":
  (Increase   "Increase",
    Decrease   "Decrease",
    NoChange   " Little or no change ")

JMathChg
"Would you say that there has been a significant **increase** between
then and now, a significant **decrease** or little or no change in ...
the importance of mathematical skills in your job?":
  (Increase   "Increase",
    Decrease   "Decrease",
    NoChange   " Little or no change ")

JPlanChg
"Would you say that there has been a significant **increase** between
then and now, a significant **decrease** or little or no change in ...
the importance of planning skills in your job?":
  (Increase   "Increase",
    Decrease   "Decrease",
    NoChange " Little or no change ")

{IF Manager or Supervisor both now and in the past or Self-employed and employed others}
JCoacChg
"Would you say that there has been a significant **increase** between
then and now, a significant **decrease** or little or no change in ...
the importance of coaching the staff whom you manage in your job?":
  (Increase   "Increase",
    Decrease   "Decrease",
    NoChange " Little or no change ")

{NEW (EB31.9)}
JStress
"Still comparing your current job with what you were doing [five/four/three] years ago,
even though you were in [the same/a different] job.
Would you say that there has been a significant **increase** between
then and now, a significant **decrease** or little or no change in ...
the stress involved in your job?":
  (Increase   "Increase",
    Decrease   "Decrease",
    NoChange " Little or no change ")

{NEW (EB31.3)}
JVariety
"Would you say that there has been a significant **increase** between
then and now, a significant **decrease** or little or no change in ...
the variety of tasks you perform?":
  (Increase   "Increase",
    Decrease   "Decrease",
    NoChange " Little or no change ")

{EW EB31.5 }
JSuperv
"Would you say that there has been a significant **increase** between
then and now, a significant **decrease** or little or no change in ...
the tightness of supervision over your job?":
  (Increase   "Increase",
    Decrease   "Decrease",
    NoChange " Little or no change ")

{NEW (EB31.6)}
JEffort
"Would you say that there has been a significant **increase** between
then and now, a significant **decrease** or little or no change in ...
the effort you have to put into your job?":
  (Increase   "Increase",
    Decrease   "Decrease",
    NoChange " Little or no change ")

JInfluen
"Would you say that there has been a significant **increase** between
then and now, a significant **decrease** or little or no change in ...
the amount of influence you have over the way your job is done?":
  (Increase   "Increase",
    Decrease   "Decrease",
    NoChange " Little or no change ")

JLoseJob

"Would you say that there has been a significant **increase** between
then and now, a significant **decrease** or little or no change in ...
the likelihood of losing your job and becoming unemployed?":
(Increase   "Increase",
  Decrease   "Decrease",
  NoChange   " Little or no change ")

{NEW JOTHCH6 IDENTIFIES DIFFERENT JOB WITH SAME EMPLOYER}
{IF HSameAgo = Yes Still doing same job}

JOthCh1

"Since your job [five/four/three] years ago, did any of the following changes occur
at your workplace?
'There was a change in the way work was organised'.":
Yes
No

JOthCh2

"(Since your job [five/four/three] years ago, did any of the following changes occur at
your workplace?)
'New computerised or automated equipment was introduced into the workplace'.
INTERVIEWER: DO NOT INCLUDE MINOR UPGRADES OF COMPUTERS OR COMMUNICATIONS
TECHNOLOGY EQUIPMENT, E.G. WINDOWS 95 TO WINDOWS 98.":
Yes
No

JOthCh3

"(Since your job [five/four/three] years ago, did any of the following changes occur at
your workplace?)
'New communications technology equipment was introduced into the workplace'.":
Yes
No

JOthCh4

"(Since your job [five/four/three] years ago, did any of the following changes occur at
your workplace?)
'Other new equipment was introduced'.":
Yes
No

JOthCh5

"(Since your job [five/four/three] years ago, did any of the following changes occur at
your workplace?)
'There was a reduction in the number of people doing this sort of work'.":
Yes
No

JOthCh6

"(Since your job [five/four/three] years ago, did any of the following changes occur at
your workplace?)
'You were promoted'.":
Yes
No

{IF Yes to any of JOthCh1 to JOthCh4: Not Applicable SelfEmp}

JConsult

"Were you consulted sufficiently about the change(s)
at your workplace?":
Yes
No

JTrain1..JTrain7
"CARD J3
Since your job [five/four/three] years ago, have you done any of these types of
training or education connected with your job or a job that you
might do in the future?

(CODE ALL THAT APPLY)":
set of
(Instr "Received instruction or training from someone which took you away from your normal job",
OnJob "Received instruction whilst performing your normal job",
Manual "Taught yourself from a book/manual/video/computer/cassette",
Corres "Followed a correspondence course (such as Open University)",
Evenin "Taken an evening class",
WorkRe "Done some other work-related training",
None   "None of these")

{NEW IF YES TO ANY at JTrain}
JTime
"CARD J4.

In the last [five/four/three] years, approximately how much time in total have you
spent on this training or education?
INTERVIEWER: This is about the actual time spent in training.":
(OneDay "At most one day",
LesWeek "More than a day, less than a week",
LesMth   "More than a week, less than a month",
Les6Mth "More than one month, less than 6 months",
Mor6Mth "More than 6 months.")

{IF Yes to any of Codes 1 to 6 in JTrain and Yes at one or more of JOthChg}
JThelp
"Was any of the training or education to help with the change(s)
at your workplace?":
Yes
No

{NEW ASK ALL in work 5/4/3 years ago}
JTqual
"Did any of the training or education you received since [five/four/three] years ago
lead to a qualification?":
Yes
No

{IF JTQual = No}
JTcredit
"(Did any of the training or education you received since [five/four/three] years ago lead to)

a credit towards a qualification?":
Yes
No

{NEW ASK ALL who were in work 5/4/3 years ago}
JTskill
"Would you say that the training or education you received in the last [five/four/three]
years has improved your skills ... READ OUT ... ":
(ALot   "...a lot",
 ALitl   "...a little",
 NotAll "or not at all?")

{NEW IF JTSkill IN [a lot, ALitl]}
JTuseA
"Are you able to make use of these skill improvements in your current job?":
Yes
No

{NEW }

JTuseB
"How useful would these skill improvements be if you were to work for another

employer in the same industry or service ... READ OUT ...":
(VeryUse   "...very useful,",
FairUse   "...fairly useful,",
SomeUse   "...of some use,",
LittlUse   "...only a little useful,",
NoUse   "or, not at all useful?")

{NEW The question wording implies 'How useful would …}
Jtuse2
"Would these skill improvements be useful if you were to work for
another employer in a quite different industry or service ... READ OUT ...

INTERVIEWER: IF 'IT DEPENDS', SAY:
Try to think of different industries or services you might go to
if you were to change jobs. :":
(VeryUse   "...very useful,",
FairUse   "...fairly useful,",
SomeUse   "...of some use,",
LittlUse   "...only a little useful,",
NoUse   "or, not at all useful?")

{NEW}
JTEnough
"Was the training you received over the last [five/four/three] years adequate for
keeping up to date with the skills required in your current job?":
Yes
No

{NEW}
JThowm
"How much of the education and training that you took part in over the last
[five/four/three] years took place while you were working for your current employer?

Was it ... READ OUT ...":
(All   "...all",
 Half   "...at least half",
 Some   "...some but less than half",
 None   "or none?")

{If SectB.EmpStat=EmpInOrg and If JThowm=All, At least half or Some but less than half, ask:}
JMulti
"Was any of this training you received while working for your current
employer designed by your employer to make you multi-skilled,

so that you can perform a range of different tasks?":
Yes
No

{JTHowm= All, At least half or Some but less than half}
Intro   "Thinking now just of your most recent spell of training or education:":
("Press 1 and <Enter> to continue.")

{NEW}
JTend
"When did this most recent spell of training or education finish?

INTERVIEWER: ENTER DATE IN FORMAT DD/MM/YYYY
IF DAY NOT KNOWN, ENTER '15TH'
IF MONTH NOT KNOWN, ASK 'Was it Winter, Spring...?' AND ENTER MID-SEASON MONTH
Mid-season months: Winter: Feb; Spring: May ; Summer: August; Autumn: Nov":datetype

JTcost
"Did this training or education involve costs such as fees
or the need to buy books or materials?":
Yes
No

{IF JTCost=YES}
JTcost2
"Who paid these costs?
INTERVIEWER: CODE ALL THAT APPLY.":set [4] of
(Employer   "Employing organisation",
 Govt   "Government",
 Self   "Self or family or relative",
 Other   "Other")

JThours {B45}
"Was this training or education undertaken in ... READ OUT ...":
(WorkHrs   "...normal working hours,",
 OwnTime   "...your time,",
 Both   "or both?")

{IF (JTHours = WorkHrs) OR (JTHours=Both) AND (SectB.BEmpStat=EmpInOrg OR SectB.BPdWage = Yes) THEN }
JTwages {B46}
"While you were receiving this training or education
did your employer pay your basic wages ... READ OUT ...":
(Full   "...in full,",
 Part   "...in part,",
 NotAtAll   "or not at all?")

{If SectB.BEmpStat=EmpInOrg}
JTplan {NEW}
"Do you have a written career or training plan at work, that is,
a written document which sets out your future job-related
learning, training or education?":
Yes
No

{IF SectB.BEmpStat=EmpInOrg}
JTfuture {B47}
"Do you think your employer will provide on-going training for you in the future?":
Yes
No

JTget {NEW}
"Thinking about the next 3 years, are there any additional skills or
qualifications that you would like to get?":
Yes
No

{If YES}
JType {NEW OPEN-ENDED}
"What types of new skills or qualifications are you thinking of?":OPEN

{If YES}
JBenefit {NEW}
"What do you see as the benefits to you of doing this?":OPEN

{NEW IF BSectB.BEmpStat=EmpInOrg AND JTrain=No}
JToption
"Since [five/four/three] years ago, was there any time over this period when training would have been useful
for keeping up to date with the skills required in your current job, but was not available from your
employer?":
Yes
No

{IF NOT H5Ago=Yes and NOT H4Ago AND NOT H3Ago}
JNoJob
"^TextFill have you had any spells of being unemployed?":
Yes
No

{IF JNoJob = Yes.}
JNoJob12
"Have you been unemployed for a month or more at any time in the last year?
INTERVIEWER: 'unemployed' is the respondent's own definition.":
Yes
No

BLOCK K

Personal details

Title   "SECTION L [CASI] DEMOGRAPHIC QUESTIONS":
("Press 1 and <Enter> to continue.")

KMarried   {D1}
"I would like to ask you a few more questions about yourself.

Are you .... READ OUT ...":
(Married   "...married",
LiveTog   "...living together as a couple",
Single   "...single",
Widowed   "...widowed",
Separat   "...separated/divorced")

KChildrn   {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.":
Yes
No

{IF KChildrn = YES THEN}
Ku16   {D2b}
"How many children under the age of 16 do you have?":0..30

Ku5   {D2c}
"How many are under five years old?":0..30

KEthnic {D3}
"CARD K1
To which of these groups do you consider that you belong?":
 (White   "White",
BlKCarib   "Black - Caribbean",
BlkAfr   "Black - African",
BlkOth   "Black - Other",
Indian   "Indian",
Pakistan   "Pakistani",
Banglad   "Bangladeshi",
Chinese   "Chinese",
Other   "Other")

KCASI
"THIS SECTION TO BE SELF-COMPLETED (AS FAR AS POSSIBLE) ON CAPI BY RESPONDENTS
As before, the next questions are designed for you to answer yourself.

INTERVIEWER: CODE WHETHER RESPONDENT ACCEPTED SELF-COMPLETION.":
(Resp   "Respondent completion",
Intvr   "Interviewer completion"),NODK,NOREFUSAL

{IF Respondent THEN}
AUXFIELDS
Intro1
"The following questions 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 <ENTER> KEY.

Please ask the interviewer if you want any help. ":
("Press 1 and <Enter> to continue.")

KWorry

"[CARDK2].
Thinking of the past few weeks, how much of the time has your job
made you feel each of the following ... ?
After I leave my work I keep worrying about job problems.":
(Never,
Occasionally,
Some   "Some of the time",
Much   "Much of the time",
Most   "Most of the time",
All   "All of the time.")

KUnWind

"[CARDK2].
(Thinking of the past few weeks, how much of the time has your job
made you feel each of the following ... ?)

I find it difficult to unwind at the end of a workday.":
(Never,
Occasionally,
Some   "Some of the time",
Much   "Much of the time",
Most   "Most of the time",
All   "All of the time.")

KUsedUp

"[CARDK2].
(Thinking of the past few weeks, how much of the time has your job
made you feel each of the following ... ?)

I feel used up at the end of a workday.":
(Never,
Occasionally,
Some   "Some of the time",
Much   "Much of the time",
Most   "Most of the time",
All   "All of the time.")

KCalm

"[CARDK2].
(Thinking of the past few weeks, how much of the time has your job
made you feel each of the following ... ?)

Calm.":
(Never,
Occasionally,
Some   "Some of the time",
Much   "Much of the time",
Most   "Most of the time",
All   "All of the time.")

KTense

"[CARDK2].
(Thinking of the past few weeks, how much of the time has your job
made you feel each of the following ... ?)

Tense.":
(Never,
Occasionally,
Some   "Some of the time",
Much   "Much of the time",
Most   "Most of the time",
All   "All of the time.")

KContent
"[CARDK2].
(Thinking of the past few weeks, how much of the time has your job
made you feel each of the following ... ?)

Contented.":
(Never,
Occasionally,
Some   "Some of the time",
Much   "Much of the time",
Most   "Most of the time",
All   "All of the time.")

KRelax
"[CARDK2].
(Thinking of the past few weeks, how much of the time has your job
made you feel each of the following ... ?)

Relaxed.":
(Never,
Occasionally,
Some   "Some of the time",
Much   "Much of the time",
Most   "Most of the time",
All   "All of the time.")

KUneasy
"[CARDK2].
(Thinking of the past few weeks, how much of the time has your job
made you feel each of the following ... ?)

Uneasy.":
(Never,
Occasionally,
Some   "Some of the time",
Much   "Much of the time",
Most   "Most of the time",
All   "All of the time.")

KWorry2
"[CARDK2].
(Thinking of the past few weeks, how much of the time has your job
made you feel each of the following ... ?)

Worried.":
(Never,
Occasionally,
Some   "Some of the time",
Much   "Much of the time",
Most   "Most of the time",
All   "All of the time.")

KSmiley
"[CARDK2].
(Thinking of the past few weeks, how much of the time has your job
made you feel each of the following ... ?)

Enthusiastic.":
(Never,
Occasionally,
Some   "Some of the time",
Much   "Much of the time",
Most   "Most of the time",
All   "All of the time.")

KCheery
"[CARDK2].
(Thinking of the past few weeks, how much of the time has your job
made you feel each of the following ... ?)

Cheerful.":
(Never,
Occasionally,
Some   "Some of the time",
Much   "Much of the time",
Most   "Most of the time",
All   "All of the time.")

KDepress
"[CARDK2].
(Thinking of the past few weeks, how much of the time has your job
made you feel each of the following ... ?)

Depressed.":
(Never,
Occasionally,
Some   "Some of the time",
Much   "Much of the time",
Most   "Most of the time",
All   "All of the time.")

KGloomy
"[CARDK2].
(Thinking of the past few weeks, how much of the time has your job
made you feel each of the following ... ?)

Gloomy.":
(Never,
Occasionally,
Some   "Some of the time",
Much   "Much of the time",
Most   "Most of the time",
All   "All of the time.")

KMisery
"[CARDK2].
(Thinking of the past few weeks, how much of the time has your job
made you feel each of the following ... ?)

Miserable.":
(Never,
Occasionally,
Some   "Some of the time",
Much   "Much of the time",
Most   "Most of the time",
All   "All of the time.")

KOptim
"[CARDK2].
(Thinking of the past few weeks, how much of the time has your job
made you feel each of the following ... ?)

Optimistic.":
(Never,
Occasionally,
Some   "Some of the time",
Much   "Much of the time",
Most   "Most of the time",
All   "All of the time.")

KSatis
"All in all, how satisfied are you with your job? ":
(CompSat   "Completely satisfied",
VerySat   "Very satisfied",
FairSat   "Fairly satisfied",
Neither   "Neither satisfied nor dissatisfied",
FairDis   "Fairly dissatisfied",
VeryDis   "Very dissatisfied",
CompDis   "Completely dissatisfied")

KHealth
"Compared to ^[five/four/three] years ago, how would you rate your health in general now?":
(MuchB "Much better",
SomeB "Somewhat better",
Same   "About the same",
SWors "Somewhat worse",
MWors "Much worse now")

KEnd
"Please stop here.
Tell the interviewer you have finished answering this set of questions.":
("Press 1 and <Enter> to continue.")

BLOCK Q

Details of Organisation and Conclusion

Title   "SECTION Q

DETAILS OF ORGANISATION, AND CONCLUSION":
("Press 1 and <Enter> to continue.")

QFuture {NEW}
"In two or three years time, if you are willing, we would like
to contact you again about your job to see how things have changed.
You could decide then whether you would be willing to take part.

Would you be willing for us to contact you again in two or three years?":
Yes
No

QStable
"In case you moved house before then, is there someone we can
contact who would be able to give us your new address?

INTERVIEWER: RECORD DETAILS ON THE ARF":
(Given "Details given",
 Refusl "Details NOT given")

QMove
"Do you think there is any possibility that you will move house
in the next three years?":
Yes
No

QMove2
"CARD Q1.

From this card, how would you rate the likelihood of this happening?":
(VLikely "Very likely",
 QLike   "Quite likely",
 Evens,
 QULike   "Quite unlikely",
 VUnlike "Very unlikely")

QPhone {TPh}
"Is there a telephone in your accommodation which can be used to receive
and to make calls?":
Yes
No

QSuperv {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.

INTERVIEWER: WRITE NUMBER ON FRONT PAGE OF ARF":
(Given "Number given",
 Refsed "Number refused")

QContact {NEW}
"After this survey is finished the research team would like to
contact the employers of some of the people that we have interviewed,
in order to obtain some information about aspects of the
organisation that we have not asked you about. The employer would not
be informed that you have taken part in this survey, and I should like to
repeat that your responses to the whole survey are treated in absolute
confidence.

Do you consent to the research team contacting your employer for this purpose?":
Yes
No

{IF QContact = No}
QPubData
"We asssure you that no direct contact will be made with the employer. However,
we would still like to know the name and address of the organisation you work for,
if you are willing to provide these details.
Researchers at the Universities of Oxford, Kent and Leicester would like to be able
to look up publicly available information about the employing organisations.
Are you willing to enable us to access information in this way?":
Yes
No

{IF QContact = Yes OR QPubData=Yes}
{IF DECLINES TO ANSWER: IF WORKING AT HOME, CODE TTWA FROM POSTCODE}
QEmpName {NEW}
"What is the name of the employer at the place where you actually work?

WRITE EMPLOYER'S NAME IN FULL:": OPEN

QaddPC
"PLEASE ENTER EMPLOYER'S ADDRESS

Can I first have the POSTCODE of the workplace (organisation):
INTERVIEWER: ENTER POSTCODE, EVEN IF INCOMPLETE
(JUST PRESS ENTER IF NOT KNOWN)": STRING[8],EMPTY,NODK,NORF

QAdd1
"PLEASE ENTER EMPLOYER'S ADDRESS Line 1:
": STRING[30]
QAdd2
"PLEASE ENTER EMPLOYER'S ADDRESS Line 2:
(JUST PRESS ENTER IF NO MORE TO ADD)": STRING[30],EMPTY,NODK,NORF

QAdd3
"PLEASE ENTER EMPLOYER'S ADDRESS Line 3:
(JUST PRESS ENTER IF NO MORE TO ADD)": STRING[30],EMPTY,NODK,NORF

Qadd4
"PLEASE ENTER EMPLOYER'S ADDRESS   Line 4:
(JUST PRESS ENTER IF NO MORE TO ADD)": STRING[30],EMPTY,NODK,NORF

Qadd5
"PLEASE ENTER EMPLOYER'S ADDRESS   Line 5:
JUST PRESS ENTER IF NO MORE TO ADD)": STRING[30],EMPTY,NODK,NORF

{Town and county asked to enable TTWA to be coded, if employer name not collected}
QTown
"In which city, town or village is your main place of work?

TAKE NEAREST TOWN, ETC.

IN LONDON TRY TO GET NAME OF AREA (eg PLACE WITHIN BOROUGH)": OPEN

QCounty
"And which county/city is that in?
INTERVIEWER: JUST PRESS ENTER IF NOT APPLICABLE)": OPEN

QBigger {NEW EB}
"Is your workplace part of a bigger organisation?":
Yes
No

BBigName {NEW EB}
"What is the name of that bigger organisation?
WRITE ORGANISATION'S NAME IN FULL": OPEN

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.":
("Press 1 and <Enter> to continue."),NORF,NODK

Duration
"PLEASE ENTER DURATION OF INTERVIEW IN MINUTES": 1..300 {EDIT,NODK,NORF}

{{**SIntLen** "Computer Interview Length": 1..997}}