

ScotCen
Social Research that works for society

**SCOTTISH
SOCIAL
ATTITUDES**



2014

Project Instructions

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1 Background and key features

1.1 What is SSA?

Scottish Social Attitudes (SSA) is probably ScotCen's best known survey. The findings are widely publicised and regularly used by journalists, academics, politicians, students, charities and others. The core aim of SSA is to **provide reliable information about the changing attitudes and values of the Scottish public**. Each year it covers a variety of topical issues.

The survey runs along the same lines as British Social Attitudes. But while British Social Attitudes conducts around 3,300 interviews in total each year, only about 350 are with people living in Scotland. This is too few for any worthwhile analysis of attitudes in Scotland to be carried out. It was for this reason that we began SSA in 1999 - to ensure that the attitudes of people in Scotland are recorded and can help inform and influence policy and public debates.

SSA has now been running for 15 years. One of the reasons it's such a well-respected survey is that it is an independent survey, established and run by ScotCen Social Research. Funding comes from a wide range of sources each year. While the Scottish Government funds at least one module most years, SSA is not, and never has been, a 'Scottish Government survey'. This year the Scottish Government is funding two modules; one on sectarianism and one on attitudes towards gender inequality and relationships. The Economic and Social Research Council (ESRC) are also funding a module on Scottish independence. The Life Changes Trust and Joseph Rowntree Foundation are funding a module on attitudes towards dementia, and ScotCen and the Scottish Institute for Policing Research, some questions on policing.

1.2 Why do attitudes matter?

As you know, there are lots of surveys in Scotland collecting information about people's behaviour and experiences. **SSA is the only large-scale survey in Scotland to focus exclusively on people's attitudes and beliefs**. Collecting robust data on public attitudes on such a large scale matters because:

- policy makers need to have reliable information about what the public think or they cannot properly take their views into account
- all groups in society get the chance to be heard – not just those with lots of money or those who feel particularly strongly about certain issues
- it can help challenge assumptions and stereotypes about what the public thinks.

1.3 Who uses SSA findings?

- Scottish Social Attitudes is a very high profile survey for ScotCen and is regularly quoted in the press (both tabloid and broadsheet) and discussed on TV and radio programmes
- ScotCen researchers, including Professor John Curtice and Rachel Ormston, have talked about SSA on TV and radio programmes over the last 12 months (including Newsnight Scotland, Politics Scotland, BBC Radio Scotland's 'Call Kay', Radio 4's

Today programme, Analysis and Beyond Westminster, Radio 5's Breakfast Show, Radio Scotland and Real Radio to name a few!)

- There has been extensive media coverage of the findings from recent SSA questions on Scottish independence. Interest in this area will be even greater in the months leading up to the referendum in September
- Over the next few months there will be reports coming out on 2013 modules on mental health, alcohol and attitudes to government and public services in Scotland.
- Our new website, **WhatScotlandThinks.org** launched in June 2013. It features an interactive data explorer making SSA findings more accessible to the general public. Since launching, 163,327 unique users have logged onto the website with over 2000 people following site updates on twitter.
- ScotCen researchers also regularly speak about SSA results at conferences and seminars geared at the public, academics and policy makers and write about our findings in books, reports, blogs and newspaper articles.

1.4 Key features of the 2014 survey

- The 2014 survey is roughly half **CAPI** and half **CASI** self-complete section.
- We aim to interview around **1500 people between May and August 2014. To ensure we are able to publish some data on independence before the referendum on September 18th we also have an interim target to interview 1200 people by the end of June.**
- The broad topics covered in 2014 are: **dementia, sectarianism, gender inequality and relationships, policing and Scottish independence.**
- Respondents will be sent an advance postcard, prior to receiving the advance letter.
- Some of the topics covered in this year's survey may potentially be more sensitive than usual for some respondents. They are all in the self-complete section, so this is longer than it usually is on SSA. We do not anticipate problems with this but please read the additional guidance on sensitivity, privacy and the 'disclosure of harm' policy.
- The advance letter includes an unconditional **incentive of £10**, which respondents can claim by taking the letter to any post office.

1.4.1 Key features: Questionnaire content

The 2014 survey includes questions on attitudes to:

- **Dementia** – funded by the Life Changes Trust and Joseph Rowntree Foundation.
- **Sectarianism** – funded by the Scottish Government
- **Gender inequality and relationships** (called 'different situations that can happen in relationships' on the advance letter) – funded by the Scottish Government
- **Attitudes to policing** – funded by ScotCen and the Scottish Institute for Policing Research.
- **Scottish independence** – funded by the ESRC and Edinburgh University

As you see this year's survey covers a wide range of different topics, so there should be something there to interest everyone on the doorstep. Many of the questions on independence and policing have been included on the survey before so we can track whether attitudes have changed over time so if you've worked on SSA previously these should be familiar to you. The modules on dementia, sectarianism and gender inequality and relationships are new to SSA. In fact, not only are they new to SSA, there has been very little

research done on these topics in the past, not just in Scotland but across the world. This is new and exciting territory for us and there will be lots of interest among academics, policy makers, charities and campaigning groups, and the media on the findings that you will be collecting.

1.4.2 Key features: CASI

As has been the case in the last few years, SSA 2014 will include a Computer Assisted Self-Administered Interview (CASI) section. Given the potentially sensitive nature of some of the questions in the gender inequality and relationships module all of the questions from this module are in the CASI section, making it more extensive than usual – although no more extensive than on other surveys that NatGen has run. If you haven't worked on a survey with CASI before, it involves asking the respondent to enter some sections of the questionnaire directly onto your laptop. The section starts off with a few test questions to help respondents familiarise themselves with how this part of the questionnaire works, including how to skip any questions, and then moves on to the survey questions themselves. The CASI should take respondents about 30 minutes to complete. (Further details are provided in Section 6.2 and Annex A).

1.4.3 Key features: Incentives

A £10 incentive is being used in 2014. This is being given to the respondent on an unconditional basis and is described in the letter as a 'thank you' gift for taking part. The advance letter will include a barcode which, when taken to a Post Office will be scanned and exchanged for £10 cash. If a respondent has not received the advance letter with the voucher, contact Brentwood for another voucher to be sent out.

1.4.4 Key features: Respondent materials

The participant materials were overhauled in 2013 to make them more visually striking and the text more engaging and easy to read. These proved a great success and feedback on them was very positive so similar versions are being used in 2014. The only additional thing included this year, as a result of interviewer feedback, is the doorstep Topic Guide (a handy reminder of the main topics covered in the survey).

The advance letter and information leaflet both contain key information about SSA including what it is, why we want to speak to them and who uses the results. The laminate for you to use on the doorstep (showing examples of the impact that SSA has) is updated for 2014. Prior to receiving the letter respondents will be sent an advance postcard to introduce them to the survey. The postcard serves to increase recollection of being asked to take part in a survey.

Postcards and advance letters will be sent out for you from the Logistics Team in Brentwood. The SSA project specific leaflets are being included with the advance letters. We will also give you some spares so that you can use them on the doorstep if you think it might help.

2 The sample and contact procedures

2.1 Sample and assignment size

SSA covers the whole of Scotland (including those areas in rural Scotland often excluded from national surveys). The sample addresses are drawn from the Postcode Address File (PAF) – a publicly available list of addresses held by the post office. This year the sample has been provided to us by the Scottish Government to make sure households aren't selected for more than one survey that it funds e.g. the Scottish Health Survey, Scottish Crime and Justice Survey.

The target number of interviews for the 2014 survey is 1500 respondents. 3120 addresses are being issued in total with each interviewer assignment containing 30 addresses.

2.2 Overview of procedures

The contact procedures on the survey are as follows:

- i. trace all issued addresses
- ii. make contact at all addresses (apart from deadwood)
- iii. complete paper ARF (including interviewer observations) for each address
- iv. where there is more than **one** dwelling unit at an address, selecting one at random
- v. where there is more than **one** adult at an address, select one at random
- vi. conduct interview **with randomly selected adult at address**
- vii. transfer basic ARF information for **every** allocated address onto your laptop (via the Admin block).

NOTE: There is **no** requirement to notify the police that you will be working in a particular area.

2.3 Contact and selection procedures

2.3.1 Advance letters and postcards

The Logistics team will be sending out a postcard followed by an advance letter (with a copy of the 'What Scotland thinks' respondent leaflet enclosed) to each of the addresses in your assignment.

Both the postcards and advance letters will be sent out by second class post from Brentwood on the following dates

Advance Postcards will be posted on Tuesday **29th April**
Advance Letters will be posted on Tuesday **6th May**

If you know that you are going to be working mobile, or have a planned holiday that your Field Performance Manager (FPM) is aware of that will prevent you from starting work on time, please ensure you ask your FPM to notify Logistics of this well in advance of the above dates. If Logistics are informed then your letters can be sent out at a later date.

Since we do not know in advance who will be selected for interview, the letter doesn't always reach the selected person. We'll provide you with spare letters and leaflets to use on the doorstep. The envelope the advance letter is sent out in includes the survey logo.

2.3.2 Making contact at selected addresses

You must attempt to make contact at **every** address in your assignment except those notified to you as office refusals.

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

If you are still having trouble locating an address, and have access to the internet, the following websites may be of use: www.maps.google.co.uk or www.bing.com/maps. If you put in the address and postcode the location should be pinpointed on the map, using the zoom in and out functions will help you work out how to locate the address. If you cannot search these yourself, please contact the office in Brentwood who will be happy to investigate on your behalf.

2.3.3 Selecting someone to take part

You are required to interview one person aged 18+ at each address in your assignment.

This means that you will need to do a selection at:

- (a) any address where there is more than one dwelling unit, and
- (b) any dwelling unit whether there is more than one person aged 18+.

It is important to remember that there may be no household or, conversely, two or more households at any selected address. The Address Record Form (ARF) includes instructions to help you to deal with all such circumstances (See Section 3.4 and in Annex B for more details).

It is vital that the **one person (aged 18+)** chosen for interview at each address is selected according to the strict random sampling procedures on the ARF. If we only interviewed people who happened to be at home at the first call, or who were especially keen to be interviewed, our sample would almost certainly be unrepresentative of the adult population of Scotland.

Each address in your assignment will be printed on the front page of the ARF along with a serial number. The serial numbers will match those uploaded onto your laptop.

SSA special rules for students

SSA operates eligibility rules for students which are slightly different to other NatCen surveys. This is because SSA is conducted over the summer and we want to make sure that we include students in our survey.

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

2.3.4 Non-contact

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

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

These should include calls after 7pm during the week and weekend calls. Unless your Field Performance Manager agrees otherwise, do not make more than 9 calls at an address as research on interviewer call patterns suggests that this is unlikely to be productive or cost-effective.

Remember that you must discuss non-contacts with your FPM before transmitting back to the office.

3 Materials for the survey

3.1 List of 2014 materials

You will need the following materials to work on the survey

Document (& description)
Address Record Forms (ARFs) (green cover)
Postcards which can be used as appointment cards
Doorstep topic guide (Yellow) – a quick reminder of the topics before speaking to respondents
Advance letter laminate - for use on the doorstep
Doorstep impact laminate (White) - for use on the doorstep for communicating with respondents
Translations Showcard - for use on the doorstep with non-English speakers
Spare advance letters - advance letters will be dispatched by Logistics– see Section 2.3.1)
Spare respondent information leaflets - a copy of the leaflet will be sent out with the advance letter
Show cards (pink cover)
Useful numbers leaflets (White) - to be left with every respondent at the end of the interview)
Leaflet on dementia (supplied by Alzheimer’s Scotland to give additional information on dementia) – to be left with every respondent at the end of the interview
Blank envelopes (for those of you working in areas with tenements)
A map of your assignment area, with the addresses marked on
These project instructions and summary project instructions

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

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

3.2 Materials for use on the doorstep

You will be supplied with **spare advance letters** in your pack so that, if the selected person does not remember receiving the letter or if he/she has lost it, you can leave a copy behind.

You will also be provided with **spare respondent leaflets** in your packs. You should use this leaflet whenever you feel it would be valuable - for example:

- leaving it with someone who you are going to call back on later
- giving it to someone who doesn't remember receiving the letter or leaflet and would like to know more about the study.

There will also be spare blank envelopes in workpacks for those of you working in areas with tenements. Use these to put a copy of the advance letter into the letterbox of the selected dwelling unit if you are not sure that they will have seen the advance letter sent by post.

You are also being given an A4 double-sided impact laminate for use on the doorstep. One side features information about how SSA has influenced the debate on Scottish independence while the other side presents some of this year's non-political topics. This year in particular, respondents with an interest in the independence debate will be motivated by the opportunity to have their views heard whereas for others, the range of other topics may be of more interest. We have designed the laminate with this in mind and encourage you to use each side at your discretion, depending on the respondent. You might want to tell respondents that the findings from the questions on independence will be published before the referendum, so they will be reported by the media in the lead up to the referendum vote on September 18th.

The Topic Guide meanwhile is *not* designed to be shown to respondents but is a handy reminder of the topics for you check before approaching the doorstep. There are a couple of examples of the kinds of things respondents will be asked about in each topic. These are not meant as a 'script' but rather as a reminder of what might interest a potential respondent.

3.3 Materials to leave behind with respondents

It's important that all respondents have a way of contacting ScotCen after taking part, so if they don't remember getting an advance letter or leaflet please make sure you leave one with them.

All respondents should also be left with a copy of both the useful numbers leaflet and the copy of the leaflet on dementia. Both include sources of help for people who may be affected by some of the issues covered in this year's survey. **It is vital that copies of these leaflets are left behind with ALL participants** and just explain that everyone taking part gets them.

3.4 Completing the Address Record Form (ARF)

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

The address, accompanying serial number and other vital information appear on two separate labels on the front page of the ARF. Besides giving the selected address, the ARF has a number of other purposes:

- It provides space for you to record details of all the calls you make, and the outcomes.
- It allows you to select one adult at random for interview (and one dwelling unit in the rare cases when there is more than one dwelling unit at the address).

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

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

Full details on how to complete SSA ARFs are provided in Annex B. However, a few key points to note are:

1. You need to record the **full name of the respondent** in the Admin block, even though you do not need it for the selection process. Once you have your selected person, please ask for their full name straight away and record it on page 1 of the ARF.
2. Note that for each visit you must enter one of the following **call status codes**:
 - 1 No reply,
 - 2 Contact made,
 - 3 Appointment made,
 - 4 Any CAPI Interviewing done,
 - 5 Any other status
3. Collect **interviewer observations before making contact** for all non-deadwood addresses *including office refusals*. This information is used to analyse the different characteristics of respondents and non-respondents. Interviewer observations are not required for deadwood addresses (codes 710-790).
4. You may need to **select a dwelling unit**, if the address on the ARF turns out to contain more than one dwelling unit. If you need to select a dwelling unit then it is essential that you follow the instructions of the ARF carefully when making this selection. This allows us to be certain that we will have a truly random sample of dwelling units and adults living within them.
5. After you make contact, record at **C1** how many adults (aged 18 or over) are living at the dwelling unit. On each occasion where there is more than one adult living at the dwelling unit, you must use the **random selection procedure** to choose one adult for interview. Please note that **SSA has special rules around interviewing students**, described in Section 2.3.3.
6. Any responsible **adult** member of the household may provide the information that you need in order to establish who it is you are to interview. **Never take information from those aged under 18.**

7. **Only** interview people living at listed addresses. Never follow anyone to a different address, although you could of course conduct an interview somewhere else (e.g. at work). **No substitutes are permitted. If the selected person is in hospital or away for the duration of the survey, or too old or too ill to be interviewed, then no interview can take place.**
8. This survey is intended to cover only the population living in **private households** - not those living in institutions. However, people can be living as private households within institutional premises. Even if the address you have been given appears to be that of an institution, check that no one is living in a private household on those premises before abandoning the possibility of an interview there.
9. You must enter an outcome code at Section D of the ARF. Full details on all these codes are provided in Annex B of these instructions. Several codes in D4 and D7 relate to language barriers (540, 850) or respondents being 'physically or mentally unable/incompetent' to take part (530). **Please ensure you have read Section 6.8 of these instructions, on ways of helping different people participate, and considered carefully whether the respondent is really unable to take part before using these codes.** We want to ensure that we are not excluding people from participating in SSA who could, with some extra support/flexibility, have completed an interview. If in any doubt, please speak to your Field Performance Manager before using any of these codes.
10. **Remember: all unproductive serial numbers must also be transmitted**
For all non-productives addresses you must:
 1. Enter the relevant unproductive outcome code in the Admin block in CAPI.
 2. Complete as much of the Admin block as you can, entering Don't Know (Ctrl+K+Enter) at any questions where you don't have the information.
 3. Enter the interviewer observation information (Section A2 – A5 on the ARF) in the admin block (for all except addresses immediately identified as 'deadwood')
 4. **Transmit** the serial number as unproductive.
11. At E1, you are asked to record further details about all outcome codes other than productives, i.e. D.2 – D.7. This extra information is needed for reissues, and must be recorded in your CAPI Admin, so please make sure you write in as much detail as possible.
12. **There is no longer a special re-allocation outcome code**, so please use:
Code 612: OFFICE APPROVAL ONLY: Issued not attempted
This code should only be used when advised by your Field Performance Manager or the office in Brentwood.

3.6 Collecting contact details

There are two separate sets of questions that ask for respondent contact details – one for productive interviews and one for recording contact details from any non-productive interviews. **You will be routed to the appropriate questions** and it will be clear from the

question wording and interviewer instructions whether you are supposed to enter the contact details into the CAPI or write on the ARF.

3.6.1 Collecting contact details at end of productive interview

This year we are collecting **email addresses** and **phone numbers** of productive interviews for a possible follow up study. It is **particularly important** because we have put in a bid for a study on the referendum. If we win this, we will be re-contacting all the SSA respondents we have contact details for later in the year so **we need to collect as many email addresses and phone numbers as possible**. The CAPI program also has a question on whether we can contact the respondent in writing.

This year you will be entering email and phone numbers of productive (and any partial productive) interviews directly into the CAPI program at the end. Please take your time with this and enter these details accurately.

In addition, this section of the CAPI program will prompt you to **collect stable contact details** from respondents who have agreed to be re-contacted about future research projects. These are the contact details of someone the person knows who will know how to contact them if they move address or change their phone number.

3.6.2 Collecting contact details from non-productives

The only case where we ask that you write contact details on the ARF is for unproductives (e.g. if you take down their number but the respondent then breaks an appointment). These details should then be entered in the Admin block. These details will *not* be used for the follow up study.

4 Admin and returning work

4.1 Backing up your work

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

4.2 The Admin Block

You should complete the Admin block once you have reached a final outcome code for an address.

The Admin block mirrors the ARF and, for the most part, you will simply be transferring information from the ARF. Please transfer your answers exactly as they are on the ARF, following the instructions on the screen carefully.

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

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

4.3 Returning work

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

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

5 Response rates and KPIs

Achieving a high response rate is crucial to the survey's success. Funding for the survey is not guaranteed each year and securing funding in the current climate is very challenging. Response rates are not just about ensuring we interview a certain *number* of people we but are also about making sure we speak to a wide *range* of different people. The information you collect on Scottish independence in the 2014 survey, for example, is going to be published in August before the referendum and will be in high demand and will receive a lot of media and political attention in the lead up to the referendum on September 18th. **It's more important than ever that we deliver a survey that is considered truly representative of the Scottish people.**

By doing as much as you can to secure as many interviews as possible, even in areas where it is can be more challenging, you will be helping to deliver the best quality source of information on what people in Scotland think.

So that we can publish the findings from the questions on the referendum in August, we really need to have 1200 interviews completed by the end of June. So please start work on your SSA addresses as soon as possible after your briefing to help us to reach this important target.

As part of the KPI system you will be given an individual response rate target for your assignment of addresses. Please keep trying to contact all the issued addresses until the KPI fieldwork deadline and call back as often as you can while you are still in the area. However, bear in mind that you should make **no more than 9 calls to an address**, unless you have begun interviewing or have made an appointment.

If you sense a respondent may be about to refuse, it often helps if you withdraw, offering to call again at a more convenient time, before a formal refusal is actually given. The respondent leaflet might be helpful in this situation, or if the person you initially speak to hasn't heard anything about the survey.

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

- Speak to your Field Performance Manager before you return any incomplete or untraceable addresses. We might be able to find out some information which will help you locate 'hard to find' addresses.
- Complete the CAPI Admin block for deadwood addresses (vacant premises, etc.) and transmit back to the office as soon as possible. We need to know what deadwood there is as early as possible in the fieldwork period.
- For refusals: complete the ARF and CAPI Admin Block (entering Don't Know for any information that you do not have) and transmit as soon as possible to Brentwood.
- If the person selected for interview proves hard to contact, breaks an appointment, etc., keep on trying to 'convert' him or her until the end of the fieldwork period. Before giving these a 'non-contact' outcome code, first check with your Field Performance Manager and then complete the ARF and the computer admin, (entering 'Don't Know' for any information that you do not have) and transmit to the office.

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

Remember to show your Identity Card when you introduce yourself on the doorstep.

6 The questionnaire

6.1 Interview length

We expect it to take around an hour to complete the entire 2014 interview (CAPI and CASI). The self-complete section is longer than usual and we expect about half (30 minutes) of the total length to be taken up on CASI. This is an average time and we know from previous experience on the survey that some of your interviews will take less while others could take longer. Older respondents, for example, may take a little longer to finish it. Similarly, some people have less experience of using laptops than others so may take longer to complete the self-complete. Please allow plenty of time between your appointments.

6.2 Computer-Assisted Self-Administered Interview (CASI)

The CASI is an essential part of the interview and it's really important that respondents complete it. **This year for the first time an entire module (gender inequality and relationships) is in the self-complete so it is more important than ever that everyone completes it.** The expectation is that that everyone who completes the CAPI interview will also complete the CASI section. We had a 96% response rate in 2012, but this dropped last year. This year we need to achieve at least a 96% response rate for the CASI, a response rate which is achieved on many of our other surveys.

The CASI section starts around half way through the interview - at this point you should hand the laptop over to the respondent to complete this section by themselves. You should then take the laptop back in order to do the classification questions at the end.

At the start of the CASI section there will be instructions for you to read to the respondent on how the self-complete works. There are then 4 practice questions where you can show the respondent how to use the laptop and let them have a go themselves. So that respondents are able to skip any of the self-complete questions, there is an interviewer instruction at the beginning of the CASI for you to show the respondent how to use Ctrl-R at one of the practice questions (we suggest you do this at the second practice question and there is a note for the respondent to remind you to do this). The practice questions also include a multicode and an answer requiring them to type in their answer, as the CASI itself contains 'Other – please type in' options. You should then let the respondent complete the section on their own.

It is essential that everyone has the chance to complete the CASI section of the interview so we would like you to **do all that you can to remove any barriers** that might prevent them from doing so. For example, on some occasions, it might be apparent that a willing respondent needs your help to complete the CASI section, because of, say, poor eye-sight or reading problems (see Section 6.3 below on 'Privacy and the CASI'). In such cases, treat the questionnaire as if it were an extension of the interview, and fill in their responses accordingly, with the respondent at your side. You may make a claim for extra time spent with the

respondent if they need a lot of additional help to complete the interview, but please speak to your Field Performance Manager for authorisation.

Many of the CASI questions this year do not have a 'Can't Choose' option on the screen. It is therefore essential that you show respondents how to skip a question by using Ctrl+R.

While achieving a high response rate for the CASI is particularly key this year, trying to ensure privacy and dealing with these questions with sensitivity is also important.

6.3 Privacy and the CASI

As noted, the CASI includes some potentially sensitive areas, such as people's attitudes towards different situations that can happen in relationships and sectarianism. These could potentially be difficult for someone to answer if they have had personal experience of these issues. Therefore, please encourage people, where at all possible, to do the self-complete themselves rather than have it read out.

If someone does need help with the CASI, please make a special effort to encourage the respondent to find a private room to do the interview. Respondents may not feel comfortable giving their responses or 'true' opinion with other family members in the room. If you code that a respondent wants to do the CASI face-to-face, there is an interviewer note to read out to try to encourage them to find a private place. If possible it might make things easier later on if you encourage doing the interview in a private space before the start of the interview. That way, it will not be an issue when you move on to the CASI.

If the interview cannot be conducted in a private place you can still do the CASI but if possible try to find a compromise which means their answers will not be heard by others. For example, if a respondent is able to read the screen but does not feel comfortable using the laptop, they may be able to point to their answer on the screen so that they are not saying it out loud in front of others.

6.4 Handling sensitive issues

As there may be topics that some respondents find more sensitive we are highlighting relevant procedures and processes that are in place.

- Please remind respondents throughout the interview that they can skip a question if they do not want to answer it – particularly if they look uncomfortable at any point
- If a respondent seems uncomfortable or upset, you can offer to take a break or come back and complete the interview at another time.
- At the end of each interview **please leave behind the 'useful contacts leaflet'**
- Please refer to the '**disclosure of harm**' procedures which outline what you should do in the event that someone discloses something to you (this document can be found in the Ops Standard Handbook but can also be found at the end of these instructions Annex C for your convenience). It contains information about who to contact during office hours and out of office hours.

It should be noted that nearly all of the sensitive questions have already been tested during

cognitive interviewing and pilot stage and the respondents didn't find them particularly upsetting or difficult. For ethical reasons, we also asked service users and workers at Scottish Women's Aid whether they thought the questions would be difficult to answer for someone with personal experience of these issues. We received positive feedback during these discussions - they were pleased these issues were being researched rather than upset at having been asked about them.

However, it is difficult to predict in advance what the respondent may find sensitive, so please be aware if people seem uncomfortable or upset. Remind them that they can skip any questions they don't want to answer or offer to take a break, or come back and complete the interview at a different time.

Please note: Difficult topics have been covered in many previous years on SSA with no problems and we anticipate that it will be the same with this year's questionnaire.

6.5 The CAPI questionnaire: some general guidelines

6.5.1 Timing and 'don't knows' on SSA

As SSA is about respondents' attitudes there is no need for them to look up any documents or check any facts. They just have to say what, if anything, they think about the questions you ask. It is often just as interesting to find out that a lot of people have no particular view on an issue as to find out that everyone has a view. Therefore, people should not be concerned if they think they 'don't know anything' about a particular topic. There are no right or wrong answers and people can say 'don't know' to any question they choose in the CAPI (unless the question has a specific 'Don't know' option listed, you just code this in the usual way – using the **Ctrl and K** keys). (See Section 6.2 above on CASI procedures).

With such a wide-ranging questionnaire on SSA, people are likely to be more interested and engaged with some questions and topics than others. It can be a challenge to establish the right speed at which to ask attitude questions. Rushing the respondent clearly has to be avoided, but an over-deliberate approach can lead to an unnecessarily long interview. It may be that some respondents want to give a great deal of thought to some of the issues, but we are seeking to capture present attitudes, not to conduct a philosophical discussion or a political debate!

6.5.2 General phrases

It is important to note that the questionnaire features some very general phrases, for example:

“Scotland as a whole”

“In this area”

Some respondents might ask what you what is meant by these. However, unless a definition is actually provided for you to read out, **we do not wish to give the respondent any further explanation**. The phrases used are intended as general ones. Simply read the question or statement out as it's written on the screen, and tell respondents that they should answer in terms of whatever *they* understand by the phrase.

6.5.3 Recording answers to open-ended questions

If an 'other' answer code has been provided at a question then the respondent's answer (in their own words) should be recorded in CAPI (up to 120 characters can be typed in. If the respondent gives a longer answer, press <Ctrl + M> and use the 'notepad' facility to finish writing in the answer). Remember that when closing a NotePad, you need to press Alt+S together to save and exit. Unless specifically stated, an 'other answer' should only be coded when one of the pre-coded answers will not fit after probing.

If there is no specific provision for 'other answer' at a question then this is because none are anticipated. However, should they occur, please use the 'notepad' facility for comments. For questions in which no 'other answer' space is provided, first repeat the question with the appropriate emphasis before accepting an 'other answer'. You can also use phrases like "Generally...", "In general..." etc. as probes, and then repeat the question wording exactly.

6.6 Practice interviews

As part of your pre-briefing work, you will need to carry out at least one practice interview IN ADVANCE of the briefing. If you do have any questions about a question then please make a note of it and bring it along with you to the briefing.

We would also like you to carry out **at least one further practice interview** after the briefing and before starting work.

The practice serial numbers are as follows:

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

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

6.7 The interview questionnaire

SSA 2014 includes a wide variety of different topics on social and political issues, including three completely new modules. The research team have spent considerable time thinking about how best to order the questionnaire to avoid bias and help the interview flow. As mentioned, the entire module of questions on gender inequality and relationships is only in the CASI self-complete section. You will notice that most topics have been broken up into smaller chunks of questions and are spread throughout the interview rather than asked about all at once. The basic structure of the interview is listed below. Note that some of these sections are quite short – this is just intended to give you a general overview of topics covered.

Household grid
Newspaper readership
Party Identification
Dementia 1
Scottish independence 1
Sectarianism 1
Policing
Dementia 2
Sectarianism 2
Dementia 3
Scottish independence 2
Self-completion (CASI) including: - All gender roles and inequality questions - Some questions from the other modules (dementia, Scottish independence, sectarianism) - Background questions
Classification - includes obtaining contact details for follow up study

The interview questions are covered in detail in Annex A of these project instructions. Please look at these notes on specific questions as you go through your practice interviews (and see section 6.5, above).

6.8 Respondents who require assistance to take part in the survey

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

The following are particularly relevant to SSA:

- If the respondent has difficulty in reading (for whatever reason), you should offer to read out the showcards. As this may be more time consuming, offer to do the interview in two parts, so that it does not become too tiring. As noted above, you can also read out the self-completion as if it was a face-to-face questionnaire, but do please try to conduct this part of the interview in private. (Please speak to your Area Manger about claiming additional pay if this makes the interview extremely long). If you are aware a respondent has sight issues, large-print copies of the showcards or other materials can be provided by the office on demand.
- If a respondent has difficulties hearing or is deaf please make an extra effort to ensure you find a quiet place for the interview and that you are able to sit in a position with good light, so that the respondent can lip-read if they wish. If the respondent doesn't lip-read or if they would prefer to read the questions on the screen, sit beside them and help them to enter the answers. This method should only be used if you cannot otherwise conduct the interview, as the respondent will be able to see occasional instructions that respondents wouldn't normally see. However, it is better than no interview. Again it might be more tiring for these respondents to do the interview, so you can offer to do it in two parts.

- If the respondent uses British Sign Language (BSL) and would prefer someone to undertake the interview using sign language we are able to provide this service. Please contact Logistics in Brentwood to arrange this. There is a paragraph about this on the Translation Showcard which you can show any respondents with hearing impairment.
- If a respondent has problems communicating or has speech difficulties you should ask them to point out their answers from the showcards. For questions without a showcard you can either ask them to indicate the answer they want to pick non-verbally, or ask them to look at the question on screen and point out their answer.
- If you have a respondent who can speak some English but might need perhaps one or two words or expressions explained by someone else in the household then that is acceptable. However if they speak no English at all or have very little English but they do wish to take part, we can offer to provide an interpreter. There is a paragraph of introductory information in all the most commonly spoken non-English languages on the Translation Showcard. Please show this to any non-English speaking respondents on the doorstep. If a respondent would like to be interviewed with an interpreter, please contact the Brentwood Office to discuss this.

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

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

7 Interviewer feedback and questions

Every year we ask interviewers to give us feedback on the study and to make suggestions for improvements; this feedback is useful to us and has led to lots of changes over the years.

To get as much feedback as possible, we are asking Field Performance Managers to speak to you about how you have found working on SSA and to gather some feedback that way. We hope that you'll tell them what worked and what didn't, and how we could improve it in future years. We might not be able to act on everything, but we will read and take on board feedback, changing things where possible.

7.1 Any questions?

For general queries about field arrangements, contact your Field Performance Manager in the first instance. Alternatively if your Field Performance Manager is unavailable please contact your Area Manager Julie Foster.

If you have any queries or problems about how to complete the questionnaire, please do not hesitate to telephone a member of the *Scottish Social Attitudes* research team: Susan Reid, Annie Wild, Anna Marcinkiewicz and Susan McConville in the Edinburgh Office on 0131 228 2167. Queries about field arrangements should be raised with your Field Performance Manager in the first instance.

We hope that all goes well and that you enjoy working on *Scottish Social Attitudes 2014*.

GOOD LUCK!

Susan, Annie, Anna and Susan

Annex A - INTERVIEW QUESTIONNAIRE: in detail

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

Household grid

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

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

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

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

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

A note on checking selections in the admin block:

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

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

the respondent), or if you've put an initial on the ARF and a full first name in the CAPI interview. If the person the computer thinks you should have selected is in fact the respondent, but you've just entered their name with 2 slightly different spellings, for example, you should just explain this in the note you will be asked to enter on why there is a discrepancy.

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

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

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

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

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

Code

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

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

02 On government training/employment programme

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

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

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

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

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

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

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

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

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

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

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

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

07 **Unemployed, wanting a job but not actively looking for a job**

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

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

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

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

- 10 **Looking after the home** covers anyone more or less wholly involved in domestic duties when classifying economic position. There can be more than one person in a household in this category. Here, we are concerned only with the respondent's position.
- 11 **Doing something else** is not on the show card. It covers anyone who does not fit into any of the ten categories on the card. But remember that people who are in any kind of paid work (including casual self-employed jobs) of more than 10 hours in the week should not be included here.

Newspaper readership

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

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

WNwSite1/ WNwSite2

Please note that if a respondent mentions local newspaper websites, these should be coded as 'Other-UK site'. And if they mention sites like MSN, Google or Yahoo, please code as 'Aggregator news service'.

Sectarianism (Part 1)

RelID The answer to this question will be used as a textfill for the question *RelImp*. If you use the write-in option, **please enter a noun** which describes the person (not the name of the religion), otherwise the subsequent questions will read oddly. For example, enter Taoist or humanist, rather than Taoism or humanism.

There will also be some routing based on the answer to this question. Those who say they are atheist or have no religion will not be asked how religious they are. Those who say they are Catholic will not get the self-completion question about having a Catholic marry into their family, and those who say they are Protestant will not get the equivalent question about Protestants.

Scottish independence (Part 1)

Secques Note the 'Not sure' option here, which is also on the card. If they say 'not sure' please code this rather than using Ctrl+K for Don't know.

RefVote Note the 'Not decided' option here. Please use this rather than 'Don't know'. There is also an option to code if someone insists that they definitely will not vote in the referendum.

Policing

Note that several of the questions in this section ask respondents about their views of their local area. As mentioned in the interviewer note, if they ask what counts as their local area, please just say 'it's whatever you think of as the area around where you live.'

Dementia (Part 2)

DemKnow This question includes a description of dementia. To avoid confusion it does not mention Alzheimer's Disease. There is an interviewer note to explain, if asked, that Alzheimer's Disease is one form of dementia.

DemLearn This is a multi-code question, so please probe for '*Which others?*' to code all ways that people have learnt about dementia.

LearnMos For respondents who have given more than one answer at the multi-code *DemLearn*, this question asks them to say from which of them have they learnt the **most** about dementia. You can only code an answer here that has already been given at *DemLearn*.

RiskHBP to RiskAlc

This set of questions are about things that people might, or might not, think of as risk factors for dementia. If respondents ask whether these statements are true or false, refer them to the dementia leaflet you will leave behind with them at the end of the interview. Although this doesn't contain all the answers, it has details of where to get further information.

Sectarianism (Part 2)

SectPrA/B ContSA/B ContSMA/B AddSA/B

There are two versions of each of these questions. The questions are identical, but the answer categories are reversed for half the sample. It is important therefore to make sure the respondent is looking at the correct showcards. Odd serial numbers should be using showcards G1, G3 and G5 for these questions, whereas even serial numbers should be using showcards G2, G4 and G6. The CAPI script will remind you which showcard to use.

WhereSec

This question is asked if the respondent says that sectarianism is only a problem in parts of Scotland at question SectPrA or SectPrB. There is no showcard. There are a number of onscreen only options to limit the number of write-in answers. Those we expect to be the most commonly used are towards the top of the list.

The question is asking people about geographical places in Scotland, so if they mention somewhere outside Scotland or places such as schools or football grounds, please re-read the question.

ContSA/B

This question is asked of everyone, including those who said that sectarianism is not a problem in Scotland. You should code all that apply, and probe for any others if the respondent only mentions one or two. Respondents may ask what some of the terms mean, please only explain those that are shown in interviewer notes below the question and are shown below.

Orange Order marches are organised marches commemorating historic events in the Protestant calendar.

Irish republican marches are organised marches commemorating historic events in the movement for a united Ireland. (These have nothing to do with the IRA.)

Events in Ireland include both the Republic of Ireland and Northern Ireland.

ContSMA/B

This question is only asked if more than one response was given at ContSA/B. You should emphasise the “most” to make it clear that this is a different question.

AddSA/B

Unlike the previous question, respondents are limited to three answers here, but you should still probe if they only choose one or two.

SuppOran

We ask about Orange Order marches first here but the first sentence is to make it clear that we will be following it up with a question about Irish republican marches, too so we are asking a balanced set of questions.

SuppIR

This question contains the name of the body which organises a number of Irish republican marches in Scotland. Cairde na hÉireann is pronounced KAHR-juh na HARE-ahn. The stress is on the first syllable of each word. The first vowel sound is somewhere between a short ‘a’ and a short ‘o’. The r is rolled and the d is pronounced like a j, and the final e of the Cairde is an unstressed ‘uh’

sound. The first syllable of hÉireann is pronounced like ‘hair’ or ‘hare’, with a rolled r. The last syllable ‘ahn’ is unstressed.

The reason we are using the name of this organisation in its original Irish Gaelic form is to treat loyalist and republican organisations equally, so by naming the Orange Order we have to name Cairde na hÉireann. If we just used the term ‘republican’, the risk of confusion with republican movements among Scottish Nationalists was too great, and if we just used the term ‘Irish republican’, there was a risk of confusion with the IRA.

Cairde na hÉireann means ‘Friends of Ireland’, and they organise marches in Scotland commemorating historic events in the movement for a united Ireland.

Dementia (Part 3)

CEarlyDo Please note this question asks people what they would do in the **first** instance. If a respondent says they would do more than one thing, re-read the question and emphasise the word ‘**first**’ as you can only code one answer.

Scottish independence (Part 2)

CurnShd ‘The pound’ includes Scottish bank notes, so if someone says they want to keep Scottish pound notes, this should be coded as ‘the pound’.

Curnwd Please note the emphasis on ‘should’ and ‘would’ when reading out this question.

CASI (Computer Self-assisted Interview)

Note that there are some practice questions for the respondent at the start of the CASI section. You can help them with these if necessary to show them how to use the computer. We also ask you to show respondents how to skip a question by refusing it using Ctrl+R during the practice questions, so that they know how to do this themselves before starting. The first question that forms part of the questionnaire is a question on gender differences using the example of choosing children’s toys.

Most of the questions in the CASI are straightforward and should be easy for them to answer themselves. However, note that there are some multi-codes for the dementia questions plus a couple of others. You may need to remind people how to input their responses to these (i.e. with a space between each answer). Note that there is also a little routing in the CASI section. The respondent won’t be aware of this – it’s all automatic.

For gender inequality and relationships, there is a split sample for a few questions so that the gender differs – e.g. in one scenario, a man criticises his

wife and in the other version a woman criticises her husband. Who is asked which set of questions is based on the serial number (not the gender of the respondent). All those with an even serial number will only answer questions about men's behaviour in a relationship, whereas the odd serial numbers will have a mixture of men and women. You do not need to say any of this to respondents, but if someone with an even serial number asks why the questions only cover male behaviour, you can explain that other respondents will answer different versions of these questions.

Classification

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

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

Buying on mortgage: those buying with a mortgage or loan, from a bank, building society or other organisation.

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

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

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

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

Employee '**Self-employed**' refers to work done on the person's own account, and not being taxed through PAYE. Some self-employed persons will have their own businesses, some will have casual or intermittent work. A person in a one-person business is not necessarily self-employed; if the business is a company,

he or she may well be an employee of the company, drawing a salary and being taxed through PAYE.

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

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

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

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

MainInc4 Category '8' includes Disability Living Allowance as a main source of income. In previous years this was often written as 'other'.
The 'pensioner premium' is included under either category '5' Jobseeker's Allowance or category '6' Income Support depending on the other main benefit the couple receive. Pensioner premium is given when one person in the couple is receiving income support or jobseeker's allowance and the other is of pensionable age. 'Universal Credit' has been added this year although in Scotland it is currently only being piloted in Inverness. Personal Independence Allowance has also been added but the roll-out of this benefit is also taking longer than expected so it may apply to a few respondents.

Football This allows up to three teams to be entered. Teams in the top division, and
Question the most followed teams from lower divisions are listed on the screen in alphabetical order. The question asks for the non-league teams that people support as well.

The 'other' option can be used to specify more than one team, if the teams they mention are not in the list on the screen. Teams from outside Scotland, such as Manchester United, should be coded as 'other', and if no Scottish team is mentioned, code 'none'.

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

Address and selection labels

The selection process

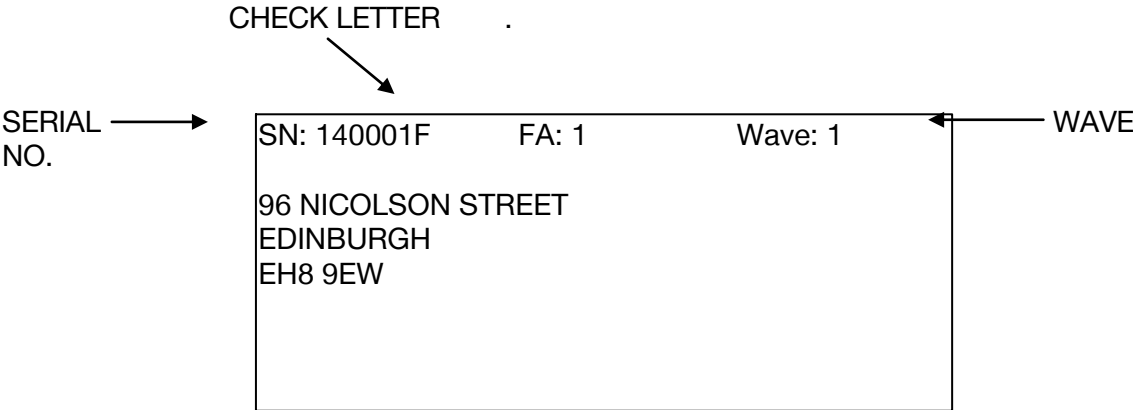
In the past some interviewers have queried why we need to do the selection this way and why we can't have a named sample. Basically, there is no named sample that is available for researchers for adults in Scotland.

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

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

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

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



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

CHECK LETTER SERIAL NO. SN: 140001F MOI : PT: 101 MULTIPLE OCCUPANCY INDICATOR SAMPLING POINT

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

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

Fieldwork end: 11/08/2014

The diagram shows a rectangular selection label. Arrows point from external labels to specific fields: 'CHECK LETTER' points to 'SN: 140001F', 'MULTIPLE OCCUPANCY INDICATOR' points to 'MOI :', 'SERIAL NO.' points to the 'SN' field, and 'SAMPLING POINT' points to 'PT: 101'. The label contains two rows of 'PERSON/DU' and 'SELECT' data, and a 'Fieldwork end' date.

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

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

The selection label also has the multiple occupancy indicator (MOI) value. The MOI shows the number of **dwelling units** at a given address according to the Postcode Address File (PAF). Please refer to the MOI value when making a dwelling unit selection. The number of dwelling units that you have identified should, in most instances, match the MOI value (see below for more details on selecting dwelling units).

Other important details on the ARF front page

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

Also on page 1, there is a box for you to write in the selected person's full name. Below that are boxes to write in the respondents telephone number(s) and email address(es)– these are collected in cases where an interview is non-productive. Section 3.6 (above) has more details on this. If the number is not given, circle the 'Phone number refused' (code 2) and if the email address is refused circle the 'Email Refused' (code 2) below.

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

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

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

Please note that calls made to the respondent on the telephone are recorded separately to actual visits to the sampled address, on page 2. There is also space to write in stable contact details, however, these are being entered directly in to the CAPI this year, so there should be no need to use this space.

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

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

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

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

Selecting a Dwelling Unit (DU) – Section B

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

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

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

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

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

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

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

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

Selecting an individual

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

Special rules for students

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

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

- Establish whether the sample address is:
 - 1) their main term-time address (e.g. a rented flat in the university town), or
 - 2) their main out-of-term address (typically their parents' address), or
 - 3) neither.
- Always *include* students in the selection procedure if the sampled address is *either* their main term-time *or* their main out-of-term address (or if the two are the same thing).
- Always *exclude* students from the selection procedure if the sampled address is *neither* their main term-time address *nor* their main out-of-term address (e.g. students staying temporarily with friends).

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

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

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

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

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

Please note the following points:

- If there are two people with the same first name, list them in **alphabetical order** of their **full** name. If the full names are the same, list them in order of their **age**, with the eldest first.
- Make sure that you write in the initials – you may be asked to enter these in the admin block if the computer thinks there is a discrepancy in your selection.
- If you are unsure about the number of eligible adults at this point because someone refuses to give you the information, you do not make any contact or another reason, you are directed to specific questions in Section D.

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

A few last points about selecting respondents:

- (i) Any responsible **adult** member of the household may provide the information that you need in order to establish who it is you are to interview. But **never** take information from those aged under **18**.
- (ii) Interview **only** persons living at listed addresses. Never follow anyone to a different address, although you could of course conduct an interview somewhere else (e.g. at work). **No substitutes are permitted, so if the selected person is in hospital or away for the duration of the survey, or too old or too ill to be interviewed, then no interview can take place.**
- (iii) This survey is intended to cover only the population living in **private households** - not those living in institutions. But people can be living as private households within institutional premises. Even if the address you have been given appears to be that of an institution, check that no one is living in a private household on those premises before abandoning the possibility of an interview there.

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

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

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

Recording outcomes on the ARF

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

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

<u>full</u> interview	110
<u>partial</u> interview	210

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

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

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

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

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

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

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

For all non-productives you must:

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

Remember: you must transmit all unproductive serial numbers.

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

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

ANNEX C - DISCLOSURE OF HARM: Guidance for NatCen's fieldworkers

Introduction

Maintaining the confidentiality of respondent data is central to NatCen's work. Those who collect our data¹ are required to work in accordance with the confidentiality requirements of the Data Protection Act 2000. Our researchers are obligated to follow the ethical guidelines of the Social Research Association which make clear commitments to respondents on data confidentiality. Survey nurses are obliged to act in accordance with clauses 5.3 and 5.4 of *The NMC code of professional conduct: standards for conduct performance and ethics* (Nursing and Midwifery Council-2004)

In rare instances, you may encounter a situation during a field visit where you feel that the safety and wellbeing of an individual could be at risk²; or you may have concerns about illegal activity which could harm the public. As a result you may feel that information about an individual or individuals should be passed on, for example to social services or to the police.

What to do

- ***We request that*** you only take action on your own initiative when there is a clear and immediate need to protect an individual by calling the emergency services (ambulance, fire service, police).
- ***In other cases we ask that*** you don't attempt to deal with the situation yourself. If a respondent volunteers information about the issue you should listen and respond appropriately but not probe or get drawn into lengthy discussions, in case they receive the incorrect impression that you have a professional responsibility to take decisions or act on their behalf. Do not volunteer information about disclosing, and if asked directly we suggest you explain that you need to discuss the issue with someone senior at NatCen.
- ***As soon as possible after leaving the household,*** you should make brief notes of the situation, and report your concerns (see overleaf).
- ***If respondents ask for help,*** please encourage them to seek help, rather than offering to do this yourself. You can provide them with any project leaflet containing helpline telephone numbers. Please say that you will pass their request to someone at NatCen.

There is a process in place for senior staff who are experienced in such matters to carefully consider appropriate action (see overleaf).

¹ Freelance interviewers, survey nurses and staff members carrying out qualitative or quantitative fieldwork

² Examples include physical or psychological abuse, restriction of freedom, or neglect, unsafe or unsanitary conditions, lack of adequate supervision or support

Special projects

Some special NatCen projects involve respondents who are particularly vulnerable, or who may be more likely to give information about illegal activity. For these projects additional guidance will be provided and you will need to familiarise yourself with this.

Whom to contact – Operations dept

During office hours Freelance survey interviewers and nurses should phone the Head of Freelancer Resources Unit, the Field Manager or the Director of Operations in Brentwood on 01277 200600.

Out of Office hours call the Field Special Assistance Line on 07894 587660

If you wish to discuss the situation informally before reporting to Brentwood, contact your Area Manager or Deputy during office hours.

What we will need to know

- Your name, ID and a contact telephone number
- What you observed or heard, and why you are concerned
- Whether an individual requested disclosure / non-disclosure
- Whether an individual indicated that they have sources of help / support (eg. GP, health visitor, social worker, family members) who are aware of their problems
- Your thoughts on what should be done next and why
- Your views on what could happen as a result of disclosure or non-disclosure.

We'll need this verbally at first, but you will be asked to provide details later in writing. Personal details should be kept to a minimum in any written report, ie. refer to a serial number and forenames only, not a full name and address.

What happens next?

NatCen staff will immediately review the situation, and will either decide on what actions to take, or will rapidly refer the incident to the NatCen Disclosure Board for guidance and a final decision. The Board is chaired by the Chief Executive.

We will tell you the decision and the reasons for it, and will offer you appropriate support.

This guidance aims to protect the interests of all parties: you, the respondent, and NatCen. By asking you to refer your concerns to us for consultation, NatCen thereby takes responsibility for any decision about disclosure. If you choose not to follow these guidelines, and disclose personal information about a respondent to individuals or organisations outside NatCen, you should be aware of the potentially serious consequences. This could include NatCen withdrawing work held by you, and not offering you further assignments of fieldwork.

CODING AND EDIT INSTRUCTIONS

General notes:

- * Partial productives (outcome code 210) are those questionnaires where the CAPI questions have been answered but not the CASI. Please check that serial numbers with outcome code 210 fit this.
 - Outcome code 110: productive interview with CASI, should be coded as such if variable < censor > is completed
 - Outcome code 210: partial productive with no CASI, should be coded as such if variable < DecScotA > is completed
- * Partials should be filled out with refusals (Control and R) to the end of the questionnaire. An 'unproductive' partial (outcome code 440) is one where less than this but at least some attitude questions are completed.
- * Please check whether any 'Other (WRITE IN)' answers can be backcoded to existing response options.
- * Where an 'Other (WRITE IN)' question contains 'Don't Know' or 'Refusal' the original question should be recoded 'Don't Know' or 'Refusal' instead of 'Other'.
- * All NotePad notes, whether attached to an open-ended question or not must be read and any 'obvious' recoding done. Please TAB any that you are uncertain about.
- * The NotePad files must be kept and handed over to the research team with the edited qre data file.

CONTACTS – DATA UNIT

Coral Lawson – 01227 690093
Claire Harmes – 01227 690097

Contents

REconFW
SEconFW
WhPaper
WNwSite1 & WNwSite2
PartyFW
NatId
Dole
RelID
DemLearn
LearnMos
CEarlyDo
WhereSec
ContSA
ContSB (same question as ContSA but order reversed for half the sample)
ContSMA
ContSMB (same question as ContSMA but order reversed for half the sample)
AddSA
AddSB (same question as AddSA but order reversed for half the sample)
NIreland
BenScUK
PenScUK

CASI

MEarlyDo
MEarly1
DonePwD
7.1.1.1.1.1

7.1.1.1.1.2 Classification

7.1.1.1.1.3
7.1.1.1.1.4 ReligiS AND FamRelS
7.1.1.1.1.5 ReligiHWP

NationU
BNationU
RaceOri3
8 PSchQFW

FaithSch
OcSect2
SOC2010
SIC2007
MainInc4
SCFoot

About Scottish Social Attitudes 2014

Scottish Social Attitudes (SSA) is one of ScotCen's best known surveys. Like its sister series, British Social Attitudes, results are widely publicised and used by journalists, academics, politicians, students and charities. Its core aim is to provide reliable information about the changing attitudes and values of the Scottish public. It has tracked the views of people in Scotland since 1999. Every year, around 1,200 - 1,500 people are interviewed on a range of topics.

As with previous years, SSA 2014 features a CAPI questionnaire with a CASI self-completion section at the end.

Here is the basic structure of the interview (NB some of these sections are quite short and some don't have any questions that need to be checked in the edit programme)

- Household grid (repeated from last year and same as BSA)
- Newspaper readership (repeated from last year and same as BSA)
- Party Identification (repeated from last year and same as BSA)
- National Identity (one question)
- Dementia 1
- Scottish independence A inc. general politics questions
- Sectarianism 1
- Policing
- Dementia 2
- Sectarianism 2
- Dementia 3
- Scottish independence B
- Self-completion (CASI)
 - The CASI is unusually long this year and contains a variety of topics. There are just three questions on dementia which require checking for back coding
- Classification and background section (largely repeated from last year and with much crossover with BSA)

In terms of coding, the vast majority of questions that need checked simply involve identifying whether 'other – write in' responses can be back coded to standard response categories.

HOUSEHOLD GRID

REconFW

Question type: Other specify

MULTICODE ALL THAT APPLY

CARD A2

Which of these descriptions applied to what you were doing last week, that is the seven days ending last Sunday?

PROBE: Which others? CODE ALL THAT APPLY

Multicoded (Maximum of 11 codes)

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

Code 11 ('Doing something else'):

Check whether any can be recoded 1-10.

SEconFW

Question type: Other specify

MULTICODE ALL THAT APPLY

CARD A2

Which of these descriptions applied to what your (*spouse/partner*) were doing last week, that is the seven days ending last Sunday?

PROBE: Which others? CODE ALL THAT APPLY

Multicoded (Maximum of 11 codes)

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

Code 11 ('Doing something else'):

Check whether any can be recoded 1-10.

NEWSPAPER READERSHIP

WhPaper

Question type: Other specify

Which one do you normally read?

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

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

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

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

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

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

Western Morning News
Yorkshire Post

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

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

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

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

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

See <http://www.scotlandinter.net/news/local-newspapers.html> or http://en.wikipedia.org/wiki/Scottish_newspapers for longer lists of Scottish local papers.

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

WNwSite1 & WNwSite2

Question type: Other specify

Which news or newspaper website do you visit most often?

NOTE: IF MENTIONS LOCAL NEWSPAPER WEBSITES, CODE AS 'Other - UK site'. SITES LIKE MSN, GOOGLE OR YAHOO, CODE AS 'Aggregator news service'.

- | | |
|----|--|
| 1 | BBC News |
| 2 | ITV/ITN News |
| 3 | Channel 4 News |
| 4 | Sky News |
| 5 | Reuters |
| 6 | Daily Express/Sunday Express |
| 7 | Daily Mail or Mail Online/Mail on Sunday |
| 8 | Daily Mirror/Sunday Mirror |
| 9 | Daily Star |
| 10 | The Sun/The Sun on Sunday (NOT Sunday Sun) |
| 11 | Daily Record/Sunday Mail |
| 12 | Daily Telegraph/The Sunday Telegraph |
| 13 | Financial Times |
| 14 | The Guardian/The Observer |
| 15 | The Independent/The Independent on Sunday or 'i' |
| 16 | The Times/The Sunday Times |
| 17 | Metro |
| 18 | The People |
| 19 | The Scotsman/Scotland on Sunday |
| 20 | The Herald/Sunday Herald |
| 21 | STV |
| 22 | Caledonian Mercury |
| 23 | The Press & Journal |
| 24 | The Courier/Dundee Courier |
| 94 | Aggregator news service (e.g. Google/MSN/Virgin/BT/Yahoo/AOL/Orange) |
| 95 | Other - UK site (PLEASE WRITE IN) |
| 96 | Other - Foreign site (PLEASE WRITE IN) |
| 97 | Other - General (PLEASE WRITE IN) |

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

NB. As a follow up for code 94, Newsp.othaggr.othspec has been added as a variable for capturing further info. Please check details and if any are incorrect backcode to 1 to 24. Otherwise leave as 94.

Code 95 (Other – UK site) – Check whether any can be recoded.

- Code 95 does **NOT** include search engine sites, or sites that are not primarily about providing news e.g. MSN, Google, Yahoo, Virgin, Orange, BT etc. These should be coded as Code 94 (Aggregator news service (e.g. Google/MSN/Virgin/BT/Yahoo/AOL/Orange)).

If in any doubt please 'TAB'.

- Code 95 does include UK local or regional newspaper websites e.g. Edinburgh Evening News.

Code 96 (Other – Foreign site) - Check whether any should be recoded.

It may help to check if a site is a **foreign** news website by typing the name into an internet search engine such as www.google.co.uk. However, only recode if you are absolutely sure that they are a **foreign** news website - if in any doubt please TAB.

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

Code 0 (None) is an additional option for Wnwsite2 (asking about second most read news site). If this has been selected but there are also interviewer notes, check whether can be recoded as 1 to 94.

PARTY IDENTIFICATION

PartyFW

Question type: Other specify

IF 'Yes' AT [SupParty] OR 'Yes' AT [ClosePty]: Which one?

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

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

Code 10 ('Other party/independent candidate'):

Check whether any can be recoded 1-9, 11-12, DK or 20.

Code 11 ('Other answer'):

Check whether any can be recoded 1-10, 12, DK or 20.

Notes:

- Code 1 includes 'Scottish Conservative and Unionist Party'
- Code 2 includes 'Scottish Labour party'.
- Code 6 includes 'Scottish Green Party'
- Code 7 includes 'UK Independence', 'Kilroy Silk's party' (BUT NOT 'Kilroy Silk' as he left UKIP in 2005 and Veritas in 2008 and should be coded 11).
- Code 7 does **not** include 'independent party' (without mention of UK), which should be coded 10
- Code 7 does **not** include 'independent' and 'independent candidate' (without mention of UK), which should be coded 10
- Code 9 does **not** include Communist, which should be coded 10
- "undecided", "don't know", etc. can usually be backcoded to DK at PartyFW
- "can't vote", "haven't been living in country long enough", etc. should be coded 12 ('none')
- If two separate parties given, keep as 'other answer'

NatId

Question type: Other specify

CARD (A5)

INTERVIEWER: PLEASE DOUBLE-CHECK RESPONDENT IS REFERRING TO CORRECT SHOWCARD

Which, if any, of the following best describes how you see yourself?

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

Code 7 ('Other Description'):

Check whether any can be recoded.

Notes

- *Previous years we have asked a different version of this question if the respondent is English (e.g. English not British, etc.) but this year we are just focussing on Scottish identity – leave any variations on English identity as 'Other description'.*

Scottish independence – Part A

Dole

Question type: Other specify with additional codes respondent doesn't see

Opinions differ about the level of benefits for unemployed people. Which of these two statements comes closest to your own view

READ OUT.

- 1 Low ...benefits for unemployed people are too low and
cause hardship
- 2 High or, benefits for unemployed people are too high and
discourage them from finding jobs
- 3 Neither (Neither)

Code 7 ('Other answer'):

Check whether any can be recoded.

Note

- Repeat from 2010 – instructions below are direct copy

Add code 4: *'Both: Unemployment Benefit causes hardship but can't be higher or there would be no incentive to work'*

Include here if main mention is that benefit discourages people from working, that wages are so low, that benefit is a "disincentive", that minimum wage is too close to benefit level, etc.

In short, any **comparison** of the benefit level to wages - that benefit level in relation to wages means it doesn't pay for people to work, etc.

Add code 5: *'Both: unemployment benefit causes hardship to some, while others do well out of it'*

Here the point is slightly different - that some categories of people gain (unjustly) from getting benefit (unjustly) whilst others suffer.

So here include distinctions made between "genuine" claimants and "scroungers", people with families *versus* young people, differences between North and South, etc.

Add code 6 *'About right/in between'*

All mentions that level of benefit is about right, is enough with careful management, etc.

NB Sometimes there is some difficulty in deciding between codes 4 and 5 - partly because both reasons are given. Need to decide "main reason" - either most elaborated and detailed reason or first mentioned if both mentions are short. The important thing to remember is that code 4 relates the answer to level of **wages** while code 5 is about dividing claimants into two groups. **If in any doubt, please TAB.**

Sectarianism 1

RelID

Question type: Other specify

SHOWCARD D1

I'm now going to ask you some questions about religion.
Do you think of yourself as any of the following?

- 1 Protestant
- 2 Catholic
- 3 Christian (but neither Protestant nor Catholic)
- 4 Muslim
- (5 Jewish)
- (6 Hindu)
- (7 Sikh)
- (8 Buddhist)
- (9 Spiritualist)
- (10 Atheist)
- 11 Belonging to another religion (WRITE IN)
- 12 Having no religion
- 98 (Don't know)
- 99 (Refused)

Code 11 ('Belonging to another religion (WRITE IN)'): Check whether any can be recoded as 1 to 10.

Dementia2

DemLearn

Question type: Other specify

IF NOT 'Nothing at all' at D5

SHOWCARD F2

There are many ways in which people might learn about dementia. Using this card, please say in which ways, if any, you have learnt about dementia and how it affects people's lives?

CODE ALL THAT APPLY

PROBE: Which others?

- 1 My job, which involves / involved working with people who have dementia
- 2 Personal experience (e.g. knowing someone, caring for someone, having it myself)
- 3 Word of mouth (e.g. through a friend, colleague or acquaintance)
- 4 Media (e.g. newspapers, television, radio, advertising campaigns)
- 5 Phone helpline
- 6 Internet
- 7 Professional(s) (e.g. doctor, nurse, social worker)
- 8 Other (please write in)
- 9 None of these
- 98 (Don't know)
- 99 (Refused)

Code 8 ('Other (please write in)'):

Check whether any can be recoded as 1 to 7.

LearnMos

Question type: Other specify

IF MORE THAN ONE ANSWER GIVEN AT D6

SHOWCARD F2 AGAIN

And from which of these have you learnt the most about dementia?

- 1 My job, which involves / involved working with people who have dementia
- 2 Personal experience (e.g. knowing someone, caring for someone, having it myself)
- 3 Word of mouth (e.g. through a friend, colleague or acquaintance)
- 4 Media (e.g. newspapers, television, radio, advertising campaigns)
- 5 Phone helpline
- 6 Internet
- 7 Professional(s) (e.g. doctor, nurse, social worker)
- 8 Other (please write in)
- 9 None of these
- 98 (Don't know)
- 99 (Refused)

Code 8 ('Other (please write in)'):

Check whether the same 'Other' answer was given as in

Demlearn and if this has been recoded as 1 to 7 then so should LearnMos. The response here should match one of the responses given in Demlearn.

CEarlyDo

Question type: Other specify

SHOWCARD F5

If someone close to you was becoming forgetful or distressed in a way that made you think they might be showing early signs of dementia, which of the following would you do in the first instance?

- 1 Talk to the person themselves about the best thing to do
- 2 Talk to a family member or friend
- 3 Talk to a doctor or nurse
- 4 Phone a helpline
- 5 Contact a charity or support group? (e.g. Alzheimer's Scotland)
- 6 Search the internet
- 7 Do nothing
- 8 Other (write in)
- 98 (Don't know)
- 99 (Refused)

Code 8 ('Other (write in)': Check whether any can be recoded as 1 to 7.

Sectarianism 2

WhereSec

Question type: Other specify. No showcard but interviewer had 12 answer categories.

(If think sectarianism is only a problem in parts of Scotland - code 2 at SectPrA)

In which parts of Scotland do you think sectarianism is a problem?

[No showcard – interviewer code all that apply]

(1 Glasgow)
(2 West coast / west of Scotland)
(3 Strathclyde)
(4 Ayrshire)
(5 Fife)
(6 Lanarkshire)
(7 West Lothian)
(8 Highlands)
(9 Edinburgh)
(10 Central belt)
(11 Cities / urban areas)
(12 Rural areas)
(13 Other (WRITE IN))
98 (Don't know)
99 (Refused)

Code 12 ('Other (WRITE IN): Check whether any can be recoded as 1 to 12

Notes

This question is completely new to SSA therefore we can't make a comprehensive coding frame until we see all the data. The existing response options are based on responses in the pilot.

The researchers who have developed this questions want to recode the responses in SPSS themselves so you don't need to worry about a lot of open text not being back coded at this stage. The only thing to back-code is any response that clearly matches the existing response list - ie correcting any cases where the interviewer didn't realise the response was actually on the list.

For info, 'central belt' is an area of high population density across the 'waist' of Scotland including Greater Glasgow, Edinburgh and many surrounding towns such as Paisley, Cambuslang, Hamilton, Stirling, Falkirk, Cumbernauld, Livingston and Bathgate. Central belt is not synonymous with 'Central Scotland' as the geographical centre is further north.

If someone gives the name of a specific town, do not recode even if it falls into one of the districts in the list.

For any queries on this question relating to specific cases, please email both me (Annie Wild) and Stephen Hinchliffe who is running this module.

ContSA

Question type: Other specify

(If not 'Sectarianism is not a problem in Scotland at all' at previous question)

From what you have seen, read or heard, which of these, if any, would you say contribute to sectarianism in Scotland?

PROBE: And any others?

CODE ALL THAT APPLY

- 1 Newspapers, television or the radio
- 2 The internet and social media
- 3 Rugby
- 4 Football
- 5 Golf
- 6 Orange Order marches
- 7 Irish Republican marches
- 8 Denominational schools
- 9 Non-denominational schools
- 10 The police
- 11 Churches
- 12 Events in Ireland
- 13 Other (WRITE IN)
- 14 (None of these)
- 98 (Don't know)
- 99 (Refused)

Code 13 ('Other (WRITE IN)'): Check whether any can be recoded as 1 to 12

ContSB (same question as ContSA but order reversed for half the sample)

Question type: Other specify

(If not 'Sectarianism is not a problem in Scotland at all' at previous question)

From what you have seen, read or heard, which of these, if any, would you say contribute to sectarianism in Scotland?

PROBE: And any others?

CODE ALL THAT APPLY

- 1 Events in Ireland
- 2 Churches
- 3 The police
- 4 Non-denominational schools
- 5 Denominational schools
- 6 Irish Republican marches
- 7 Orange Order marches
- 8 Golf

- 9 Football
- 10 Rugby
- 11 The internet and social media
- 12 Newspapers, television or the radio
- 13 Other (WRITE IN)
- 14 (None of these)
- 98 (Don't know)
- 99 (Refused)

Code 13 ('Other (WRITE IN)'): Check whether any can be recoded as 1 to 12

ContSMA

Question type: Other specify

(If more than one situation mentioned at ContSA then this is asked)

And which would you say contributes **the most** to sectarianism in Scotland?

- 1 Newspapers, television or the radio
- 2 The internet and social media
- 3 Rugby
- 4 Football
- 5 Golf
- 6 Orange Order marches
- 7 Irish Republican marches
- 8 Denominational schools
- 9 Non-denominational schools
- 10 The police
- 11 Churches
- 12 Events in Ireland
- 13 Other (WRITE IN)
- 14 (None of these)
- 98 (Don't know)
- 99 (Refused)

Code 13 ('Other (WRITE IN)'): back code verbatim answer given at contso into question contsma/b

ContSMB (same question as ContSMA but order reversed for half the sample)

Question type: Other specify

(If more than one situation mentioned at ContSB then this is are asked)

And which would you say contributes **the most** to sectarianism in Scotland?

- 1 Events in Ireland
- 2 Churches
- 3 The police
- 4 Non-denominational schools

- 5 Denominational schools
- 6 Irish Republican marches
- 7 Orange Order marches
- 8 Golf
- 9 Football
- 10 Rugby
- 11 The internet and social media
- 12 Newspapers, television or the radio
- 13 Other (WRITE IN)
- 14 (None of these)
- 98 (Don't know)
- 99 (Refused)

Code 13 ('Other (WRITE IN)'): back code verbatim answer given at contso into question contsma/b

AddSA

Question type: Other specify

Some people think it is important to address sectarian attitudes in Scotland. Who do you think is best placed to do that ? Please choose up to 3 answers from the card.

PROBE: And any other?

- 1 The Scottish Government
- 2 Local authorities
- 3 Schools
- 4 Local community organisations
- 5 The police
- 6 Churches
- 7 Individual football clubs
- 8 Football authorities
- 9 Families / parents
- 10 Other (write in)
- 11 (None of these)
- 98 (Don't know)
- 99 (Refused)

Code 10 ('Other (write in)'): Check whether any can be recoded as 1 to 9

AddSB (same question as AddSA but order reversed for half the sample)

Question type: Other specify

Some people think it is important to address sectarian attitudes in Scotland. Who do you think is best placed to do that ? Please choose up to 3 answers from the card.

PROBE: And any other?

- 1 Families / parents
- 2 Football authorities
- 3 Local authorities
- 4 Churches
- 5 The police
- 6 Local community organisations
- 7 Individual football clubs
- 8 Schools
- 9 The Scottish Government
- 10 Other (write in)
- 11 (None of these)
- 98 (Don't know)
- 99 (Refused)

Code 10 ('Other (write in)'): Check whether any can be recoded as 1 to 9

Scottish independence – part B

Nireland

Question type: Other specify with additional response options that were not visible to interviewer

Do you think the long term policy for Northern Ireland should be for it... (READ OUT)

- | |
|---|
| 1 ... to remain part of the United Kingdom
2 or, to unify with the rest of Ireland?
7 (Other (WRITE IN))
8 (Don't know)
9 (Refused) |
|---|

Code 7 ('Other (WRITE IN)': Check whether any can be recoded as 1, 2, 8 (Don't know) or and of the following;

- Code 4: 'Northern Ireland should be an independent state'
- Code 5: 'Northern Ireland should be split up into two'
- Code 6: 'It's up to the (Northern) Irish to decide'

BenScUK

Question type: Other specify

What about the cost of paying benefits to people in Scotland who lose their job through no fault of their own? Regardless of what happens at present, should the money to pay this come from the taxes collected across the UK as a whole, or from those collected in Scotland only?

- | |
|---|
| 1 Taxes collected across the UK as a whole
2 Taxes collected in Scotland only
3 It depends (WRITE IN) |
|---|

Code 3 ('Depends – Write In')

Check whether any can be recoded as 1 or 2.

PenScUK

Question type: Other specify

And what about the cost of paying the government old age pension to people in Scotland? (Regardless of what happens at present,) should the money to pay this come from the taxes collected across the UK as a whole, or from those collected in Scotland only?

- | | |
|---|--|
| 1 | Taxes collected across the UK as a whole |
| 2 | Taxes collected in Scotland only |
| 3 | It depends (WRITE IN) |

Code 3 ('Depends – Write In') **Check whether any can be recoded as 1 or 2.**

CASI 1 – (Gender roles & Dementia)

MEarlyDo

Question type: Other specify

Imagine you kept forgetting the name of someone close to you, and you thought it might be the early signs of dementia. Please say which of the following, if any, you would talk to or seek help from? PLEASE CHOOSE ALL THAT APPLY

- 1 A partner or family member
- 2 A friend
- 3 A charity or support group (e.g. Alzheimers Scotland)
- 4 A doctor or nurse
- 5 A social worker
- 6 A helpline
- 7 The internet
- 8 Other (Please write in)
- 9 None of these
- 10 Not sure

Code 8 ('Other (Please write in)'):

Check whether any can be recoded as 1 to 7.

MEarly1

Question type: Other specify

(IF MORE THAN ONE ANSWER GIVEN at MEarlyDo then ask)

And which would you be most likely to talk to or seek help from?

- 1 A partner or family member
- 2 A friend
- 3 A charity or support group (e.g. Alzheimers Scotland)
- 4 A doctor or nurse
- 5 A social worker
- 6 A helpline
- 7 The internet
- 8 Other (Please write in)
- 9 None of these
- 10 Not sure

Code 8 ('Other (Please write in)'):

Check whether any can be recoded as 1 to 7.

DonePwD

Question type: Other specify

(IF NOT 'No, I don't know anyone who has or had, dementia' at D27, then ask)

Leaving aside anything you've done as part of your job, please say which, if any, of the following you have done for someone with dementia, either now or in the past? PLEASE CHOOSE ALL THAT APPLY

- 1 Cared for someone (other than myself) who lives / lived with me
- 2 Cared on a regular basis for someone who does not / did not live with me
- 3 Been responsible for making arrangements for someone to be looked after (e.g. arranged for a carer to visit someone at home, or arranged for someone to go into a residential home)
- 4 Helped someone from time-to-time
- 5 Encouraged someone showing symptoms of dementia to seek professional help
- 6 Visited someone every now and then
- 7 None of these
- 8 Other (Please write in)

Code 8 ('Other (Please write in)'):

Check whether any can be recoded as 1 to 7.

Classification section – Classif

8.1.1.1.1.1

8.1.1.1.1.2 ReligiS AND FamReIS

(Routing: IF ANSWER GIVEN AT [ReligiS] (i.e. NOT 'Refused') ASK FamReIS)

Question type: Other specify

Do you regard yourself as belonging to any particular religion?

IF YES: Which?

DO NOT PROMPT.

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

8.1.1.1.2 Code 10 ('Other Protestant'):

Check whether any can be recoded.

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

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

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

Apostolic Church
Church of Christ

Church of God
 Church of Nazarene
 Church of Sweden
 Christadelphians
 Christian Scientist
 Community Christian Fellowship
 Covenanter
 Dutch Reform Church
 Elim
 English Church Mission
 Evangelical; Evangelical Christian
 Free Presbyterian
 German Evangelist
 House Church Movement
 Independent Chapel
 'Interdenominational'
 Jehovah's Witness
 Lutheran
 Moravian
 Mormon (Jesus Christ of Latter Day Saints)
 New Jerusalem Church
 New Testament Church
 'Non-conformist'
 Pentecostal
 Presbyterian
 Reformed Presbyterian
 Salvation Army
 Seventh Day Adventist
 Society of Friends/Quakers
 Unitarian

Please note the following:

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

Code 11 ('Other Christian'):

Check whether any can be recoded.

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

So included under this category would be:

Christian Orthodox
 Greek Orthodox
 Russian Orthodox
 Serbian Orthodox

Code 17 ('Other non-Christian'):

Check whether any can be recoded.

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

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

8.1.1.1.2.1 ReligHWP

(Routing: IF HAS HUSBAND/WIFE/PARTNER ASK ReligHWP)

Question type: Other specify

Do you regard yourself as belonging to any particular religion?

IF YES: Which?

DO NOT PROMPT.

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

NOTE ReligHWP was supposed to have write-in options for all three 'other' options like the other two religion variables but this was missed during programming and checking. Interviewers have therefore been asked to note any 'others' as a memo. Please view this for back-coding

8.1.1.1.3 Code 10 ('Other Protestant') – please check interviewer notes for any write-ins:

Check whether any can be recoded.

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

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

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

- Apostolic Church
- Church of Christ
- Church of God
- Church of Nazarene
- Church of Sweden
- Christadelphians
- Christian Scientist
- Community Christian Fellowship
- Covenanter
- Dutch Reform Church
- Elim
- English Church Mission
- Evangelical; Evangelical Christian
- Free Presbyterian
- German Evangelist
- House Church Movement
- Independent Chapel
- 'Interdenominational'
- Jehovah's Witness
- Lutheran
- Moravian
- Mormon (Jesus Christ of Latter Day Saints)
- New Jerusalem Church
- New Testament Church
- 'Non-conformist'
- Pentecostal
- Presbyterian
- Reformed Presbyterian
- Salvation Army
- Seventh Day Adventist
- Society of Friends/Quakers
- Unitarian

Please note the following:

* "United Free Church" to be coded "United Reformed Church (URC)/ Congregational"

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

Code 11 (‘Other Christian’) – please check interviewer notes for any write-ins:

Check whether any can be recoded.

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

So included under this category would be:

Christian Orthodox
 Greek Orthodox
 Russian Orthodox
 Serbian Orthodox

Code 17 (‘Other non-Christian’) – please check interviewer notes for any write-ins:

Check whether any can be recoded.

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

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

NationU

Question type: other specify

MULTICODE (MAX 9 CODES)

CARD H2

Please say which, if any, of the words on this card describes the way **you** think of **yourself**. Please choose as many or as few as apply.

PROBE: Which others?

Multicoded (Maximum of 9 codes)

1	British
2	English
3	European
4	Irish
5	Northern Irish

- | | |
|----|-------------------------|
| 6 | Scottish |
| 7 | Ulster |
| 8 | Welsh |
| 9 | Other answer (WRITE IN) |
| 10 | (None of these) |

EDIT CODES:

- | | |
|----|--------------------------------------|
| 11 | OTHER - ASIAN MENTIONED |
| 12 | OTHER - AFRICAN /CARIBBEAN MENTIONED |

Code 9 ('Other answer'):

Check whether any can be recoded 1 to 8, 11 or 12.

Important note: code 3 ('European') should only include people who said 'European', 'EU' and similar, not people who gave other European identities, e.g. 'Greek'.

Another important note: 'Cornish' (or any other similar) should not be recoded, but should be left as 9 'other answer'. It could imply 'English' as easily as 'British' and therefore must imply neither.

Yet another: in contrast to the treatment of code 3, codes 11 and 12 should include all who mentioned any country or nationality from (respectively) Asia or Africa / the Carribean, for example "Indian" should be coded 11, "Zimbabwe" should be coded 12.

BNationU

Question type: other specify

CARD H2 AGAIN

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

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

EDIT CODES:

- | | |
|----|--------------------------------------|
| 11 | OTHER - ASIAN MENTIONED |
| 12 | OTHER - AFRICAN /CARIBBEAN MENTIONED |

Code 9 ('Other answer'):

Check whether any can be recoded.

Important note: code 3 ('European') should only include people who said 'European', 'EU' and similar, not people who gave other European identities, e.g. 'Greek'.

Another important note: 'Cornish' (or any other similar) should not be recoded, but should be left as 9 'other answer'. It could imply 'English' as easily as 'British' and therefore must imply neither.

Yet another: in contrast to the treatment of code 3, codes 11 and 12 should include all who mentioned any country or nationality from (respectively) Asia or Africa / the Caribbean, for example "Indian" should be coded 11, "Zimbabwe" should be coded 12.

RaceOri3

Question type: other specify

CARD H3

To which of these groups do you consider you belong?

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

Code 3 ('Black of other origin'):

Check whether any can be recoded.

Code 8 ('Asian of other origin'):

Check whether any can be recoded.

Code 10 ('Mixed origin'):

Check whether any can be recoded.

Recode "mixed Asian" (e.g. "Turkish/Kurdish") as 'Other Asian' (code 8).

Code 11 ('Other'):

Check whether any can be recoded.

NOTE: do not code 'British', 'Scottish', 'English' etc. as 9, unless it also explicitly says 'white'.

9 PSchQFW

Question type: Other specify

Q735 CARD H5 AGAIN

Which ones? PROBE: Which others?

PROBE FOR CORRECT LEVEL

Multicoded (Maximum of 25 codes)

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

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

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

If interviewer has opened up a note to say they have a listed qualification but don't know level, recode if possible to 1 – 24.

FaithSch

Question type: other specify

Was the secondary school you attended associated with any particular faith, either formally or informally?
(IF ASKED: If attended more than one secondary school, the one at which you spent the most time)

- | |
|--------------------------|
| 1 Yes – Catholic |
| 2 Yes – Protestant |
| 3 Yes – Other (write in) |
| 4 No |
| 8 (Don't know) |
| 9 (Refused) |

If 3 (Yes – Other (write in)) – check if can code to 1, 2 or 4

OcSect2

Question type: other specify

CARD H6

Which of the types of organisation on this card (*do/did/will*) you work for?

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

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

SOC2010

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

SIC2007

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

MainInc4

Question type : Other specify

CARD H7

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

- 1 Earnings from employment (own or spouse / partner's)
- 2 Occupational pension(s) - from previous employer(s)
- 3 Private pension(s)
- 4 State retirement or widow's pension(s)
- 5 Jobseeker's Allowance (CAN INCLUDE PENSIONER PREMIUM)
- 6 Income Support (CAN INCLUDE PENSIONER PREMIUM)
- 7 Pension Credit
- 8 Incapacity benefit/ Employment and Support Allowance/ Disability Living Allowance or other disabled pension or benefit(s) (formerly invalidity or sickness benefit)
- 9 Personal Independence Allowance
- 10 Universal Credit
- 11 Other state benefit of tax credit (WRITE IN)
- 12 Interest from savings or investments
- 13 Student grant, bursary or loans
- 14 Dependent on parents/other relatives
- 15 Other main source (WRITE IN)
- 98 (Don't know)
- 99 (Refusal)

Code 2 ('Occupational pension'),

Code 3 ('Private pension'), and

Code 4 ('State retirement or widow's pension'): (Include spouse/partner's pension)

Code 11 ('Other state benefit or tax credit'): Check whether any can be recoded.

Note that:

- * 'Maintenance' should be coded 15 ('Other main source')
- * Child Benefit counts as 11 ('other state benefit or tax credit').

Code 15 ('Other main source'): Check whether any can be recoded.

SCFoot

Question type: other specify

Which Scottish football clubs, if any, do you support? Please include non-league clubs.

PROBE: Which others? CODE ALL THAT APPLY

INTERVIEWER NOTE: IF RESPONDENT TELLS YOU A NON-SCOTTISH CLUB, PLEASE CODE AS 'None'

Multicoded (Maximum of 3) – no showcard for respondent

- | |
|---------------------------------|
| 1 None |
| 2 Aberdeen |
| 3 Celtic |
| 4 Dundee |
| 5 Dundee United |
| 6 Dunfermline Athletic |
| 7 Falkirk |
| 8 Heart of Midlothian |
| 9 Hibernian |
| 10 Inverness Caledonian Thistle |
| 11 Kilmarnock |
| 12 Motherwell |
| 13 Partick Thistle |
| 14 Rangers |
| 15 Ross County |
| 16 St. Johnstone |
| 17 St. Mirren |
| 18 Other (please write in) |
| 98 Don't know |
| 99 Refusal |

If code 18 (Other (please write in)): check if can be coded to 1 to 17, otherwise leave as text for researchers to check.

If code 18 (Other (please write in)) and team that is definitely NOT a Scottish football club (e.g. Manchester City) please code as 1 (None) or delete this response if a non-Scottish club is one of two or three responses (e.g. Manchester City, Motherwell and Hurlford United F.C.) because system will not allow you to enter 1 'None' and a 2 – 17 response category.

Note: as with WhereSec, the open question on which areas in Scotland have problems with sectarianism, please do not worry if the coding frame is not comprehensive and a lot of responses are not coded at this stage. The only responses to back-code if 95 (Other (please write in)) are cases that clearly match the existing list but that the interviewer missed. Research are going to look at the text responses when we get the SPSS dataset and will create new response categories at that stage.

Note: many of the junior teams will have names that are not familiar to anyone outside that region (e.g. Hurlford United F.C.). You do not need to query every single one – just leave as open text if you are unsure.