The UK Time Diary Study 2014 - 2015

Technical report

NatCen
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At **NatCen Social Research** we believe that social research has the power to make life better. By really understanding the complexity of people's lives and what they think about the issues that affect them, we give the public a powerful and influential role in shaping decisions and services that can make a difference to everyone. And as an independent, not for profit organisation we're able to put all our time and energy into delivering social research that works for society.

Contents

1 Introduction

Time Use studies are carried out across the world and provide valuable data which can be used by social scientists, economists, policy makers, health researchers, psychologists and others to investigate a whole host of issues and to make a wide range of cross-national comparisons.

'Time use' describes the subjective allocation of periods of time to different activities and experiences. Analysis of time use data therefore provides valuable indicators of individuals' material circumstances and behaviour. How we choose to spend our time is one of the fundamental factors that shape our lives, and time use studies provide an opportunity to measure these choices and the routine of everyday life. The way in which these choices affect time use has important implications for public policy, in particular in areas of employment, social security, childcare, labour market, health and education.

1.1 Background

The UK 2014-15 Time Use Survey is concerned with how people in the United Kingdom spend their time. At the heart of the survey is a time diary exercise in which respondents are asked to record their daily activities. Time use is experienced as a continuous experience, but is measurable as a sequence of discrete events. Time diaries are continuous logs of these event sequences for randomly selected prescribed periods, usually a single day. Typically generated retrospectively, time diaries are an effective means of capturing rich data on how people spend their time and who they spend their time with.

The United Kingdom 2014-15 Time Use Survey was conducted on behalf of the University of Oxford's Centre for Time Use Research (CTUR) by NatCen and the Northern Ireland Statistics and Research Agency (NISRA).

The UK Time Use survey sample comprises 4,741 households in England, Scotland, Wales and Northern Ireland who took part in the study. The survey follows the Harmonised European Time Use Survey (HETUS) guidelines, with a few adaptations intended to tailor the survey to UK users and to ensure compatibility with the 2000-01 UK Time Use study.

Anonymised data are deposited at the Essex University Data Archive.

1.2 History of the Time Use Study

The 2014-15 Time Diary study was designed to be compatible both with the previous UK Time Use study carried out in 2000-01 and the other European studies that have been or are being carried out in a range of countries since 2008. In 2008 Eurostat provided detailed guidelines on Harmonised European Time Use Studies (HETUS), which constituted the main specification for this 2014-15 Time Diary Study.

The UK 2000-01 Time Use Survey was the first large-scale study of its kind to be conducted in this country. Earlier, smaller-scale time use studies run in the UK include the ESRC funded Time Use Survey in 1987 and the Office for Population Census and Surveys' (now the ONS) Omnibus 'pre-coded' diary exercise in 1995.

Interest in Time Use studies has increased in recent years, and a host of research projects making use of time use data have been carried out both in the UK and further afield.[1]

The UK Time Use study is included in the Harmonised European Time Use Studies project (HETUS), and data from the study are included in the Multinational Time Use Study (MTUS) alongside similar time use studies taking place across Europe and further afield.

1.3 Research Objectives

The UK 2014-15 Time Use Survey was designed with the Eurostat guidelines in mind and tailored to the needs and requirements of UK users. The main data collection instruments are a household questionnaire, individual questionnaire and self-completion diaries. Participants are asked to complete two 24-hour diary days, which are broken down into ten-minute slots.

While the HETUS guidelines recommend collecting diaries from all household members age 10 and older, this survey, like the 2000-01 first UK HETUS contribution, collected diaries from all household members aged 8 and older. The University of Oxford proposed some additional minor changes to the specification. For instance, the 2014-15 Time Use diaries included respondents' enjoyment of each activity.

The key objectives of the Time Use Survey were:

- To carry out a large-scale household survey featuring self-completion diaries to measure the amount of time spent by the UK population on various activities.
- To build on the lessons learnt from the UK 2000 Time Use Survey, the National Pilot Time Use Survey and other previous exercises.
- To ensure that the Time Use Survey provides data for government departments' academic research requirements.
- To carry out the UK 2014-15 Time Use Survey in a European framework with design and administration along the lines of the Eurostat specification. To provide results comparable, as far as possible, with those envisaged by Eurostat, but with modifications taking account of UK government and academic needs
- To deposit a documented dataset in an understandable and accessible format to the Data Archive and with ONS, for analysis by academic and government users respectively.

1.4 Structure of the Technical Report

This report covers the technical details of the UK 2014-15 Time Use Survey, carried out between April 2014 and December 2015.

The following sections of the report detail the various aspects of the survey, as follows:

- Sample design

See http://timeuse-2009.nsms.ox.ac.uk/information/studies

- Data collection instruments and processes used
- Field procedures
- Response rates
- Coding/editing instructions and activity coding list
- Weighting
- Sampling errors

2 Sample Design

2.1 Introduction

The UK Time Diary Survey required a representative sample of the population of households and individuals across the United Kingdom. The target sample was to achieve a base of 5,500 households.

The survey adopted the standard GSS definition of household[1] in defining its population: A *person or group of people who have specified the accommodation as their only or main residence and (if more than one person with the accommodation as main residence) either share at least one meal a day or share the living accommodation.*

The Time Use Survey comprised only private households and the household members living in these private households. Institutions and business were excluded from the survey.

Household members include:

- Anyone living at the address for more than 6 months, but who has a main address elsewhere.
- Anyone searching for a permanent address in this country, unless they are making a holiday or business visit only and remain resident abroad.
- Three or fewer boarders in a landlord's household.
- Children aged 16 or under who reside at boarding school during term time.

They exclude:

- Adult children (aged over 16) who live away for work or study and only come home for holidays.
- Anyone away from the address continuously for 6 months or more.
- Those who have their own living accommodation as well as the use of a shared communal living room e.g. warden assisted flats, granny flats.
- All boarders from the landlord's household if four or more boarders resident (each boarder was regarded as a separate household in their own right).
- Lodgers who were treated as separate households).

2.2 Sample Design

The UK Time Diary Study required an achieved sample of 5,500 households in England, Scotland, Wales and Northern Ireland. Households were considered to have taken part in the survey if the household CAPI interview is completed, and at least one household member returned a completed diary.

The 2014-15 survey adopted a multi-stage stratified probability sampling design. As requested in the original specification, and in line with other government household social surveys, the small users Postcode Address File (PAF) was employed as the sampling frame in England, Wales and Scotland. The very small proportion of households living at addresses not on PAF (less than 1%) was not covered. To select the sample in Northern Ireland, we used the Land Property Services Agency (LPSA) national list of domestic properties - this is the most up-to-date listing of private households in Northern Ireland. The primary sampling units (PSUs) consisted of postcode sectors in Great Britain and Wards in Northern Ireland.

2.2.1 Selecting addresses

The sample for the UK Time Diary Study was drawn in two stages. At the first stage, a random sample of primary sampling units (PSUs), based on postcode sectors, was selected. Within each selected PSU, a random sample of postal addresses (known as delivery points) was then drawn.

Great Britain

At the first stage, a list of all postcode sectors in Great Britain was generated (excluding addresses north of the Caledonian Canal due to cost of interviewing).

At the first stage 509 Primary Sampling Units (PSUs) were selected with probability proportional to the number of delivery points (addresses) within them. PSUs were postcode sectors or groups of postcode sectors, as small sectors (with fewer than 500 addresses) were grouped with neighbouring sectors prior to sample selection. Grouped sectors were then treated as a single area. Within each PSU 20 addresses were then randomly selected with a fixed interval and random start for each PSU.

Prior to selection, postcodes sectors (or groups) were ordered into 36 strata according to region, population density and socio-economic grouping as detailed below. The stratification approach used was the same as that used for the 2000 study.

Selection of Postcode Sectors
Postcode sectors in Great Britain were divided into five Government Office Region combinations, these being:

1. South East (excluding London) and South West
2. London
3. East and West Midlands and East
4. North West, North East and York/Humberside
5. Wales and Scotland

The following steps were carried out for groups 1, 3, and 4:

- Postcode sectors were ordered according to the population density and were divided into three equal groups as low, medium and high.

- Within each population group, postcode sectors were sorted on the percentage of households with the head of the household in social-economic groups 1-5 and 13.

- Sectors were divided into three equal groups as low, medium and high.

For London:

- Postcode Sectors were listed in order of percentage of households with the head of household in social-economic group 1-5 and 13. This list was then divided into three equal numbers of sectors as low, medium and high.

For Wales and Scotland:

- Postcode sectors were ordered on population density and then divided into three equal groups of addresses as low, medium and high.

- Within each group, postcode sectors were divided into two groups covering the same amount of addresses based on the percentage of the households with the household heads in social-economic groups 1-5 and 13.

- Addresses north of the Caledonian Canal were excluded from the survey. Excluding this area means that we excluded 0.42% of addresses in the UK (but 4.6% of addresses in Scotland).

The above procedures produced 36 strata (nine for each of groups 1, 3 and 4, three for London and six for Scotland and Wales). Within each stratum, postcode sectors were ordered by the percentage unemployed, alternating between ascending and descending listings. After taking a random start point, 509 postcode sectors were selected with probability proportional to the total number of addresses by applying a fixed interval to the cumulative delivery point/address total. In Scotland, the delivery point total for each sector was calculated after expanding by any Multiple Occupancy (MO) values of greater than 1.

Northern Ireland

In Northern Ireland a sample of 280 addresses was selected from the Land Property Services Agency (LPSA) national list of domestic properties. Samples of addresses in Northern Ireland tend to be selected from the LPSA list rather than the PAF, as it is believed to have better coverage of addresses in Northern Ireland.

The Northern Ireland sample was also selected in two stages. At the first stage a sample of 14 PSUs was selected, with probability proportional to size, from a list stratified by three geographical areas (Belfast, East Northern Ireland, West Northern Ireland). At the second stage a random sample of 20 addresses was selected from each PSU. The PSUs in Northern Ireland were wards. These were chosen because Northern Ireland fieldwork and sampling processes are set up for wards.

2.2.2 Allocation of Postcode Sectors and Wards to Fieldwork Months

In order to generate an accurate measure of time use, it is critical that the survey design controls for variations in people's behaviour due to seasonality. For example, there are likely to be considerable differences in how people spend their time depending on the day of the week and the month of the year. The procedure for allocating diary dates to respondents must, as far as possible, ensure an even spread of days and dates across the survey year. Furthermore, it is important that respondents are not able to influence when they record their time, lest this introduces systematic bias into the process.

The selected Primary Sampling Units (PSUs) - wards in Northern Ireland and postcode sectors in the rest of the UK – were allocated to quarter years at random by sorting by the same stratifiers as used for their original selection and putting the PSUs into groups

of four going down the list of selected PSUs. The four PSUs in each group were then randomly allocated to one of the four quarters. This approach ensures that the sample for each quarter is nationally representative (for the measures used in the stratification) and hence will reduce the impact of any seasonal variation for time use across the areas.

A start week was required to obtain an even sample of completed diary days over the year. Interviewers' fieldwork start dates were therefore staggered within each month so that interviewers started their fieldwork in different weeks. Fieldwork start dates were The same approach that was used to allocate the PSUs to month of study was used to allocate months to start dates.

2.2.3 Selecting dwellings and households

The first task for interviewers at each selected address was to establish whether the address is eligible for the survey. Although the majority of addresses are occupied residential addresses, about 12% are not and are classed as 'deadwood'. At eligible addresses the interviewer established the number of dwellings; if more than one dwelling was identified, the interviewer selected one of the dwellings at random for the survey. A similar procedure was used when more than one household is identified at an occupied dwelling – one household was selected by the interviewer at random from those identified. Weighting was used to correct for the different sampling probabilities for households within multi-household or for dwellings within multi-dwelling addresses

2.2.4 Selection of Individuals

All members of a selected household aged 8 and over were eligible for the survey. Household heads or their partners were asked to complete the first stage of the survey, the household questionnaire. All members of the household aged 8 and over were then asked to complete an individual questionnaire, two one-day diaries and a one-week work and education time sheet.

Respondents aged between age 8 and 13 were provided with a simpler version of the diary and individual questionnaire.

In some instances proxy interviews were conducted. These were administered if the named individual was unavailable within the time period or declined to participate in the survey, but were willing for someone else to provide information on their behalf. In certain instances proxy interviews were also conducted if the respondent was unable to complete an interview due to illness or disability. The proxy interview was conducted with a responsible member of the household, although in some instances a carer could also respond on the respondent's behalf.

2.2.5 Allocation of diary days

Each address was randomly allocated two diary days; one week day and one weekend day.

2.2.6 Enjoyment Diary sub-sample

At some addresses an extended version of the diary was given to households in fieldwork months April – June 2014. This diary contained additional questions that ask respondents to rate how enjoyable they found each activity. This diary version was

randomly allocated to seven of the selected addresses within each PSU. From July 2014 onwards, the enjoyment column was present for all households (see Section 4.6.4 for further detail).

2.3 Additional sample

Due to low response rate, it was decided to draw an additional sample in order to increase the number of interviews and diary days for analysis.

In June 2015, an additional sample of 500 addresses in 25 PSUs was selected. In October 2015 a sample of 900 addresses in 45 PSUs was selected. Fieldwork was extended to 8 weeks for these extra sample points. The additional sample covered Great Britain only.

As with the main sample, two diary days were randomly allocated to each sampled address.

2.4 Sample Size

A total of 11,860 sampled households resulted in 4,238 household interviews with 10,208 eligible respondents of whom 9,388 answered the individual interview and/or completed 16,550 diary days.

3 Pilot

3.1 Background

The ITT asked for a preparatory survey of 100 households to be conducted. Due to time constraints it was not possible to run a full dress rehearsal that would mimic the full fieldwork processes of the mainstage, including assessment of likely response rate. To carry out a dress rehearsal with randomly selected addresses and a call pattern similar to that proposed for the mainstage would have taken 4-6 weeks, which was not feasible within the time available. A pilot was therefore undertaken that focused on testing certain procedural aspects and the participant experience, and which used a quota sampling approach rather than pre-selecting a random sample of addresses. The pilot could not therefore aim to test response rates at either a household or an individual level.

3.2 Recruitment

Quota sampling was used to recruit participants in the pilot. The target was to achieve at least one individual interview and completed diary in 100 households.

Within their ten productive households, interviewers were asked to recruit:

- 1 child aged 8 to 13
- 1 adult aged 65 or over
- 2 adults aged 16 and over who are currently in work

The pilot covered England, Scotland and Wales only.

Interviewers were asked to exclude households where:

- They knew a person in the household
- The household contained someone whom they have interviewed for another survey

A household was deemed eligible to participate if it contained at least one adult aged 16 and over. All household members aged 8 and over were eligible to participate in the study.

3.3 Data Collection Instruments

Interviewers conducted a face-to-face interview at household and individual level. At the end of the individual interview they placed diaries with all eligible participants in the household.

Diary types
Interviewers were provided with two versions of the diary (adult and young person), each containing instructions, examples, a checklist and questions about whether it was a usual or unusual diary day for any reason. Some diaries contained an extra column asking participants how much they enjoyed each activity, with 1 meaning 'not at all' and 7 meaning 'very much'. Interviewers were mainly given either 'enjoyment' diaries or 'non-enjoyment' diaries in order to ensure that a substantial number of both types of completed diaries were received.

3.4 Pilot response

Table 3.1 shows the number of productive households and the number of people who participated per household. In the pilot, an individual interview and completed diary were collected from at least one household member aged 8 and over across 139 households.

Table 3.1 Productive households	
Participating household members	*Total*
1 household member	43
2 household members	41
3 household members	31
4 household members	13
5 household members	8
6 household members	3

Among the 139 productive households, interviews were carried out with 222 eligible household members. This equates to 78% of eligible household members aged 8 or over (see Table 3.2).

Interviewers were advised to recruit a minimum of two children and one person aged 65 and over, hence the lower representation of these age groups in the achieved sample.

Table 3.2 Completion of individual interviews by eligible household members, by age and sex						
						Sex
Completion status, by age		Males		Females		Total
	N	%	N	%	N	%
Individual interview completed						
8 – 15 years	21	22	14	11	35	16
16-64 years	57	59	88	70	145	65
65 years and over	18	19	24	19	42	19
All aged 8 and over	*96*	*71*	*126*	*83*	*222*	*78*
No individual interview completed						
8 – 15 years	3	8	6	24	9	14
16-64 years	30	77	16	64	46	72
65 years and over	6	15	3	12	9	14
All aged 8 and over	*39*	*29*	*25*	*17*	*64*	*22*

Table 3.1	Completion of diary for participants completed an individual interview, by age and sex						
Base: 220							*Sex*
Completion status, by age		Males		Females		Total	
	N	%	N	%	N	%	
Full diary completed							
8 – 15 years	16	20	13	11	29	14	
16-64 years	49	60	86	70	135	66	
65 years and over	16	20	24	20	40	20	
All aged 8 and over	*81*	*84*	*123*	*98*	*204*	*92*	
Partial diary completed							
8 – 15 years	1	33	0	0	1	33	
16-64 years	2	67	0	0	2	67	
65 years and over	0	0	0	0	0	0	
All aged 8 and over	*3*	*3*	*0*	*0*	*3*	*1*	
No diary completed							
8 – 15 years	4	33	1	33	5	33	
16-64 years	6	50	2	67	8	53	
65 years and over	2	17	0	0	2	13	
All aged 8 and over	*12*	*13*	*3*	*2*	*15*	*7*	

3.5 Report

A detailed report outlining the procedures and findings of the Pilot was submitted to the University of Oxford in March 2014.

4 Field Procedures

4.1 Interviewer training

Interviewers were fully briefed on the administration of the survey via a series of face-to-face briefings across the United Kingdom during the survey year carried out by the lead researcher. The sessions covered diary placement and checking protocols, a practice interview, doorstep techniques and survey administration. Interviewers were also given a pre-briefing exercise, which involved completing the diary themselves. A full set of written instructions covering survey procedures was provided for interviewers (see Appendix A for a copy of the interviewer instructions).

All interviewers were accompanied by a supervisor during the early stages of their work to ensure that interviews and protocols were being correctly.

4.2 Contacting respondents

4.2.1 Advance letters

All addresses sampled for the Time Diary study received a letter in advance of the interviewer's first visit. The letter explained the purpose of the study and stated that an interviewer would be visiting them over the next few days. The name of the study was changed for fieldwork purpose to a simplified 'Everyday Life'. This avoided highlighting the diary element, which can seem off-putting and burdensome to potential participants. The letter also covered details of how the addresses had been selected and provided reassurances about confidentiality as well as contact details and a link to the participant website.

The letters were despatched centrally by NatCen to the sampled addresses. Interviewers were provided with a laminate copy and spare copies of the letter to carry with them to aid respondent respondents' recall of the survey on the doorstep. Minor changes were made to the wording of the letter for July fieldwork onwards. A copy of the most recent advance letter is available at Appendix B.

Interviewers were notified of any refusals made directly to the Freephone Team at Natcen as a result of the advance letter. Interviewers were not required to visit these addresses and they did not count against interviewers' individual response rates. However, they were classified as non-response (office refusals) in calculating the overall response to the survey.

4.2.2 Leaflets

Leaflets were designed for the survey, which contained facts and figures from previous time diary studies highlighting time use activities that would appeal to various demographics of the sample. The examples also highlighted the multinational and time series elements of the survey. Leaflets were designed to be eye-catching and engage the reader. A copy of the survey leaflet is available in Appendix C.

Unlike standard leaflets, it was designed to appear as an A4 sheet folded lengthways. In the first quarter of fieldwork, the leaflets were despatched with the advance letters using 115mm x 315mm envelopes in order to stand out from the other post received by the selected households. Feedback on the fieldwork materials was requested during a response workshop held with interviewers during quarter 1. Interviewers fed back that

they would prefer to hand out the leaflets themselves. For the remainder of fieldwork, advance letters were despatched without the survey leaflets in a DL envelope and interviewers were provided with the survey leaflets to hand out on the doorstep.

4.2.3 Face-to-face contact

A few days after the advance letters had been sent, interviewers made contact with respondents by personal visit. Interviewers were required to make a minimum of 6 calls and up to a maximum of 9. These calls had to be at different times of day and on different days of the week. If there was still no contact, only then could an interviewer return a case as a 'non-contact'.

Interviewers were provided with a record form for each address, which guided them through the contact procedures. These included:

- Collecting 'first impressions' data from the sampled addresses for potential use in non-response analysis
- Definition and random selection of a dwelling unit (if more than one)
- Definition and random selection of a household (if more than one)

Interviewers reported that the broad remit of this particular time use study and the limited scope to convey the impact of the data and how this might relate to the person on the doorstep made it difficult to persuade people to take part. Interviewers were provided with a 'top tips' leaflet covering advice from interviewers who had performed well in the first two months of the survey.

4.2.4 Token of appreciation

During fieldwork months April – June , a conditional incentive comprising a £5 gift card for high street shops was given to participants who completed a diary as a thank you for their participation. If the household was a multi-person household (i.e. contained more than one eligible participant aged 8 and over) and everyone completed the diary, then the amount increased to £10 per person. This strategy was implemented to encourage full household participation.

After a review of the response rates in the first quarter of fieldwork, from July onwards all participants were offered a £10 gift card on collection of completed diaries, which was not dependent on full household participation. This meant that wording in the advance letter could be changed such that it referred to a voucher of £10 rather than £5. It also allowed interviewers to explain that participants could receive a £10 high street voucher as a thank you if they took part.

4.3 Translations

All sampled addresses in Wales were sent two versions of the advance letter; one was in English and the other translated to Welsh. A Welsh version of the survey leaflet was also provided to interviewers working in Wales to hand over during initial contact with the address.

Interviewers could use another member of the household who was aged 12 or over as a translator where the selected household contained individuals who could not speak English.

4.4 Confidentiality

Participants were informed in the advance letter that their participation was voluntary and that any information they provided would remain confidential and would not be passed on to anyone outside NatCen or the researchers at the University of Oxford in a form that could be used to identify them. Participants were provided with a telephone number for Natcen's Freephone Team that they could telephone if they had any queries. Any substantive queries or complaints were subsequently passed on to research team to deal with.

4.5 The placement interview

The first stage of the survey consisted of a face-to-face interview carried out by interviewers using Computer Assisted Personal Interviewing (CAPI). The questionnaire was programmed using Blaise software. The questionnaire specification was provided to NatCen by the University of Oxford and was aligned to the HETUS guidelines. On review of the questionnaire pre- and post-pilot, a limited number of changes were made. The key changes included updated income banding, updating questions about the internet and partway through fieldwork the satisfaction questions were replaced with the ONS harmonised satisfaction questions.

The questionnaire instrument was split into two parts:

- The **household questionnaire** was asked of an adult aged 16 and over in the household who knew most about the circumstances of the household. It was encouraged that other participants were available where possible to verify some details, such as date of birth. The household interview covered the following topics;

    - Household grid / demographics

    - Ascertaining responsibility for childcare

    - Housing and living conditions

    - Fruit and vegetable consumption

    - Household income

    - Receiving help or services.

- The **individual questionnaire** was asked of each household member, including children aged 8-15 (although proxy information was collected for children under 11). A maximum of 10 people could be included. The questionnaire contained a small number of sensitive questions covering their feelings on life and their relationship, so interviewers were encouraged to interview adults separately from each other wherever possible. The individual interview included the following modules:

    - Identity and marital status

    - Employment and income

    - Education

    - Volunteer work

    - Providing help and services for others

    - Leisure activities

    - General health

    - Enjoyment of activities

    - Childcare

- Caring for household members
- Diary placement

Showcards were used during the interview. The full set of showcards can be found in Appendix K.

4.5.1 Telephone and proxy interviews

It was not always possible to interview all household members in person and so if one of the adult or young adult participants was not present at the time of interview and interviewers were unable to arrange another time for a face-to-face interview, they could complete the interview by telephone. They could also complete interviews by proxy in certain circumstances:

- **Children aged 8-10 years:** interviews were carried out with a parent or guardian as proxy, with the child present so he or she could help provide information. Interviewers were asked to ensure that wherever possible the child was present to verify answers.

- **Children and adults aged 11 and over:** if absolutely necessary then the individual interview could be carried out by proxy. Interviewers were instructed that this should be a last resort as it meant that answers to some important questions about satisfaction and enjoyment would be missed out. Interviewers were asked to attempt to verify answers with the individual respondent during a diary reminder telephone call or diary pick up visit wherever possible.

Interviewers recorded which adult member carried out the proxy interview on behalf of the participant in the questionnaire, along with whether their answers were verified with the participant themselves, either over the phone or during the collection visit.

A copy of the questionnaire is included in Appendix J of this report.

4.6 The diary

4.6.1 Placing the diary

At the end of the placement interview, the interviewer placed the diary. All participants aged 8 and over who had completed the individual interview were eligible to complete a diary. By this stage interviewers had built up a rapport with the participant and introduced the diary as the next stage of the survey. Interviewers would ideally explain the diary to all household members simultaneously, but on some occasions they needed to explain the protocols on an individual basis. If this wasn't possible, then the representative of the household who had been interviewed was asked to pass on instructions to any absent household members. This was preferable to asking other household members to explain the diary to them.

Interviewers completed the details on the front of the diaries, including the serial number, the randomly-generated days for which the diaries should be completed and participant name. Interviewers then explained to participants how to complete the diary, showing them the instructions, example pages, checklist questions at the end of each diary day and for adults, the 7 day work schedule.

Interviewers were provided with practice pages, which contained a full diary day. These were used during diary placement. Interviewers asked a participant to complete a few

hours of the practice pages (including sleep) to identify any areas where further explanation is required or to motivate and encourage participants.

4.6.2 Allocation of diary dates

Participants were asked to complete the diary for two days, including one weekday and one weekend day). The days were selected at random for each address at the point of drawing the sample. All participants in the household were expected to complete the diaries on the same days and dates.

Diary recording dates were allocated within the CAPI instrument and were based on the date of the placement interview. The instrument chose the soonest dates on which the selected diary days fell. These dates were fixed once they had been accepted by the household and could not be changed retrospectively.

If participants had not completed the first diary day, they were asked to proceed with the second recording day and attempt to retrospectively complete the first day as far as possible, using prompts such as calendars (paper and electronic), text messages etc. They weren't able to replace it with a different day or date.

4.6.3 Postponement of diary dates

Interviewers were advised that postponement of diary dates should be kept to a minimum. If postponement was essential, the selected dates and days for the whole household were moved forward by 7 days, i.e., to the same day of the week, one week later.

4.6.4 Diary completion

Diary types

There were four versions of the diary, each containing instructions, examples, checklists and questions:

- **Adult diary** (for participants aged 14 and over)
- **Young person diary** (for young people aged 8 to 13)
- **Adult full diary** (for participants aged 14 and over)

  Contains an additional column for participant to record level of enjoyment
- **Young person full diary** (for young people aged 8 to 13)

  Contains an additional column for participant to record level of enjoyment

Copies of the diaries can be found in Appendix D. During the first three waves of fieldwork (April – June 2014), 7 of the addresses in interviewers' assignments were assigned as 'enjoyment' addresses and were given the 'full' diary. These diaries contained an additional column for recording level of enjoyment. The full diaries had a different coloured front cover to minimise the risk of interviewers handing out an incorrect version. The address record form and the CAPI informed interviewers which diary to hand out. After three months of fieldwork there appeared to be no detrimental impact on response rates and it was agreed that all diaries would contain the enjoyment column from July fieldwork onwards.

The young person diaries differ from the adult diaries in terms of example pages and instructions which were tailored for school aged children.

Completion by participants

Interviewers left the diaries and completed practice pages with the participants. They showed participants the instructions and example pages at the front of the diary. An appointment was made to collect the diary and interviewers wrote their mobile telephone number on the diary for participants to call if they had any queries during the diary recording period.

The diary pages required participants to record what they were doing on the specified date in ten-minute slots. There was a series of columns, which contained the information participants were required to record for each slot. The columns are listed below.

- A column where main activities should be recorded

- A column to record secondary or parallel activities, should two or more activities be carried out at the same time

- A column to record whether a smartphone, tablet or computer was used

- A column to record the location or the mode of transport

- A column in which the presence of other persons should be recorded

- The 'full' diaries also contain a column to record enjoyment

Participants were encouraged to complete the diary from time to time during the course of the day, not just at the end of the day.

The following instructions were provided to interviewers on how participants should be recording the information in the diary:

- Ask the participant to write down in as much detail as possible what they did during every 10 minute slot, not just 'Was with a friend', 'Was outdoors' (especially children). Instructions are also included in the diary.

    - Write only one main activity on each line

    - Do not leave any empty lines in the first column

    - Mark the duration of activities clearly. Arrows can be used where activities lasted more than 10 minutes (see example in diary).

- Record a secondary activity whenever something is done simultaneously with the main activity.

- Do not forget to separate the travel from the activity and also record the location and mode of transport in the appropriate columns

    - Don't forget to indicate the use of a computer, smartphone or tablet.

- Record whether the time is spent alone or together with people the participant knows. They need not necessarily be doing the same thing as these other people.

- The 'full' diaries have a column to record enjoyment of activities using a scale from 1-7, with 1 being that they didn't enjoy the activity at all and 7 being that they enjoyed it very much.

4.6.5 Diary reminders

Interviewer reminders

Interviewers encouraged participants to contact them on their NatCen mobile phones if they had any queries during the diary completion period. It was advised that interviewers could also complete a reminder phone call if they felt that an additional phone call in advance of the first and second diary recording days could help to remind participants to complete the diaries.

Text reminders

During the placement interview, interviewers collected permission to send a text reminder to participants to remind them to complete the diary. A text was sent centrally from NatCen on the morning of each diary recording day. For participants who did not provide a mobile phone number, interviewers attempted to carry out reminder phone calls instead to a landline.

4.6.6 Checklist questions

At the end of each diary recording day, a series of contextual questions about the day was asked. It covered when participants completed the diary, the type of day and whether they were on a trip on the diary recording day. It also contained a reminder to check that they had completed the diary adequately and to complete the 7-day work schedule. These questions can be found in Appendix E.

4.6.7 The 7-day work schedule

The 7-day work schedule was included at the end of the adult diary (see Appendix F for a copy of the work schedule). It was incorporated into the diary to minimise the risk of missing work schedules and it was felt to be more convenient for participants if they only had one instrument for completion. Interviewers showed the work schedule to all participants aged 16 and over, regardless of whether they told interviewers during the interview that they worked or not over the last 7 days.

The schedule of working time was completed as follows:

- Classify the working week according to whether it was usual or unusual. A jobholder who is temporarily absent from work for all or part of the week must select box 2 (unusual working week due to temporary absence from work).

- Indicate the working time in all paid jobs by **drawing a line** through the applicable time period. N.B. Working time includes time spent working for a family business, second jobs and any work brought home from a paid job and done at home. Unpaid breaks (e.g. lunch breaks), or time spent travelling to and from work should not be included as working time.

- If no work has been carried out on a given day, participants were asked to tick the box "I did not work".

4.6.8 Diary collection

Interviewers arranged a date with participants to collect the diaries in person. Ideally all household members would be available at the diary collection visit although this was not always feasible. At the diary collection visit, interviewers checked the diaries,

clarified any omissions and answered any questions. The interviewers were provided with the following checklist in their instructions:

- The diaries have the correct serial number and person number written on the front
- The diaries have the correct diary dates recorded
- The diaries are legible
- There are no lengthy time intervals in the diary with no main activity recorded
- Questions at the end of the diary have been completed
- The 7-day working schedule has been completed

In the unusual event that interviewers were unable to collect the diary in person, they asked participants to post their completed diary back to the NatCen office in a postage paid envelope.

Following the collection of the diaries, interviewers handed participants a high street shopping voucher gift card.

4.7 Returning work to the office

Once interviewers had completed interviewing at an address, they transmitted the completed interview data to the NatCen office. Interviewers returned diaries to the office in a prepaid envelope.

4.8 Back-checking and quality control

Like all NatCen projects, the Time Diary Study was back-checked to ensure that interviewers were working to the standards to which they were trained and in accordance with the specific project requirements on which they were briefed.

A minimum of 10% of the total interview were back-checked by telephone. If the responses received indicated significant deviations from the standards set, a supervisor was asked to revisit the address(es) concerned personally. Back-checking was carried out a maximum of 4 weeks post-interview.

5 Response Rates

5.1 Household response

This section looks at the response of sampled households and the response of eligible individuals within those households.

Table 5.1 summarises the response rate for the survey at household while Table 5.2 provides a more detailed breakdown of response at each level.

The total issued sample (including the additional sample) was 11,860 addresses. The achieved household response rate was 40.4%.

In a survey of this complexity there were clearly a number of different points where non-response could occur. A household was classified as productive where at least one eligible member of the household completed the household questionnaire, an individual questionnaire and recorded one or two diary days. The number of household and individual interviews achieved and the number of diaries returned were reduced by the following factors:

- While it does not count as non-response, a certain portion of the sample was 'deadwood', that is where the address is not located, is a business property or is unoccupied for other reasons such that it will not be possible to obtain an interview.

- Non-response where it was not possible to make contact with a respondent or they refused to take part.

- Where contact was made but it was not possible to complete an individual questionnaire or two diary days with every household member.

Table 5.1	A Summary of the Response Rate
Level of data collection	**Response rate**
A. Household	40.4%
B. Individual interview	92.0%
C. Diaries (as a proportion of all individuals)	81.1%
D. Net diary response rate (A X C)	32.8%

It should be noted that an unusually large number (503) of interviews were undertaken and diaries completed but where diaries were subsequently lost in the post. These interviews could therefore not be considered productive as there was no diary data available. Had these diaries not been lost, the household response rate would have been substantially higher at 45.2%. The net diary response rate would also have been higher, at around 37%.

Table 5.2	Household level response rates, 2014-15			
	N	**%**	**%**	
Issued addresses	*11,860*	*100*		
Unknown eligibility – no contact	**74**	**0.6**		
Not issued to an interviewer	2			
Issued not attempted	6			
Inaccessible	7			
Unable to locate address	16			
Unknown whether address is residential: No contact after 6+ calls	15			
Residential: unknown if eligible person(s) due to no-contact after 6+ calls	23			
Other unknown eligibility (due to non-contact)	5			
Unknown eligibility – contact	**32**	**0.3**		
Information refused about whether address is residential	1			
Contact made but no-one can confirm the presence of a resident household	1			
Information refused about whether resident(s) are eligible	3			
Unable to confirm eligibility of resident(s) due to a language barrier	21			
Other unknown eligibility (contact made)	6			
Ineligible	**1,275**	**10.8**		
Not yet built / under construction	14			
Demolished / derelict	34			
Vacant / empty	812			
Non-residential address (e.g. business. school. office. factory etc)	137			
Occupied. no resident household (e.g. occupied holiday home)	208			
Communal establishment/institution – no private dwellings	23			
Other ineligible	47			
Eligible households, of which:	*10,479*	*88.4*	*100*	
Non-contact	**561**		**5.4**	
No contact with anyone at address after 6+ calls	478			
Contact made at address but not at selected DU/HH	8			
Contact made, but not with responsible resident	75			
Other unproductive	**1,109**		**10.6**	
Ill at home during survey period	111			
Away / in hospital during survey period	81			
Physically unable / incompetent	75			
Mentally unable / incompetent	97			
Language difficulties	99			
Full interview but respondent requested deletion	2			
Partial interview but respondent requested deletion	1			
Other reasons why unproductive	638			
Other reasons why no individual interviews	5			

Refusal	**4,571**		**43.6**
Office refusal	290		
Information refused about number of DUs/HHs at address	103		
Information refused about people in household	238		
Refusal before household interview	3,564		
Broken appointment. no re-contact	376		
Productive	*4,238*		*40.4*
Household interview completed, all eligible household members completed individual interviews and diary	3,606		
At least one individual interview and diary but not from all eligible household members	624		
Household questionnaire completed – no individual interviews	8		

5.1.1 Improving household level response

Several fieldwork strategies were implemented with the aim of improving response to the study.

Reissues

A programme of reissuing initially unproductive cases was implemented in autumn 2014 with the aim of improving response rates across the year. Reissued addresses were selected by field managers who reviewed initial outcome codes and interviewer comments. Where possible, addresses were reissued to alternative interviewers. Of the 2,465 addresses reissued, 332 (14%) were converted into productive households. Reissue addresses were issued in small batches across the year.

Additional issued sample

A key priority was to achieve as many diary days as possible. The additional sample was issued in a single batch for each wave rather than on a weekly basis. Two additional waves of sample were issued across England, Scotland and Wales in June and October 2015. In total 1,400 additional addresses were issued. Achieved response rates were 40% for June and 42% for October.

Fieldwork period extended

In addition to reissues and additional sample, fieldwork was extended from May 2015 to December 2015 to allow reissues and the additional sample to be worked as thoroughly as possible, with the aim being to complete the maximum number of productive cases before fieldwork closed.

5.2 Individual response

Individual level response is detailed in Table 5.3. One diary day or more was achieved with 81.1% of eligible participants in productive households. In total, 16,550 diary days were completed.

Table 5.3 Individual level response, 2014-15	N	%	%
Eligible individuals	10,208	100	
No contact	363	3.6	
Refused	304	3.0	
No interview (other reason)	153	1.5	
Productive individual interview	**9,388**	**92.0**	
Diary placed [1]	9,410	92.2	100
Diary placed, not received	1,132	11.1	12.1
1 completed diary day	8,278	81.1	88.0
2 completed diary days	8,272	81.0	87.9
Total diaries achieved	**8,278**	**81.1**	**88.0**

[1] 22 individuals completed a diary but did not fully complete the individual interview.

6 Data processing

6.1 Coding and editing the CAPI questionnaire data

Data from the CAPI questionnaires were examined by a coding and editing team in NatCen's Data Unit.

6.1.1 Examining notes

If a query or problem arose during the interview, interviewers could use a function within the Blaise CAPI program to open a 'memo' to record it. These notes and accompanying information about the household were printed onto paper factsheets for each household, and one of the tasks of the CAPI coders was to examine them and see whether any action (i.e. editing responses to the questionnaire) needed to be taken as a result of the message.

6.1.2 Back-coding other answers

CAPI coders also examined cases where a respondent had given an 'other answer' to any of the pre-coded questions. During an interview, if none of the precodes was felt to apply to a particular question, the response would be recorded verbatim by the interviewer in an 'Other (specify)' field. All such answers were examined by coders and back-coded to one of the existing pre-codes if applicable.

6.1.3 SOC & SIC coding

The occupation and industry of respondents aged 16 and over was coded using the Standard Occupational Classification (SOC2010) from 2011 and Standard Industrial Classifications (SIC2007) from 2010. The National Statistics Socio-economic Classification (NS-SEC) was derived from SOC2000 and employment status, and was used as a social class measure. Details of the classifications are set out in Table 6.1 - Table 6.3.

Table 6.1   Standard Occupational Classification 2010 (SOC 2010)

Description	Code
Corporate managers and directors	11
Other managers and proprietors	12
Science, research, engineering and technology professionals	21
Health professionals	22
Teaching and educational professionals	23
Business, media and public service professionals	24
Science, engineering and technology associate professionals	31
Health and social care associate professionals	32
Protective service occupations	33
Culture, media and sports occupations	34
Business and public service associate professionals	35
Administrative occupations	41
Secretarial and related occupations	42
Skilled agricultural and related trades	51
Skilled metal, electrical and electronic trades	52
Skilled construction and building trades	53
Textiles, printing and other skilled trades	54
Caring personal service occupations	61
Leisure, travel and other personal service occupations	62
Sales occupations	71
Customer service occupations	72
Process, plant and machine operatives	81
Transport and mobile machine drivers and operatives	82
Elementary trades and related occupations	91
Elementary administration and service occupations	92

Table 6.2   Standard Occupational Classification 2007 (SOC 2007)

Description	Code
Agriculture, forestry & fishing	A
Mining & quarrying	B
Manufacturing	C
Electricity, gas, steam and air conditioning supply	D
Water supply; sewerage, waste management and remediation activities	E
Construction	F
Wholesale & retail trade; repair of motor vehicles & motorcycles	G
Accommodation and food service activities	H
Transport and storage	I
Information and communication	J
Financial and insurance activities	K
Real estate activities	L
Professional, scientific and technical activities	M
Administrative and support service activities	N
Public administration & defence; compulsory social security	O
Education	P
Human health & social work activities	Q
Arts, entertainment and recreation	R
Other service activities	S

Table 6.2	Standard Occupational Classification 2007 (SOC 2007)
Description	**Code**
Activities of households as employers; undifferentiated goods and services producing activities of households for own use	T
Activities of extra-territorial organisations & bodies	U

Table 6.3	National Statistics Socio-economic Classification (NS-SEC) analytic classes
Description	**Code**
Large employers and higher managerial occupations	1.1
Higher professional occupations	1.2
Lower managerial & professional occupations	2
Intermediate occupations	3
Small employer & own account workers	4
Lower supervisory & technical occupations	5
Semi-routine occupations	6
Routine occupations	7

6.2 Diary coding and entry

6.2.1 Diary receipt and initial checks

After collection and checking of the diaries by interviewers, the diaries were returned by post to NatCen's Data Unit. A bespoke Diary Entry System (DES) was developed for coders to enter the diary data. The first stage of the coding process was for in-office staff to access a new entry in the DES and enter information from the front cover of the diary, followed by an initial check of the diary. The following items were logged in the DES on receipt of the diaries:

- Wave identifier (e.g. APR, MAY)

- Serial number and check letter

- Person identifier

- Diary type (adult, child, enjoyment, non-enjoyment)

- First name as appears on front cover of diary

- Dates of diary recording as appear on front cover of diary

During this process, initial checks were carried out for each diary to ensure that any key concerns with the quality of the diaries were picked up promptly and where major or repeated issues were identified, interviewers were notified. These checks were developed with the aim of improving and regulating quality of the data throughout the fieldwork period. The checks included:

- Details on the front of the diary matched the details in the DES.

  – The DES displayed the names and person identifiers of the participants, as recorded by the interviewer during the CAPI interviewer.

  – If the names displayed on the screen did not match the names on the front of the diary due to potential transcription error of serial number on the front of the diary or during data entry, the editor was asked to investigate and contact interviewers where necessary.

- The diary recording dates on the front of the diary corresponded with the dates selected during the CAPI interview shown on the DES.

  – Discrepancies among dates are resolved during the reconciliation process.

  – The purpose of this check is to notify interviewers if making common mistakes.

- Diaries were **legible**.

  – Interviewers were contacted if diaries were found to be illegible.

- There were no **large gaps** in the diary.

  – There were no lengthy time intervals without a main activity recorded (2 hours or more where it is clear that no interviewer checking has been carried out).

  – There were no lengthy time intervals where the 'who were you with' and enjoyment column were not completed (and interviewers haven't noted that they attempted to obtain more information).

  – Secondary activities featured in the diary.

  – Interviewers were contacted if the above issues were consistently raised.

- An overall check that the diaries were mostly codeable.

  – Check that work was being recorded as just 'work' rather than specific activities such as 'till', 'meeting', 'teaching', 'interviewing' or 'coding'.

  – Locations were types of places (home, friend's house, school etc.,) rather than geographical location such as Barry Island, Hull, Mark's house etc.

  – The checklist questions were completed for each diary recording day.

  – Interviewers were contacted if the above issues were consistently raised.

6.2.2 Diary coding and editing

Coder training

NatCen has a team of trained specialist freelance coders who are managed closely by experienced data processing staff in the Data Unit. In advance of their first coding assignment, all coders were provided with a half-day project specific training session for the Time Diary Study. The training sessions covered the survey objectives, navigation of the DES, exploration of and familiarisation with the codeframes, missing data codes, rules and best practice for coding main and secondary activities and standardisation of raising queries. The session was attended by a representative from the Centre for Time Use Research who co-led the session. There were ongoing review sessions for coders to provide an opportunity to share experiences and knowledge and to feedback on any potential issues or inconsistencies in coding.

Throughout the coding process a system of feedback was in place for coders, with 100% checks carried out by office staff on the first batch of a new coder's work until they were satisfied that each coder had fully grasped the rules. Throughout the coding period a minimum of 10% of checks were carried out on the remainder of each batch.

Diary coding

The DES collated the diaries into batches of ten diaries, which were distributed among the team of coders. The initial process was for coders to firstly code each diary data

item on the paper diary itself in red pen. The second stage was for the coder to directly input the data into the DES. Coders were provided with a set of diary coding instructions (see Appendix G) and an Excel and Word version of the full codeframe for reference (see Appendix H for final codeframe). The process was iterative, with additional advice passed on to the coding team by CTUR during the coding period. The codeframe was static and was used to code the following items:

- Main activity

- Secondary activity (or activities)

- Location / mode of transport

Other closed data items, including the checklist, were coded as seen and cleaned during the data processing stage.

Following a review of the strike rate of diaries coded per coder, it was identified that coding and data entry was taking longer than anticipated. A revised system was introduced where the set of trained coders coded all the batch of diaries on paper and input the data into the DES once the coding of the batch was complete. Additional freelancers were also trained in the DES and entry of coded diary data to enable the trained coders to focus on coding of the diaries to ensure consistency, which was particularly important given the length, complexity and scope of the codeframe.

The method for flagging queries to the office-based data editors was standardised among coders. A post-it note was used to flag the query in the paper diary and the coder entered '999.9' in the DES. Occasionally editors required additional guidance from the Centre for Time Use Research team. A queries log containing resolutions was stored centrally for reference. Editors made amendments to the input data directly to the DES.

The work schedule

The work schedule was included in the adult diary and coders input the data as recorded on paper. If data were missing from the work schedule, it was left blank and given a missing data code in the final dataset.

6.3 Reconciliation

Ongoing reconciliation procedures were conducted throughout fieldwork. The reconciliation system was set up and run on a weekly basis by our office-based editors. The system was set up to ensure consistency across the data sources by checking the conditions listed below, with instructions for editors to follow for cases where the conditions are not met.

- Productive interview data received in office if a productive outcome code is recorded.

- CAPI coding and editing was not outstanding (including SOC coding).

- Diaries were received in the office if the interviewer recorded that a diary was collected.

- First name of participant recorded in CAPI interview matches name input into the DES from the front cover of the diary.

- The correct diary type was handed to participants for completion.

- The diary dates input into the DES from the diary front cover correspond directly with the completion dates selected during the CAPI interview.

6.4 Processing coded and edited data

6.4.1 Data conversion

The edited survey data were prepared for analysis and reporting before being delivered to the University of Oxford. This section outlines the protocols for processing the data once interview and diary data were coded and edited.

The data were organised into levels: households, individuals and events. Data were delivered in SPSS format at four different levels. The following table shows the data levels and the SPSS files supplied at each level (see Figure 6-1).

SPSS data file(s) supplied	Data	Level
PSU	PSU level variables	PSU (primary sampling unit)
SURVEY (HH level)	Interview data	Household
SURVEY	Interview data	Individual
DIARY	Diary data (includes checklist questions)	Event
WORKSCHED (HH level)	Work schedule	Household
WORKSCHED	Work schedule	Individual

Figure 6-1 Time Diary Study SPSS data files, 2014-2015

The missing value scheme is uniform throughout and employs five negative values:

- -9   No answer or refused by participant during interview

- -8   'Don't know' during interview

- -7   Interview, diary or work schedule not achieved with eligible participant

- -2   Schedule not applicable – participant not eligible for interview, diary or work schedule

- -1   Item not applicable, i.e. when data are expected to be absent because filter conditions that apply are not met

6.5 Coder reliability

Coding is the process of turning open responses into numeric answers. When closed questions are used this is a straight forward process since the different response categories are pre-coded in most of the surveys. This activity becomes more complicated when open questions are included in the survey such as the Time Diary Study where respondents are asked to provide a brief description of the activities they perform at every time for two days.

In order to assess the quality of the coding process seven different coders were asked to code the same diary with more than 1,100 entries. The dummy diary was included in coders' batches and they were not aware that the diary data was not genuine. This test allowed us to evaluate different aspects such as the consistency amongst the coders and the accuracy of the coding. A discussion of the results can be found in Appendix I.

7 Weighting the data

7.1 Background

For the analysis of the UK Time Diary Study five weights are provided: household weight (hh_wt), individual weight (ind_wt), diary weight at day level (dia_wt_a), diary weight at individual level (dia_wt_b) and 7-day work schedule weight (wks_wt). In this section we present a full description of the weighting methodology as well as basic information about how to use these weights in the analysis.

The sample of the UK Time Diary Study was selected following a 3-stage design: in the first place a set of postcode sectors in Great Britain and wards in Northern Ireland were randomly selected; then a fixed number of addresses were chosen for each postcode sector or ward; finally all household members aged 8 or over were automatically selected to take the individual interview and the time diary. The weights are designed to tackle non-coverage and non-response bias at the different stages as well as differential selection probabilities.

The structure of the weighting methodology is presented in **Figure 7-1**. Note that the weights highlighted in purple are the final ones provided for the analysis; the rest of the weights were necessary for the computation but are not relevant for the analysis. More information about the final and interim weights is provided below.

7.2 Household weight (hh_wt)

The household weight ensures that the sample of responding households is representative of the population of households in the UK. This weight is to be used for the analysis at household level. The household weight is the result of combining three weights:

a) **Selection weight**: In the main sample all addresses had the same probability of selection. However two additional samples were selected in order to increase the final sample size. These two extra samples only covered Great Britain (i.e. excluding Northern Ireland). Therefore, in the final sample, the addresses from Great Britain had a slightly higher probability of selection compared to Northern Ireland. In order to correct for this imbalance in the selection probabilities a selection weight was computed. Additionally, some addresses contained more than one dwelling unit and/or household and the selection weight was adjusted to account for these differences. The dwelling unit and household weights with values greater than two were trimmed in order to avoid extreme weights.

b) **Non-response weight**: Once we had adjusted for the different selection probabilities, a non-response weight was derived to account for possible differences between responding and non-responding households. This weight was based on the response probabilities which were computed using a step-wise logistic regression model weighted by the selection weight. The dependent variable used was whether or not the household questionnaire was completed. The predictors used to build the model were aggregated information from the census at the postcode sector or ward level: population density in quintiles, percentage of people economically active in quintiles, percentage of people with no qualification in quintiles, a logarithmical transformation of the percentage of people from ethnic minorities living in the area and Government Office Region.

This model was used to compute the response probability for each case; the non-response weight was derived as the inverse of these probabilities. Finally the non-response weight was multiplied by the selection weight.

c) **Calibration weight**: Calibration is a weighting method which forces the sample to match the population distribution for a set of key variables. To the extent that the key variables used in the calibration are correlated with response and the survey variables, the calibration will reduce the effect of the non-response bias on the survey estimates. The final weight from the previous stage was used as the starting weight for the calibration. In this case, the calibration weight ensures that the weighted distribution of all the household members matches the 2014 mid-year population estimates for each age/sex group and Government Office Region separately. Therefore the calibration makes responding households representative of the population of all UK household members in terms of age/sex groups and Government Office Region.

7.3   Individual weight (ind_wt)

People aged eight or older from the responding households were automatically selected to take part in an individual interview. Some people selected for the interview refused to take part. The individual weight corrects for the differences between the respondents and non-respondents to the individual questionnaire. This weight is to be used for the analysis of the individual questionnaire. The weight was computed following a 2-step process:

a) **Non-response weight**: This weight was computed to adjust for the differences between respondents and non-respondents. The weight was derived as the inverse of the response probabilities and these probabilities were calculated using a step-wise logistic regression model weighted by the household weight. The dependent variable in the logistic regression was whether the selected person completed the individual questionnaire. The predictors were selected from the household questionnaire since these variables were available for both respondents and non-respondents. The variables in the final model were: age/sex groups, Government Office Region, household type, tenure, household income grouped and economic activity. The 1% of cases with the highest weights was trimmed in order to avoid extreme values. Finally the non-response individual weight was multiplied by the household weight.

b) **Calibration weight**: The final individual calibration weight makes the sample distribution match the population distribution for age/sex groups and Government Office Region separately. The final weight from the previous stage was used as the starting weight to compute this calibration weight

7.4   Diary weights (dia_wt_a and dia_wt_b)

The diary weights were computed at day and individual levels. These weights correct for diary non-response and balance the sample in terms of month and, for the day level weight, day of the week. These weights are to be used for the diary analysis at individual or day - event levels. Both weights, day and individual level, were computed following a 2-step methodology:

a) **Non-response weight**: This weight adjusts for differences in the response probabilities to the diary across sub-groups. The response probabilities were derived using a step-wise logistic regression model weighted by the household weight. The dependent variable was whether the selected household member completed the diary. The predictors in the model selected from the household

questionnaire were: age/sex groups, Government Office Region, household income grouped, economic activity and household type. The inverse of the response probabilities were trimmed at 99% and multiplied by the household weight. This resulted in the final non-response weight.
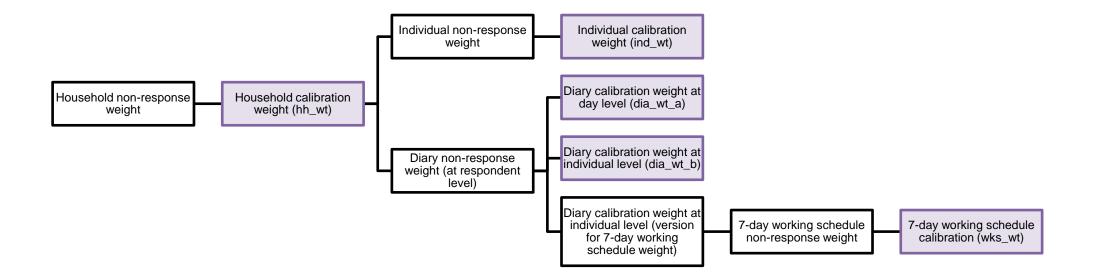
c) **Calibration – day level weight**: People living in responding households aged eight or older were selected to complete the diary. The participants had to record their events and time use for two randomly chosen days in a given week: a weekday and a weekend day. The diary weight – day level balances the sample for each month and day of the week, which means that in the weighted sample, months and days of the week are equal sized. Additionally, for each month and day of the week, the distribution of age/sex groups matches the population distribution. This design allows comparisons to be made amongst days of the week and months. The sample was also calibrated to match the population distribution of Government Office Region.

d) **Calibration – individual level weight**: The diary weight – individual level is to be used for the analysis of the diary at individual level. This weight also balances the sample by month so all months are equal sized and, for each month, the sample distribution of age/sex groups matches the population distribution. The sample was also calibrated by Government Office Region. This weight has no adjustment for day of the week.

7.5 7-day work schedule weight (wks_wt)

People aged 16 and older were eligible to fill in the 7-day work schedule. In this schedule respondents were asked to keep a record of the number of hours they worked in a paid job for one week. The 7-day work schedule was allocated at the end of the diary. Some participants returned a completed diary but they did not complete the 7-day work schedule. This weight adjusts for non-response from the diary respondents and makes the sample balanced by month. The weighting comprised three steps:

a) **Calibration weight (from diary)**: The first step was to compute a diary calibration weight at individual level using age/sex groups, Government Office Region and month. The difference between this weight and the diary weight at individual level (described in the previous section) is that the age/sex groups are not interlocked with month. This interim weight was only used to weight the model described in the next step.

b) **Non-response weight**: Since some of those completing the diary and being eligible for the 7-day schedule did not complete it, a non-response weight was computed in order to adjust for differences between respondents and non-respondents. The response probabilities were derived using a step-wise logistic regression model which was weighted by the diary individual level weight described in the previous step. The dependent variable for this model was whether the person completed the 7-day schedule. The independent variables in the final model were: age/sex groups, Government Office Region, household type, household income grouped and economic activity. The weight was computed as the inverse of the response probabilities and was trimmed at 99% to avoid extreme weights. Finally, this weight was multiplied by the diary weight at individual level computed at the previous step.

c) **Calibration weight**: The final weight from the previous step was calibrated by age/sex groups interlocked with month. This method ensured that the age/sex distribution matches the population within each month and all months have the same size. Additionally the sample was also calibrated by Government Office Region.

d) Figure 7-1. Diagram of the weighting methodology

Appendix A. Interviewer instructions

Everyday Life

Interviewer Instructions P10960 / P2216

Contents

1 Overview

1.1 Background

The information collected during Everyday Life will be used to understand how we spend our daily time and how that's different for different sorts of people. A previous UK Time Use study was carried out in 2000-1 which means that as well as providing a snapshot of everyday life in the UK today, researchers will be able to examine how time use in the UK has changed since the turn of the 21st Century. Everyday Life is part of a large international research project so it'll also be possible to look at how people in different countries spend their time differently.

The study is funded by the UK Economic and Social Research Council (ESRC) and commissioned by the University of Oxford. NatCen Social Research has been awarded the contract to carry out the mainstage fieldwork from April 2014.

The study covers England, Scotland, Wales and Northern Ireland.

A pilot study was carried out by NatCen in February 2014 to test the procedures and protocols for the mainstage.

1.2 Project timeline

Interviewer briefings	Fieldwork begins	Fieldwork Ends
24th March – 3rd April **2014**	**31st March 2014**	**18th May 2015**

1.3 Quick tour of fieldwork process

Key fieldwork tasks are structured as per the diagram below. See relevant sections in the project instructions for further details on each task.

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┌──────────────┐      ┌──────────────┐      ┌──────────────┐
│   Advance    │ ───▶ │  Interviewer │ ───▶ │ Dial in after│
│  letter and  │      │    visit     │      │  interviewer │
│    leaflet   │      │              │      │     visit    │
└──────────────┘      └──────────────┘      └──────────────┘
                                                    │
                                                    ▼
┌──────────────┐      ┌──────────────┐      ┌──────────────┐
│  Diary day 1 │ ◀─── │              │      │     Text     │
│              │      │              │      │   reminder   │
│              │      │              │      │ sent (office)│
└──────────────┘      └──────────────┘      └──────────────┘
       │
       ▼
┌──────────────┐      ┌──────────────┐
│    Diary     │ ◀─── │  Diary day 2 │
│  collected   │      │              │
└──────────────┘      └──────────────┘
```

2 Survey documents

Your work pack contains the following:

- Interviewer instructions
- Sample cover sheet, map
- Address record form x 20
- Laminate advance letter
- Spare advance letters
- Spare survey leaflets
- Interviewer information sheet
- Adult diary – non-enjoyment version

  Colour: Purple.
- Young person diary – non-enjoyment version

  Colour: Blue.
- Adult full diary (inc. work schedule) – enjoyment version.

  Colour: Orange.
- Young person full diary – enjoyment version

  Colour: Yellow.
- Practise diary sheets
- Showcards (card and paper version in case telephone interview required)
- Wales only: Welsh translation of advance letter
- Wales only: Welsh translation of survey leaflet
- Pre paid postage brown C5 envelopes in case participants need to return diaries by post (if diary is not available for you to collect when you carry out the pick up visit. E.g. participant is not at home when you call to collect diaries from remainder of household and has taken diary with them. This should always be a last resort).

3 Introducing the study

3.1 Advance letters and study leaflets

- Advance letters are sent centrally a week before your assignment start date by second class post.

- You will also have copies of the advance letter and leaflet in your work packs to use as a tool on the doorstep.

- Hand the participant a copy of the leaflet and allow them plenty of time to read through it.

- Make sure you have carefully read the leaflet before you visit the household - it may help you to answer questions on the doorstep and has some interesting figures that may help to sell the study.

- You will be given an 'Interviewer information sheet' with key facts about the study, including further detail on why the study is being carried out, who will use the data and what the data will be used for .

3.2 Doorstep introduction

The general rule is to keep your initial introduction short, clear and to the point.

- Show your identity card
- Say who you are
- Say who you work for
- Say that you are carrying out *"an important nationwide study of how people in the UK spend their time"*

Only elaborate if you need to. Introduce one new idea at a time. Do not give a full explanation right away - you will not have learned what is most likely to convince that particular person to take part.

On the doorstep, concentrate on obtaining the interview. **Do not specifically mention the diary** – this may put some people off if you mention it straight away as it can sound more onerous than it is. You can introduce this as a step in the process later on.

- Wherever possible conduct the interview on your first contact with the household.

- Ideally you should complete the household interview and individual interviews in a single visit. This may not always be possible so in some instances you may need to revisit the household to carry out an individual interview, or if this isn't an option then you should complete the individual interview over the phone.

3.2.1 Things to mention when introducing the survey

- It is a national survey being carried out by NatCen on behalf of the University of Oxford.

- It will provide the University of Oxford and the Centre for Time Use Research with accurate and up-to-date information on how we spend our time.

- It is an extremely important survey; this is because it is the only way of collecting accurate information on how people in the UK spend their time.

- Each person selected to take part in the survey is vital to the success of the survey.

- Highlight that we want to do the study regardless of what participants do during the day.

- The data will be anonymous - a statistical summary of everyone's answers.

- No-one outside the research team will know who has been interviewed, or will be able to identify an individual's results.

- Highlight the benefits to the participants – £5 gift card for each household, how they will contribute to society.

THERE IS A £5 TOKEN OF APPRECIATION FOR EACH HOUSEHOLD TAKING PART. SEE SECTION 6.

4 The interview

4.1 CAPI structure

The CAPI questionnaire is split into two parts:

- Household interview
- Individual interviews

4.2 Household interview

The household interview should take **10 minutes** on average to complete.

The household interview must be completed before the individual interview(s). It should always be carried out with an adult participant who knows the circumstances of the household. It would be useful (but not essential) for other household members to be present during the interview in order to verify certain information, for example correct dates of birth etc.

The household interview covers the following topics:

- Household grid / demographics
- Ascertaining responsibility for child care
- Housing and living conditions
- Fruit and vegetable consumption
- Household income
- Receiving help or services

4.3 Individual interviews

Next you will conduct an individual interview with the participant(s). This will take around **20 minutes** to complete for adults (but shorter for children). At the end of the individual interview are the diary placement questions.

Individual interviews for each participant can be accessed using parallel blocks. You can access the parallel blocks screen by pressing <Ctrl+Enter>. Alternatively, as you work through the questionnaire, the individual interviews will be brought up automatically in person number.

Remember that there are some more sensitive questions, such as questions about enjoyment and satisfaction (including satisfaction in life overall and with marriage/partnership) so try to interview adults separately wherever possible.

The individual interview covers the following topics:

- Identity and marital status
- Employment and income
- Education
- Volunteer work
- Providing help and services for others

- Leisure activities
- General health
- Enjoyment of activities
- Child care
- Caring for household members
- Diary placement

The individual questionnaire should be asked of each household member. Ideally you will always complete this during a face-to-face interview. However, if the participant is not present and you are unable to arrange another time for a face-to-face interview, you can complete it by telephone. You can also complete by proxy in certain circumstances (see Section 4.3.1).

4.3.1 Proxy interviews

Proxy interviews can be carried out in the following circumstances:

- **Children aged 8-10 years:** interviews to be carried out with a parent or guardian as proxy, with the child present so he or she can help provide information. Please ensure that wherever possible the child is present to verify answers.

- **Children and adults aged 11 and over:** if absolutely necessary then the individual interview can be carried out by proxy. This should be a last resort as it means we miss the answers to some important questions about satisfaction and enjoyment. Wherever possible please try to verify answers with the individual respondent during a diary reminder telephone call or diary pick up visit.

You will need to record who carried out the proxy interview on behalf of the participant and whether answers were verified in the CAPI.

4.4 CAPI Admin

The admin block contains:

- Diary collection questions
- Household and individual outcome code
- Incentive administration
- Address record form details
- Questions about interview and diary collection length

Wherever possible, please try and fill in the 'diary collection' and 'incentive administration' sections at the participant household to help to ensure you hand out the correct incentives. You can complete the remainder of the admin at home.

5 Diaries

5.1 Diary types

There are four versions of the diary, each containing instructions, examples, checklists and questions:

- **Adult diary** (for participants aged 14 and over)
- **Young person diary** (for young people aged 8 to 13)
- **Adult full diary** (for participants aged 14 and over)

  Contains an additional column for participant to record level of enjoyment

- **Young person full diary** (for young people aged 8 to 13)

  Contains an additional column for participant to record level of enjoyment

Seven of the addresses in your assignment will be assigned as 'enjoyment' addresses and should be given the 'full' diary. These are the diaries which contain an additional column for recording level of enjoyment. Please take care to ensure that you hand out the correct version. The address record form and the CAPI will tell you which diary to hand out. This number may change later in the year depending on how the 'enjoyment diaries' work in quarter 1.

The young person diaries differ from the adult diaries in terms of example pages and instructions which are tailored for school aged children.

There is also a 7-day work schedule for adults to be filled in by people who do any paid work during the week. If no paid work is done, respondents should check the appropriate boxes on the work schedule.

5.2 Placing the diary

Introduce the diary at the end of the interview when you have had a chance to build up a rapport with the participant, this way it will seem like just another step in the process. The aim is to motivate the participant to do the job properly. You can give instructions, if possible, to the whole household at once, or individually after each interview. It's really important to try and place the diary in person as this improves accuracy and will make your job easier when checking the diary.

You have practise pages in your diary - work through an example with each participant of how they would fill in the diary for the previous day.

5.3 Allocation of diary dates

You will ask the participant to record **two** diary days, i.e. **one weekday** (Monday – Friday) and **one weekend day** (Saturday or Sunday). Diary days are randomly generated centrally. CAPI will tell you which diary days and dates have been allocated. CAPI will choose the soonest dates on which the selected days fall. These dates are fixed once they have been accepted by the household.

All participants in the household must complete the diary for the same days and dates.

5.4 Postponement of diary days

Postponement of diary days should be kept to a minimum. We are interested in collecting data for all types of days, regardless of whether they are typical, unusual or inconvenient days. These types of days are interesting because they are part of our daily life. Only reassign the dates where it is absolutely necessary.

- If postponement is essential, the days must be postponed by 7 days, i.e. to the same day of the week, one week later.

- All household members must fill in the diaries for the same days and dates. So if one household member cannot complete the diary for the designated dates, the dates must be postponed by 7 days for **all** household members.

Always remember to record in CAPI the actual diary dates given to participants in CAPI. Reminders will be generated based on this information.

5.5 Diary placement: your tasks

- CAPI will prompt you to place the diaries.

- Complete the front cover of the diary (CAPI will provide all the information and tell you which diary to give them).You will need to record:

    - Serial number and person number

    - Diary days for which the diary should be completed

    - Participant name

    - Enter your NatCen mobile phone number on the back of the booklet

- Explain how to complete the diary (using the instructions in the diary, example pages and instructions outlined below).

5.6 Diary completion instructions for participants

The instructions below should be given to any members of the household present at the initial face-to-face interview. Always try and explain diary completion in person. If the individual is not available at first interview then you could visit or phone them to talk through the diary completion. If this isn't possible, then the representative of the household who has been interviewed should be asked to pass on instructions to any absent household members. This would be preferable to asking other household members to explain the diary to them.

1. The diary contains:

- Instructions on completing the diary

- Pages of examples

- Diary pages, covering 3 hours each day

- A few questions at the end of each diary day

- A checklist at the end of each diary day

- The 7-day work schedule (for adults only)

2. Who is eligible to complete a diary

Any household members aged 8 years and over are eligible to fill in diaries for the two days.

3. Instructions and examples

You should encourage the participant to read the short instructions and the examples, otherwise it will be difficult to fill in the diary, and it may be completed incorrectly. Parents should help children to work through the instructions together.

4. The diary pages

- A column where main activities should be recorded
- A column to record secondary or parallel activities, should two or more activities be carried out at the same time
- A column to record whether a smartphone, tablet or computer was used
- A column to record the location or the mode of transport
- A column in which the presence of other persons should be recorded
- The 'full' diaries also contain a column to record enjoyment

5. When to fill in the diary

Encourage the participant to fill in the diary from time to time during the course of the diary day, not just at the end of the day. This makes it easier for people to remember all they did and will make it easier for you when checking the diaries.

6. Checklist

When each diary has been filled in, remind the participant fill in the checklist at the end of each diary.

7. Two diary days

The two dates for which the participant should complete the diary need to be written on the cover.

8. Dates of diary keeping

- Explain that time use data will be collected using diaries in which the participant records all their activities for two given days.
- The dates of diary keeping are marked on the cover page of the diaries. They cannot be changed by the participant.
- If the participant misses a completion day for any reason, they can't replace it with another day. You can only reassign dates at diary placement.

9. Filling in the diaries

- It is important for participants to **read the instructions and examples** before diary keeping, as this will make it easier to fill in the diary.
- Ask the participant to write down in as much detail as possible what they did during every 10 minute slot, not just 'Was with a friend', 'Was outdoors' (especially children). Instructions are also included in the diary.

    – Write only one main activity on each line
    – Do not leave any empty lines in the first column

- Mark the duration of activities clearly. Arrows can be used where activities lasted more than 10 minutes (see example in diary).

- Record a secondary activity whenever something is done simultaneously with the main activity.

- Do not forget to separate the travel from the activity and also record the location and mode of transport in the appropriate columns

  - Don't forget to indicate the use of a computer, smartphone or tablet.

- Record whether the time is spent alone or together with people the participant knows. They need not necessarily be doing the same thing as these other people.

- The 'full' diaries have a column to record enjoyment of activities using a scale from 1-7, with 1 being that they didn't enjoy the activity at all and 7 being that they enjoyed it very much.

- Participants should not forget to complete the checklist at the end of the diary.

Please ask participants to fill in the diary frequently during the diary day. This improves accuracy.

5.7 The 7-day work schedule

The 7-day work schedule is at the back of the adult diary and you should make sure you show it to all participants aged 16 and over, regardless of whether they told you during the interview that they worked or not.

The schedule of working time should be completed as follows:

- Classify the working week according to whether it was usual or unusual. A jobholder who is temporarily absent from work for all or part of the week must select box 2 (unusual working week due to temporary absence from work).

- Indicate the working time in all paid jobs by **drawing a line** through the applicable time period. N.B. Working time includes time spent working for a family business, second jobs and any work brought home from a paid job and done at home. Please note that unpaid breaks (e.g. lunch breaks), or time spent travelling to and from work should not be included as working time.

- If no work has been carried out on a given day tick the box "I did not work".

5.8 Reminders

5.8.1 Telephone Reminders

- Encourage the participant to call you on your NatCen mobile if there are any problems with filling in the diary. Write your NatCen phone number in the space on the back of the diary.

- To ensure full participation you may also find it helpful to call the participant the day before their diary start date. This is a good prompt for participants and also allows them the opportunity to ask any questions they may have had since you visited and will improve accuracy of the data collected.

5.8.2 Text Reminders

- Text reminders will be sent centrally to participants the day before their diary start day.

- It's really important to **dial in** on the same day that you have visited a household. **You must dial in regularly.** This will send the participant contact details to the office and will ensure that the participant receives their reminder in time.

- All you need to do is: select Working at home <Alt W> | Receive and Transmit <Alt R> | Dial Now <Alt D>

5.9 Collecting diaries

It's really important that you collect diaries in person to secure full participation. It means that you have the opportunity to inspect the diaries, clarify any omissions and answer any questions. Please remember to check the following:

- The diaries have the correct serial number and person number written on the front

- The diaries have the correct diary dates recorded

- The diaries are legible

- There are no lengthy time intervals in the diary with no main activity recorded

- Questions at the end of the diary have been completed

- The 7-day working schedule has been completed

If in the unusual event that it is not possible for you to collect the diary in person please ask them to post their completed diary back to the office in the postage paid envelope you gave them at the placement visit.

Interviewer additions to the diary should always be made using a green pen.

5.10 What if…?

What if the participant forgot to complete a whole or large part of a day?

You should work with them using any other sources available to them to try and complete the missing information. You could refer to a calendar or work diary, emails and anything else that might prompt their memory.

What if the participant accidentally wrote their Day 1 activities in the Day 2 section of the diary?

Write on the front of the diary that the participant did this. Write the correct date and day at the top of Day 1 and 2 in the diary too.

What if the participant needs additional help or records the information in a notebook instead?

It is fine for you to give extra help with actually writing in the diary for any respondents who need it. Some households will need more assistance than others. Just remember to use your green pen so it's clear that you have helped.

6 Incentives

6.1 Incentive value

We want to encourage as many household members as possible to take part in Everyday Life, so for multi-person households we are issuing an additional incentive if all household members complete a diary.

The rules for incentives are:

- **£5 gift card per person** for a completed diary

- Households where only one person is eligible (i.e. aged 8 and over) will only ever receive a £5 gift card

- If the household is a multi-person household (i.e. contains more than one eligible participant aged 8 and over), then the incentive given increases to a **£10 per person gift card** if diaries are completed by all eligible household members, or if those who haven't completed them promise to send the diaries to the office in a prepaid C5 brown envelope.

7 Your sample

7.1 Your assignment

- Your assignment will contain **20 addresses.**

- Within your **20 addresses,** 7 addresses chosen at random will have been assigned the 'full diary', that is the diary with the 'enjoyment' column. This number may change later in the year depending on how the 'enjoyment diaries' work in quarter 1.

- Your address record form will tell you whether the addresses are 'Full diary (enjoyment)' or 'Standard diary'.

- In England, Scotland and Wales, a random sample of addresses has been drawn from the Postcode Address File.

- 10,460 addresses across the United Kingdom have been selected for the study.

- Our target is to achieve an overall household response rate of 60%, which means that within a household, the household interview is completed, all eligible participants completed an individual interview and all eligible participants completed the diary.

- We need to collect around **10,000 completed diaries** in total.

7.2 Eligibility

7.2.1 Age eligibility

- Adults: households with an adult aged **16 or over** are eligible

- Children: all children aged **8 and over** are eligible for participation in the study

7.3 Address record form

Your address record form is very similar to that used on other household surveys. It covers:

- Address details

- Recording of participant name and phone number

- Selection of dwelling units, if more than one

- Selection of households, if more than one

- A task list

- Individual outcome codes

- Household outcome codes

8 Returning work

8.1 Returning CAPI data to the office

Once your work at an address is complete you should complete the admin in the CAPI and transmit the questionnaire and administrative data.

- During fieldwork, it's really important to **dial in** on the same day that you have visited a household. **You must dial in regularly.** This will send the participant contact details to the office and will ensure that the participant receives their reminder in time.

- All you need to do is: select Working at home <Alt W> | Receive and Transmit <Alt R> | Dial Now <Alt D>

8.2 Returning diaries to the office

Please return diaries to the office in the usual return of work polylopes.

9   Who to contact

9.1 General queries

Your **first point of contact** should be your **Team Leader**. Your Team Leader will be in touch with you throughout the fieldwork period and will report progress to your Area Manager.

If you have any queries regarding the **programme** you should contact the Data Department in Brentwood.

If you have any queries regarding your allocated work, locating addresses or project protocols (that are not covered in the project instructions) then contact the Logistics Department.

The freelance Supplies email address is being phased out over the next 6 months. We would ask interviewers and nurses to place orders via equipment@natcen.ac.uk or phone the Equipment/Stationery line on 01277 690006.
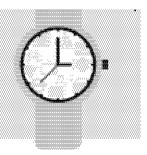
The Project Co ordinator is Sarah Allcock.

10 Notes

Please use this space to record notes for your reference.

Appendix B. Advance letter

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The Residents
<<Add1>>
<<Add2>>
<<Add3>>
<<Add4>>
<<Add5>>   <<postdate>>
<<postcode>>   Ref: P10960<<Waves>>/<<Serialnum>>-<<eitr>>
<<point>>

Two days in the life of the nation

Dear Sir/Madam,

Your household has been chosen to take part in **Everyday Life**, a nationwide study of how people spend their time, run by the University of Oxford. We are writing to ask for your help with this important research.

The information we collect is used to understand how we spend our time, and how that's different for different types of people. It's part of a large international research project which looks at how things vary across different countries.

What we'd like you to tell us
We'd like to talk to you about how you spend your time on an everyday basis. Whether it's work, travel, relaxation or helping and caring for others, we're interested in your daily routine. Anybody in your household aged 8 and over is eligible to take part.

What's next?
An experienced interviewer from NatCen Social Research will call at your house in the next week or so to arrange a convenient time to talk. So you know who they are, they all carry photo ID.

Thank you
As a thank you, we will give everyone who takes part a **£10 shopping voucher** which you can spend at high street shops, including Boots, Argos and River Island.

If you have any questions, you can ask your interviewer in person, call us on freephone **0800 652 4570**, email us at **everydaylife@natcen.ac.uk** or visit **www.natcen.ac.uk/everydaylife**.

We look forward to speaking to you soon.

Sarah Allcock
Project Coordinator
NatCen Social Research

Professor Oriel Sullivan
Co-Director, Centre for Time Use Research
University of Oxford

Frequently asked questions

How did you choose my address?

Households have been chosen at random from across the UK to make sure we get a representative picture of people around the country. This means **we can't replace you with anyone else**, so you're really important to us.

What's involved?

The short interview covers a range of topics. It will only take around 20 minutes per person. We would also like you to fill out a simple diary, outlining your daily activities. It's an interesting chance to reflect on your daily life.

What will happen to the information I give?

We will treat information you give in the strictest confidence under the Data Protection Act 1998. The results collected are used for research purposes only and no one looking at the findings will be able to identify you in any way.

Who is carrying out the study?

NatCen Social Research is carrying out the study on behalf of the University of Oxford. NatCen is independent of all government departments and political parties. For more information about us, visit **www.natcen.ac.uk**.

Where can I find out more?

If you have any queries or would like to find out more, please visit **www.natcen.ac.uk/everydaylife**, email us at **everydaylife@natcen.ac.uk** or call us on Freephone **0800 652 4570**.

Appendix C. Survey leaflet

Everyday Life is a nationwide study of how people spend their time. We are looking at how people's everyday lives have changed over the last few years. For example, changes in the time that people spend in work and leisure. It's part of a large international research project, which looks at how things vary across different countries.

Everyday Life is the most important study of its kind. Thanks to those taking part, we'll soon be able to see how British life compares with people from all over the world, from Australia to the USA.

Who is carrying out the study?

NatCen Social Research is carrying out the study on behalf of the University of Oxford. NatCen is independent of all government departments and political parties. For more information about us, visit **www.natcen.ac.uk**.

Where can I find out more?

If you have any queries or would like to find out more, please visit **www.natcen.ac.uk/everydaylife**, email us at **everydaylife@natcen.ac.uk** or call us on freephone **0800 652 4570**.
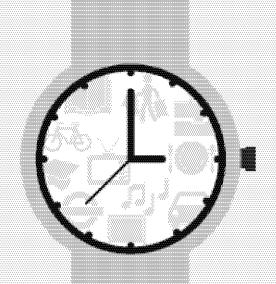
NatCen Social Research, Kings House, 101-135 Kings Road, Brentwood, Essex CM14 4LX. Tel. 0800 526 997. Company limited by guarantee. Reg No. 4392418. A Charity registered in England and Wales (1091768) and in Scotland (SC038454).
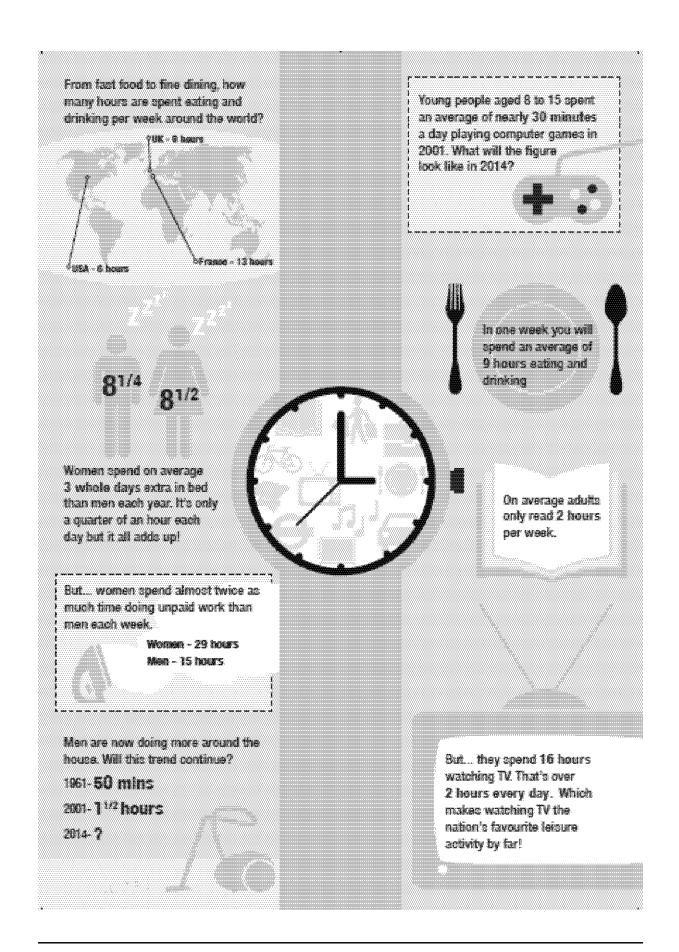
NatCen
Social Research that works for society

Everyday Life

In partnership with:

OXFORD

From fast food to fine dining, how many hours are spent eating and drinking per week around the world?

UK - 9 hours

USA - 6 hours

France - 13 hours

Young people aged 8 to 15 spent an average of nearly 30 minutes a day playing computer games in 2001. What will the figure look like in 2014?

$8^{1/4}$ $8^{1/2}$

In one week you will spend an average of 9 hours eating and drinking

Women spend on average 3 whole days extra in bed than men each year. It's only a quarter of an hour each day but it all adds up!

On average adults only read 2 hours per week.

But... women spend almost twice as much time doing unpaid work than men each week.

Women - 29 hours

Men - 15 hours

Men are now doing more around the house. Will this trend continue?

1961- 50 mins

2001- $1^{1/2}$ hours

2014- ?

But... they spend 16 hours watching TV. That's over 2 hours every day. Which makes watching TV the nation's favourite leisure activity by far!

Appendix D. The diaries.

Adult full diary (including enjoyment column)

NatCen
Social Research that works for society

UNIVERSITY OF **OXFORD**

Everyday Life

Adult full diary

Serial number   CK

Person number

Interviewer number

Name

Please complete this diary on:
Day 1

Day 2

Adult diary instructions

Please read the instructions below to help you fill in your diary. There is also an example of a filled in diary on the next page to help you.

When should I fill in the diary?

- The front of the diary tells you which two days we would like you to complete the diary for.
- The diary starts at 4am and covers 24 hours, with three hours on each page.
- Please take the diary with you during the day and fill it in every now and then when you have a spare moment. For example on the bus or train, at lunchtime or while you wait for someone.

Completing the diary

What were you doing?

- In this column, record what you consider to be your main activity for each 10 minute period.
- If you were doing more than one activity at the same time, only record the main activity in this column.
- If you did one thing after another during the 10 minutes, record the activity that took the most time.
- If you were doing something you feel is too private to record, please write "personal".

Work

- You don't need to record exactly what you were doing during work time.
- If you have more than one job, please record which one you were working at.
- Please record what you did during breaks. For example, "Lunch break, had lunch" or "Lunch break, went for a walk".
- Include any work you've taken home and completed at home.

School / college

- Please record whether you study at home or attend classes / lectures.
- Include the type of study, such as secondary school, university etc.
- If the studies are part of paid work, please note this in the diary.

Housework and childcare

- Please record what you were really doing. For example, "Cooked supper", "Washed the dishes", "Put my child to bed", "Mowed the lawn", "Cleaned the house", "Washed the car".

Sleeping

- Please record any occasions during the night when you weren't sleeping. For example, if you have woken up and are doing nothing, reading or caring for children etc.

Reading

- If you were reading, please record what you read. For example, "Read a newspaper", "Read a magazine", "Read a book".
- If you were reading on a tablet or e-reader such as a Kindle, please remember to fill in the 'Did you use a smartphone, tablet or computer?' column.

Help to other households

- If you were helping someone who lives outside of your household, either totally or in part, please report this in the diary.
- For example, if you helped a friend repair their house, record this as "Helped friend repairing house". If you bought a neighbour some food while you did your own shopping, please record this too.

If you did something else at the same time, what else did you do?

- You should use this column to record any activities that you were doing at the same time as your main activity. These are called secondary activities.
- For example, if you were looking after your child (main activity) and watching television at the same time, then you would record "watching television" in this column.
- It is up to you which activity you think is the main activity and which is the secondary activity.
- Don't forget to record secondary activities during lunch or coffee breaks during work or while travelling.

Did you use a smartphone, tablet or computer?

- Please record in this column whether you were using a smartphone, tablet or computer while you were doing either the main or secondary activity and how long you were using it for. For example, if you were travelling to town on the bus and were checking emails on your smartphone then record how long you were using it for.
- Draw a line or arrow to indicate how long you spent using your smartphone, tablet or computer.

Where were you?

- This column is to record where you were during the activity and if you were travelling, what your mode of transport was. For example, "at home", "at work", "by car".

Were you alone or with somebody you know?

- Please indicate whether you were alone or together with somebody you know.
- To be together does not necessarily mean that you actually do things together but rather that somebody else was around.
- Draw a line or arrow to show how long you were alone or with somebody you know. This may change during an activity. For example, somebody might leave or arrive.
- If you were with a child aged 7 years or younger who lives with you, record this in the column 'Children aged 0-7'. If you were with a child aged older than 7 years who lives with you then record this in the 'Other person' column.
- If you were with a relative that doesn't live with you, record this in the 'Others you know' column.

How much did you enjoy this time?

- Please write in how much you enjoyed the time on a scale of 1 to 7, with 1 meaning you didn't enjoy it at all and 7 meaning that you enjoyed it very much.
- Your level of enjoyment may change during an activity. If so, please record the new level of enjoyment too.

Checklist

- When you have finished filling in your diary, please answer the checklist questions at the end of the diary day. There are separate questions for Day 1 and Day 2.
- There is also a checklist to remind you of the key things to remember to record.

Weekly schedule of paid work time

- At the end of the diary is a weekly schedule of paid time. You need to complete this if you do any paid work, are self-employed or provide support for a family business.
- You need to record this over 7 days starting on your first diary day.

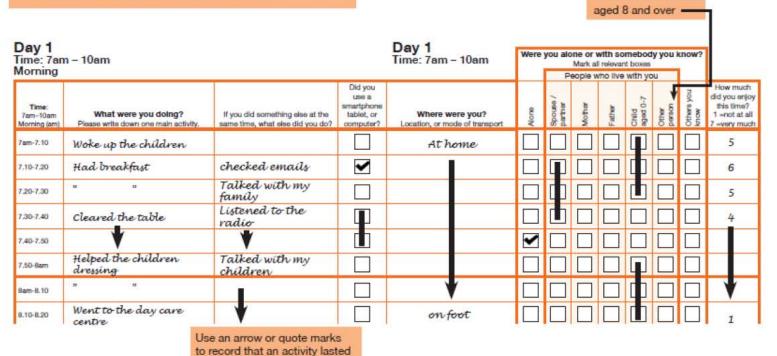## If you have any questions about how to complete the diary, please phone your interviewer

Example

- Record your main activity for each 10-minute period
- Only one main activity on each line!
- Distinguish between first and second job, if any.
- Distinguish between travel and the activity that is the reason for travelling.
- Don't forget the mode of transport or location and whether you were using a smartphone, tablet or computer.
- Please remember to record who you were with.

- For each 10-minute period, please write in how much you enjoyed this time on a scale of 1 to 7, with 1 meaning you didn't enjoy it at all and 7 meaning that you enjoyed it very much.
- For example, if you didn't enjoy an activity at all then you would write 1 in the box.

This includes children aged 8 and over

Day 1
Time: 7am – 10am
Morning

Time: 7am–10am Morning (am)	What were you doing? Please write down one main activity.	If you did something else at the same time, what else did you do?	Did you use a smartphone, tablet, or computer?	Where were you? Location, or mode of transport
7am-7.10	Woke up the children		☐	At home
7.10-7.20	Had breakfast	checked emails	☑	
7.20-7.30	" "	Talked with my family	☐	
7.30-7.40	Cleared the table	Listened to the radio	☐	
7.40-7.50	↓	↓	☐	
7.50-8am	Helped the children dressing	Talked with my children	☐	
8am-8.10	" "		☐	
8.10-8.20	Went to the day care centre	↓	☐	on foot

Use an arrow or quote marks to record that an activity lasted longer than 10 minutes.

Day 1
Time: 7am – 10am

Were you alone or with somebody you know?
Mark all relevant boxes
People who live with you

	Alone	Spouse / partner	Mother	Father	Child aged 0-7	Other person	Others you know	How much did you enjoy this time? 1 =not at all 7 =very much
	☐	☐	☐	☐	■	☐	☐	5
	☐	■	☐	☐	☐	☐	☐	6
	☐	☐	☐	☐	■	☐	☐	5
	☐	■	☐	☐	☐	☐	☐	4
	☑	☐	☐	☐	☐	☐	☐	
	☐	☐	☐	☐	■	☐	☐	
	☐	☐	☐	☐	■	☐	☐	↓
	☐	☐	☐	☐	■	☐	☐	1

Day 1
Time: 7am – 10am
Morning

Time: 7am–10am Morning (am)	What were you doing? Please write down one main activity.	If you did something else at the same time, what else did you do?	Did you use a smartphone tablet, or computer?	Where were you? Location, or mode of transport	Were you alone or with somebody you know? Mark all relevant boxes						
					Alone	Spouse / partner	Mother	Father	Child aged 0–7	Other person	Others you know
7am-7.10			☐		☐	☐	☐	☐	☐	☐	☐
7.10-7.20			☐		☐	☐	☐	☐	☐	☐	☐
7.20-7.30			☐		☐	☐	☐	☐	☐	☐	☐
7.30-7.40			☐		☐	☐	☐	☐	☐	☐	☐
7.40-7.50			☐		☐	☐	☐	☐	☐	☐	☐
7.50-8am			☐		☐	☐	☐	☐	☐	☐	☐
8am-8.10			☐		☐	☐	☐	☐	☐	☐	☐
8.10-8.20			☐		☐	☐	☐	☐	☐	☐	☐
8.20-8.30			☐		☐	☐	☐	☐	☐	☐	☐
8.30-8.40			☐		☐	☐	☐	☐	☐	☐	☐
8.40-8.50			☐		☐	☐	☐	☐	☐	☐	☐
8.50-9am			☐		☐	☐	☐	☐	☐	☐	☐
9am-9.10			☐		☐	☐	☐	☐	☐	☐	☐
9.10-9.20			☐		☐	☐	☐	☐	☐	☐	☐
9.20-9.30			☐		☐	☐	☐	☐	☐	☐	☐
9.30-9.40			☐		☐	☐	☐	☐	☐	☐	☐
9.40-9.50			☐		☐	☐	☐	☐	☐	☐	☐
9.50-10am			☐		☐	☐	☐	☐	☐	☐	☐

People who live with you

How much did you enjoy this time? 1 =not at all 7 =very much

Day 2
Time: 4am – 7am
Early morning

Time: 4am–7am Morning (am)	What were you doing? Please write down one main activity	If you did something else at the same time, what else did you do?	Did you use a smartphone, tablet, or computer?	Where were you? Location, or mode of transport	Alone	Spouse / partner	Mother	Father	Child aged 0-Y	Other person	Others you know	How much did you enjoy this time? 1 =not at all 7 =very much
4am-4.10			☐		☐	☐	☐	☐	☐	☐	☐	
4.10-4.20			☐		☐	☐	☐	☐	☐	☐	☐	
4.20-4.30			☐		☐	☐	☐	☐	☐	☐	☐	
4.30-4.40			☐		☐	☐	☐	☐	☐	☐	☐	
4.40-4.50			☐		☐	☐	☐	☐	☐	☐	☐	
4.50-5am			☐		☐	☐	☐	☐	☐	☐	☐	
5am-5.10			☐		☐	☐	☐	☐	☐	☐	☐	
5.10-5.20			☐		☐	☐	☐	☐	☐	☐	☐	
5.20-5.30			☐		☐	☐	☐	☐	☐	☐	☐	
5.30-5.40			☐		☐	☐	☐	☐	☐	☐	☐	
5.40-5.50			☐		☐	☐	☐	☐	☐	☐	☐	
5.50-6am			☐		☐	☐	☐	☐	☐	☐	☐	
6am-6.10			☐		☐	☐	☐	☐	☐	☐	☐	
6.10-6.20			☐		☐	☐	☐	☐	☐	☐	☐	
6.20-6.30			☐		☐	☐	☐	☐	☐	☐	☐	
6.30-6.40			☐		☐	☐	☐	☐	☐	☐	☐	
6.40-6.50			☐		☐	☐	☐	☐	☐	☐	☐	
6.50-7am			☐		☐	☐	☐	☐	☐	☐	☐	

Were you alone or with somebody you know?
Mark all relevant boxes

People who live with you

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Many thanks for filling in the diary

Interviewer contact number

Adult full diary_v1

Adult diary
Used in Apr-May only - no enjoyment column

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OXFORD

Everyday Life

Adult diary

Serial number

Person number

Name

Please complete this diary on:
Day 1

Day 2

Day 1
Time: 4am – 7am
Early morning

Day 1
Time: 4am – 7am

Were you alone or with somebody you know?
Mark all relevant boxes

People who live with you

Time: 4am-7am Morning (am)	What were you doing? Please write down one main activity.	If you did something else at the same time, what else did you do?	Did you use a smartphone, tablet, or computer?	Where were you? Location, or mode of transport	Alone	Spouse / partner	Mother	Father	Child aged 0-?	Other person	Others you know
4am-4.10			☐		☐	☐	☐	☐	☐	☐	☐
4.10-4.20			☐		☐	☐	☐	☐	☐	☐	☐
4.20-4.30			☐		☐	☐	☐	☐	☐	☐	☐
4.30-4.40			☐		☐	☐	☐	☐	☐	☐	☐
4.40-4.50			☐		☐	☐	☐	☐	☐	☐	☐
4.50-5am			☐		☐	☐	☐	☐	☐	☐	☐
5am-5.10			☐		☐	☐	☐	☐	☐	☐	☐
5.10-5.20			☐		☐	☐	☐	☐	☐	☐	☐
5.20-5.30			☐		☐	☐	☐	☐	☐	☐	☐
5.30-5.40			☐		☐	☐	☐	☐	☐	☐	☐
5.40-5.50			☐		☐	☐	☐	☐	☐	☐	☐
5.50-6am			☐		☐	☐	☐	☐	☐	☐	☐
6am-6.10			☐		☐	☐	☐	☐	☐	☐	☐
6.10-6.20			☐		☐	☐	☐	☐	☐	☐	☐
6.20-6.30			☐		☐	☐	☐	☐	☐	☐	☐
6.30-6.40			☐		☐	☐	☐	☐	☐	☐	☐
6.40-6.50			☐		☐	☐	☐	☐	☐	☐	☐
6.50-7am			☐		☐	☐	☐	☐	☐	☐	☐

Young person full diary (including enjoyment column)

Everyday Life

Young person full diary

Serial number   CK

Person number

Interviewer number

Name

Please complete this diary on:
Day 1

Day 2

Young person diary instructions

Please read the instructions below to help you fill in your diary. There is also an example of a filled in diary on the next page to help you.

What should I fill in the diary?

* The front of the diary tells you which two days we would like you to complete the diary for.
* The diary starts at 4am and covers 24 hours, with three hours on each page.
* Please take the diary with you during the day and fill it in every now and then when you have a spare moment. For example on the bus or train, at lunchtime or while you wait for someone.

Completing the diary

What were you doing?

* In this column, record what you consider to be your main activity for each ten minute period.
* If you were doing more than one activity at the same time, only record the main activity in this column.
* If you did one thing after another during the 10 minutes, record the activity that took the most time.
* If you were doing something you feel is too private to record, please write "personal".

School

* Please record when you have lessons. You don't have to record the subject of the lesson.
* Record when you have breaks, free periods and when you are waiting for a lesson to start.
* Record what you did during breaks and free periods. For example, "Did homework", "Had a snack with my classmates", "Went shopping".
* Please record when you do your homework at home.

Helping at home

* When you are helping with something at home, record what you are doing. For example, "Washed up after snack", "Made dinner", "Hoovered my room", "Laid the table for lunch", "Went out with the dog".

Sleeping

* Please record any occasions during the night when you weren't sleeping. For example, if you have woken up and are doing nothing, reading or watching television etc.

Reading

* If you were reading, please record what you read. For example, "Read a newspaper", "Read a magazine", "Read a book".
* If you were reading on a tablet or e-reader such as a Kindle, please remember to fill in the 'Did you use a smartphone, tablet or computer?' column.

Help to other households

* If you were helping someone who doesn't live with your family, record who you helped. For example, "Went out with the neighbour's dog", "Looked after my cousin's child". Or if you bought some food for your family and for a neighbour, please record this too.

If you did something else at the same time, what else did you do?

* You should use this column to record any activities that you were doing at the same time as your main activity. These are called secondary activities.
* For example, if you were doing your homework (main activity) and listening to the radio at the same time, then you would record "listened to the radio" in this column and "Did homework" in the "What were you doing?" column.
* It is up to you which activity you think is the main activity and which is the secondary activity.
* Don't forget to record any activities you do while travelling to school or on your school breaks.

Did you use a smartphone, tablet or computer?

* Please record in this column whether you were using a smartphone, tablet or computer while you were doing either the main or secondary activity and how long you were using it for. For example, if you were watching television and playing a game on your tablet at the same time then record how long you were playing on the tablet.
* Draw a line or arrow to indicate how long you spent using your smartphone, tablet or computer.

Where were you?

* This column is to record where you were during the activity and if you were travelling, what your mode of transport was. For example, "at home", "at school", "by car".

Were you alone or with somebody you know?

* Please indicate whether you were alone or together with somebody you know.
* To be together does not necessarily mean that you actually do things together but rather that somebody else is around.
* Draw a line or arrow to show how long you were alone or with somebody you know. This may change during an activity. For example, somebody might leave or arrive.
* If you were with your parent(s), record how long you were with them for in the 'Mother' and/or 'Father' column.
* If you were with younger brothers or sisters aged 7 years or younger who live with you, record this in the column 'Children aged 0-7'. If you were with brothers or sisters older than 7 years who live with you then record this in the 'Other person' column.
* If you were with a relative that doesn't live with you, record this in the 'Others you know' column.

How much did you enjoy this time?

* Please write in how much you enjoyed the time on a scale of 1 to 7, with 1 meaning you didn't enjoy it at all and 7 meaning that you enjoyed it very much.
* Your level of enjoyment may change during an activity. If so, please record the new level of enjoyment too.

Checklist

* When you have finished filling in your diary, please answer the checklist questions at the end of the diary day. There are separate questions for Day 1 and Day 2.
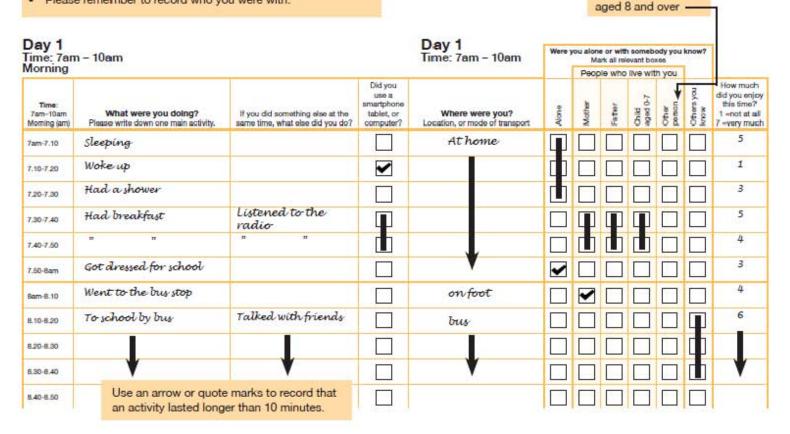* There is also a checklist to remind you of the key things to remember to record.

If you have any questions about how to complete the diary, please phone your interviewer.

Example

- Record your main activity for each 10-minute period
- Only one main activity on each line!
- Distinguish between travel and the activity that is the reason for travelling.
- Don't forget the mode of transport or location and whether you were using a smartphone, tablet or computer.
- Please remember to record who you were with.

- For each 10-minute period, please write in how much you enjoyed this time on a scale of 1 to 7, with 1 meaning you didn't enjoy it at all and 7 meaning that you enjoyed it very much.
- For example, if you didn't enjoy an activity at all then you would write 1 in the box.

This includes children aged 8 and over

Day 1
Time: 7am – 10am
Morning

Day 1
Time: 7am – 10am

Were you alone or with somebody you know?
Mark all relevant boxes

People who live with you

Time: 7am–10am Morning (am)	What were you doing? Please write down one main activity.	If you did something else at the same time, what else did you do?	Did you use a smartphone, tablet, or computer?	Where were you? Location, or mode of transport	Alone	Mother	Father	Child aged 0-7	Other person	Others you know	How much did you enjoy this time? 1 =not at all 7 =very much
7am-7.10	Sleeping		☐	At home	■	☐	☐	☐	☐	☐	5
7.10-7.20	Woke up		✔		☐	☐	☐	☐	☐	☐	1
7.20-7.30	Had a shower		☐		■	☐	☐	☐	☐	☐	3
7.30-7.40	Had breakfast	Listened to the radio	■		☐	■	■	■	☐	☐	5
7.40-7.50	" "	" "	■		☐	■	■	■	☐	☐	4
7.50-8am	Got dressed for school		☐		✔	☐	☐	☐	☐	☐	3
8am-8.10	Went to the bus stop		☐	on foot	☐	✔	☐	☐	☐	☐	4
8.10-8.20	To school by bus	Talked with friends	☐	bus	☐	☐	☐	☐	☐	■	6
8.20-8.30			☐		☐	☐	☐	☐	☐	■	
8.30-8.40			☐		☐	☐	☐	☐	☐	■	
8.40-8.50	Use an arrow or quote marks to record that an activity lasted longer than 10 minutes.		☐		☐	☐	☐	☐	☐	☐	

Day 1
Time: 4am – 7am
Early morning

Day 1
Time: 4am – 7am

Time: 4am–7am Morning (am)	What were you doing? Please write down one main activity.	If you did something else at the same time, what else did you do?	Did you use a smartphone tablet, or computer?	Where were you? Location, or mode of transport	Were you alone or with somebody you know? Mark all relevant boxes						How much did you enjoy this time? 1 =not at all 7 =very much
					Alone	People who live with you				Others you know	
						Mother	Father	Child aged 0-7	Other person		
4am-4.10			☐		☐	☐	☐	☐	☐	☐	
4.10-4.20			☐		☐	☐	☐	☐	☐	☐	
4.20-4.30			☐		☐	☐	☐	☐	☐	☐	
4.30-4.40			☐		☐	☐	☐	☐	☐	☐	
4.40-4.50			☐		☐	☐	☐	☐	☐	☐	
4.50-5am			☐		☐	☐	☐	☐	☐	☐	
5am-5.10			☐		☐	☐	☐	☐	☐	☐	
5.10-5.20			☐		☐	☐	☐	☐	☐	☐	
5.20-5.30			☐		☐	☐	☐	☐	☐	☐	
5.30-5.40			☐		☐	☐	☐	☐	☐	☐	
5.40-5.50			☐		☐	☐	☐	☐	☐	☐	
5.50-6am			☐		☐	☐	☐	☐	☐	☐	
6am-6.10			☐		☐	☐	☐	☐	☐	☐	
6.10-6.20			☐		☐	☐	☐	☐	☐	☐	
6.20-6.30			☐		☐	☐	☐	☐	☐	☐	
6.30-6.40			☐		☐	☐	☐	☐	☐	☐	
6.40-6.50			☐		☐	☐	☐	☐	☐	☐	
6.50-7am			☐		☐	☐	☐	☐	☐	☐	

Day 2
Time: 4am – 7am
Early morning

Were you alone or with somebody you know?
Mark all relevant boxes

People who live with you

Time: 4am-7am Morning (am)	What were you doing? Please write down one main activity.	If you did something else at the same time, what else did you do?	Did you use a smartphone, tablet, or computer?	Where were you? Location, or mode of transport	Alone	Mother	Father	Child aged 0-7	Other person	Others you know	How much did you enjoy this time? 1 =not at all 7 =very much
4am-4.10			☐		☐	☐	☐	☐	☐	☐	
4.10-4.20			☐		☐	☐	☐	☐	☐	☐	
4.20-4.30			☐		☐	☐	☐	☐	☐	☐	
4.30-4.40			☐		☐	☐	☐	☐	☐	☐	
4.40-4.50			☐		☐	☐	☐	☐	☐	☐	
4.50-5am			☐		☐	☐	☐	☐	☐	☐	
5am-5.10			☐		☐	☐	☐	☐	☐	☐	
5.10-5.20			☐		☐	☐	☐	☐	☐	☐	
5.20-5.30			☐		☐	☐	☐	☐	☐	☐	
5.30-5.40			☐		☐	☐	☐	☐	☐	☐	
5.40-5.50			☐		☐	☐	☐	☐	☐	☐	
5.50-6am			☐		☐	☐	☐	☐	☐	☐	
6am-6.10			☐		☐	☐	☐	☐	☐	☐	
6.10-6.20			☐		☐	☐	☐	☐	☐	☐	
6.20-6.30			☐		☐	☐	☐	☐	☐	☐	
6.30-6.40			☐		☐	☐	☐	☐	☐	☐	
6.40-6.50			☐		☐	☐	☐	☐	☐	☐	
6.50-7am			☐		☐	☐	☐	☐	☐	☐	

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Many thanks for filling in the diary

Interviewer contact number

Young person full diary_v1

Young person diary

Used in Apr-May only - no enjoyment column

Day 1
Time: 4am – 7am
Early morning

Day 1
Time: 4am – 7am

Were you alone or with somebody you know?
Mark all relevant boxes
People who live with you

Time: 4am–7am Morning (am)	What were you doing? Please write down one main activity.	If you did something else at the same time, what else did you do?	Did you use a smartphone tablet, or computer?	Where were you? Location, or mode of transport	Alone	Mother	Father	Child aged 0-7	Other person	Others you know
4am-4.10			☐		☐	☐	☐	☐	☐	☐
4.10-4.20			☐		☐	☐	☐	☐	☐	☐
4.20-4.30			☐		☐	☐	☐	☐	☐	☐
4.30-4.40			☐		☐	☐	☐	☐	☐	☐
4.40-4.50			☐		☐	☐	☐	☐	☐	☐
4.50-5am			☐		☐	☐	☐	☐	☐	☐
5am-5.10			☐		☐	☐	☐	☐	☐	☐
5.10-5.20			☐		☐	☐	☐	☐	☐	☐
5.20-5.30			☐		☐	☐	☐	☐	☐	☐
5.30-5.40			☐		☐	☐	☐	☐	☐	☐
5.40-5.50			☐		☐	☐	☐	☐	☐	☐
5.50-6am			☐		☐	☐	☐	☐	☐	☐
6am-6.10			☐		☐	☐	☐	☐	☐	☐
6.10-6.20			☐		☐	☐	☐	☐	☐	☐
6.20-6.30			☐		☐	☐	☐	☐	☐	☐
6.30-6.40			☐		☐	☐	☐	☐	☐	☐
6.40-6.50			☐		☐	☐	☐	☐	☐	☐
6.50-7am			☐		☐	☐	☐	☐	☐	☐

Appendix E. Checklist questions

Adult version

Day 1 - Checklist

1. When did you fill in the diary?	☐ 1. Now and then during the diary day
	☐ 2. At the end of the diary day
	☐ 3. The day after the diary day
	☐ 4. Later, about__days after the diary day
2. Were you at home or somewhere else at the start of the diary day (4am?)	☐ 1. At home
	☐ 2. Somewhere else
3. Were you at home or somewhere else at the end of the diary day (4am?)	☐ 1. At home
	☐ 2. Somewhere else
4. Did you feel rushed this day?	☐ 1. Yes
	☐ 2. No
5. Was this an ordinary or an unusual day?	☐ 1. An ordinary day
	☐ 2. An unusual day
6. What kind of day was this day?	☐ 1. A workday
	☐ 2. A school or college day
	☐ 3. A day off due to the weekend/ holiday or work schedule
	☐ 4. A sick leave day
	☐ 5. A vacation/annual leave day
	☐ 6. On leave for other reasons
	☐ 7. None of the above

7. Were you on a trip to another place during the diary day? (Don't include travel to work or school trips lasting less than two hours in total.)	☐ 1. No
	☐ 2. Yes, on a single day trip within the country
	☐ 3. Yes, on a single day trip abroad
	☐ 4. Yes, on an overnight trip within the country
	☐ 5. Yes, on an overnight trip abroad

Please go through the diary once again and check the following:

- Please check that you have noted only one main activity at each line and that there are no empty time periods.

- Have you marked clearly your working hours of employment even if you worked at home?

- Have you recorded all travel and modes of transport?

- Have you marked the duration of secondary activities, if any?

- Please check that you have always completed the 'Were you alone or with somebody you know?' column.

Remember to start filling in your work schedule now

Day 1 - Checklist

1. When did you fill in the diary?

- [ ] 1. Now and then during the diary day
- [ ] 2. At the end of the diary day
- [ ] 3. The day after the diary day
- [ ] 4. Later, about__days after the diary day

2. Were you at home or somewhere else at the start of the diary day (4am?)

- [ ] 1. At home
- [ ] 2. Somewhere else

3. Were you at home or somewhere else at the end of the diary day (4am?)

- [ ] 1. At home
- [ ] 2. Somewhere else

4. Did you feel rushed this day?

- [ ] 1. Yes
- [ ] 2. No

5. Was this an ordinary or an unusual day?

- [ ] 1. An ordinary day
- [ ] 2. An unusual day

6. What kind of day was this day?

- [ ] 1. A school or college day
- [ ] 2. A day off due to the weekend/ holiday
- [ ] 3. A sick leave day
- [ ] 4. A vacation
- [ ] 5. On leave for other reasons
- [ ] 6. None of the above

7. Were you on a trip to another place during the diary day? (Don't include travel to work or school trips lasting less than two hours in total.)

- [ ] 1. No
- [ ] 2. Yes, on a single day trip within the country
- [ ] 3. Yes, on a single day trip abroad
- [ ] 4. Yes, on an overnight trip within the country
- [ ] 5. Yes, on an overnight trip abroad

Please go through the diary once again and check the following:

- Please check that you have noted only one main activity at each line and that there are no empty time periods.

- Have you recorded all travel and modes of transport?

- Have you marked the duration of secondary activities, if any?

- Please check that you have always completed the 'Were you alone or with somebody you know?' column.

Appendix F. The 7 day work schedule

Weekly schedule of paid work time

- The aim of this schedule is to get an overview of your working week.

- You should complete this schedule if any of the following apply to you over the week starting with your first diary day:
  - you do any paid work
  - you work on your own account (self-employed)
  - you provide support for a family business (family worker)

- The first day of this schedule should be the same as your first diary day.

- Put a line through each 15 minute interval when you were working. See the example at the bottom of this page.

- If you did not work on any particular day, tick the 'Did not work' box. ✔

- Include second, part-time and one-off jobs, however small (such as paid babysitting). Also include time in self-employment or working for a family business.

- Include any paid work brought home from any paid job and done at home.

- Do not include unpaid breaks, such as lunch or tea breaks, or time travelling to/from work.

Example: on Wednesday, 11 June, you worked from 7.15am to 6.00pm with a lunch break between 1.15pm and 2.15pm.

Example: on Thursday, 12 June, after you returned home from college, you delivered newspapers for pay from 4.30pm to 5.15pm, then did paid babysitting for a neighbour from 7.00pm to 8.30pm.
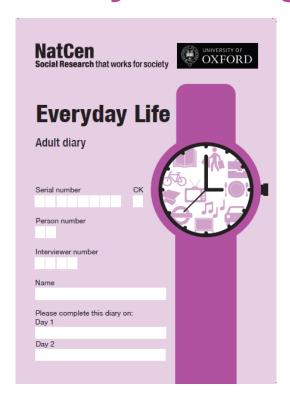
How would you classify this week?

Please select the category in the bottom box which best describes this week.

☐ Usual working week

☐ Unusual work week due to temporary absence from work

☐ Unusual work week due to annual leave/ on holiday

☐ Unusual working week for other reasons

☐ None of the above

Day	Month	Day of the week	Did not work																						

1st day (day when you fill in your first diary)

2nd day

3rd day

4th day

5th day

6th day

7th day

Appendix G. Diary coding and editing instructions

NatCen

Social Research that works for society

Everyday Life

Diary coding instructions

Research contact: Sarah Morris
Date: 10 June 2014
Prepared for: Data Unit

Contents

1 Background

1.1 Overview

The information collected during Everyday Life will be used to understand how we spend our daily time and how that's different for different sorts of people. A previous UK Time Use study was carried out in 2000-1 which means that as well as providing a snapshot of everyday life in the UK today, researchers will be able to examine how time use in the UK has changed since the turn of the 21st Century. Everyday Life is part of a large international research project so it'll also be possible to look at how people in different countries spend their time differently.

The study is funded by the UK Economic and Social Research Council (ESRC) and commissioned by the University of Oxford. NatCen Social Research has been awarded the contract to carry out the mainstage fieldwork from April 2014.

The study covers England, Scotland, Wales and Northern Ireland.

1.2 Quick tour of fieldwork process

1.3   Quick tour of diary coding process

Diaries sent to office by interviewer → Diaries received in office → Quick diary quality check → Diary booked in to DES → Diaries batched and given to freelance coder → Codes written on diary → Codes entered into DES

2 The diary

Diaries are completed for two days – one weekday and one weekend day. These days are randomly allocated by CAPI and interviewers are advised not to change the days selected (but they can postpone by a week if necessary).
There are four versions of the diary, each containing instructions, examples, checklists and questions:

- **Adult diary** (for participants aged 14 and over)

- **Young person diary** (for young people aged 8 to 13)

- **Adult full diary** (for participants aged 14 and over)

  Contains an additional column for participant to record level of enjoyment

- **Young person full diary** (for young people aged 8 to 13)

  Contains an additional column for participant to record level of enjoyment

Seven of the addresses in interviewer's assignments are assigned as 'enjoyment' addresses and these addresses are given the 'full' diary. These are the diaries which contain an additional column for recording level of enjoyment.

The young person diaries differ from the adult diaries in terms of example pages and instructions which are tailored for school aged children.

There is also a 7-day work schedule for adults to be filled in by people who do any paid work during the week. If no paid work is done, respondents should check the appropriate boxes on the work schedule.
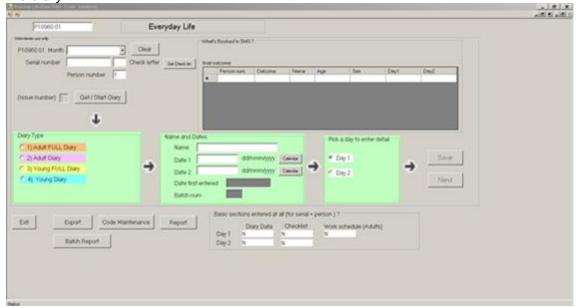
The diaries include instructions for participants on how to complete the diaries. The interviewer also runs through an example and practise with them during diary placement.

3 Diary Entry System (DES)

A Diary Entry System (DESS) has been specially designed for entry of the diary data. It has been designed to visually represent the pages of the diary.

3.1 Front screen

This will be completed by the Data Unit office staff as part of the booking in process before diaries are given to coders for coding. During this process, diaries will undergo initial early quality checks and interviewers contacted if there are any queries or if feedback. The information that is entered at this screen is found on the front page of the diary.
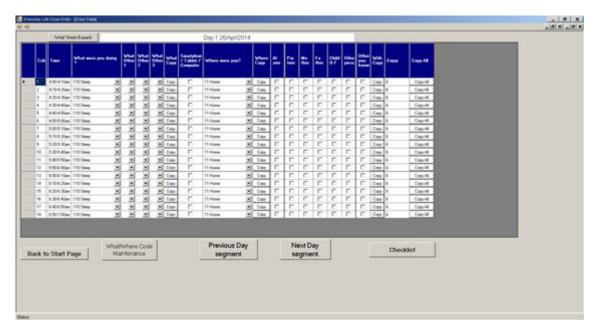
3.2 Diary activity coding

Each diary page covers 3 hours of the day, split into 10 minute time slots. The diary recording pages contain the following columns:
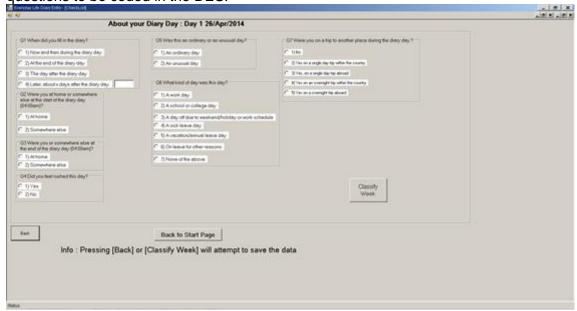
- A column where main activities should be recorded
- A column to record secondary or parallel activities, should two or more activities be carried out at the same time
- A column to record whether a smartphone, tablet or computer was used
- A column to record the location or the mode of transport
- A column in which the presence of other persons should be recorded
- The 'full' diaries also contain a column to record enjoyment

These columns have been replicated within the DES as can be seen in the diagram below.
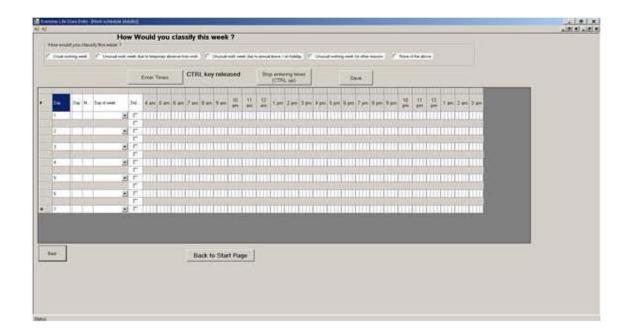
3.3   Checklist

At the end of each diary recording day, the participant is asked to complete the checklist, which is a series of questions asking about the day overall – whether the participant was at home when the diary recording day started and ended, whether it was a typical day or not (and if not then why not) etc. There is a section for these questions to be coded in the DES.

3.4   7-day work schedule

Adults (those aged 16 and over) are asked to complete a 7-day work schedule in addition to their two diary days. Participants are asked to start recording their work time for 7 days starting with the first diary recording day. They are asked to mark a line through the times that they were working. This will need to be recorded in the DES.

4 Coding main activities

4.1 Code frames

As well as these coding instructions, you will be given a Word version and Excel version of the Activity Coding List. The list contains:

- Activity codes

- Location and transport codes

We will also develop a list of key codes that are most commonly used.

4.2 Activity Coding List

The activity codes are firstly split into high level categories, for example personal care, employment, household and family care etc. The first digit in the code represents this high level category. Within each high-level category there are sub-categories. Within these sub-categories are 3- or 4-digit codes, which represent the most detailed level of activity coding.

The aim of coding the diaries is to assign the main activities recorded in the diaries to 4-digit or 3-digit codes.

4.2.1 Rules for coding main activities

Eacah diary must contain coded main activity information for each 10 minute time slot during the day. In other words, there will be a continuous record of that person's main activities from 4am in the morning until 4am the following morning.

It is imperative that you use the codes exactly as they are displayed in the Activity Coding List – please do not drop the last digit, even if it is a '0'.

Rule 1

Code the main activity to 4 (or 3) digits according to the Activity Coding List

Rule 2

If an activity is well described in the diary but there is no 4-digit code in the Activity Coding List, then code the activity in the 'other specified' category within the sub-category (xyz.9). For example, 725.9, which is " Other specified computing". This means that an activity is specified well enough to be specified within the correct sub-category, but none of the other codes are suitable.

Rule 3

If there is insufficient information for coding specific activities, then you will need to use the 4-digit code that ends with 0 within that sub-category (xyz.0). For example, 389.0 which is "Other or unspecified childcare".

Rule 4

The activity *Reading* is recorded in a diary. There is no hint on what was read, it could have been a book, a newspaper, a magazine, or something else. Therefore, it is not possible to select a specific 3-digit code. The activity *reading* is then coded on the 3-

digit level with a zero as the last digit i.e. **810.0 unspecified reading**. Thus, when an activity is well specified only on the 2-digit level (**xy**) and it can belong to any of the 3-digit categories then the correct code is **xy0.0**

Rule 4

If there is insufficient information for coding at the 2-digit level, then code to 1 digit, using a 4-digit code with two zeros (e.g. xy0.0).

Rule 5

If there is insufficient information for coding even at the 1-digit level, then select a missing data code.

4.3   Missing data

Sometimes the data in the diary will be insufficient to code as explained in the rules above (rules 1-5).

There are missing data codes that should be used when the information in the diary is insufficient to code.

Code	Activity	Definition	Examples
996.0	No main activity, no idea what it might be	No main activity listed, and no idea what it might be.	
997.0	No main activity, some idea what it might be	No main activity listed, but some idea of what the activity might be (e.g. where there is no citation mark).	
998.0	Illegible activity	Where there is a main activity, but it cannot be interpreted because of illegible handwriting.	
999.0	Unspecified time use	Where main activity legible, but it is completely unspecified in the code frame, and therefore impossible to code even to 1 digit	Did a little bit of everything Spent the evening at home Was at home Was on holiday Came home, went out (if it is not possible to add it to the previous or the following activity)

Example

If a child says that they are eating breakfast at time slot 8-8.10am but there is no arrow to show that this is a continuous activity up to the next diary entry at 9.20am then the blank slots in the diary should be coded 996.0 to denote that there is missing data and we do not know what the respondent is doing.

4.4   Coding where more than one multiple activity has been recorded

It is not possible to code more than one main activity per 10-minute time slot. If a diary contains more than one activity within a time slot, one of them must be prioritised for selection, using the rules below.

Rule 1: more than one main activity entered, no secondary activity information recorded

- If activities are simultaneous, and one of the activities is likely to be the consequence of the other, this activity is coded as secondary. For example, had supper and talked with family, had supper is coded as the main activity.

- If activities are simultaneous, and none of the activities are likely to be the consequence of the other, the activity first mentioned is coded as the main activity, and the other as the secondary activity.

- If activities are sequential, and one of them is clearly longer than the other, the longest activity should be coded as the main activity.

- If activities are sequential, and none of them is clearly longer than the other, the activity first mentioned should be coded as the main activity.

Example

Morning Time (am)	What were you doing? Please write down one main activity	If you did something else at the same time, what else did you do?
8-8.10am	*Eating breakfast, listening to radio*	
8.10-8.20		
8.20-8.30		
8.30-8.40		

In this example, two activities are recorded as main activities. Neither is necessarily the consequence of the other, therefore point 2 of the rule should be applied – the main

activity will be "eating breakfast" and the secondary activity will be "listening to the radio".

Morning Time (am)	What were you doing? Please write down one main activity	If you did something else at the same time, what else did you do?
8-8.10am	*Eating breakfast* 21.0	*Listening to radio* 831.0
8.10-8.20	21.0	831.0
8.20-8.30	21.0	831.0
8.30-8.40	21.0	831.0

4.5   Coding sleep

If the respondent ends the diary day by writing .sleeping., but does not draw a line to show that this is a continuous activity until the end of the diary day. In this situation, coders are advised to code the first time slot and subsequent time slots to the end of the diary day as '11.0 sleep'.

4.6   Coding where more than one multiple activity has been recorded

- In this situation it is desirable to consider all the activities occurring during one 10-minute slot, and prioritise their importance. In other words, the main activity should be the one that is predominant during the time period, or with the longest duration.

- Up to three secondary activities can be coded.

- As a rule of thumb when deciding how to code multiple main activities, while those appearing in the main column may be transferred to the secondary column, the opposite movement is not allowed, i.e. secondary activities (as defined by the respondent) should not be coded as main activities.

In this example, two activities are recorded as main activities, and secondary activities are also listed. In prioritising the order of the activities (in terms of length and/or consequence), we might make the following list:

1. Travelling to work
2. Reading newspaper/drinking coffee

Morning Time (am)	What were you doing? Please write down one main activity	If you did something else at the same time, what else did you do?
8-8.10am	*Travelling to work, read newspaper*	*Drank coffee*
8.10-8.20		
8.20-8.30		
8.30-8.40		

3. Chat with friend

Therefore, the main activity would be travelling to work, while the second would be reading newspaper. (by virtue of being listed as a main activity as opposed to a secondary activity).

Morning Time (am)	What were you doing? Please write down one main activity	If you did something else at the same time, what else did you do?	If you did something else at the same time, what else did you do?
8-8.10am	*Travelling to work* 912.0	*Reading the newspaper* 811.0	*Drinking coffee* 811.0
8.10-8.20	912.0	811.0	21.0
8.20-8.30	912.0	811.0	21.0
8.30-8.40	912.0	811.0	21.0

5 Secondary activities

For the coding of secondary activities, the main activity code system should be used. However, unlike the main activity record, the secondary activity record will not necessarily be a continuous record throughout the diary day, and as a rule, the missing data codes should not be used in this column.

If a diary contains secondary information for a time slot, but no main activity

information, then coders should code the main activity according to what is entered for the secondary activity for that time slot.

Please note the following special codes in the code frame:

• 131 . lunch break related to employment

• 112/122 . coffee breaks in main/second job

• 512 . visiting or receiving visitors

These three codes are used in the *secondary* activity column, while what people actually did during these periods is coded in the main activity column. This allows a calculation of the duration of breaks/visits (see example below). If it is not specified what the respondent did during these periods (i.e. if just the terms .lunch break, coffee break.

Afternoon Time (pm)	What were you doing? Please write down one main activity	If you did something else at the same time, what else did you do?
12-12.10pm	*In main job*	
12.10-12.20	*Shopping*	
12.20-12.30	*Eating lunch*	*Chatting with colleagues*
12.30-12.40	↓	↓
12.40-12.50	*In main job*	

In this example, it is clear that a lunch break is taking place between 12.10 and 12.40pm. The diary should be coded as follows, using the lunch break code as the secondary activity between 12.10pm and 12.40pm.

Afternoon Time (pm)	What were you doing? Please write down one main activity	If you did something else at the same time, what else did you do?	If you did something else at the same time, what else did you do?

Time	Main job		
12-12.10pm	*In main job*		
12.10-12.20	*Shopping*	*Lunch break*	
12.20-12.30	*Eating lunch*		*Chatting with colleagues*
12.30-12.40	↓	↓	↓
12.40-12.50	*In main job*		

It is feasible that respondents do not obey the diary instructions. Thus, rather than writing 'in main job' or 'at work' in the main activity column, they list all their activities during the course of their working day. In such a situation, it should be possible to assess whether this is a working day by looking at the last questions in the diary. However, unless the terms 'lunch break' and 'coffee break' are used within the diary, activities should be coded as they appear on screen, with no attempt to define the break period in the secondary activity columns.

5.1   Other special situations

Two further special situations should be noted:

1. If the main activity is *Filled in the diary (*i.e. the Time Use diary), the code 995 should be used. However, care should be taken that respondents are not referring to personal diaries (which take the code 713).

2. Punctuating events

Punctuating events are short incidents that split up the diary day, but do not fill a full 10-minute time slot. In these cases, the respondent lists the activity of another person or an external event instead of describing their own activity, for example, 'husband came home', 'son went to school', 'work shift ended'. In such situations, a punctuating code (994) will be used to denote the event. See below.

Afternoon Time (am)	What were you doing? Please write down one main activity	If you did something else at the same time, what else did you do?
8-8.10am	*Talking with child 383.0*	
8.10-8.20	*Child went to school 994.0*	
8.20-8.30	*Washed up 313.0*	
8.30-8.40	↓	

6 Journeys

A journey is defined as follows:

"the basic unit of travel, a journey, is defined as a one-way course of travel having a single main purpose. Outward and return halves of a return journey are treated as two separate journeys. A journey cannot have two separate purposes, and if a single course of travel involves a midway change of purpose then it too is split into two journeys. However, trivial subsidiary purposes (e.g. a stop to buy a newspaper) are disregarded.""

Therefore, the purpose of a journey is usually decided by what the person did at the end of the journey, i.e. the next activity. For example, a person who goes to the supermarket will have made a journey for the purpose of shopping.

But about half of all the journeys are return journeys to home. In this case, the purpose of the trip is the reason for being at the place where the journey began.

6.1 Deciding the main purpose of a journey

The main purpose of a journey is defined as that purpose without which the journey would not have been made. If a subsidiary purpose was included at a stop along the way that is not important enough to be treated as a separate journey by the above definition, then it is disregarded. If the person did two things at the end of the same journey, only the main activity is used to determine the purpose of that journey.
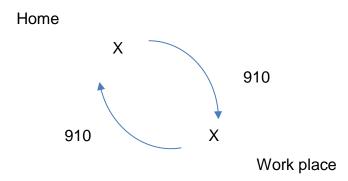
2.6.2 Examples

Below are five examples showing:

• Straightforward journeys to work and back home from work

• Journeys to and from work including an errand

• An errand during lunch break at work

• Leaving home doing different errands at different places before returning back home
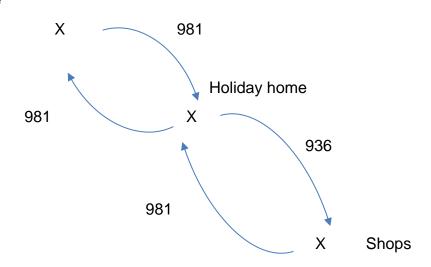
• Leaving home to go to another locality in order to do several different activities before returning back home
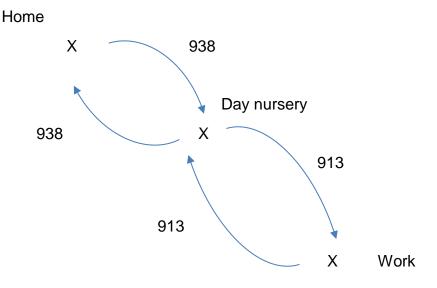
Straightforward journeys to work and back home from work

The journey is to and from a usual place of work, with the starting destination being from home. Therefore code 910 is used.

Home

X

910

910   X

Work place

Journeys to and from work including an errand
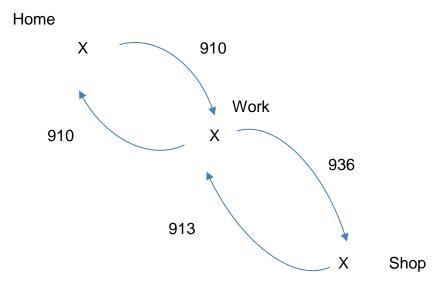
In this example, a child is left at the day nursery in the morning and picked up in the afternoon. The commute to work is no longer straightforward, so the 910 code is no longer used.

Home

X   938

Day nursery

938   X

913

913

X   Work

The first part of the journey is now connected with childcare (i.e. to go to the day nursery), and the second part is connected with work. The work portion of the journey is no longer straight from home so this is given the code for travel to/from work from a place other than home (code 913). The first part of the way back home is also connected with childcare. The final part of the journey is also coded to childcare since the journey's destination is home.
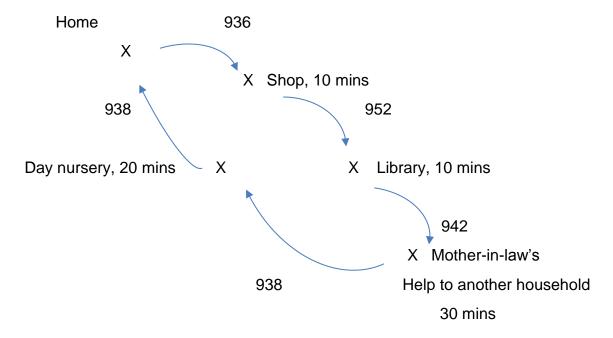
An errand during lunch break at work

In this example our respondent makes an errand during their lunch break at work.

Home

X   910

    Work

910   X

    936

913

    X   Shop

The journeys to and from work are unaffected. The trip to the shop is a journey of its own. The trip to the shop is coded according to the purpose of the trip; the trip to work is classified according to the destination and the fact that the journey is not undertaken from home.

Leaving home doing different errands at different places before returning back home

Home   936

    X

    X Shop, 10 mins

938   952

Day nursery, 20 mins   X   X   Library, 10 mins

    942

    X Mother-in-law's

938   Help to another household

30 mins

Leaving home to go to another locality in order to do several different activities before returning back home

Sometimes the purpose of a trip might be to go to another locality to do a few different activities before returning home. The person starts from home and returns home and the time between is spent somewhere else, e.g. going to a holiday home for the weekend. If the person went somewhere else from the holiday home, that trip would have its own purpose.

In this example, our respondent has gone to their holiday home in Dorset for the week and they go shopping while they are there.

Home

X   981

Holiday home

981   X

936

981

X   Shops

6.2 Escort purposes

An 'escort' code is used when a person has no purpose of his or her own other than to escort or accompany another person. 'Travel escorting to/ from education' (code 923) is used when a child is being taken to school (or an older person to college etc). 'Travel escorting a child' and 'Travel escorting an adult' (code 938 and 939) are used for all other escort trips, including taking a child to a playgroup or nursery.

Note that the 'escort' code may be used to indicate the purpose, even though no escorting was done on the journey. Thus, a mother going to pick up her child from school and then returning home will have the purpose 'escort education' for both the outward and return legs of the journey.

An 'escort' code should only be used if the person had no purpose of his/her own. If there is any doubt whether the person had a purpose of his/her own then the 'escort' code is not used. For example if a husband drives his wife to the shops and stays with her then he is regarded as shopping, and the 'escort' code is not used, since it would be difficult to distinguish whether he was escorting or actually shopping (which includes 'window shopping').
When coding travel to visit friend/ relatives, it is important to note that, while the activity of visiting is allocated a secondary activity code, the purpose of travel should be

coded as visiting and not as the activity coded as main activity. Hence, if someone visits a family member for a meal the travel would be coded as travel to visit a friend/ relative (code 950) and not as travel to eat, even though eating would be coded as the main activity and visiting as a secondary activity.

7 Location and mode of transport coding

The location and mode of transport column is to be coded using a two-digit code frame developed by Eurostat. This column should be coded for every time slot when respondents are not at work, at school or asleep. However, we DO want to collect information about lunch breaks during work hours. Therefore, if there is no information about location provided during lunch breaks, then an unspecified location code should be used.

There may be cases where the respondent provides no location information, although this may be inferred with 99% certainty from the activity information. If this is the case, coders may input a location code. However, if there is any ambiguity regarding location, missing or illegible codes should be used.

8 Presence of others column

There are seven 'were you with anybody' columns at the far right of the diary. For each time slot, at least one of these columns should be marked (apart from when respondents were asleep, at work or at school). Again, we DO want to collect this information for time spent on lunch breaks at work/at school. While corrections may be done to these columns in the diaries when it is 99% clear how the 'With whom' boxes should be completed per episode, if there is any doubt, missing data codes should be used.

9 Flagging queries

As you are coding, if you have queries that you wish to raise, you should take the following action.

- Place a post-it note in the relevant page of the diary, with an explanation of your query written on the note. Please do not write queries directly on to the diaries.

- During entry of the data, enter the following code, which will flag to the office that there is a query – 999.9

Appendix H. UK HETUS 2014 Activity Codes

CENTRE FOR
TIME USE RESEARCH

UK HETUS 2014   ACTIVITY CODE LIST

ACTIVITY	*DEFINITION*	*EXAMPLES*
PERSONAL CARE		
00 Unspecified personal care		
sleep		
110 Sleep	Sleep at night or daytime; Time in bed before and after sleep, when no other activity is specified **Note**: Resting is included in 5310 Resting - Time out.	In bed, asleep. Fell asleep on the couch. Nap
111 in bed, not asleep		Waiting for sleep to come. Not able to sleep. Changed bed during night (from one bed to another bed). My mother woke me up, still in bed. Waiting to get out of bed after awakening, Waking up, and still in bed
120 Sick in bed	Incapacitated in bed; For sick, elderly or disabled in bed, when no other activity is specified	

eating

210	Eating	Eating meals regardless of place, distinctions can be made by using a 'location' code; Eating snacks, ice cream, sweets etc; Drinking coffee, tea, juice, beer, wine, spirits etc	Eating dessert. Eating dinner Eating lunch at home, at work, in restaurant, during a visit etc. Eating supper Got drunk. Had a beer. Had a pizza Had a sandwich. Had food Nibbling other food

other personal care

300	Unspecified other personal care		
310	Wash and dress	Activities the respondent does for her/himself. Toilet (WC) activities. Also activities (cutting hair, manicure etc.) done free of charge for the respondent by a member of the family, a relative, a friend etc. Getting out of bed and Going to bed are included here. **Note**: Time in bed before and after sleep when no other activity is specified is included in 110 Sleep	Brushing teeth Changing clothes Evening, morning chores Feet massage (done by her/himself) Make-up Manicure, pedicure Personal hygiene Sauna Shaving Skin care Taking a bath Taking a shower Washed face, hands and feet Washing, drying and doing hair

| 390 | Other specified personal care | Personal care for health reasons for her/himself.
Receiving health care from a family member or friend.
Sexual activities.
'Private activities' as suggested in the diary instructions.
Note: Paid services for personal care (e.g. visits to a doctor etc.) are included in 3630 Personal services
Note: Services given to somebody else e.g. cutting hair or medical care are included in 3810 Childcare: Physical care and supervision and 3910 Help to an adult household member. | Aerosol for asthma
Couple relation
Insulin injection
Intimacy
Monitoring blood pressure, sugar level, home diagnostic tests
Personal medical care at home
Preparing and taking medicines
Put weekly consumption of medicine/pills in a medicine cassette
Taking medicine
Took a sun-bath in the solarium (at home)
Wound treatment |

EMPLOYMENT

Note: According to ILO actual hours worked should include (ILO 1993, 84):

1. Hours actually worked during normal periods of work

2. Time worked in addition, and generally paid at higher than normal rates (overtime)

3. Time spent at the place of work on activities such as preparation of the workplace, repairs and maintenance, preparation and cleaning of tools, and preparation of receipts, time sheets and reports;

4. Time spent at the place of work waiting or standing-by for such reasons as lack of supply of work, breakdown of machinery, or accidents, or time spent at the place of work during which no work is done but for which payment is made under a guaranteed employment contract; and

5. Time corresponding to short rest periods at the workplace, including tea and coffee breaks.

Note: Working time applies to work done in paid job and in a family business or property, also as 'unpaid family member'. It also applies to work done by people who do not regard themselves as employed, e.g. children and elderly people

Note: Select the appropriate category according to the following rules:

1. If the respondent has no second job according to the individual questionnaire, code under

1110 working time in Main job.

2. If the respondent has a second job according to the individual questionnaire, but indicates in the diary that the work in fact concerns the main job, code under 1110 working time in Main job.

3. If the respondent has a second job according to the individual questionnaire and indicates in the diary that the work concerns the second job, code under 1210 working time in Second job.

4. If the respondent has a second job according to the individual questionnaire, but doesn't indicate in the diary if the work concerns the main job or second job, code under 1110 working time in Main job.

1000	Unspecified employment		
main job			
1100	unspecified main job		
1110	Working time in main job	Time spent on main job, including: working over-time, work brought home, paid practical training, training during work. Unspecified main job is also included in this category. **Note**: Travelling due to work, during or outside working hours, is included in 9110 Travel in the course of work. Trips to/from work are included in 9120, 9130. Travel to/from work. Note: Unpaid practical training in connection with studies and school-based part of an apprenticeship is included in 2110 Classes and lectures	Accident at work Business meeting during lunch break Corrected written tests (teacher) Inevitable break, e.g. because of shortage of material, power-supply failure Meeting with a business partner after working hours Phone-call at home concerning work Planning tomorrow's lessons (teacher) Preparations for work Student's work or contractual work, when paid. Taking and giving back work-material, tools etc

1120	Coffee and other breaks in main job	Breaks during working hours due to personal reasons, e.g. need for rest, smoking, personal phone call, using Internet for personal reasons. The activity during the break is coded as secondary activity. **Note:** Breaks due to working conditions are included in 1110 Working time in main job.	Had a rest and read newspapers Phoned my child Used computer to pay personal bills
second job		Second job; work on own account when it is secondary job. Extra work which is paid for. Note: Work for an organisation is included in 4110 Work for an organisation even if some minor fee is paid	
1200	unspecified second job		
1210	Working time in second job	Time spent on second job including: working over-time, work brought home, paid practical training, training during work. **Note**: Travelling due to work, during or outside working hours, is included in 9120 Travel as part of/during second job. Trips to/from work are included in 9130 Travel to/from work. **Note**: Unpaid practical training in connection with studies and school-based part of an apprenticeship is included in 2110 Classes and lectures	Selling at a flea-market stall, car-boot sale
1220	Coffee and other breaks in second job		
activities related to employment		Activities connected with own employment but not the actual work, which is included in Main job 1100-1120 or Second job 1200-	

1220

1300   Unspecified activities related to
        employment

1310	Lunch break	Lunch break (at work), to be coded in the main activity column only if no other activity is specified.	**Main activity**		**Secondary activity**
			Main job	111	
			Lunch break: eating lunch	021	131
		Note: People can do different things during their lunch breaks. The respondent is asked to report on her/his activities during lunch break (e.g. eating lunch, shopping etc.). Each such activity is coded with the appropriate code in the 'Main activity' column, and we use the contextual code 1310 in the 'Secondary activity' column, to indicate that the activity was performed during lunch break.	Lunch break: shopping	361	131
			Main job	111	

Note: It is of interest to preserve information for easy calculation of the gross length of the working day. As lunch breaks may be included in the gross working day, this calculation will be facilitated if they are marked.

Note: If it is not specified in the diary what the respondent did during the lunch break, then the code 1310 should be used also in the main activity column.

1390   Other specified activities related
        to employment

1391	Activities related to job seeking	Activities connected with seeking job for oneself	Calling or visiting a labour office or agency Job interviews Updating CV Reading and replying to job advertisements Working on portfolio
1399	Other specified activities related to employment	Activities connected with own employment, except work itself and job seeking. Activities not paid for, e.g. time spent at the place of work before starting or after ending work. **Note**: Work brought home is included in 1110 working time in Main job or 1210 working time in Second job. **Note**: Packing a bag at home for work next day or putting out clothes is included in 3240 arranging household goods and materials	Changed clothes, showered before/after work at the place of work Reading workplace newsletter (in own time) Visiting a future working place

STUDY

2000	Unspecified study		
school or university		Studies at primary, secondary and tertiary education institutions as part of the formal education system, including general and vocational training	
2100	Unspecified activities related to school or university		
2110	Classes and lectures	Besides classes and lectures also is included laboratory work, unpaid practical training, retraining courses, and short breaks at school/university. **Note**: Does not include lunch breaks and longer free periods, which should be coded according to actual activity	At school etc. with no activity mentioned At the cinema, theatre with school (during school hours) Exams School sports day Talked with the supervisor

| 2120 | Homework | Homework, study in library. Reading for exam.
Note: Preparing for school, e.g. arranging the bag is included in 3240 arranging household goods and materials | Gathering plants for school
Preparing for a test
Studying together with a school mate
Was tested on the homework |
| 2190 | Other specified activities related to school or university | School related activities not including studying, e.g. waiting in the schoolyard for school to start, when other activities are not mentioned. | Appointment at school
Called my teacher
Visited the studies supervisor
Waiting in the school yard for a ride home |

free time study

| 2210 | Free time study | Studies during free time.
Note: Does not include studies during working hours, which are included in 1110 or 1210 Working time in main/second job | Administrative courses (typing, accounting)
Artistic courses (painting, music, etc.)
Exercising for piano lesson
Correspondence studies
Driving school
Language courses, incl. courses on TV or radio (821 TV or 831 Radio should be coded as secondary activities)
Music lessons
Preparing for courses: homework related with these courses
Professional training courses, not in connection with work
Sewing class |

HOUSEHOLD AND FAMILY CARE

Note: Includes work done for the respondent's own household, which at the same time is possibly also done for another household.
- If the activity was done for another household only, then choose the appropriate code under 4289 Informal help to other households.
- Codes have been defined so that activities regarded as SNA activities are distinguished from those remaining outside the SNA production boundary.
- All paid activities or activities connected with employment are included in 1 EMPLOYMENT, e.g. purchasing or repairing for the family enterprise.
- If help is provided to a family member in a family enterprise then this activity is coded as Work (1110 or 1210).

3000   Unspecified household and family care

Doing housework
Working outdoors

food management

3100   Unspecified food management

3110	Food preparation and baking	All activities in connection with food preparation. Also includes setting the table; All activities in connection with food preparation. Also includes setting the table.	Brewed coffee Cleaning fish Cooking Heated up some food Made meals, snacks, drinks to own children Preparation of coffee, snacks, aperitifs, meals etc. Prepared a lunch box Serving food to other people Turned on the oven; Making a pie, pastry, tart, sweets etc
3130	Dish washing	Also includes activities before and after washing up, e.g. drying up, placing vessels etc	Cleared the food back to the fridge Cleared the table after breakfast/lunch/snacks/dinner/supper/coffee Loaded/unloaded the dishwasher
3140	Preserving	All activities in connection with preserving, freezing and canning, e.g. cleaning berries, boiling jam or fruit-syrup. Preparing food, when only for later use	Churn milk to make cheese etc. Cleaned mushroom Killing a pig/chicken for later use, when it is not part of one's job on a farm Prepared food to put in the freezer Preparing/bottling of homemade wine, brandy, beer etc. Sorting out of potatoes for preserving Storing fruits in the basement
3190	Other specified food management		

household upkeep

3200	Unspecified household upkeep		Cleaning, with no distinction if it is dwelling, cellar, garage or yard

3210	Cleaning dwelling	Vacuuming, washing/waxing floors, washing windows, making beds, tidying, arranging the home etc. Separating papers, bottles, tins etc.	Airing of bedclothes Beating rugs Collected the children's toys Putting away the cleaning kits Tidied up wardrobes Took out rubbish, waste
3220	Cleaning yard	Cleaning yard or pavement, clearing away snow, also composting waste etc	Cleaned around garden pool area Cleaned patio furniture Power washed the roof or the walls of the house Raking together dead leaves Swept the entrance Unblocking outside drains
3230	Heating and water	Supply of heating and water. Woodcutting and collecting firewood. **Note**: Repairs of appliances are included in 3530 Making and repairing equipment.	Bringing water for laundry Carrying water Checked the boiler Heating up of sauna Lit the boiler Preparing the heating material Warming water for bath Went down into the cellar and put firewood in the boiler

3240	Arranging household goods and materials	Various kinds of non-clerical arrangements of tasks at home, in a weekend house, in a hotel etc. Call for goods and putting in order. Relates to own goods or those belonging to household members.	Arranging clothes for the morning Arranging purchases Carrying out garden furniture Checking of rat-traps Checking camping equipment Collecting up mail from post box Decorating house for a festival/ party Hanging up curtains Loading and unloading the shopping to/from the car Looking for lost items Moving to a new place to live Opening/ unwrapping gifts Packing and checking children's school bags Packing/ unpacking for a trip Packing/unpacking for a removal Packing for school or work Packing/unpacking hobby equipment Papered books Preparation of clothes for the next day Preparing the satchel Putting food products into refrigerator Putting up Christmas tree Putting up posters Setting up video recorder to record from TV Tending indoor flowers Watered indoor flowers Wrapped up gifts

| 3250 | Disposal of waste | Activities designed to remove recycling or waste products from the dwelling and its environs.
Note: Taking rubbish out (of the house) is coded as 3210 Cleaning the dwelling. | Took rubbish to dump
Took box of bottles to recycling bin |
| 3290 | Other or unspecified household upkeep | Activities of short duration that do not fit into the previous categories | Closed curtains and blinds
Closed/opened doors or windows
Locked the door |

making and care for textiles

3300	Unspecified making and care for textiles		
3310	Laundry	Hand wash, loading and unloading washing machine, hanging out, putting away (when not ironed or mangled) etc.	Emptied the drying cupboard Folding sheets and putting them into the cupboard Hand-washing, soaking, rinsing Sorting of laundry
3320	Ironing	Ironing and mangling. Tasks connected with ironing and mangling. Folding and putting things into the wardrobe (after ironing or mangling).	Put laundry in drawer Sorting/folding clothes
3330	Handicraft and producing textiles	Includes only making new products – not repairing clothes etc. – as this distinction is needed for household satellite accounts.	Stitching Crocheting Lace making Quilting Sewing Weaving rag-carpets Making new clothes, curtains etc. using a sewing-machine Sewing

3390	Other specified making and care for textiles	Repairing clothes Repairing and polishing shoes Putting seasonal clothes to storage	Alteration of clothes Changed a zip Cleaned wellingtons

gardening and pet care

Gardening and animal tending activities, which are not done in connection with farming.

Note: Guidelines on how to code borderline farming activities

There can be a problem how to code activities connected with Gardening or Tending domestic animals, when they are on the borderline to farm work. Therefore a set of additional questions has been included in the household questionnaire, asking if the household grows any plants/cereals/crops/vegetables or keeps/breeds any animals in order to sell products, which are the outcome of such activities. Select the appropriate category according to the following rules:

1. If farm work for different reasons is not reported in the individual questionnaire as main or second job (E.g. formal status is student, pensioner etc.; the farm does not make enough profit; fear of tax authorities), but according to the household questionnaire the household sells the products on the market then farming activities connected with tending plants are included in Work (1110or 1210) for all members of the household.

2. If farm work is reported as main or second job by at least one household member and according to the household questionnaire the household sells the products, which are the outcome of farming activities, on the market then farming activities for all members of the household are included in Work (1110 or 1210)

3. Unpaid help provided to a farmer by a non-household member (the respondent) is included in 4260 Help in employment and farming.

3410	Gardening	Kitchen gardening - tending vegetables, potatoes, tomatoes etc. Also harvesting. Tending outdoor flowers, mowing the lawn etc. Also tending flowers on a grave. **Note**: Tending indoor flowers is included in 3240 arranging household goods and materials **Note**: Raking together dead leaves is included in 3220 Cleaning yard.	Collecting rose hips Forestry for private use (not for firewood) Planting vegetables Ploughing Pulling weeds Tending apple trees Trimming of hedge Watering the garden Working in the garden
3420	Tending domestic animals	Keeping domestic animals when products are intended only for own use. **Note**: Riding is included in 6190 Other specified physical exercise.	Bee-keeping Feeding domestic animals Grooming of own riding horse Tending hens, rabbits, sheep etc.
3430	Caring for pets	Feeding and washing pets, taking care of aquarium/terrarium etc.	Chased the cat back home Groomed the dog Playing with cat Took pet to the vet Training of a dog Was at a vet, dog school or in a dog show with own pet
3440	Walking the dog	Walking the dog regardless the time spent.	In the forest with the dog
3490	Other specified gardening and pet care		

construction and repairs

| 3500 | Unspecified construction and repairs | | |

3510	House construction and renovation	Major changes to the house, including construction of a new building or major extension and/or alteration, e.g. restoration of a bathroom. Includes construction and renovation of dwelling, garage, outhouse etc. Includes only activities inside the SNA production boundary. **Note**: Activities concerning farm buildings are included in Work (1110 or 1210).	Adding insulation to walls Garage construction work Installing electricity Lagging of a bored well Put up drain-pipes Restoration of a kitchen
3520	Repairs of dwelling	Minor changes of the house, not belonging to SNA. Various repairs of the dwelling, garage, outhouse etc. Includes re-plastering walls, repairing roofs, painting, papering walls, carpeting, interior decoration, repairs of fittings etc.	Installation of light fittings Mounted window-frames Opened a blocked-up sink Panelling a ceiling Tearing down wardrobes (before repairs) Tiled above the stove
3530	Making, repairing and maintaining equipment		
3531	Woodcraft, metalcraft, sculpture and pottery	Any activity where a product is made or created, either for decorative or practical purposes; production of utensils and durables etc. **Note**: Assembling furniture and equipment from "flat-pack" purchases is coded as 3539 Other specified making, repairing and maintaining equipment.	Cabinet making Carving Turning a wooden bowl Welding a metal brace

3539	Other specified making, repairing and maintaining equipment	Repairing furniture and household goods, furnishing, Repairing and maintaining tools. Assembling furniture and equipment from pre-packaging. **Note**: Repairing farming equipment is included in Work (1110 or 1210).	Changed electric bulbs Changed the clocks to winter time Changing a lamp Cleaned and oiled sewing machine parts Cleaned the kitchen fan Loading batteries of mobile phone Repairing a lamp Repairing children's toys Replacement of the batteries Sharpened kitchen knives Tended garden tools
3540	Vehicle maintenance	All maintenance of vehicles and appliances of a household: cars, cycles, boats etc. done by oneself.	Changed tyres on the car Docking of boat for the winter Drove the car into the garage Getting to know my (new) car Put my bike in the outhouse Renovation of vintage cars Repaired the motorcycle Tended the car Washing, cleaning and waxing car by oneself in service station
3590	Other specified construction and repairs		
shopping and services		Errands presuming visits to offices, institutions etc. **Note**: Arranging or supervising outside services at home (e.g. phone calls to institutions) is included in 3710 Household management not using internet	

3600	Unspecified shopping and services	Use of unspecified multi-purpose retail/service centre	went to Arndale Centre/ Westgate/ Brent Cross; hanging out at the Mall
3610	Unspecified shopping	Shopping consumer goods, as drinks, newspapers, magazines, cigarettes, candies etc. Including also half-durable consumer goods. Buying clothes, shoes, books etc. Purchasing for maintenance and repair. Also circling round and looking at things at shops, flea markets etc. Purchasing capital goods, such as a dwelling, a car, furniture, and household appliances. **Note:** Shopping farming goods is included in Work (1110 or 1210).	Shopping
3611	Shopping mainly for food		Bought snack food from a kiosk Bought a loaf of bread and packet of cigarettes at the local shop Shopping at supermarket Was at a food store Was at the market
3612	Shopping mainly for clothing		Bought a dress Looked at clothes Tried on clothes in a shop
3613	Shopping mainly related to accommodation		Bought plants for the garden Looked at an apartment for sale Shopped at DIY store Was at estate agents

3614	Shopping or browsing at car boot sales or antique fairs		Shopping at organised events. Examples Bought an antique doll at fair Was at car boot sale
3615	Window shopping or other shopping as leisure	Shopping where the respondent indicates they had no aim of buying anything. Use this code only where it is clear there is no intent to purchase.	Browsing in a book store Killed time wandering around the shopping centre Inspecting a car at a car store
3619	Other specified shopping		Bought a present Fuelling a motor vehicle Purchasing medicines Purchasing tickets (for the cinema, swimming pool, etc.) Rented a video film
3620	Commercial and administrative services	Commercial services like laundry, tailor, shoemaker etc. Visiting post office, bank, bank advisor, accountant, lawyer, insurance adviser, municipality authorities, police station, centre for car inspection, travel agency, labour office or agency etc. Auto services, automatic car wash, repair and other auto services Note: Phone calls to institutions etc. are included in 371 Household management. **Note**: Own work on car done in a garage or at home is included in 3540 Vehicle maintenance. Note: Activities (calling the veterinary, talking to veterinary etc.) in connection with Veterinary services for cattle (if it is on a	Car inspection at car inspection centre Check-in to the hotel Fetched a package at the post office Fetched shoes at the shoemaker's Got money/ statement from cashpoint Had oil change and greasing of the car in a garage, as paid service. Hotel services Paying bills at ATM Raising money at cash machine Visited travel agency Waiting at customs Was at decoration service

farm) are included in Work (1110 or 1210).

3630	Personal services	Individual services that do not belong to household production according to the 3rd party criterion, i.e. tasks that cannot be delegated to anybody else, and that should not be included in household production. Visiting a doctor, dentist, physiotherapist etc. for own medical care. Visit to a saloon, beauty parlour, barber shop, for own personal services such as haircut or hair styling, solarium, manicure, pedicure etc. (as paid service). Also includes waiting.	Doctor visited me at home Facial care Having one's navel pierced Visited the maternity ward Waiting in the doctor's waiting-room Was at the hospital (as a patient)
3690	Other specified shopping and services		

household management

3710	Household management not using the internet	Planning and arranging, budgeting, paperwork, making a shopping list, arranging	Attendance during repairs (supervision) Bank services by phone

		and supervising outside services at home.	Booking cinema tickets from home
		Phone calls to institutions, correspondence	Called the paint shop
		with authorities, etc (eg arrangements worth	Checking of bookkeeping
		teachers, school trips).	Filling in of bank giro forms
		Shopping by phone.	Ordered a pizza by phone
		Note: Visiting the bank, post office etc. is	Planned a journey
		included in 3620 Commercial and	Planned a party
		administrative services	Planned food purchases, meals
		Note: Management in connection with	Planned weekend program for the family
		farming is included in Work (1110 or 1210).	Supervised plumber/ repair men
		Note: Visiting the shop etc. is included in 361	
		Shopping	
		Note: Shopping farming goods is included in	
		Work (1110 or 1210).	
		Note: Computing for household	
		management i.e. using the internet is	
		included in 3720 Unspecified Household	
		management using the internet	
3720	Unspecified household management using the internet	Making household arrangements using the internet. Computing for household management	
3721	Shopping for and ordering unspecified goods and services via the internet	**Note**: these codes to be chosen on the basis of diarists' own words, not the internet column	Shopped on internet
3722	Shopping for and ordering food via the internet		Ordered groceries from Sainsburys.co.uk
3713	Shopping for and ordering clothing via the internet		Looked for school blazer for my son on world wide web
3724	Shopping for and ordering goods and services related to accommodation via the internet		Found a plumber for my area on the internet
			Ordered more paint from B&Q's website

3725	Shopping for and ordering mass media via the internet	Shopped at Amazon.com Ordered CD's via the internet Ordered DVD on the internet Bought record on eBay
3726	Shopping for and ordering entertainment via the internet	Made reservation for theatre tickets by internet
3727	Banking and bill paying via the internet	
3729	Other specified household management using the internet	Planned a journey using the internet Made reservation for air tickets by Internet

childcare — Care given by parents, and older children taking care of younger siblings.
Note: The upper age limit of a child is 17 years.
Note: Childminding for another household only is included in informal help to other households, 4280 Unspecified help to an adult of another household

3800	Unspecified childcare		Helped the children
3810	Unspecified physical care & supervision of a child		
3811	Feeding the child	Feeding child includes breast-feeding	Breast-fed my child
3819	Other and unspecified physical care & supervision of a child		Babysitting my younger sister Changed diapers Combed my child's hair Holding my child in my arms Putting my children to bed Taking care of a sick child Waking up my child Was at the playground with the children (supervision outdoors) Watching children (including my own) playing in the playground, on the yard Watching my child's physical training

3820	Teaching the child	Help with homework, guiding in doing things	Checked homework
3830	Reading, playing and talking with child	**Note**: Siblings talking with each other is included in 5110 Socialising with household members. **Note**: Siblings playing together is included in 7320 unspecified games and play with others	Entertained the children Playing games with the children Read a story for the children/for my sister
3840	Accompanying child	Accompanying child to a doctor. Waiting at a sports centre, musician lesson etc., if no other activity than waiting is specified. Visiting school, nursery. Parents' meetings at school. **Note**: If any other activity than waiting is specified, the actual activity should be coded. Time spent on travel is coded 9380 Travel escorting a child (other than Education)	Attending end of term celebration at school At school with my child Talking with a carer, teacher etc. in presence of child Visiting babysitter
3890	Other or unspecified childcare		Listened to my daughter playing the piano at home Put video on for kids

help to an adult family member	Adult assistance and care (except housework). Physical care of a disabled, sick or elderly adult; Washing, cutting hair, massaging; Mental help, information and advice; Accompanying an adult to a doctor. Visits to hospitals. **Note**: Housework tasks are coded according to the activity, e.g. cooking for a family member is included in 3110 Food preparation and baking. Note: Help to an adult belonging to another household is included in 4230.	

3910	Unspecified help to a non-dependent (eg injured) adult household member	Care provided to a normally non-dependent household member with temporary disability	
3911	Physical care of a non-dependent (eg injured) adult household member		Cut my husband's hair Waking up adults (husband, wife, etc.)
3914	Accompanying a non-dependent adult household member (eg to hospital)		Went with wife to ultrasound appointment
3919	Other specified help to a non-dependent adult household member		Showed an adult household member how to fill in a form
3920	Unspecified help to a dependent adult household member	Care provided to a permanently or semi-permanently dependent household member	
3921	Physical care of a dependent adult household member (eg Alzheimic parent)		Seated exercises at home with household member who needs help with daily activity
3924	Accompanying a dependent adult household member (eg Alzheimic)		Walking to the Pharmacy with household member who needs help with daily activity
3929	Other specified help to a dependent adult household member		Ordered goods online for visually impaired adults Game playing eg. Flash cards, word games Reading for adult with visual impairment

VOLUNTARY WORK AND MEETINGS

4000	Unspecified volunteer work and meetings	
organisational work		Working as a volunteer free of charge or for a minor fee
4100	Unspecified organisational work	

4110	Work for an organisation	Work done for an organisation, not directly for an individual. Work for groups and associations, as well as work for school and kindergarten, and neighbourhood groups etc. Work as a committee member. Administrative work. Preparing activities, work for events. Baking etc. for the organisation, working in the canteen. Repairs and other odd jobs for the organisation. Voluntary fire brigade. Bookkeeping for clubs. Giving information, distributing leaflets. Activities connected with collecting money for the organisation. **Note**: If volunteer work is done directly for the individual (e.g. delivering meals etc.) then it is included in 4120 Volunteer work through an organisation.	Board meeting Checked an order list for the bandy team Collected material for a board meeting Computer work for the hockey club Counted and delivered ordered clothes (for the riding club) Distribution of meeting notices Election night activities Environmental care and animal protection Fetched/sold Bingo lottery tickets Preparing for the council meeting Recruitment of sponsors Sorted clothes (sale for the riding club) Sorted correspondence of the club Working with the organisation's newsletter

4120	Volunteer work through an organisation	Work is directed to people via an organisation, volunteer work. Care of elderly and disabled via an organisation. Delivering meals. Teacher or course instructor. Coach, referee etc. in sports and gymnastics. Leader of a youth group, e.g. scout leader. Work in a childcare group. Leading or organising self-help group. **Note**: Informal help to private households is included in 4289 Informal help to other households and is coded according to the actual activity	Activities as member of religious helping groups: hospital visitation, feeding the poor, support groups, etc. Coached handball team Coaching sports Donating of blood Helped at the refugee centre Helping with organised activities in the baths and clearing up the bathing-place Leading religious youth group Meeting with the youth section Road maintenance in a voluntary group
4190	Other specified organisational work		

informal help to other households

Direct help given by the respondent to another household, and not arranged by an organisation
Note: Should be coded as secondary activity if the activity is done for the respondent's own household at the same time.

4200	Unspecified informal help to other households		Helping a neighbour Helping a relative
4210	Food management as help to other households	Help to another household with cooking, baking, preserving, dishwashing, and other activities that are included in Household and Family Care 3100-3190	Baked for my old parents Helped the hostess with the cooking Washed dishes during the visit
4220	Household upkeep as help to other households	Help to another household with indoor and outdoor cleaning, laundry and ironing, and other activities that are included in 3200 and 3300	Helped with removal Watered indoor flowers at the neighbour's

4230	Gardening and pet care as help to other households	Help to another household with walking the dog, gardening, and other activities that are included in 3400	Feeding a neighbour's dog Moving the lawn for the old mother
4240	Construction and repairs as help to other households	Help to another household with constructing a house, repairing a car, and other activities that are included in 3500	Helped with repairing the roof of the neighbour's Made a toy for the grand children
4250	Shopping and services as help to other households	Help to another household with activities that are included in 3600	With mother to doctor With neighbour to buy a car
4260	Help to other households in employment and farming	Unpaid help provided by the respondent to a person of another household with that person's paid work, or to another household with farming activities.	Help with milking, tending cattle/cows/calves Helped on my uncle's farm Helped my sister to clean the office
4270	Unspecified childcare as help to other households		
4271	Physical care and supervision of child as help to other household	Help to another household with activities that are included in 3810	eg aunt babysitting
4272	Teaching non-coresident child	Help to another household with activities that are included in 3820	
4273	Reading, playing & talking to non-coresident child	Help to another household with activities that are included in 3830	
4274	Accompanying non-coresident child	Help to another household with activities that are included in 3840	
4275	Physical care and supervision of own child as help to other household		babysitting daughter in who normally lives in divorced wife's home
4276	Teaching own non-coresident child		teaching daughter in who normally lives in divorced wife's home
4277	Reading, playing & talking to own non-coresident child		
4278	Accompanying own non-		parent in joint custody took child to the park

coresident child

4279	Other specified childcare as help to other household	Help to another household with activities that are included in 3890	
4280	Unspecified help to an adult of another household		
4281	Physical care and supervision of an adult as help to another household	Help to another household with activities that are included in 3911	
4282	Accompanying an adult as help to another household	Help to another household with activities that are included in 3914	
4283	Other specified help to an adult member of another household	Help to another household with activities that are included in 3919	
4289	Other specified informal help to another household		sign off deliveries for neighbours; care for neighbour's dog
4290	Other specified informal help	Help to another household with activities that are included in 3300 Making and care for textiles, and in 37 Household management, and also with other specified activities that are not included in 4210-4260	

participatory activities   Attending meetings free of charge or for a minor fee

4300	Unspecified participatory activities		
4310	Meetings	Attending meetings and other organisational activities when not in a position of trust. Concerns all kind of meetings etc. arranged by social, political, scout and other organisations, informal clubs and groups. **Note**: Parent's meeting is included in 3840 Accompanying child.	Helped Organise program in a Scout camp Parent-teacher meetings (without the child) Political party meeting

4320	Religious activities	Visiting church, synagogue, mosque or other temple. Participating in religious ceremonies like wedding ceremonies, funerals. Religious practise, praying, reading holy books, religious ceremonies, also at home. Listening to religious service (also on TV, radio and video; media as secondary activity). **Note**: The wedding party after the ceremony is included in 5130 celebrations. **Note**: Singing in church in a choir is included in 7121 Singing or other musical activities	Attended mass Attending Sunday school, confirmation class Listening to recordings of religious ceremonies Participating in ceremonies of baptism, confirmation, first communion Religious meeting Religious practice carried out in a small group Studying the bible with family
4390	Other specified participatory activities		Voting Witness in court

SOCIAL LIFE AND ENTERTAINMENT

5000	Unspecified social life and entertainment		

social life and entertainment

5100	Unspecified social life		
5110	Socialising with family	Socialising with household members only, when other activities are not mentioned. Within household, when not visiting **Note:** Parents socialising with own children is coded as 3830 Reading, playing and talking with child.	Argued with my big sister Said goodbye to my family Teasing my brother

			Main activity		Secondary activity	
5120	Visiting and receiving visitors	Socialising with friends and relatives at home or in their home. Family members can also be present.	Went for lunch to sister	901		
			Eating lunch	021	Talked with my sister	512
		Note: The respondent is asked to report on her/his activities during visiting/receiving visitor's time (e.g. eating, watching TV, playing games etc.). Each such activity is coded with the appropriate code in the 'Main activity' column.	Washed the dishes	421	- " -	512
			Discussed	512	- " -	512
			Walked home	901		
		The code 5120 is used in the 'Secondary activity' column, to indicate that the activity was performed during visiting/receiving visitor's time.	My family came to visit			
			Had a visitor			
		If it is not specified in the diary what the respondent did during visiting/receiving visitors, or if only socialising is mentioned, then the code 5120 should be used in the main activity column.	Visited my friend			
5130	Celebrations	Together with family members, friends, relatives etc.				
		Private occasions at or outside home				
		Weddings, funerals, confirmation parties, graduations and big anniversaries.				
		Parties of working place, organisations etc.				
		Note: Occasions in church, synagogue, mosque or other temple are included in 4320 Religious activities.				
		Note: Attending children's parties at school or nursery is included in 3840 Accompanying child.				

| 5140 | Telephone conversation | Conversations with members of the family, friends, relatives etc.
Note: Phone calls to institutions, shops etc. are included in 3710 Household management not using internet. Phone calls in connection with job are included in 1110 Employment. | Listened to the messages on the answering machine
Reading, writing, sending text messages by mobile phone |
| 5190 | Other specified social life | Together with friends, relatives etc. Family members can also be present | Clubbing
Conversation with neighbour
Conversations with relatives in a cafeteria
Outdoors with friends
Was at a pub with a friend
Was together with friends |

entertainment and culture

5200	Unspecified entertainment and culture		
5210	Cinema	Watching movies in cinema or movie club. Waiting for the doors to open. **Note**: Ordering a ticket is included in 3710 Household management not using internet, and buying the ticket is included in 3610 unspecified shopping	
5220	Unspecified theatre or concerts		
5221	Plays, musicals or pantomimes	Watching live plays, musical theatre or pantomime	
5222	Opera, operetta or light opera		
5223	Concerts or other performances of classical music	Watching a live classical music performance	Concert Chamber recital

5224	Live music other than classical concerts, opera and musicals	Watching live musical performances other than classical music performances	gig, pop, rock or jazz concerts, attending blues or folk club
5225	Dance performances	Includes ballet, modern or contemporary dance.	
5229	Other specified theatre or concerts		Street theatre multi-media performance
5230	Art exhibitions and museums		
5240	Unspecified library		
5241	Borrowing books, records, audiotapes, videotapes, CDs, VDs etc. from a library		Borrowed a book from the school library
5242	Reference to books and other library materials within a library		Searching for a book
5243	Using internet in the library	Using library provided computer facilities to access the internet (based on respondent wording not from internet column)	Sent e-mail to my friend in the library Surfed the net in the library
5244	Using computers in the library other than internet use	Using library provided computer facilities except to access the internet	Using the library computer to find a book
5245	Reading newspapers in a library		
5246	Listening to music in a library		
5249	Other specified library activities		

5250	Sports events	Attending a sports event, e.g. car race, trotting race, football game etc. (including breaks). **Note**: Watching sports events on TV is included in 8210 unspecified watching TV. Accompanying own child at a sports centre is included in 3840 Accompanying child if just for exercising, not competition.	Boxing, Wrestling, Martial arts Cricket Horse (horse racing, show jumping, polo, dressage, etc.) Looked at friends playing indoors bandy Looked at the tournament of the child. Motor sports (car/motorcycle racing, rallying, scrambling, time trials etc.) Rugby union, Rugby league Soccer, American football
5290	Unspecified entertainment and culture		
5291	Visiting a historical site		Cathedral, church, abbey Stately homes etc. (castles, monuments, historic houses) Ancient monuments, archaeological site Industrial heritage site
5292	Visiting a wildlife site		Zoos Aquarium, sea-life centre Wildlife park, animal park, safari park, farm-park
5293	Visiting a botanical site		Botanical garden Arboretum
5294	Visiting a leisure park		Theme park, pier Fair ground, Circus, fete, carnival
5295	Visiting an urban park, playground, designated play area		Went Hyde Park; Played on swings

5299   Other or unspecified
entertainment or culture

Car shows
Greyhound racing
Consumer events
Factory visits (e.g. brewery)
Fashion show
One off special event (e.g. tall ships race)
Was on a visit to the fire-brigade

resting/ time out

5310   Resting - Time out

Doing nothing, just sitting, reflecting, relaxing, resting, waiting, meditating, smoking, sun bathing, thinking, talking to /scratching a cat or dog etc

Admiring a full-blown flower
Bored myself
Cooling off
Did not do anything special
Gathering of strength
Just let the time pass
Just listening to birds
Killed time
Lay in bed after lunch and rest
Lazed around
Lounging
Lying in sun
Philosophised (alone)
To be at the beach
Took it easy
Tried to get to know myself
Waited for the children to come
Walking within the house or around it
Watched an aquarium
Watched through the window
Watching e.g. aeroplanes, people in general, boats

SPORTS AND OUTDOOR ACTIVITIES

6000   Unspecified sports and outdoor activities

physical exercise

6100	Unspecified physical exercise	Attended a sport course Attended training Exercised a little
6110	Walking and hiking	Walking in town, in the countryside etc. Looking into shop windows during a walk. **Note**: Walking the dog is coded 3440 Walking the dog.	Picked flowers in the nature during a walk Strolled in town Taking a walk with the child in the neighbourhood Took a nature walk Watched birds during the walk
6111	Taking a walk or hike that lasts at least 2 miles or 1 hour		
6119	Other walk or hike		
6120	Jogging and running		
6130	Biking, skiing and skating	For exercise.	
6131	Biking		
6132	Skiing or skating		Alpine skiing, snowboarding Cross-country skiing Roller skating, In-line skating Ski jumping

Ball games

6140	Unspecified ball games	
6141	Indoor pairs or doubles games	The following games are included in this category: indoor bowels, ten pin bowling, squash, table tennis and badminton

6142	Indoor team games	The following games are included in this category: football indoors (including 5 a side), volleyball and basketball. **Note**: Where the term "football" is written without further information, code to 6144 Outdoor team games. **Note**: Solo practice of the skills involved in an indoor team game should be coded as 6149 Other specified ball game	
6143	Outdoor pairs or doubles games	The following games are included in this category: outdoor bowels (including lawn bowels), tennis and golf.	
6144	Outdoor team games	The following games are included in this category: rugby, American football, football outdoors (including 5 a side), Gaelic sports, cricket, hockey and netball. **Note**: Solo practice of the skills involved in an indoor team game should be coded as 6149 Other specified ball game	
6149	Other specified ball games	Includes any ball game not included in the definitions for the above categories. Also includes solo practice of the skills needed for team games listed in the above categories.	Australian rules football Baseball Croquet Ice hockey Practiced hitting hockey ball (alone) Softball

other physical exercise

6150	Gymnastics	Organised program or at home. All types of gymnastics, aerobic, yoga etc	Back gymnastics Exercised Qi Gong Morning gymnastics at home Stretching

6160	Fitness	Exercise in fitness centre/gym or at home using equipment	Body building Exercised aerobics Treading an exercise bike Weight-lifting
6170	Unspecified water sports		
6171	Swimming		
6179	Other specified water sports	Rowing, sailing, windsurfing etc	Water gymnastics
6190	Other specified physical exercise		Archery Karting Dancing Exercised judo, karate etc. Go-cart racing Motor sports Mountain climbing Riding Shooting targets and clay pigeons (i.e. shooting not including hunting)

productive exercise

6200	Unspecified productive exercise		
6210	Hunting and fishing		Gutting and skinning in the forest Sprat-nets into the lake Waited for the moose
6220	Picking berries, mushroom and herbs		Picking aromatic plants
6290	Other specified productive exercise	Other productive activities of monetary value belonging to SNA	

sports related activity

6310	Unspecified sports related	

activities

| 6311 | Activities related to sports | Activities related to sports and physical exercise, e.g. assembling and readying sports equipment or changing clothes at the sports centre. Does not include active sports and travel.
Note: Packing equipment, clothes etc. at home is coded 3240 Arranging household goods and materials | Waited for the gymnastics to start
Chose a horse
Unpacked jogging/training equipment at the sports centre
Working at the stables (not for own horse) |
| 6312 | Activities related to productive exercise | Activities related to those activities coded as 62 productive exercise. Does not include active productive exercise or travel | Cleaned nets
Cleaning of hunting gear |

HOBBIES AND COMPUTING

| 7000 | unspecified hobbies, games and computing | | |

arts and hobbies

7100	Unspecified arts		
7110	Unspecified visual arts		
7111	Painting, drawing or other graphic arts		Painting china
7112	Making videos, taking photographs or related photographic activities		Video-filmed children Edited digital photographs on computer
7119	Other specified visual arts	**Note**: Textile related handcrafts are coded 3330 Textile related handcrafts **Note**: Woodcraft, metalcraft, ceramics, sculpture and pottery are coded 3530 Making, repairing and maintaining equipment	
7120	Unspecified performing arts		

7121	Singing or other musical activities		Choir practising in church Played music on the keyboard Played the clarinet in an orchestra Played the piano Playing in a band Practised with the orchestra Sang a little Singing in a choir Singing karaoke. Warmed up before concert
7129	Other specified performing arts		Live-role-play Performed in drama
7130	Literary arts	Writing novels, poetry, personal diary etc. Literary arts, also when use of computer is mentioned.	Wrote a book Wrote down memorable moments (concerts etc.) **Note**: Filling in the Time Use diary is coded 995 Filling in the time use diary.
7140	Other specified arts		

(Hobbies)

7150	Unspecified hobbies		
7160	Collecting	Collecting stamps, coins etc.	Exchanged ice hockey cards Sorting stamps
7170	Correspondence	Writing and reading personal letters, faxes etc. Note: e-mail is included in 7241 Communication by computing. Note: Reading old letters is included in 8190 Other specified reading.	Audio letters Writing Christmas cards

| 7190 | Other specified or unspecified arts and hobbies | Hobbies not included in the previous categories, research as hobby, genealogy, assembling apparatus, watching and sorting photos, slides etc.
Note: Handicraft is included in 3330 Handicraft and producing textiles
Note: Woodcraft is included in 3530 Making and repairing equipment. | Chemical experiments
Framing slides
Looked at slides on projector
Making miniatures (aircraft, etc.)
Put pictures into a photo album
Typing (where no other information is provided)
Watched movies via film-projector |

computing

7220	Computing - programming	Programming, fixing and repairing the computer	Assembling of computer Fixed the computer Installing a computer game
7230	Unspecified information by computing		
7231	Information searching on the internet	**Note**: Booking, shopping and ordering goods using the internet is coded in 3720 unspecified household management using the internet	Surfed the net Downloaded MP3 file from the internet
7239	Other specified information by computing		Used Encyclopaedia CD ROM
7240	Unspecified communication by computer		
7241	Communication on the internet	Reading and writing electronic messages	Chatting in on-line chat rooms Checked mail in the computer Sent e-mail
7249	Other specified communication by computing		Typing a letter using a word processing package
7250	Unspecified other computing		
7251	Skype or other video call		Skype call

| 7259 | Other specified computing | | Sat by the computer
Tapped at the computer keyboard
Worked at the computer (when not in employment) |

games

7300	Unspecified games		Played a game
7310	Solo games and play	Crosswords, patience etc. solo games. Playing with dolls, toys, etc. alone.	Assembled a jigsaw puzzle (when alone) Pinball (playing machine) Practised card tricks
7320	Unspecified games and play with others		
7321	Billiards, pool, snooker or petanque		
7322	Chess and bridge		
7329	Other specified parlour games and play	Cards, dice, dominoes and other board games. Darts Noughts and crosses Backgammon	
7330	Computer games	Computer and video games	Playing Nintendo, Play-station Playing patience on the computer

7340	Gambling	Lotto, tote etc. Also playing cards specified as gambling.	Betting (on-course and in betting shop) Bingo Gambling at casino Have played in the shop In betting shop National Lottery Playing cards for money Pools Slot (jackpot) machine
7390	Other specified games		

MASS MEDIA

8000	Unspecified mass media		

reading

8100	Unspecified reading		Reading Read in bed
8110	Reading periodicals	Reading daily, weekly, monthly, quarterly etc. publications - newspapers, magazines. Reading local/national/international newspapers. **Note**: Reading, strictly connected with work, is included in Work (1110 or 1210). **Note**: Reading newspapers in a library is included in 5245 Reading newspapers in a library	Comics Free distribution papers Read a hunting journal Read afternoon papers Read cartoons Read computer journal Read the morning papers Reader's digest Reading a scientific journal

8120	Reading books	Novels, life stories, instructional books etc. **Note**: Reading, strictly connected with work, is included in Work (1110 or 1210). **Note**: Reading for an exam is included in 2120 Homework. **Note**: Reading the Bible is included in 4320 Religious activities.	Looking in the encyclopaedia Reading a biography Reading a romance
8190	Other specified reading	Brochures, advertisements etc.	Looked in a clothes catalogue Read a furniture catalogue Read post Read old personal letters Read travel catalogues Reading of user instructions

tv, video and dvd

8210	Unspecified tv, video or dvd watching		
8211	Watching a film on TV		
8212	Watching sport on TV		
8219	Other specified TV watching		Watched news on TV Watched sit-com on TV Listened to music on TV Teletext
8220	Unspecified video watching		
8221	Watching a film on video		
8222	Watching sport on video		
8229	Other specified video watching		Watched video of the grandkids on the beach Watched wedding video

radio and recordings

8300	Unspecified listening to radio		

	and music		
8310	unspecified radio listening		Listened to music
8311	Listening to music on the radio		
8312	Listening to sport on the radio		
8319	Other specified radio listening		Listened to chat show on the radio
8320	Listening to recordings	Listening to CDs, cassettes, tapes, and records, mini discs and music downloaded from internet sites. **Note**: Listening to recordings in the library is coded 5246 Listening to music in the library	Recording music Taping, audio books Listened to music on MP3 player

TRAVEL AND UNSPECIFIED TIME USE
TRAVEL BY PURPOSE

Movements between two localities, except when the activity is physical exercise like jogging, walking the dog or just walking.   See also "Definition and coding of journeys" in 2000 instructions.
Note: When several activities are done at the same location the main purpose will define the trip. E.g. travel in connection with a visit is coded 9510 Travel to visit friends at home, in connection with help to another household is coded 9420 Travel related to informal help to another household..
Note: When the activity is mixed with the trip no subjective distinction between activity and travel should be made. The main rule is to code the whole episode by the activity. E.g. went shopping is coded 3610 unspecified shopping.

9000	Travel related to unspecified time use

9010 Travel related to personal business

Includes travel to eat /drink alone or to sleep or rest outside the home. Includes travel away from workplace to eat/ drink during a work break.
Note: travel to order or collect a take-away meal is coded 936 Travel related to shopping.
Note: meeting friends over dinner/ drinks, where the main purpose was to meet should be coded as 9510 Travel related to other social activities.   Similarly, visiting friend/ relatives to eat should be coded as 9500 Travel to visit friends/ relatives in their home (even though visiting is coded as a secondary activity).
Note: where eating/ drinking or sleep at the end of the journey is followed by another activity at the same location (e.g. a residential conference) then the travel should be coded as relating to the main purpose.

9100 Travel to/from work

This code should only be used for journeys to or from usual place of work where the starting point of the journey (or the end point) is the respondent's home.
Note: All other work journeys must be coded 9110 Travel in course of work. This includes work-related travel for persons who have no usual place of work, and travel for persons who work mainly from home.
Note: Where a person is travelling to unpaid voluntary work this should be coded 9410 Travel related to organisational work.
Note: For those who have more than one place of work, this code is only used for journeys to/from the one that is the usual place of work (to/from home).   Journeys to the other work places are coded as 9110 Travel in course of work.
Note: A journey from a person's usual place of work to another office as part of his job is coded as 9110 Travel in course of work.
Note: Any journey made to work from a place other than the respondent's home is coded 9130 Travel to work from a place other than home.

9110 Travel in the course of work — This applies to all journeys made as part of a person's paid job which are to / from a place other than the usual place of work. Thus all work-related journeys of people without a usual place of work or who work from home are coded 'in course of work'.

Journeys made during working hours not connected with the person's job (e.g. shopping) are not included as 'in course of work' journeys. Journeys made outside the person's working hours, which are part of his job, are included, however.

Journeys made to collect or deliver goods of any kind during the course of a person's work, without which purpose the journey would not have been undertaken, are not included in the survey. 'In course of work' applies only to those journeys that require the person to move him/herself from one place to another.

A visit to a hotel (or other overnight stopping place), as a base for business trips, should be coded 'in course of work'.

9120 Travel to work from home and back only

9130 Travel to work from a place other than home

9210 Travel related to education — This applies to journeys of school children and students to their schools/ colleges. It is used for full-time students, students on day release and part-time students following vocational courses (i.e. to do with their career or occupation).

Include trips to move to student lodgings.

Note: Journeys to and from schools / colleges by teachers as their places of work are not included here but are coded as 9130 Travel to/ from work.

Note: Journeys to schools/colleges by other people attending meetings (e.g. P.T.A.) are coded as 9410 Travel related to organisational work or 9440 Travel related to participatory activities as appropriate.

Note: where the destination is known to be a hobby course (i.e. not for vocational purposes) then code the travel to 9520 Travel related to entertainment and culture.

This code is used for persons taking another adult or a child for education (i.e. to school or university). It should only be used if the person has no purpose of his/her own for the journey.

9230	Travel escorting to/ from education		
9310	Travel related to household care	Travel related to: Food management, 3100-3190 Household upkeep, 3200-3290 Making and care of textiles, 3300-3390 Gardening and pet care, 3410-3490 Construction and repairs, 3500-3590 **Note**: If the respondent is travelling to another household to conduct activities related to household care for them, this travel should be coded as	
9360	Travel related to shopping	All journeys to shops are included here whether anything was bought or not, even when there was no intention to buy (i.e. window shopping only). Ordering or collecting a take-away meal is also included. Where shopping for one's own household is combined with shopping for another household, the travel is included in this code. **Note**: Where the respondent is travelling to shop solely for another household, code to 9420 Travel related to informal help to other households.	By car to the shopping centre
9370	Travel related to services	Journeys which a person makes for his/ her own benefit which are not sport, entertainment or social. Includes travel to visit the doctor, dentist, optician, chiropodist and hospital; as well as travel to services such as hairdressers, betting shops, vets, solicitors, banks, post office and estate agents. Include an elderly person going to a day centre and a child going to a childminder or nursery/ playschool.	

9380	Travel escorting a child (other than education)	Travel associated with childcare where the child is not accompanied/ transported to education. Where escorting children from another household is combined with escorting children from the respondent's own household, the travel is included in this code. **Note**: Where the respondent is escorting children from another household only, code to 9420 Travel related to informal help to other households.	Taking own children to sports, practise etc. Accompanying a child to playground
9390	Travel escorting an adult (other than education)	Travel associated with help to an adult member of the household, when they are not accompanied/ transported to education. **Note**: where the respondent is travelling with the purpose of helping an adult household member (i.e. they are doing something – not just escorting) then code the travel to 9010 Travel related to personal business.	Driving spouse to work; accompanying elderly household member to pharmacy
9400	Travel related to organisational work		
9410	Travel related to voluntary work and meetings		
9420	Travel related to informal help to other households		
9430	Travel related to religious activities	Travel related to activity code 4320 only.	
9440	Travel related to participatory activities other than religious activities	Travel related to any 43 participatory activities other than 4320 religious activity	

9500	Travel to visit friends/ relatives in their homes (not respondent's household)	This applies to journeys to visit friends, relatives and acquaintances in private homes, whether these visits are for pleasure or social obligation, and where the duration of the visit does not exceed three nights. Include journeys to visit friends/ relatives in hospital if the hospital is their usual place of residence only. **Note**: If the journey is to a private home but the duration of the visit will be for four or more nights, code as 9810 Travel to holiday base	Went to chat with a neighbour
9510	Travel related to other social activities	This code is used if the journey is to meet friends etc. elsewhere than in a private home but where the main purpose is still to socialise with the particular persons, rather than visit a particular place. Include journeys to visit friends/ relatives in hospital where the hospital is not their usual place of residence.	
9520	Travel related to entertainment and culture		
9600	Travel related to other leisure		

9610	Travel related to physical exercise	Travel to any of the following activity codes 6100-3190 Physical exercise 6310 Unspecified sports related activities 6311 Activities related to sports If the journey purpose is combined watching and participating in sports, then participation takes priority for coding purposes Note: Trips to participate in table tennis, darts, snooker or other parlour games are coded as 9500 or 9510 as appropriate.	
9620	Travel related to hunting & fishing	Travel related to activity code 6210 only	
9630	Travel related to productive exercise other than hunting & fishing	Travel related to activity codes 62 productive exercise, except 6210 Travel related to activity code 6312	
9710	Travel related to gambling	Travel related to activity code 7340 gambling only	
9720	Travel related to hobbies other than gambling	Travel related to: Arts and hobbies, 7100-7190 Computing, 7220-7259 All Games, 7300-7390, except 7340 gambling Reading, 8100-8190 TV, video and dvd, 8210-8229 Radio and recordings, 8300-8320	
9800	Travel related to changing locality		"Travel" with no clear destination (!?)

9810	Travel to holiday base	This applies to journeys made to/from any holiday.	By train to spend a night in a hotel
		'Holiday base' applies to a stay of at least one night in a hotel, boarding house, caravan, holiday cottage etc. for leisure/recreation purposes. 'Holiday base' is also used for a stay of 4 or more nights in private homes with friends or relatives.	Interrail in Germany
			Went to my sister's home for vacation
		Note: In the case of a day trip or other journey made whilst away on holiday, the purpose is the same as if the trip had been made from home, so a trip to the shops from a holiday cottage would be coded 9360 Travel related to shopping.	
		Note: A one-day trip just for a visit to the theatre or to a sports event, for shopping, etc. should be coded by purpose where possible, even if the travel itself lasts longer than the activity that is the purpose of the trip.	
9820	Travel for day trip/ just walk	This applies to journeys for pleasure purposes within a single day (i.e. no overnight stop) not codeable as social, entertainment, etc. It applies where the journey itself is the pleasurable activity (e.g. a scenic drive or non-specific sightseeing).	Drove around the village with the car
			Going for a drive - with no purpose whatsoever
			Sightseeing
		Day trips will often need to be treated as round trips.	Travelling around, car tours, etc.
			Went to sea/was at sea
		Walking pleasure trips are included providing they on public highways.	
		Note: Yachting, motor sport, jogging, gliding or any transport undertaken with a physical	

fitness or competitive aspect is classified as a physical exercise code (6100-6190) as appropriate and not included in this category.

Code	Activity	Description	Examples
9890	Other specified travel	Includes travel that cannot be coded into one of the travel purpose categories above.	Learning to drive
9940	Punctuating activity	Momentary events that do not describe activities of the respondent, and which may or may not be followed by a change in the respondent's main activity	Husband came home Child went to school Doorbell rang
9950	Filling in the time use diary	Activities related to the Time Use survey itself.	Contacts with the interviewer Helped the child with the Time Use diary
9960	No main activity, no idea what it might be	No main activity listed, and no idea what it might be.	
9970	No main activity, some idea what it might be	No main activity listed, but some idea of what the activity might be (e.g. where there is no citation mark).	
9980	Illegible activity	Where there is a main activity, but it cannot be interpreted because of illegible handwriting.	
9990	Unspecified time use	Where main activity legible, but it is completely unspecified in the code frame, and therefore impossible to code even to 1 digit	Did a little bit of everything Spent the evening at home Was at home Was on holiday Came home, went out (if it is not possible to add it to the previous or the following activity)

LOCATION AND TRANSPORT CODES

0	Unspecified location
10	Unspecified location (not travelling)
11	Home
12	Second home or weekend house
13	Working place or school
14	Other people's home
15	Restaurant, café or pub
16	Sports facility
17	Arts or cultural centre
18	Parks, countryside, seaside, beach or coast
19	Shopping centres, markets, other shops
20	Hotel, guesthouse, camping site
21	Other specified location (not travelling)
30	Unspecified private transport mode
31	Travelling on foot
31	Travelling by bicycle
32	Travelling by moped, motorcycle or motorboat
33	Travelling by passenger car as the driver
34	Travelling by passenger car as a passenger
35	Travelling by passenger car - driver status unspecified
36	Travelling by lorry, or tractor
37	Travelling by van
39	Other specified private travelling mode
40	Unspecified public transport mode

41   Travelling by taxi
42   Travelling by bus
43   Travelling by tram or underground
44   Travelling by train
45   Travelling by aeroplane
46   Travelling by boat or ship
47   Travelling by coach
48   Waiting for public transport
49   Other specified public transport mode
90   Unspecified transport mode
99   Illegible location or transport mode

Appendix I. Coder reliability report

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Coding assessment of the Time Diary Study 2014-15

1. Background

This note describes the process applied to assess the consistency across coders in the Time Diary Study. In this study, respondents have to fill-in a diary with a brief description of the activities performed at different times for two days. Once the diaries are back at the office, coders have to 'translate' respondents' descriptions into categorical codes. This code frame of activities contains more than 60 different four-digit codes.

In order to assess the quality of the coding process seven different coders were asked to code the same diary with more than 1,100 entries. This test allows us to evaluate different aspects such as the consistency amongst the coders and the accuracy of the coding. Given that the accuracy of the coding was calculated comparing the actual coding outcomes to a key table generated for this case, this note briefly describes the process followed to compute a measure of consistency (Fleiss Kappa) and comments on the results obtained.

1.1.1. Coding in the survey process
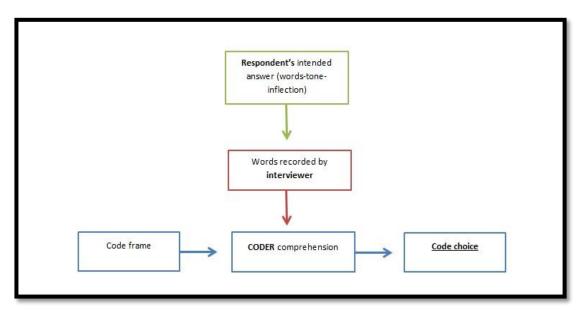
Coding is the process of turning word answers into numeric answers. When closed questions are used this is a straight forward process since the different response categories are pre-coded in most of the surveys. This activity becomes more complicated when open questions are included in the survey – like in the Time Diary Study where respondents are asked to provide a brief description of the activities they perform at every time for two days.

Coding open-ended questions is both an act of translation and summarization (Groves et al., 2009). This process can take place at different stages along the survey research, for example, in some projects the interviewers are asked to code respondents' answers (field coding) but in other cases the coding is allocated after the fieldwork (post-collection coding).

Biemer and Lyberg (2003) expounded the coding process graphically, they differentiated between three inputs: the actual response to the open-ended question, the nomenclature and the coding instructions. Then the coder makes a judgement taking into account the inputs and produces an output which is the code assigned to the answer. This flow chart describing the coding process allows us to study the different parts and discriminate between the different sources of coding error. Coding errors occur if an element is assigned with a code number other than the correct one.

Obviously this definition by Biemer and Lyber can be thoroughly discussed. First of all sometimes it is difficult to define the correct code for a given answer and even the experts may not agree about the right outcome. In addition, this definition does not provide an explanation about the stages that make up this process and therefore we can't identify

the potential sources of error. Groves et al. (2009) provided a different approach to understand the potential coding error which is shown in figure 1. Under this theoretical model the problems may occur in the gap between respondents' intended answer and coders' comprehension. Then a second potential error can arise from the gap between coder comprehension and coder choice.

In terms of quality Campanelli et al. (1997) adapted the concepts of reliability and validity to the coding process. They said that the coding is reliable when all coders choose the same code for a given answer and it is valid when the code assigned is the right one. Notice that here we have the same problem we found in Biemer and Lyberg definition – sometimes it is not possible to have a *right code* for some responses.

Groves et al. (2009) also recognised two main issues related to coding quality. The first one is the coding structure or frame. For the authors the coding frame must accomplish five basic characteristics: identify each code with a unique number, each code should be associated with a text label, every response must be matched to one code, the codes must be exclusive and the number of codes may be related with the goal of the analysis or survey. On the other hand, they also identified the coder variance as an issue related to quality.

1.1.2. Methodology: assessing consistency

Given the definitions above, this analysis aims to assess the validity and the reliability of the sample. The validity has been checked using a key table with the right outcomes, in this work the percentage of right matches by interviewer is presented. For reliability, as seven interviewers coded the same diary with 1,152 items, we have computed a Fleiss Kappa to have and overall indicator of the consistency (reliability) amongst the coders. In different studies (Biemer & Lyberg, 2003; Campanelli et al. 1997; Kalton & Stowell, 1979) two basic measures have been used to assess coding reliability: proportion of agreement ($\bar{P}$) which is the proportion of agreement between the coders when compared 1-to-1 and Fleiss Kappa (k) (1971) which takes into account that some degree of agreement may be due to chance alone.

The Fleiss Kappa is defined as:

$$k = \frac{\bar{P} - \bar{P}_e}{1 - \bar{P}_e},$$

where $1 - \bar{P}_e$ represents the degree of agreement that can be due to chance and $\bar{P} - \bar{P}_e$ gives you the proportion of agreement achieved above chance. The statistic k takes a value from 0 to 1 indicating the strength of the agreement among the coders. To apply this statistics we have used the whole code frame.

1.2. Results and discussion

The next table shows the accuracy of the coders – the percentage of descriptions well-coded according to the key table. The percentages go from 85.5% to 94.6%, the overall classification is equal to 91.7%.

Coder	%
Coder 1	85.5%
Coder 2	93.9%
Coder 3	93.0%
Coder 4	88.7%
Coder 5	94.6%
Coder 6	94.6%
Coder 7	91.7%

With regard to reliability, the value of k is equal to .86. This doesn't have a direct interpretation and the interpretation may change depending on activity that is assessed, in this case we're talking about a coding activity instead of a rating. This means that under optimal conditions it should be expected to get a relatively high value of k if the code frame is correctly defined and the interviewers are trained and experienced. To know if the value of k is high enough to assure that the coding process has an acceptable level of quality further analysis is needed.

We assume, as highlighted in the theoretical background, that there is a part of the variability due to the coder action. The results obtained from the accuracy and reliability analysis show that in some cases the code assigned to one description changes across coders – this means that the same piece of information could get a different code depending on the coder.

There may be two different reasons behind these issues. The first is related to the code frame, there might be some codes that are easier to be confounded. The second reason refers to the coders – training and experience are important factors to reduce the coding variability.

To consider the coding frame, a quick check was undertaken to identify the codes more likely to be problematic. A dummy variable was computed to indicate where at least one coder imputed a wrong code for a given item. In the next table there is a list of codes taken from the 'perfect coder'– for example, the code "11" was imputed by the perfect coder 192 times (second row). For these items, all the coders agreed 147 times and at least one made a mistake in 45 items. The coloured cells show the difference between the column percentages for a given code – the yellow cells mean that the code could be a source of error. Notice that this is only a first step and it would be necessary to identify the alternative codes used to codify these items.

cod_ok2 * fail Crosstabulation

			fail		
			0	1	Total
cod_ok2	0	Count	488	61	549
		% within fail	56%	21%	48%
	11	Count	147	45	192
		% within fail	17%	16%	17%
	13	Count	50	0	50
		% within fail	6%	0%	4%

35.30093

1.388889

5.787037

14	Count	11	0	11	
	% within fail	1%	0%	1%	1.273148
15	Count	11	0	11	
	% within fail	1%	0%	1%	1.273148
19	Count	3	0	3	
	% within fail	0%	0%	0%	0.347222
31	Count	2	0	2	
	% within fail	0%	0%	0%	0.231481
34	Count	5	0	5	
	% within fail	1%	0%	0%	0.578704
36	Count	0	4	4	
	% within fail	0%	1%	0%	-1.38889
42	Count	3	0	3	
	% within fail	0%	0%	0%	0.347222
110	Count	20	67	87	
	% within fail	2%	23%	8%	-20.9491
111	Count	2	1	3	
	% within fail	0%	0%	0%	-0.11574
210	Count	14	2	16	
	% within fail	2%	1%	1%	0.925926
310	Count	6	4	10	
	% within fail	1%	1%	1%	-0.69444
1110	Count	42	0	42	
	% within fail	5%	0%	4%	4.861111
1120	Count	0	1	1	
	% within fail	0%	0%	0%	-0.34722
1310	Count	0	6	6	
	% within fail	0%	2%	1%	-2.08333
3110	Count	5	4	9	
	% within fail	1%	1%	1%	-0.81019
3130	Count	2	1	3	
	% within fail	0%	0%	0%	-0.11574
3220	Count	1	0	1	
	% within fail	0%	0%	0%	0.115741
3240	Count	1	0	1	
	% within fail	0%	0%	0%	0.115741

3440	Count	0	1	1	
	% within fail	0%	0%	0%	-0.34722
3611	Count	3	0	3	
	% within fail	0%	0%	0%	0.347222
3710	Count	0	1	1	
	% within fail	0%	0%	0%	-0.34722
3729	Count	2	0	2	
	% within fail	0%	0%	0%	0.231481
3830	Count	0	7	7	
	% within fail	0%	2%	1%	-2.43056
4230	Count	0	4	4	
	% within fail	0%	1%	0%	-1.38889
4290	Count	0	3	3	
	% within fail	0%	1%	0%	-1.04167
5110	Count	2	2	4	
	% within fail	0%	1%	0%	-0.46296
5120	Count	0	3	3	
	% within fail	0%	1%	0%	-1.04167
5140	Count	1	3	4	
	% within fail	0%	1%	0%	-0.92593
5190	Count	3	1	4	
	% within fail	0%	0%	0%	0
6144	Count	0	7	7	
	% within fail	0%	2%	1%	-2.43056
7231	Count	0	8	8	
	% within fail	0%	3%	1%	-2.77778
7241	Count	5	3	8	
	% within fail	1%	1%	1%	-0.46296
7250	Count	8	0	8	
	% within fail	1%	0%	1%	0.925926
7329	Count	0	9	9	
	% within fail	0%	3%	1%	-3.125
7330	Count	3	0	3	
	% within fail	0%	0%	0%	0.347222
8100	Count	5	0	5	
	% within fail	1%	0%	0%	0.578704

		Count / %		
8190	Count	0	1	1
	% within fail	0%	0%	0%
8210	Count	6	2	8
	% within fail	1%	1%	1%
8211	Count	0	2	2
	% within fail	0%	1%	0%
8219	Count	0	1	1
	% within fail	0%	0%	0%
8310	Count	0	4	4
	% within fail	0%	1%	0%
9120	Count	3	0	3
	% within fail	0%	0%	0%
9360	Count	5	0	5
	% within fail	1%	0%	0%
9420	Count	0	4	4
	% within fail	0%	1%	0%
9510	Count	0	2	2
	% within fail	0%	1%	0%
9940	Count	0	1	1
	% within fail	0%	0%	0%
9960	Count	0	3	3
	% within fail	0%	1%	0%
9970	Count	5	20	25
	% within fail	1%	7%	2%
Total	Count	864	288	1152
	% within fail	100%	100%	100%

-0.34722

0

-0.69444

-0.34722

-1.38889

0.347222

0.578704

-1.38889

-0.69444

-0.34722

-1.04167

-6.36574

Appendix J. Questionnaire documentation

Signing in to the questionnaire

Summary
INTERVIEWER: Summary of PLACEMENT interviewing

> Session details[1]
> Session details [2]
> Session details [3]
> Session details [4]
> Session details [5]
> Session details [6]
> Session details [7]
> Session details [8]
> Session details [9]
> Session details [10]

Make a note of the session for anyone coded as unavailable.
Use <CTRL+ENTER> at any point and select the appropriate session to complete individual interviews for people if they become available.
When you press the END key you will be stopped at any place where you coded 'later'
> 1. Press 1 and <Enter> to continue.

WhoHere
I am going to ask you some questions about the members of your household. By household I mean the people who have this accommodation as their only or main residence and who either share at least one meal a day or share the living accommodation. By living accommodation I mean a living room or sitting room.
What are the first names or initials of the people who normally live at this address?
> 1. Press 1 and <Enter> to continue.

FirstQ

INTERVIEWER:

You are in the interview for serial number [serial number - check letter]

IS THIS THE FIRST TIME YOU HAVE OPENED THIS QUESTIONNAIRE?

(TO UPDATE ADMIN DETAILS PRESS <CTRL + ENTER>):

> 1. the first time you've opened this questionnaire,
> 2. or the second or later time?
> 5. EMERGENCY CODE IF COMPUTER'S DATE IS WRONG AT LATER CHECK

StTime
Time interview started
:Timetype

StartDat
DATE PLACEMENT INTERVIEW WITH THIS HOUSEHOLD WAS STARTED
PRESS ENTER TO CONFIRM DATE
: DATETYPE

Household questionnaire

Household grid

Name
RECORD NAME/IDENTIFIER FOR EACH MEMBER OF THE HOUSEHOLD.
(Help <F9>)
INTERVIEWER: HOUSEHOLD RESPONDENT SHOULD ALWAYS BE ENTERED FIRST.
WHEN ALL HOUSEHOLD MEMBERS HAVE BEEN ENTERED, PRESS PgDn

Helpscreen:
PRIMARY SET OF QUESTIONS ON HOUSEHOLD COMPOSITION AND RELATIONSHIPS ASKED ON ALL SURVEYS.
HOUSEHOLD COMPOSITION

Stage 1: Establish Residency - only/main residence 6 month rule/ Check Adult Children
Stage 2: One or more households - 'Do you all share cooking facilities and share living accommodation?
Stage 3: Establish Household Reference Person (HRP) - In whose name is the accommodation owned or rented?
INTERVIEWER: If joint owners then enter one of the joint owners. HRP will be established later

Sex
NAME
INTERVIEWER: CODE SEX OF RESPONDENT
>   1.   Male
>   2.   Female
>   NO DON'T KNOW, NO REFUSAL

Birth
NAME
What is your date of birth?
FOR DAY NOT GIVEN....ENTER 15 FOR DAY
FOR MONTH NOT GIVEN....ENTER 6 FOR MONTH
ENTER FULL YEAR. eg 9/11/1952 RATHER THAN 52
: DATETYPE (dd/mm/YYYY)

IF (Birth = DONTKNOW) OR (Birth = REFUSAL) THEN
AgeIf
NAME
What was your age last birthday?
98 or more = CODE 97
(HELP <F9>)

Helpscreen:
IF YEAR OF BIRTH NOT GIVEN
What was your age last birthday?
Interviewer note: If respondents refuse to give their age, or cannot, then give your best estimate
: 00..97, NO DON'T KNOW, NO REFUSAL

DVAge
Age for whole sample, from Birth and AgeIf
: 00..120,

IF DVAge>=16 then
WorkSta
NAME
Which best describes your current employment status?
>   1.   Self employed
>   2.   In paid employment (full or part-time)
>   3.   Unemployed
>   4.   Retired
>   5.   On maternity leave
>   6.   Looking after family or home

7. Full-time student
8. Long-term sick or disabled
9. On a government training scheme
10. Unpaid worker in family business
97 Doing something else

Relation
SHOWCARD A1
CODE RELATIONSHIP OF EACH HOUSEHOLD MEMBER TO THE OTHERS -
[NAME] IS [NAME'S]...
(HLP<F9>)

Helpscreen:
The list is detailed, but interviewers should not probe for relationships that are not volunteered or queried by respondents. The full relationships grid, showing relationship of each household member to all the others, will enable the computation of units within the household, such as family units and benefit units. Coding of such units directly by interviewers is error prone and it is difficult to correct errors later in the office.

Notes

*Includes same-sex couples who are not in a registered civil partnership.
Treat relatives of cohabiting couples in the same way as relatives of spouses.
**Treat relatives of Civil Partners in the same way as relatives of spouses.
You may want to introduce this section. A possible introduction is:
'There are a lot of changes taking place in the make-up of households/families and this section is to help find out what these changes are. I'd like you to tell me the relationship of each member of the household to every other member.'
The section must be asked for all households consisting of more than one person.
Please ask in every case. You should not make assumptions about any relationship.
Treat relatives of cohabiting members of the household (both opposite and same sex) as though the cohabiting couple were married, That is, the mother of a partner is coded as mother-in-law. Other relatives include cousins, nieces, nephews, aunts and uncles.
You should probe on this question, but be sensitive. It may be that someone described as a 'son' or 'brother' earlier is actually a stepson or half-brother. Where possible, we want to know the true relationship. If you have doubts about any relationship, record as much information as possible to allow changes to coding later if appropriate.

Half brothers/sisters should be coded with step-brothers/sisters.

1. Spouse
2. Civil Partner
3. Cohabiting partner
4. Son/daughter (incl. adopted)
5. Step-son/daughter
6. Foster child
7. Son-in-law/daughter-in-law
8. Parent/guardian
9. Step-parent
10. Foster parent
11. Parent-in-law
12. Brother/sister (incl. adopted)
13. Step-brother/sister
14. Foster brother/sister
15. Brother/sister-in-law
16. Grandchild
17. Grandparent
18. Other relative
19. Other non-relative

Who to interview

BStart
1.   Press 1 and <Enter> to continue.

If more than one person answered the questions record who answered the majority
SelPer
INTERVIEWER: Code person number of respondent who will answer the household questions.
CHOOSE ONE PERSON FROM THE LIST. IF CANNOT CHOOSE ONE CODE 97.
1.   [Name][1]
2.   [Name][2]
3.   [Name][3]
4.   [Name][4]
5.   [Name][5]
6.   [Name][6]
7.   [Name][7]
8.   [Name][8]
9.   [Name][9]
10.   [Name][10]
97.   CANNOT CHOOSE ONE
: 1..97

SelCheck
INTERVIEWER: You have indicated person no. [Person identified at SelPer who will answer household questions].
This is [Name of person who will answer household questions].
If this is not correct, go back and change person no. in SeLPer above
1.   Press 1 and <Enter> to continue.

ASK IF any children aged 14 or under live in the household, derived from the hh grid
CCPersNo
I would like to ask some questions about caring for children under the age of 15 later on in the interview.
[If more than one adult in household - Who in this household is the main adult responsible for child care arrangements and would be best able to answer these questions?']
INTERVIEWER: PLEASE ENTER PERSON NUMBER OF PERSON RESPONSIBLE FOR CHILDCARE.
1.   [Adult Name][1]
2.   [Adult Name][2]
3.   [Adult Name][3]
4.   [Adult Name][4]
5.   [Adult Name][5]
6.   [Adult Name][6]
7.   [Adult Name][7]
8.   [Adult Name][8]
9.   [Adult Name][9]
10.   [Adult Name][10]
97.   CANNOT CHOOSE ONE
: 1..97

IndSum
SUMMARY OF INDIVIDUAL RESPONDENTS (ALL WILL BE ASKED AN INDIVIDUAL QUESTIONNAIRE AND TO COMPLETE THE TWO DAY DIARY).
[List of person number, name, age and sex if aged 8-10 then person marked as 'interview by proxy'] :
1.   Press 1 and <Enter> to continue.

Household conditions

BStart
INTERVIEWER: START OF QUESTIONS ABOUT HOUSING AND LIVING CONIDITIONS
1.   Press 1 and <Enter> to continue.

ASK ALWAYS
Accom
INTERVIEWER: IS THE HOUSEHOLD'S ACCOMODATION:

MUST BE SPACE USED BY HOUSEHOLD
1. House or bungalow
2. Flat or maisonette
3. Room or rooms
4. Other

IF NumHHldr > 1 AND DVAge >= 16
HhIdr
In whose name is this accommodation owned or rented?
1. Person 1
2. Person 2
3. Person 3
4. Person 4
5. Person 5
6. Person 6
7. Person 7
8. Person 8
9. Person 9
10. Person 10
No DK, No refusal

IF HhIdr > 1
HiHNum
You have told me that [Names] jointly own or rent the accommodation. Could you tell me which has the highest income?
1. Person 1
2. Person 2
3. Person 3
4. Person 4
5. Person 5
6. Person 6
7. Person 7
8. Person 8
9. Person 9
10. Person 10
No DK, No refusal

ASK ALWAYS
Tenure
In which of these ways do you occupy this accommodation?
INTERVIEWER: MAKE SURE ANSWER APPLIES TO [Name of HRP] - THE HRP
1. Own it outright
2. Buying it with the help of a mortgage or loan
3. Pay part rent and part mortgage
4. Rent it privately
5. Rent it from public or voluntary body
6. Living here rent free (including rent free in relative's/friend's property/squatting)

ASK ALWAYS
NumRooms
How many rooms does your household use for private purposes, not counting bathrooms, toilets or kitchens?
INTERVIEWER: EXCLUDE ROOMS SOLELY FOR BUSINESS USE, HALLWAYS, LANDINGS, CLOAKROOMS, STOREROOMS ETC.
0..70

ASK ALWAYS
TVset
Does your household have any of the following items, irrespective of whether the item is owned, rented or otherwise provided for your use?
INTERVIEWER: PLEASE READ THE ITEM CATEGORIES ALOUD TO THE RESPONDENT, AND CODE 'YES' OR 'NO' FOR EACH OF THEM
1. Yes
2. No

F TVSet = Yes
TVSetNum
How many TV sets do you have?
: 1..30

ASK ALWAYS
Cable
Does your household have a...
...TV satellite or cable box?
>   1.   Yes
>   2.   No

ASK ALWAYS
DigTV
Does your household have a...
...Digital TV box?
>   1.   Yes
>   2.   No

IF DigTV = Yes
DigTVNum
How many Digital TV boxes do you have?
1..30

ASK ALWAYS
Games
Does your household have a...
...Games console?
>   1.   Yes
>   2.   No

IF Games = Yes
GamesNum
How many games consoles do you have?
: 1..30

ASK ALWAYS
Land
(Does your household have a...)
...Landline?
>   1.   Yes
>   2.   No

IF Land = Yes
LandNum
How many landlines do you have?
: 1..30

ASK ALWAYS
Mob
(Does your household have a...)
...Mobile telephones?
>   1.   Yes
>   2.   No

IF Mob = Yes
MobPerm
How many mobile telephones do you and members of your household have in total?
: 1..30

ASK ALWAYS
Comp
(Does your household have...)
...Computers of any kind (PC, laptop, tablet etc.)?

INTERVIEWER: IF RESPONDENT SPONTANEOUSLY MENTIONS SMARTPHONES THEN INCLUDE THEM BUT DON'T PROMPT THEM.
1. Yes
2. No

ASK ALWAYS
DVD
Does your household have a...
...Video recorder or DVD player?
1. Yes
2. No

IF DVD = Yes
DVDNum
How many video recorders or DVD players do you have?
: 1..30

ASK ALWAYS
Microwav
Does your household have any of the following items, irrespective of whether the item is owned, rented or otherwise provided for your use?
…Microwave oven?
1. Yes
2. No

ASK ALWAYS
Dishwash
…Dishwasher?
1. Yes
2. No

ASK ALWAYS
Washmach
…Washing machine?
INTERVIEWER: THIS INCLUDES A WASHER-DRYER
1. Yes
2. No

ASK ALWAYS
Tumble
…Tumble dryer?
INTERVIEWER: THIS INCLUDES A WASHER-DRYER
1. Yes
2. No

ASK ALWAYS
Freezer
…Deep freeze or fridge-freezer combination?
INTERVIEWER: EXCLUDE FRIDGE WITH FREEZER COMPARTMENT ONLY
1. Yes
2. No

ASK ALWAYS
HmIntnet
Does your household have access to the Internet at home?
1. Yes
2. No

If Internet=Yes
IntAcc
How does your household access the Internet from home?
INTERVIEWER: CODE ALL THAT APPLY
1. PC or laptop computer
2. Tablet,
3. Digital TV

4. Mobile phone
5. Games console
6. Other (please specify)

IntAccO
INTERVIEWER: RECORD OTHER WAY THE HOUSEHOLD ACCESSES THE INTERNET FROM HOME
STRING[50]

IntPurch
Do (any of) you use the Internet at home to order or buy goods or services?
1. Yes
2. No

VehOwn
Do you or anyone in your household have access to a car or van, whether or not you personally drive it?
(This includes a car share or lifts from a family member, relative or neighbour)
1. Yes
2. No

VehNum
How many cars or vans for private use do you have access to?
INTERVIEWER: IF PART OF A CAR SHARE SCHEME, ENTER '1'.
: 1..20

Repairs
Have you yourself (or anyone else in your household) carried out any major repairs or improvements to your accommodation in the last 12 months (that is, not paying someone else to do it)?
1. Yes
2. No

Growing fruit and vegetables

INTERVIEWER: QUESTIONS ABOUT GROWING FRUIT AND VEGETABLES
1. Press 1 and <Enter> to continue.

FrVegGr
Do you (or anyone in your household) grow your own fruit or vegetables for family consumption?
1. Yes
2. No

FrVegPro
Approximately, what percentage of the fruit or vegetables your household consumes did you grow yourself?
INTERVIEWER: ENTER PERCENTAGE AS A NUMBER. E.G. FOR 60%, ENTER 60.
: 0..100

BStart
INTERVIEWER: START OF QUESTIONS ABOUT INCOME
1. Press 1 and <Enter> to continue.

Wages
Which of the following sources of income does your household have at present?
INTERVIEWER: PLEASE READ RESPONSE CATEGORIES ALOUD TO THE RESPONDENT AND CHOOSE 'YES' OR 'NO' FOR EACH
Does your household receive…
…Wages or salaries?
1. Yes
2. No

ASK ALL
Self-Emp
…Income from self-employment or farming?
1. Yes
2. No

ASK ALL
Pension
…Pensions?
1. Yes
2. No

ASK ALL
UnempBen
…Unemployment benefit?
1. Yes
2. No

ASK ALL
Benoth
… Other types of social benefits and grants, such as housing benefit or child benefit?
1. Yes
2. No

ASK ALL
Invest
…Income from investment, savings or property?
1. Yes
2. No

ASK ALL
IncOth
…Income from other sources e.g. gifts or loans from family members?
1. Yes
2. No

ASK ALL
Income
If you add up all forms of income for all household members and any other income received by the household as a whole, what is your total **monthly** household income, including pensions, tax credits and state benefits, **after any deducations for tax, national insurance, childcare, vouchers, pensions etc**?
INTERVIEWER: ENTER AMOUNT TO THE NEAREST POUND
: 0000001…10000000

IF Income = D/K or REF
IncCat
SHOWCARD A2
Could you please indicate the approximate net range of your household's total income. Which of the letters on this card represents the income of the whole household after any deductions for tax, national insurance, childcare vouchers, pensions etc?
INTERVIEWER: PLEASE TYPE IN THE LETTER.
: STRING[1]

NET HOUSEHOLD INCOME FROM ALL SOURCES
(after deductions for tax, national insurance, etc.)

WEEKLY		Or MONTHLY		Or ANNUAL	
Less than £100	E	Less than £430	E	Less than £5,200	E
£100 less than £200	H	£430 less than £870	H	£5,200 less than £10,400	H
£200 less than £300	C	£870 less than £1,300	C	£10,400 less than £15,600	C
£300 less than £400	A	£1,300 less than £1,700	A	£15,600 less than £20,800	A
£400 less than £600	L	£1,700 less than £2,600	L	£20,800 less than £31,200	L
£600 less than £800	G	£2,600 less than £3,500	G	£31,200 less than £41,600	G
£800 less than £900	I	£3,500 less than £3,900	I	£41,600 less than £46,800	I
£900 less than £1,000	N	£3,900 less than £4,300	N	£46,800 less than £52,000	N
£1,000 less than £1,150	D	£4,300 less than £5,000	D	£52,000 less than £60,000	D
£1,150 less than £1,350	K	£5,000 less than £5,800	K	£60,000 less than £70,000	K
£1,350 less than £1,550	M	£5,800 less than £6,700	M	£70,000 less than £80,000	M
£1,550 less than £1,900	J	£6,700 less than £8,300	J	£80,000 less than £100,000	J
£1,900 less than £2,500	B	£8,300 less than £10,800	B	£100,000 less than £130,000	B
£2,500 or more	F	£10,800 or more	F	£130,000 or more	F

Receiving help or services

BStart
NAME
INTERVIEWER: QUESTIONS ABOUT RECEIVING HELP OR SERVICES
1. Press 1 and <Enter> to continue.

Help
SHOWCARD A3
Over the last 4 weeks, did you or any other member of your household get help or services with [TYPE OF HELP]

1. Yes, received help/service by somebody who was doing it as part of their paid normal work
2. Yes, received help/service by somebody who was not doing it as part of their normal paid work
3. No

IF Other type of help reported at Help
HelpOthW
INTERVIEWER: PLEASE RECORD OTHER HELP RECEIVED.
:STRING[50]

PaidWho
I would now like to ask you about the help or service that you (or other household members) received in [TYPE OF HELP]. You told me that this was from somebody who was doing it as part of their normal paid work. Please could you tell me who provided the service?
INTERVIEWER: PLEASE SPECIFY THE RELATIONSHIP OF PROVIDER TO RESPONDENT (E.G. COMPANY EMPLOYEE, NURSE, GARAGE ETC).
:STRING[50]

PaidNum
On how many days did you (or other household members) get help for [TYPE OF HELP] **during the last 4 weeks**?
(from somebody doing it as part of their normal paid work)
:1..97

PaidTime
How long did this person/ these people spend on [TYPE OF HELP] the last time they helped you? (as part of their normal paid work)

INTERVIEWER: ENTER WHETHER PARTICIPANT RESPONDED IN HOURS/MINUTES OR THAT THEY RECEIVE CONTINUOUS HELP OVER MORE THAN ONE DAY. ENTER AMOUNT AT NEXT QUESTION.
1. Hours and minutes
2. Continuous help over more than one day / a number of days

IF PaidTime = Hours
PaidHrs
INTERVIEWER: ENTER HOURS : MINUTES. E.G. 01:30 IF PARTICIPANT ANSWERS ONE AND A HALF HOURS.
:TIMETYPE (hh:mm)

IF PaidTime = Days
PaidDays
INTERVIEWER: ENTER NUMBER OF DAYS.
: 1..28

NPaidWho
I would now like to ask you about the help or service that you (or other household members) received in [TYPE OF HELP] You told me that this was from somebody who was NOT doing it as part of their normal paid work. Please could you tell me who provided the service?
INTERVIEWER: PLEASE SPECIFY THE RELATIONSHIP OF PROVIDER TO RESPONDENT (E.G. NEIGHBOUR, FRIEND, SON-IN-LAW, VOLUNTARY ORGANISATION)
:STRING[50]

NPaidNum
On how many days did you (or other household members) get help for [TYPE OF HELP] **during the last 4 weeks**?
(from somebody NOT doing it as part of their normal paid work)
: 1..99

NPaidTim
How long did this person/ these people spend on [TYPE OF HELP] the last time they helped you/did this for you ? (NOT as part of their normal paid work)
INTERVIEWER: ENTER WHETHER PARTICIPANT RESPONDED IN HOURS/MINUTES OR THAT THEY RECEIVE CONTINUOUS HELP OVER MORE THAN ONE DAY. ENTER AMOUNT AT NEXT QUESTION.
1. Hours and minutes
2. Continuous help over more than one day / a number of days

IF NPaidTim = Hours
NPaidHrs
INTERVIEWER: ENTER HOURS : MINUTES. E.G. 01:30 IF PARTICIPANT ANSWERS ONE AND A HALF HOURS.
:TIMETYPE (hh:mm)

IF NPaidTim = Days
NPaidDay
INTERVIEWER: ENTER NUMBER OF DAYS.
:1..28

NPaidLas
Did you (or other household members) **pay** for help for [TYPE OF HELP] the last time you got it from somebody NOT doing it as their normal paid work?
1. Yes
2. No
BStart
INTERVIEWER: QUESTIONS ABOUT LEISURE ACTIVITES
1. Press 1 and <Enter> to continue.

HHTel

Some interviews in a survey are checked to make sure that people like yourself are satisfied with the way the interview was carried out. Just in case yours is one of the interviews that is checked, it would be helpful if we could have your telephone number.
What would be the best telephone number to reach your household on?
STRING[20]

HHQreEnd
INTERVIEWER: THIS IS THE END OF THE HOUSEHOLD QUESTIONNAIRE.
1. Press 1 and <Enter> to continue.

Individual questionnaire

Introduction to individual interview

ASK ALL

Indtype
NAME
THIS IS THE INDIVIDUAL INTERVIEW FOR [Name]
INTERVIEWER: PLEASE RECORD HOW THIS INTERVIEW IS BEING CARRIED OUT.
INTERVIEWER: AN ADULT SHOULD CARRY OUT THE INTERVIEW ON BEHALF OF [Name and session number] BY PROXY.

1. By the interviewer in a face to face personal interview
2. By the interviewer in a telephone interview
3. By the interviewer in a proxy interview
4. Not available / not eligible
NO DON'T KNOW, NO REFUSAL

IF DVAge <16
Consent
NAME
INTERVIEWER: HAS VERBAL CONSENT BEEN OBTAINED FOR [Name and session number]'s PARTICIPATION IN THE STUDY?

1. Yes
2. No
NO DON'T KNOW, NO REFUSAL

IF Consent = No
NoConEnd
NAME
INTERVIEWER: AS WE DON'T HAVE VERBAL CONSENT THE PARTICIPANT IS NOT ABLE TO PARTICIPATE IN THE REMAINDER OF THE STUDY.
IF THEY DON'T WISH TO PROVIDE VERBAL CONSENT, THANK THEM FOR THEIR TIME AND END THE INTERVIEW.
1. Press 1 and Enter to continue
NO DON'T KNOW, NO REFUSAL

IF DVAge<16
Conspar
NAME
INTERVIEWER: WHICH ADULT GAVE CONSENT FOR [Name and session number] TO PARTICIPATE IN THE STUDY?
       (1) [Adult's Name]
       (2) [Adult's Name]
       (3) [Adult's Name]
       (4) [Adult's Name]
       (5) [Adult's Name]
       (6) [Adult's Name]
       (7) [Adult's Name]
       (8) [Adult's Name]
       (9) [Adult's Name]
       (10) [Adult's Name]
       : 1..10, NO DON'T KNOW, NO REFUSAL

IF DVAge = 8,9,10
indChpr
NAME
INTERVIEWER: [Name and session number] IS AGED 8-10 SO PLEASE CARRY OUT INTERVIEW WITH PARENT/GUARDIAN AS PROXY.

IT IS IMPORTANT THAT [Name and session number] IS PRESENT DURING THE INTERVIEW.
IS [Name and session number] PRESENT DURING INTERVIEW? :
1. Yes, child is present
2. No, child not present

IF DVAge = 8,9,10 OR Inttype = By the interviewer in a proxy interview
ProxWho
NAME
INTERVIEWER: PLEASE RECORD WHICH HOUSEHOLD MEMBER WILL CARRY OUT THE PROXY
INTERVIEW ON BEHALF OF [Name and session number]

(1) [Adult's Name]
(2) [Adult's Name]
(3) [Adult's Name]
(4) [Adult's Name]
(5) [Adult's Name]
(6) [Adult's Name]
(7) [Adult's Name]
(8) [Adult's Name]
(9) [Adult's Name]
(10) [Adult's Name]
: 1..10, NO DON'T KNOW, NO REFUSAL

Biographical information
ASK ALL

BStart
NAME
INTERVIEWER: QUESTIONS ABOUT NATIONAL IDENTITY
1. Press 1 and <Enter> to continue.

PIBornC
NAME
SHOWCARD B1
The next few questions are about identity
In which country [was/were] [you/Name] born?
1. England
2. Scotland
3. Wales
4. Northern Ireland
5. Republic of Ireland
6. France
7. Germany
8. Italy
9. Spain
10. Poland
11. Cyprus
12. Turkey
13. Australia
14. New Zealand
15. Canada
16. U.S.A
17. China/Hong Kong
18. India
19. Pakistan
20. Bangladesh
21. Sri Lanka
22. Kenya
23. Ghana
24. Nigeria
25. Uganda

26. South Africa
27. Jamaica
28. Other country

IF PlBornC = Other
PlBornCO
NAME
INTERVIEWER: PLEASE SPECIFY OTHER COUNTRY.
:STRING[50]

ASK ALL - MULTICODE
Citizen
NAME
[Are/Is] [you/Name] a UK citizen, a citizen of [your /his/her]) country of birth or a citizen of another country?
If [you/he/she] [has/have] citizenship of more than one country please choose all options that apply to [you/him/her]..
Being a citizen means you are entitled to hold a passport issued by that country.
1. UK Citizen
2. Citizen of country of birth
3. Citizen of other country

IF Citizen = Citizen of other country
CitizenO
NAME
What is [your/ Name's] present citizenship? If [you/he/she] [have/has] dual citizenship, please tell me both.
:STRING[50]

IF DVAge >=16
MarStat
NAME
[Are/Is] [you/Name] currently…?
INTERVIEWER: READ OUT
1. Single, never married
2. Cohabiting / living together
3. Married and living with [your/his/her] husband/wife
4. A civil partner in a legally recognised same-sex Civil Partnership
5. Separated, but still legally married
6. Divorced
7. Widowed
8. Separated, but still legally in a same-sex civil partnership
9. Formerly in a same-sex civil partnership which is now legally dissolved
10. Surviving partner from a same-sex civil partnership (civil partner has died)?

Education

BStart
NAME
INTERVIEWER: EDUCATION QUESTIONS
1. Press 1 and <Enter> to continue.

IF DVAge >= 15
Educ
NAME
I would now like to ask you about education and work related training.
[Are/Is] [you/Name] **at present** receiving any education or training: by attending school, university, vocational education or training, or other courses in general?
1. Yes
2. No

IF Educ=Yes
EducCur
NAME
SHOWCARD B9
Please look at this list and tell me which best represents the level of education or training [you/Name] [is/are] receiving **at present**
1. Degree level qualification incl. foundation degrees, graduate membership of a professional institute or PGCE or higher,

2. Diploma in higher education
3. HNC / HND
4. ONC / OND
5. BTEC/BEC/TEC/EdExcel/LQL
6. DSCOTVEC/SCOTEC/SCOTBEC (Scotland)
7. Teaching qualification (excluding PGCE)
8. Nursing or other medical qualification not yet mentioned
9. Other higher education qualification below degree level
10. A level/GCE in Applied Subjects or equivalent
11. New Diploma
12. Welsh Baccalaureate
13. International Baccalaureate
14. NVQ / SVQ
15. GNVQ / GSVQ
16. AS level or equivalent
17. Certificate of sixth years studies (CSYS) (Scotland)
18. Leaving certificate (Republic of Ireland)
19. Access to HE
20. O level or equivalent
21. Standard Grade or Ordinary Grade / Lower (Scotland)
22. GCSE/Vocational GCSE
23. CSE
24. Advanced Higher/Higher/Intermediate/Access qualifications (Scotland)
25. Junior certificate (Republic of Ireland)
26. RSA/OCR
27. City and Guilds
28. YT certificate / YTP
29. Key Skills (Eng., W and NI)/Core Skills (Scotland)
30. Entry Level Qualifications
31. Award, Certificate or Diploma, at entry level and level 1 to 8
32. Any other professional/vocational/foreign qualifications
33. Don't know
34. None of the above

IF EducCur = Other
EducCurO
NAME
INTERVIEWER: RECORD OTHER LEVEL OF EDUCATION OR TRAINING.
:STRING[50]

IF Educ = No
FinFTEd
At what age did [you/Name] finish [your/his/her] continuous full-time education at school or college?

1. Age given, record at next question
2. SPONTANEOUS ONLY: Never went to school

IF FinFTEd = Age given
FinFTEdY
INTERVIEWER: RECORD AGE FINISHED FULL-TIME EDUCATION IN YEARS HERE
: 1..95

IF DVAge >=15 06/03/14
HiQual
NAME
SHOWCARD B9
Please look at this card and tell me what is the highest level of education or training [you/Name] [have/has] successfully completed?
1. Degree level qualification incl. foundation degrees, graduate membership of a professional institute or PGCE or higher,
2. Diploma in higher education
3. HNC / HND
4. ONC / OND
5. BTEC/BEC/TEC/EdExcel/LQL

6. DSCOTVEC/SCOTEC/SCOTBEC (Scotland)
7. Teaching qualification (excluding PGCE)
8. Nursing or other medical qualification not yet mentioned
9. Other higher education qualification below degree level
10. A level/GCE in Applied Subjects or equivalent
11. New Diploma
12. Welsh Baccalaureate
13. International Baccalaureate
14. NVQ / SVQ
15. GNVQ / GSVQ
16. AS level or equivalent
17. Certificate of sixth years studies (CSYS) (Scotland)
18. Leaving certificate (Republic of Ireland)
19. Access to HE
20. O level or equivalent
21. Standard Grade or Ordinary Grade / Lower (Scotland)
22. GCSE/Vocational GCSE
23. CSE
24. Advanced Higher/Higher/Intermediate/Access qualifications (Scotland)
25. Junior certificate (Republic of Ireland)
26. RSA/OCR
27. City and Guilds
28. YT certificate / YTP
29. Key Skills (Eng., W and NI)/Core Skills (Scotland)
30. Entry Level Qualifications
31. Award, Certificate or Diploma, at entry level and level 1 to 8
32. Any other professional/vocational/foreign qualifications
33. Don't know
34. None of the above

IF HiQual = Other
HiQualO
NAME
INTERVIEWER: RECORD OTHER LEVEL OF EDUCATION OR TRAINING
STRING[50]

Employment

IF AGE >=16

Wrking
NAME
Did [you/Name] do any paid work in the 7 days ending last Sunday the [date last Sunday], either as an employee or self-employed?
1. Yes
2. No

IF Wrking = No
RelBus
NAME
Did [you/Name] do any unpaid work for any business that a relative owns?
1. Yes
2. No

IF Wrking = No
JbAway
NAME
Did [you/Name] have a job or business [you/he/she] were away from?
1. Yes,
2. No,
3. Waiting to take up job

IF JbAway = Yes
JbAwayY
NAME

Why [were/was] [you/Name] away?
1. Holiday
2. Sickness
3. Studying
4. Maternity/Paternity leave
5. Other reason

IF (Wrkng = No) OR (JbAway = No or Waiting)
EverWk
NAME
[Have/Has] [you/Name] ever had a paid job, apart from casual or holiday work?
1. Yes
2. No

IF EverWk = Yes
DtJbL
NAME
When did [you/Name] leave [your/his/her] last paid job?
FOR DAY NOT GIVEN.....ENTER 15 FOR DAY
FOR MONTH NOT GIVEN....ENTER 6 FOR MONTH
THIS QUESTION DOES NOT INCLUDE CASUAL OR HOLIDAY WORK
: Datetype

IF (Wrking = Yes) OR (JbAway = Yes) OR (EverWk = Yes)
IndD
NAME
CURRENT OR LAST JOB
What [does/did] the firm/organisation [you/Name] [work/worked] for mainly make or do (at the place where [you/he/she] [work/worked])?
DESCRIBE FULLY - PROBE MANUFACTURING or PROCESSING or DISTRIBUTING ETC. AND MAIN GOODS PRODUCED, MATERIALS USED, WHOLESALE or RETAIL ETC.
: STRING [80]

IF (Wrking = Yes) OR (JbAway = Yes) OR (EverWk = Yes)
OccT
NAME
JOB TITLE
CURRENT OR LAST JOB
What was [your/his/her] (main) job [(in the week ending Sunday the [date last Sunday) / (in [your/his/her] most recent period of paid work)?
(HELP <F9>)

Helpscreen:
REFERENCE PERIOD: MAIN job in reference week or last job if ever worked.
DEFINITION OF MAIN JOB: respondents with more than one job should decide themselves which is their main job. Only if they are unable to do so should the LFS criterion be applied: the job which was the largest number of hours.
: STRING [50]

IF (Wrking = Yes) OR (JbAway = Yes) OR (EverWk = Yes)
OccD
NAME
CURRENT OR LAST JOB
What [did/do/does] [you/Name] mainly do in [your/his/her] job?
CHECK SPECIAL QUALIFICATIONS/TRAINING NEEDED TO DO THE JOB
: STRING[80]

IF (Wrking = Yes) OR (JbAway = Yes) OR (EverWk = Yes)
Stat
NAME
[Are/Were/Was] [you/Name] working as an employee or [are/were/is/was] [you/Name] self-employed?
(HELP <F9>)

Helpscreen:
The division between employees and self-employed is based on RESPONDENTS' OWN ASSESSMENT of their employment status in their main job.
Freelancers can be employed or self-employed. If respondent cannot decide which they are, ask if they are invoicing another company for work carried out *and* are responsible for their own tax and NI.
If so, then they are self-employed.

1. Working as an employee or self-employed
2. Employee
3. Self-employed

IF ((Wrking = Yes) OR (JbAway = Yes) OR (EverWk = Yes)) AND (Stat = Employee)
Sector
NAME
[Is/Was] the organisation [you/Name] [work/worked] for part of the private sector or the public sector?
1. Private sector
2. Public sector

IF ((Wrking = Yes) OR (JbAway = Yes) OR (EverWk = Yes)) AND (Stat = Employee)
Manage
NAME
[Are/is//Were/Was] [you/Name] a…READ OUT…
1. Manager
2. Foreman or supervisor
3. or other employee

{IF ((Wrking = Yes) OR (JbAway = Yes) OR (EverWk = Yes)) AND (Stat = Employee)}
EmpNo
NAME
SHOWCARD B2
How many people [work/worked] for [your/his/her] employer at the place where [you/Name] [work/worked]?
[Are/Were] there ...READ OUT... (HELP <F9>)

Helpscreen:
We are interested in the size of the local unit of the establishment at which the respondent works but we only want the number of employees working for the **same employer** as the respondent. Thus at sites shared by several organisations we would not include all employees - just those working for the respondent's employer.

The 'local unit' is considered to be the geographical location where their job is mainly carried out. Normally this will consist of a single building, part of a building, or at the largest a self-contained group of buildings.

It is the total number of employees at the respondent's workplace that we are interested in, not just the number employed within the particular section or department in which he/she works.

If a respondent works from a central depot or office (e.g. a service engineer) base, then the answer is the number of people who work at or from the central location. Note that many people who work 'from home' have a base office or depot that they communicate with. It may even be true of some people who work 'at home' (e.g. telecommuter who retains a desk or some minimal presence in an office). If in doubt, accept the respondent's view of whether or not there is a wider establishment outside the home that they belong to for work purposes.

For self-employed people who are subcontracted for any significant (respondent's definition) length of time to work in a particular place (e.g. building site), that is their place of work.

1. 1 to 2
2. 3 to 24
3. 25-99
4. 100-499
5. 500-999
6. 1000 or more
7. Don't know but less than 25
8. Don't know but 25 or more}

IF ((Wrking = Yes) OR (JbAway = Yes) OR (EverWk = Yes)) AND (Stat = Employee)
FtPtWk
NAME
In [your/his/her] (main) job [are/were/is/was[[you/Name] working... READ OUT ...
(HELP <F9>)

Helpscreen:
We are interested in SELF-ASSESSMENT - let the RESPONDENT decide whether the job is full-time or part-time.

1. full time,
2. or part time?

IF (Wrkng = Yes or JbAway = Yes) and (Stat = Employee)
JbPerm
NAME
Is [your/his/her] main job permanent, or is there some way that it is NOT permanent?
1. Permanent
2. Not permanent

IF JbPerm = Not permanent
JbNtPerm
NAME
In what way is the job NOT permanent?
INTERVIEWER: READ OUT…
1. Seasonal work
2. Done under contract for a fixed period or for a fixed task
3. Agency temping
4. Casual type of work
5. Or, was there some other way that it was not permanent? (SPECIFY AT NEXT QUESTION)

IF JbNtPerm = Other
JbNtPerO
NAME
INTERVIEWER: RECORD OTHER WAY JOB IS NOT PERMANENT
:STRING[80]

IF ((Wrking = Yes) OR (JbAway = Yes) OR (EverWk = Yes)) AND (Stat= Employee)
HrWkUS
NAME
How many hours per week [do/does] [you/Name] usually work in [your/his/her] main job? Please exclude meal breaks..
: 1..150

IF ((Wrking = Yes) OR (JbAway = Yes) OR (EverWk = Yes)) AND (Stat= Employee)
HrWkAc
NAME
Last week, how many hours did [you/Name] actually work in [your/his/her] main job? Please exclude meal breaks.
: 0..150

IF ((Wrking = Yes) OR (JbAway = Yes) OR (EverWk = Yes)) AND (Stat= Employee)
ShiftWk
NAME
[Do/Does] [you/Name] do shiftwork in [your/his/her] (main) job?
1. Most of the time
2. Occasionally
3. Never

IF ((Wrking = Yes) OR (JbAway = Yes) OR (EverWk = Yes)) AND (Stat = Employee) AND (ShiftWk = Most of the time or Occasionally)
ShiftPat
NAME
SHOWCARD B3
What type of shift pattern [do/does] [you/Name] work?
1. Three-shift working
2. Continental shifts
3. Two shift system with "earlies" and "lates"/double day shifts
4. Sometimes night and sometimes day shifts
5. Split shifts
6. Morning shifts
7. Evening or twilight shifts
8. Night shifts
9. Weekend shifts
10. Other type of shiftwork

IF ((Wrking = Yes) OR (JbAway = Yes) OR (EverWk = Yes)) AND (Stat = Employee)
WkArrang
NAME
SHOWCARD B4
Some people have special working hours arrangements that vary daily or weekly. In [your/Name's] main job is [your/his/her] agreed working arrangement any of those listed on your card?

INTERVIEWER: READ OUT IF NECESSARY. CODE ALL THAT APPLY.
:
1. Flexible hours, with specified core hours?
2. Flexible hours, with no specified core hours?
3. Annualised hours contract?
4. Term time working?
5. Job sharing?
6. A nine-day fortnight?
7. A four-and-a-half day week?
8. Zero hours contract?
9. None of these

IF ((Wrking = Yes) OR (JbAway = Yes) OR (EverWk = Yes)) AND (Stat = Employee)
PaidHol
NAME
[Do/Does] [you/Name] have paid holidays?
1. Yes
2. No

IF PaidHol = Yes
PaidHolN
NAME
How many days of paid holiday [do/does] [you/Name]? Please exclude public holidays.
: 0..70

IF ((Wrking = Yes) OR (JbAway = Yes) OR (EverWk = Yes)) AND (Stat = Employee)
PaidOver
NAME
In [your/Name's] main job, [do/does] [you/he/she] ever do any work which you would regard as paid overtime?
1. Yes
2. No

IF PaidOver = Yes
PaidOvHr
NAME
How many hours paid overtime [do/does] [you/Name] usually work per week?
: 0..150

IF ((Wrking = Yes) OR (JbAway = Yes) OR (EverWk = Yes)) AND (Stat = Employee)
NetPay
NAME
What was [your/Name's] **take home pay,** after all deductions including tax, the last time [you/he/she] [were/was] paid?
: 0000001..10000000

IF NetPay = D/K or REf
NetPayB
NAME
SHOWCARD B5
Please look at this card. Rather than telling me the amount of take home pay, could you tell me which of the letters on this card best estimates [your/Name's] monthly take home pay after all deductions have been made.
INTERVIEWER: PLEASE TYPE IN THE LETTER.
STRING[1]

NET INDIVIDUAL INCOME FROM ALL SOURCES
(after deductions for tax, national insurance, etc.)

WEEKLY		Or MONTHLY		Or ANNUAL	
Less than £100	E	Less than £430	E	Less than £5,200	E
£100 less than £200	H	£430 less than £870	H	£5,200 less than £10,400	H
£200 less than £300	C	£870 less than £1,300	C	£10,400 less than £15,600	C
£300 less than £400	A	£1,300 less than £1,700	A	£15,600 less than £20,800	A
£400 less than £600	L	£1,700 less than £2,600	L	£20,800 less than £31,200	L
£600 less than £800	G	£2,600 less than £3,500	G	£31,200 less than £41,600	G
£800 less than £900	I	£3,500 less than £3,900	I	£41,600 less than £46,800	I
£900 less than £1,000	N	£3,900 less than £4,300	N	£46,800 less than £52,000	N
£1,000 less than £1,150	D	£4,300 less than £5,000	D	£52,000 less than £60,000	D
£1,150 less than £1,350	K	£5,000 less than £5,800	K	£60,000 less than £70,000	K
£1,350 less than £1,550	M	£5,800 less than £6,700	M	£70,000 less than £80,000	M
£1,550 less than £1,900	J	£6,700 less than £8,300	J	£80,000 less than £100,000	J
£1,900 less than £2,500	B	£8,300 less than £10,800	B	£100,000 less than £130,000	B
£2,500 or more	F	£10,800 or more	F	£130,000 or more	F

IF NetPay = response
NetPayP
NAME
What period did this cover?
1. One week
2. Two weeks
3. Four weeks
4. Calendar month
5. One year/12 months/52 weeks
6. One off/lump sum
7. Hours (SPECIFY AT NEXT QUESTION)
8. Other (SPECIFY AT NEXT QUESTION)

NetWkly
Weekly amount for Pay from NetPay and NetPayP
:REAL[9,2]

IF NetPayP = Hours
NetPayHr
NAME
INTERVIEWER: ENTER NUMBER OF HOURS TAKE HOME PAY COVERED
: 0..200

IF NetPayP = Other
NetPayO
NAME
INTERVIEWER: ENTER OTHER PERIOD TAKE HOME PAY COVERED.
STRING[80]

IF (Wrking = Yes or JbAway = Yes or EverWk = Yes) and (Stat = self-employed)
Solo
NAME
[Are/Were/Is/Was] [you/Name] working on [your/his/her] own or [did/do/does] [you/he/she] have
employees?
ASK OR RECORD
(HELP <F9>)

Helpscreen:
The following should not be counted as employees. They should be excluded from the total number of
employees at SENO:
Any relative who is a member of the informant's household.
Any partners in a partnership (as they would also be self-employed)
For self-employed people who are subcontracted for any significant (respondent's definition) length of time
to work in a particular place (e.g building site) that is their place of work.

If the informant is unable to decide whether they employ anyone or not then code 1 ('on own/with partner(s) but no employees'') should take priority.

1. Working on own or with employees
2. On own/with partner(s) but no employees
3. With employees

IF Solo = with employees
SENo
NAME
SHOWCARD B2
How many people [do/does/did] [you/Name] employ at the place where [you/he/she] [work/worked] ?
[Are/Were] there ... READ OUT ...
(HELP <F9>)

Helpscreen:
We are interested in the size of the 'local unit of the establishment' at which the respondent works in terms of total number of employees. The 'local unit' is considered to be the geographical location where their job is mainly carried out. Normally this will consist of a single building, part of a building, or at the largest a self-contained group of buildings. It is the total number of employees at the respondent's workplace that we are interested in, not just the number employed within the particular section or department in which he/she works.
The following should not be counted as employees. They should be excluded from the total number of employees at SENO:
Any relative who is a member of the informant's household.
Any partners in a partnership (as they would also be self-employed)
For self-employed people who are subcontracted for any significant (respondent's definition) length of time to work in a particular place (e.g building site) that is their place of work.

1. 1 to 2
2. 3 to 24
3. 25-99
4. 100-499
5. 500-999
6. 1000 or more
7. Don't know but less than 25
8. Don't know but more than 25

IF (Wrking = Yes or JbAway = Yes or EverWk = Yes) and (Stat = self-employed)
SEHrWkUs
NAME
How many hours per week [do/does] [you/Name] usually work in [your/his/her] main job or business?
(please exclude meal breaks)
: 1..150

IF (Wrking = Yes or JbAway = Yes or EverWk = Yes) and (Stat = self-employed)
SEHrWkAc
NAME
Last week, how many hours did [you/Name] work in [your/his/her] main job or business? (please exclude meal breaks)
: 0..150

IF (Wrking = Yes or JbAway = Yes or EverWk = Yes) and (Stat = self-employed)
SENetPay
NAME
For the self-employed, it is sometimes difficult to work out monthly income. But perhaps you can give an approximate net monthly income based on what [you/Name] earned last month? That is, the amount after tax and social (national) insurance.
: 0000001..10000000

IF SENetPay = DK/Ref
SENetPaB
NAME
SHOWCARD B5
Please look at this card. Rather than telling me the approximate amount of income, could you tell me which of the letters on this card best estimates [your/Name's] monthly income after all deductions have been made? INTERVIEWER: PLEASE TYPE IN THE LETTER.
: STRING[1]

NET INDIVIDUAL INCOME FROM ALL SOURCES
(after deductions for tax, national insurance, etc.)

WEEKLY		Or MONTHLY		Or ANNUAL	
Less than £100	E	Less than £430	E	Less than £5,200	E
£100 less than £200	H	£430 less than £870	H	£5,200 less than £10,400	H
£200 less than £300	C	£870 less than £1,300	C	£10,400 less than £15,600	C
£300 less than £400	A	£1,300 less than £1,700	A	£15,600 less than £20,800	A
£400 less than £600	L	£1,700 less than £2,600	L	£20,800 less than £31,200	L
£600 less than £800	G	£2,600 less than £3,500	G	£31,200 less than £41,600	G
£800 less than £900	I	£3,500 less than £3,900	I	£41,600 less than £46,800	I
£900 less than £1,000	N	£3,900 less than £4,300	N	£46,800 less than £52,000	N
£1,000 less than £1,150	D	£4,300 less than £5,000	D	£52,000 less than £60,000	D
£1,150 less than £1,350	K	£5,000 less than £5,800	K	£60,000 less than £70,000	K
£1,350 less than £1,550	M	£5,800 less than £6,700	M	£70,000 less than £80,000	M
£1,550 less than £1,900	J	£6,700 less than £8,300	J	£80,000 less than £100,000	J
£1,900 less than £2,500	B	£8,300 less than £10,800	B	£100,000 less than £130,000	B
£2,500 or more	F	£10,800 or more	F	£130,000 or more	F

IF (Wrking = Yes or JbAway = Yes)
WrkLoc
NAME
In [your/Name's] main job, [do/does] [you/he/she] work mainly…
INTERVIEWER: READ OUT...
1. At home, or in the same grounds and buildings as home (eg, in adjoining property or surrounding land)
2. At a single workplace away from home (eg, office, factory or shop)
3. In a variety of different places of work (eg, working on clients' premises or in their homes)
4. Working on the move (eg., delivering products or people to different places)

IF (Wrking = Yes or JbAway = Yes)
OthJb
NAME
In the week ending last Sunday did [you/Name] do any other job, or have any other paid work in addition to the one you just told me about?
1. Yes
2. No

IF OthJb = Yes
OJHrWkUs
NAME
How many hours per week [do/does] [you/Name] usually work in all [your/his/her] other jobs/business? (please exclude meal breaks)
INTERVIEWER: PROBE FOR ESTIMATE.
: 0..150

IF OthJb = Yes
OJHrWkAc
NAME
Last week, how many hours did [you/Name] actually work in all [your/his/her] other jobs/business? (please exclude meal breaks)
: 0..150

IF OthJb = Yes
OJNetPay
NAME
What is the net income from all [your/Name's] other jobs/business? That is, the amount after tax and social (national) insurance and all deductions.
: 0000001..10000000

OJNetPaB
NAME

SHOWCARD B5
Please look at this card. Rather than telling me the approximate amount of income, could you tell me which of the letters on this card best estimates [your/Name's] monthly income from all [your/his/her] other jobs/business after all deductions have been made?
INTERVIEWER: PLEASE TYPE IN THE LETTER.
STRING[1]

NET INDIVIDUAL INCOME FROM ALL SOURCES
(after deductions for tax, national insurance, etc.)

WEEKLY		Or MONTHLY		Or ANNUAL	
Less than £100	E	Less than £430	E	Less than £5,200	E
£100 less than £200	H	£430 less than £870	H	£5,200 less than £10,400	H
£200 less than £300	C	£870 less than £1,300	C	£10,400 less than £15,600	C
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£400 less than £600	L	£1,700 less than £2,600	L	£20,800 less than £31,200	L
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£1,150 less than £1,350	K	£5,000 less than £5,800	K	£60,000 less than £70,000	K
£1,350 less than £1,550	M	£5,800 less than £6,700	M	£70,000 less than £80,000	M
£1,550 less than £1,900	J	£6,700 less than £8,300	J	£80,000 less than £100,000	J
£1,900 less than £2,500	B	£8,300 less than £10,800	B	£100,000 less than £130,000	B
£2,500 or more	F	£10,800 or more	F	£130,000 or more	F

OJNetPaP
NAME
What period does that cover?

1. One week
2. Two weeks
3. Four weeks
4. Calendar month
5. One year/12 months/52 weeks
6. One off/lump sum
7. Hours (SPECIFY AT NEXT QUESTION)
8. Other (SPECIFY AT NEXT QUESTION)

OJWkly
Weekly amount for Net Pay from OJNetPay and OINetPap
: REAL[9,2]

IF OJNetPaP = Hours
OJNetPHr
NAME
INTERVIEWER: ENTER NUMBER OF HOURS TAKE HOME PAY COVERED.
: 0..200

IF OJNetPaP = Other
OJNetPO
NAME
INTERVIEWER: ENTER OTHER PERIOD TAKE HOME PAY COVERED.
STRING[80]

IF Wrking = No and JbAway = No
JbLook
NAME
During the last 4 weeks, were [you/Name] looking for a job - even part time or occasional, or to set up [your/his/her] own business?
1. Yes
2. No

IF JbLook = Yes

JbLookAc
NAME
SHOWCARD B6
In the 4 weeks ending last Sunday, did [you/Name] do any of these things…
INTERVIEWER: READ OUT AND CODE ALL THAT APPLY.
SET OF
1. ...visit a Jobcentre/Job-market or Jobs and Benefits Centres?
2. ...visit a [Northern Ireland=Careers Resource Centre/Office/ GB=Careers Office]?
3. ...visit a Jobclub?
4. ...have [your/his/her] name on the books of a private employment agency?
5. ...advertise for jobs in newspapers, journals or on the internet?
6. ...answer advertisements in newspapers, journals or on the internet?
7. ...study situations vacant columns in newspapers, journals or on the internet?
8. ...apply directly to employers?
9. ...ask friends, relatives, colleagues or trade unions about jobs?
10. ...wait for the results of an application for a job?
11. ...look for premises or equipment for a job?
12. ...seek any kind of permit to be able to do a job?
13. ...try to get a loan or other financial backing for a job or business?
14. ...do anything else to find work?

IF Wrking = No and JbAway = No
JbStart
NAME
If [you/Name] found a job now, would [you/he/she] be able to start work immediately, that is, within 2 weeks?
1. Yes
2. No

IF DVAge >= 16
LabStat
NAME
SHOWCARD B7
Please look at this card and tell me which description best fits [your/Name's] current circumstances.
INTERVIEWER: IF NECESSARY THEN READ OUT - '[Do/Does] [you/Name] consider
[yourself/himself/herself] mainly as...
1. ...carrying out a job or profession (this can include unpaid work for a family business, including an apprenticeship or paid traineeship etc).
2. ...unemployed
3. ...long term sick
4. ...at school, student, further training, unpaid work experience
5. ...in retirement or early retirement or given up business
6. ...in compulsory military or community service
7. ...doing domestic work (housekeeping, taking care of children or other persons, etc.)
8. ...other (INTERVIEWER: SPECIFY AT NEXT QUESTION)

IF LabStat = Other
LabStatO
NAME
INTERVIEWER: ENTER OTHER ANSWER.
STRING[50]

IF DVAge >= 16
Benefits
NAME
SHOWCARD B8
Looking at this card, [is/are] [you/Name]currently receiving any of these types of payments in [your/his/her] own right?
INTERVIEWER: CODE ALL THAT APPLY.

1. Unemployment-related benefits, or National Insurance Credits (e.g. Employment and Support Allowance, Jobseeker's Allowance)
2. Income Support
3. Universal Credit
4. Sickness, disability or incapacity benefits (including Personal Independence Payments)
5. Any sort of pension including a private pension or the State pension
6. Child Benefit
7. Tax credits, such as the Working Tax Credit or Child Tax Credit
8. Any other family related benefit or payment
9. None of these

Voluntary work

ASK ALL

BStart
NAME
INTERVIEWER: QUESTIONS ABOUT VOLUNTEER WORK
1. Press 1 and <Enter> to continue.

ASK ALL
Volunt
NAME
[Have/Has] [you/Name] done any voluntary work through a group or on behalf of an organisation at any time during the last 4 weeks?
SHOWCARD B10 lists some examples of the kinds of groups and organisations we mean.
1. Yes
2. No

IF Volunt = Yes
IF VolGrpMr = yes then ask VolGrp through to VolTimeD on a loop.
VolGrp
NAME
SHOWCARD B10
What group or organisation did [you/Name] do the voluntary work for? Use the card as a guide but please tell me if there are other groups [you/Name] [have/has] done voluntary work for.
INTERVIEWER: RECORD ACTIVITIES IN DECREASING ORDER OF TIME SPENT ON THEM OVER THE LAST 4 WEEKS.
:STRING[50]

IF Volunt = Yes
VolNum
NAME
How many different times did [you/Name] do this work for [name of group or organisation/group/organisation] during the last 4 weeks?
: 1…95
IF Volunt = Yes
VolTime
NAME
How long did [you/Name] work for, the last time [you/he/she] did this work for [name of group or organisation/group/organisation]?
INTERVIEWER: ENTER WHETHER PARTICIPANT RESPONDED IN HOURS/MINUTES OR THAT THEY DID VOLUNTARY WORK OVER MORE THAN ONE DAY. ENTER AMOUNT AT NEXT QUESTION.
1. Hours and minutes
2. Continuous help over more than one day / a number of days

IF VolTime = Hours
VolTimeH
NAME
INTERVIEWER: RECORD HOURS FOLLOWED BY MINUTES. E.G. ONE HOUR AND THIRTY MINUTES SHOULD BE RECORDED AS 01:30
: TimeType (hh:mm)

IF VolTime = Days
VolTimeD
NAME
INTERVIEWER: RECORD NUMBER OF DAYS.
: 1..28

IF VolGrp = Response
VolGrpMr

NAME
INTERVIEWER: ARE THERE ANY MORE GROUPS OR ORGANISATIONS TO RECORD?
1. Yes
2. No

Help and services for others

ASK ALL

BStart
NAME
INTERVIEWER: QUESTIONS ABOUT HELP AND SERVICES FOR OTHERS
1. Press 1 and <Enter> to continue

ASK ALL
HlpOth
NAME
The next few questions are about help or services [you/Name] [do/does] for anyone who is not a member of [your/his/her] household, such as friends, relatives or neighbours who don't live with [you/him/her]. [Have/Has] [you/Name] helped or provided a service for someone who is not a member of [your/his/her] household at any time during the last 4 weeks?
1. Yes
2. No

IF HlpOth = Yes
HlpWho
NAME
Who did [you/Name] help?
INTERVIEWER: ENTER RELATIONSHIP/DESCRIPTION (NOT NAME). E.G. NEIGHBOUR, FRIEND, FATHER-IN-LAW. LIST PEOPLE IN DECREASING ORDER OF TIME SPENT HELPING THEM OVER THE LAST 4 WEEKS
String 50

IF HlpOth = Yes
HlpWhat
NAME
What kind of help or service did [you/name] provide for [name of person helped/this person/these people]?
STRING[80]

IF HlpOth = Yes
HlpTime
NAME
How long did [you/Name] help, the last time [you/he/she] helped [name of person helped/this person/these people]?
INTERVIEWER: ENTER WHETHER PARTICIPANT RESPONDED IN HOURS/MINUTES OR THAT THEY HELPED OVER MORE THAN ONE DAY. ENTER AMOUNT AT NEXT QUESTION:
1. Hours and minutes
2. Continuous help over more than one day / a number of days

IF HlpTime = Hours
HlpTimeH
NAME
INTERVIEWER: RECORD HOURS FOLLOWED BY MINUTES. E.G. ONE HOUR AND THIRTY MINUTES SHOULD BE RECORDED AS 01:30
: Timetype (hh:mm)

IF HlpTime = Days
HlpTimeD
NAME
INTERVIEWER: RECORD NUMBER OF DAYS
: 1…28

IF HlpWhoMr = Yes then ask HlpWho to HlpTimeD on a loop up to 8 times.
IF HlpWho = Response
HlpWhoMr
NAME
INTERVIEWER: Who else [have/has] [you/Name] helped?

INTERVIEWER: ARE THERE ANY MORE PEOPLE TO RECORD? IF YES ENTER DETAILS AT NEXT QUESTION
1. Yes
2. No

IF Wave=July onwards
ASK ALWAYS
DomWork
NAME
The next question is about time you spend doing housework **in your own household**
About how many hours did [you/Name] spend doing housework (or helping with housework) last week, such as time spent cooking, cleaning and doing the laundry (please exclude time spent in child care, DIY, and domestic-related travel)?
INTERVIEWER: IF NONE THEN ENTER ZERO.
: 0…150

Leisure activities

ASK ALL

BStart
INTERVIEWER: QUESTIONS ABOUT LEISURE ACTIVITES
1. Press 1 and <Enter> to continue.

ASK ALWAYS
Cinema
NAME
I am now going to ask some questions about things that some people do in their spare time.
For each activity that I mention could you please tell me whether or not [you/NAME] [have/has] done that in the 4 weeks ending yesterday. That is between [date 4 weeks ago yesterday] and [date yesterday]…
…Go to the cinema?
1. Yes
2. No

ASK ALWAYS
Theatre
NAME
…Go to the theatre, concerts or other performances?
1. Yes
2. No

ASK ALWAYS
Museum
NAME
…Go to a museum or exhibition?
1. Yes
2. No

ASK ALWAYS
Librar
NAME
…Go to a library?
1. Yes
2. No

ASK ALWAYS
HistSite
NAME
…Go to a cultural or historic site?
1. Yes
2. No

ASK ALWAYS
SportEv
NAME
…Attend a live sporting event?
1. Yes
2. No

ASK ALWAYS
EatDrink
NAME
…Eat or drink out at a restaurant, pub or cafe?
  1. Yes
  2. No

ASK ALWAYS
EntHome
NAME
… Entertain or visit friends at home? This includes non-household members and relatives who don't live with [you/him/her].
  1. Yes
  2. No

For each response at Cinema to EntHome, ask LeisNum and LeisWeek.

LeisNum
NAME
And how many times did [you/Name] [activity name] in the 4 weeks ending yesterday? That is between [date 4 weeks ago yesterday] and [date yesterday]
ARRAY [1..8] OF 1..99

LeisWeek
NAME
And did [you/Name] [activity name] in the 4 weeks ending yesterday? That is between [date 4 weeks ago yesterday] and [date yesterday].
ARRAY [1..8]
  1. Yes
  2. No

ASK ALWAYS
Swim
NAME
Here's a list of sports and physical activities. Could you please tell me whether or not [you/Name] took part in any of them in the 4 weeks up until yesterday. That is between [date 4 weeks ago yesterday] and [date yesterday]. Did [you/he/she]...
…go swimming?
  1. Yes
  2. No

ASK ALWAYS
KeepFit
NAME
…do keep fit classes or weight training?
  1. Yes
  2. No

ASK ALWAYS
Cycling
NAME
…do recreational cycling or biking, excluding commuting?
  1. Yes
  2. No

ASK ALWAYS
TeamGame
NAME
…play team games, such as football, hockey, netball or rugby?
  1. Yes
  2. No

ASK ALWAYS
Racquet
NAME
...play racquet sports, such as tennis, squash or badminton?
  1. Yes
  2. No

ASK ALWAYS
Golf
NAME
 (In the last four weeks ending yesterday did [you/Name]...)
...play golf or bowls?
> 1. Yes
> 2. No

ASK ALWAYS
Walking
NAME
...do recreational walking, hiking or rambling?
> 1. Yes
> 2. No

ASK ALWAYS
Running
NAME
...go running or jogging?
> 1. Yes
> 2. No

ASK ALWAYS
OthSport
NAME
...do any other sport or physical exercise activities such as sailing, riding, motorsports, ice-skating or climbing?
> 1. Yes
> 2. No

ASK AS A LOOP FOR QUESTIONS SWIM TO OTHSPORT
SprtNum
NAME
And how many times did [you/Name] do [name of sport] in the 4 weeks ending yesterday? That is between [date 4 weeks ago yesterday] and [date yesterday]
ARRAY [1..9] OF 1..99

ASK AS A LOOP FOR QUESTIONS SWIM TO OTHSPORT
SprtWeek
NAME
And did [you/Name] [activity name]] in the last week ending yesterday? That is between [date 4 weeks ago yesterday] and [date yesterday]
ARRAY [1..9] OF
> 1. Yes
> 2. No

General health

ASK ALL

BStart
NAME
INTERVIEWER: QUESTIONS ABOUT GENERAL HEALTH
> 1. Press 1 and <Enter> to continue.

ASK ALL
GenHlth
NAME
The next few questions are about [your/Name's] general health.
How is [your/his/her] general health? Would you say it was…
> 1. Very good
> 2. Good
> 3. Fair
> 4. Bad
> 5. Or very bad

ASK ALL
CutDown
NAME

In the last four weeks [have/has] [you/Name] had to cut down on any of the things [you/he/she] usually [do/does] (about the house/at work or in [your/his/her] free time) because of illness, disability or injury?
1. Yes
2. No

LongIll
NAME
[Do/Does] [you/Name] have any health problems or disabilities that [you/he/she] [expect/expects] will last for more than one year?
1. Yes
2. No

Enjoyment of activities

ASK ALL

BStart
INTERVIEWER: START OF QUESTIONS ABOUT ENJOYMENT OF ACTIVITIES
1. Press 1 and <Enter> to continue.

IF DVAge >= 16
EnjFam
NAME
SHOWCARD B11
I am now going to ask you about some household activities. Please can you tell me how much you do or don't like doing them…
…Cooking an ordinary family meal?
1. Dislike a lot
2. Dislike a little
3. Neither like or dislike
4. Like a little
5. Like a lot
6. Do not do the activity
7. Don't know

IF DVAge >= 16
EnjSpec
NAME
SHOWCARD B11
…Cooking for a special occasion?
1. Dislike a lot
2. Dislike a little
3. Neither like or dislike
4. Like a little
5. Like a lot
6. Do not do the activity
7. Don't know

IF DVAge >= 16
EnjShopF
NAME
SHOWCARD B11
…Shopping for food?
1. Dislike a lot
2. Dislike a little
3. Neither like or dislike
4. Like a little
5. Like a lot
6. Do not do the activity
7. Don't know

IF DVAge >= 16

EnjShop
NAME
SHOWCARD B11
…Shopping (non food)?
1. Dislike a lot
2. Dislike a little
3. Neither like or dislike
4. Like a little
5. Like a lot
6. Do not do the activity
7. Don't know

IF DVAge >= 16
EnjDIY
NAME
SHOWCARD B11
…Decorating or DIY repair work?
1. Dislike a lot
2. Dislike a little
3. Neither like or dislike
4. Like a little
5. Like a lot
6. Do not do the activity
7. Don't know

IF DVAge >= 16
EnjGard
NAME
SHOWCARD B11
…Gardening?
1. Dislike a lot
2. Dislike a little
3. Neither like or dislike
4. Like a little
5. Like a lot
6. Do not do the activity
7. Don't know

IF DVAge >= 16
EnjTidy
NAME
SHOWCARD B11
…Tidying or cleaning the house?
1. Dislike a lot
2. Dislike a little
3. Neither like or dislike
4. Like a little
5. Like a lot
6. Do not do the activity
7. Don't know

IF DVAge >= 16
EnjWash
NAME
SHOWCARD B11
…Washing or ironing clothes?
1. Dislike a lot
2. Dislike a little
3. Neither like or dislike
4. Like a little
5. Like a lot

198

6. Do not do the activity
7. Don't know

IF DVAge >= 16
EnjComf
NAME
SHOWCARD B11
…Physical care or comforting children? (if applicable)
INTERVIEWER: THIS INCLUDES FEEDING, BATHING, MEDICAL CARE ETC BUT NOT SUCH THINGS
AS HELPING WITH HOMEWORK, READING STORIES, PLAYING SPORTS
1. Dislike a lot
2. Dislike a little
3. Neither like or dislike
4. Like a little
5. Like a lot
6. Do not do the activity
7. Don't know

IF DVAge >= 16
EnjHmwk
NAME
SHOWCARD B11
…Helping children with homework?
1. Dislike a lot
2. Dislike a little
3. Neither like or dislike
4. Like a little
5. Like a lot
6. Do not do the activity
7. Don't know

IF DVAge >= 16
Stressed
In general, how stressed do you normally feel? Would you say you are always, sometimes or never
stressed?
1. Always
2. Sometimes
3. Never

IF DVAge >= 16
Rushed
NAME
In general, how rushed do you normally feel? Would you say you are always, sometimes or never
stressed?
1. Always
2. Sometimes
3. Never

IF DVAge >= 16 AND Wave = April – September 2014
SatisOv
NAME
SHOWCARD B12
How dissatisfied or satisfied would you say you are with your life overall?
1. Completely dissatisfied
2. Mostly dissatisfied
3. Somewhat dissatisfied
4. Neither satisfied or dissatisfied
5. Somewhat satisfied
6. Mostly satisfied
7. Completely satisfied

IF DVAge >= 16 AND Wave = October 2014 – October 2015
Satis
NAME
Next I would like to ask you four questions about your feelings on aspects of your life. There are no right or wrong answers. For each of these questions I'd like you to give an answer on a scale of nought to 10, where nought is 'not at all' and 10 is 'completely'.
Overall, how satisfied are you with your life nowadays?
INTERVIEWER: where nought is 'not at all satisfied' and 10 is 'completely satisfied'.
: 0..10

IF DVAge >= 16 AND Wave = October 2014 – October 2015
Worth
NAME
Overall, to what extent do you feel that the things you do in your life are worthwhile?
INTERVIEWER: where nought is 'not at all worthwhile' and 10 is 'completely worthwhile'.
: 0..10

IF DVAge >= 16 AND Wave = October 2014 – October 2015
Happy
NAME
Overall, how happy did you feel yesterday?
INTERVIEWER: where nought is 'not at all worthwhile' and 10 is 'completely worthwhile'.
: 0..10

IF DVAge >= 16 AND Wave = October 2014 – October 2015
Anxious
NAME
On a scale where nought is 'not at all anxious' and 10 is 'completely anxious', overall, how anxious did you feel yesterday?
: 0..10

IF DVAge >= 16
SatHlth
Thank you. I would just like to ask you a few more questions about your feelings about particular aspects of your life.
NAME
SHOWCARD B12
And how dissatisfied or satisfied would you say you are with the following aspects of your life?
…Your health?
  1. Completely dissatisfied
  2. Mostly dissatisfied
  3. Somewhat dissatisfied
  4. Neither satisfied or dissatisfied
  5. Somewhat satisfied
  6. Mostly satisfied
  7. Completely satisfied

IF DVAge >= 16
SatInc
NAME
SHOWCARD B12
(How dissatisfied or satisfied would you say you are with...)
…The income of your household?
  1. Completely dissatisfied
  2. Mostly dissatisfied
  3. Somewhat dissatisfied
  4. Neither satisfied or dissatisfied
  5. Somewhat satisfied
  6. Mostly satisfied
  7. Completely satisfied

IF (DVAge >=16) AND ((LabStat = Working, unemloyed, long-term sick, full-time education, in compulsory military or community service, doing domestic work or other) OR (LabStat = Retired and (Wrkng = Yes or RelBus = Yes or JbAway = Yes)))

SatBal
NAME
SHOWCARD B12
(How dissatisfied or satisfied would you say you are with...)
…Your work-life/work-family balance?
    1.   Completely dissatisfied
    2.   Mostly dissatisfied
    3.   Somewhat dissatisfied
    4.   Neither satisfied or dissatisfied
    5.   Somewhat satisfied
    6.   Mostly satisfied
    7.   Completely satisfied

IF DVAge >= 16
SatHouse
NAME
SHOWCARD B12
(How dissatisfied or satisfied would you say you are with...)
…Your house or flat?
    1.   Completely dissatisfied
    2.   Mostly dissatisfied
    3.   Somewhat dissatisfied
    4.   Neither satisfied or dissatisfied
    5.   Somewhat satisfied
    6.   Mostly satisfied
    7.   Completely satisfied

IF DVAge >= 16
SatSoc
NAME
SHOWCARD B12
(How dissatisfied or satisfied would you say you are with...)
…Your social life?
    1.   Completely dissatisfied
    2.   Mostly dissatisfied
    3.   Somewhat dissatisfied
    4.   Neither satisfied or dissatisfied
    5.   Somewhat satisfied
    6.   Mostly satisfied
    7.   Completely satisfied

IF DVAge >= 16
SatLeis
NAME
SHOWCARD B12
(How dissatisfied or satisfied would you say you are with...)
…The amount of leisure time you have?
    1.   Completely dissatisfied
    2.   Mostly dissatisfied
    3.   Somewhat dissatisfied
    4.   Neither satisfied or dissatisfied
    5.   Somewhat satisfied
    6.   Mostly satisfied
    7.   Completely satisfied

IF MarStat = Married or CivPart
SatPart

NAME
SHOWCARD B12
(How dissatisfied or satisfied would you say you are with...)
…Your marriage or partnership (if applicable)?
1. Completely dissatisfied
2. Mostly dissatisfied
3. Somewhat dissatisfied
4. Neither satisfied or dissatisfied
5. Somewhat satisfied
6. Mostly satisfied
7. Completely satisfied
8. Not applicable

IF DVAge >= 16 AND (Wrking = Yes or JbAway = Yes)
SatJob
NAME
SHOWCARD B12
(How dissatisfied or satisfied would you say you are with...)
…Your job?
1. Completely dissatisfied
2. Mostly dissatisfied
3. Somewhat dissatisfied
4. Neither satisfied or dissatisfied
5. Somewhat satisfied
6. Mostly satisfied
7. Completely satisfied
8. Not applicable

IF DVAge >= 18
NonResCh
NAME
[Do you/Does Name] have any children under 18 who do not live with [you/him/her] and with whom [you/he/she] [have/has] contact?
1. Yes
2. No

IF DVAge >= 18
AccTrans
NAME
[Do you/Does Name] have access to a car or van,whether or not [you/he/she] personally [drive/drives] it? (This includes a car share or lifts from a family member, relative or neighbour)
INTERVIEWER: PROMPT WHETHER USUALLY, SOMETIMES OR NEVER.
1. Yes, usually
2. Sometimes
3. Never

IF DVAge = 8-15
ChEnCook
NAME
SHOWCARD B11
I am now going to ask you about some household activities. Please can you tell me how much you do or don't li ke doing them?
...(Helping to) cook a meal?
1. Dislike a lot
2. Dislike a little
3. Neither like or dislike
4. Like a little
5. Like a lot
6. Do not do the activity
7. Don't know

IF DV Age = 8-15
ChEnWash
NAME
SHOWCARD B11
(And how much do or don't you like...)
...washing up?
1. Dislike a lot
2. Dislike a little
3. Neither like or dislike
4. Like a little
5. Like a lot
6. Do not do the activity
7. Don't know

IF DV Age = 8-15
ChEnGard
NAME
SHOWCARD B11
(And how much do or don't you like...)
...helping in the garden?
1. Dislike a lot
2. Dislike a little
3. Neither like or dislike
4. Like a little
5. Like a lot
6. Do not do the activity
7. Don't know

IF DV Age = 8-15
ChEnShop
NAME
SHOWCARD B11
(And how much do or don't you like...)
...going to the shops to buy food?
1. Dislike a lot
2. Dislike a little
3. Neither like or dislike
4. Like a little
5. Like a lot
6. Do not do the activity
7. Don't know

IF DV Age = 8-15
ChEnTidy
NAME
SHOWCARD B11
(And how much do or don't you like...)
...tidying up the house or your room?
1. Dislike a lot
2. Dislike a little
3. Neither like or dislike
4. Like a little
5. Like a lot
6. Do not do the activity
7. Don't know

IF DV Age = 8-15
ChEnLook
NAME
SHOWCARD B11
(And how much do or don't you like...)

...looking after young brothers or sisters?
1. Dislike a lot
2. Dislike a little
3. Neither like or dislike
4. Like a little
5. Like a lot
6. Do not do the activity
7. Don't know

Childcare

ASK IF PERSON BEING INTERVIEWED WAS SELECTED AT CCPersNo in HH interview

BStart
NAME
INTERVIEWER: QUESTIONS ABOUT CHILDCARE
1. Press 1 and <Enter> to continue.

ASK CCarePre - CCarePay IF PERSON BEING INTERVIEWED WAS SELECTED AT CCPersNo in HH interview.
CCarePre
NAME
I understand that [you/Name] [is/are] responsible (or jointly responsible) for the child care of:
[list of children aged 0-14].
I would like to ask you about any child care that they may have received over the last week.
1. Press 1 and <Enter> to continue.

Ask ChSchl to CCarePay as a loop for each child aged 0-14 in household grid. Textfill: name of child aged under 0-14 from household grid.
ChSchl
NAME
Can I check does [Name] go to school full time?
1. Yes
2. No

CCarTyp
NAME
SHOWCARD B13
Now I would like you to think about the last full week, that is from Monday the [date last Monday] until Sunday. Did [Names] receive any of these types of child care at any time in that week? By child care I mean care carried out by anyone other than [yourself/Name] (or [your/his/her] current spouse or partner). Please include all types of child care, both formal and informal.
INTERVIEWER: CODE ALL THAT APPLY.

1. A childminder, nanny, au pair or babysitter
2. A public or voluntary creche or nursery
3. A private creche or nursery
4. A public or voluntary play group or pre-school
5. A private play group or pre-school
6. A reception class
7. A club, family centre or play scheme
8. A family member
9. A friend or neighbour
10. Other
11. None

IF CCarTyp = ChMind - Other
CCareNum
NAME
On how many days during the last week ending Sunday the [date last Sunday] was [Name] looked after by [type of childcarer]?

: Array[1..10] of 1..7

CCareTim
Name
And for how long was [Name] looked after by [type of childcarer], the last time they looked after him/her?
INTERVIEWER: ENTER WHETHER PARTICIPANT RESPONDED IN HOURS/MINUTES OR THAT THE CHILD WAS LOOKED AFTER OVER MORE THAN ONE DAY.
ENTER AMOUNT AT NEXT QUESTION.
: Array[1..10] of
    1. Hours and minutes
    2. Continuous help over more than one day / a number of days

IF CCarTyp = ChMind - Other
CCareHrs
NAME
And for how long was [Name] looked after by [type of childcarer], the last time they looked after him/her?
INTERVIEWER: ENTER HOURS : MINUTES. E.G. 01:30 IF PARTICIPANT ANSWERS ONE AND A HALF HOURS.
:array[1..10] of TIMETYPE (hh/mm)

CCareDay
NAME
And for how long was [Name] looked after by [type of childcarer], the last time they looked after him/her?
INTERVIEWER: ENTER NUMBER OF DAYS
: array[1..10] of 1..28

IF CCarTyp = ChMind - Other
CCarePay
NAME
And during the week ending Sunday the [date last Sunday] did [you/Name] (or anyone else in [your/his/her] household) pay any money to [type of childcarer] to look after [Names]?
:array[1..10] of
    1. Yes
    2. No

Caring

ASK ALL

BStart
NAME
INTERVIEWER: QUESTIONS ABOUT CARING
    1. Press 1 and <Enter> to continue.

ASK ALWAYS
Carer
NAME
Is there anyone living with [you/Name] who is sick, disabled or elderly whom [you/he/she] [look/looks] after or give (gives) special help to, other than in a professional capacity?
IF NECESSARY ADD: for example, a sick, elderly or disabled relative, husband, wife, child, friend, parent, etc.
    1. Yes
    2. No

IF Carer = Yes
CareWho
NAME
Please could you tell me the name or names of the person or people in your household that you look (Name looks) after or give (gives) special help to?
    1. [NAME][1]
    2. [NAME][2]
    3. [NAME][3]

4. [NAME][4]
5. [NAME][5]
6. [NAME][6]
7. [NAME][7]
8. [NAME][8]
9. [NAME][9]
10. [NAME][10]

IF Carer = Yes
For each person coded at CareWho, ask CareTime - CareTimeD on loop
CareTime
NAME
Thinking about the total time [you/Name] [spend/spends] caring for [Name], about how long altogether [do/does] [you/he/she] spend each week looking after him/her?
INTERVIEWER: ENTER WHETHER RESPONDENT ANSWERED IN HOURS OR DAYS.
1. Hours and minutes
2. Days

IF CareTime = Hours
CareTimH
NAME
INTERVIEWER: RECORD HOURS FOLLOWED BY MINUTES. E.G. ONE HOUR AND THIRTY MINUTES SHOULD BE RECORDED AS 01:30
:TIMETYPE (hh:mm)

IF CareTime = Days
CareTimD
NAME
INTERVIEWER: RECORD NUMBER OF DAYS.
: 1..7

Diary placement

ASK ALL

DPlcInt
INTERVIEWER: DIARY PLACEMENT SECTION.
1. Press 1 and <Enter> to continue.

DPlcCont
INTERVIEWER: NOW PLACE THE DIARY/DIARIES.
DON'T FORGET TO ENTER NAME AND DIARY DATES ON THE FRONT OF THE DIARY.
Diary dates: [date]
[Type of diary work schedule]
1. Press 1 and <Enter> to continue.

BStart – ProxVer asked on loop for each eligible household member
BStart
NAME
1. Press 1 and <Enter> to continue.

DiaryAcc
NAME
INTERVIEWER: WAS THE DIARY ACCEPTED?
1. Diary accepted
2. Diary refused

DDateCh
NAME
INTERVIEWER: DID YOU CHANGE THE DIARY DATES FOR Name?
1. Yes
2. No

Dday
NAME
INTERVIEWER: ENTER [FIRST/SECOND] DIARY DATE FOR [Name]
: Array[1..2] of datetype (dd/mm/yyyy),
NO DON'T KNOW, NO REFUSAL

If DVAge >=16
MobNumOK
NAME
Can I please have a mobile phone number so that we can send [you/Name] a text reminder before each of [your/his/her] diary days?
    1.   Yes
    2.   No

If DVAge >=16
MobNum
NAME
INTERVIEWER: ENTER MOBILE NUMBER FOR TEXT REMINDERS
: STRING[20]

DialRem
INTERVIEWER: REMEMBER TO DIAL IN WHEN YOU GET HOME TO ENSURE THAT TEXT REMINDERS CAN BE SENT BY THE OFFICE IN TIME.
    1.   Press 1 and <Enter> to continue.

Ttl
NAME
INTERVIEWER: ASK OR CODE
It would be helpful to take [your/Name's] full name. Please could you tell me what title [you/he/she] [use/uses] ?
If the title is not known press <Ctrl K>

    1.   Mr
    2.   Mrs
    3.   Ms
    4.   Miss
    5.   Other title

TtlX
NAME
INTERVIEWER: ASK OR CODE
Enter the *title*
: STRING[15]

ForNam
NAME
INTERVIEWER: ASK OR CODE
And the *first name*?
If the first name is not known press <Ctrl K>.
: STRING[20]

SurNam
NAME
INTERVIEWER: ASK OR CODE
And the *surname*?
If the surname is not known press <Ctrl K>.
: STRING[20]

Recontact

IF DVAge >=16

FollowUp
NAME
As part of this study we are working with Researchers from the University of Oxford. If at some future date they wanted to carry out some follow up interviews with people who have taken part in this study, would you be willing to be recontacted to help again? This would involve us passing on your details to them - by that, I mean your name, address, telephone number and some of the answers you have given me today.

INTERVIEWER NOTE: IF YOU THINK IT WOULD BE HELPFUL, SAY ONE OR MORE OF THE FOLLOWING:

'You do not have to say now whether you would actually take part in the study, just whether it would be OK to contact you about it.'
'It would involve a discussion with a researcher from the University of Oxford about your work-life balance based on the diaries you have filled in.'
IF THE RESPONDENT SAYS 'YES' TO THE ABOVE, MAKE SURE YOU RECORD A CONTACT TELEPHONE NUMBER FOR THE HOUSEHOLD ON THE ARF
    1.   Yes
    2.   No

ProxVer
NAME
PROXY INTERVIEW
You carried out a proxy interview on behalf of [Name].
Have you verified responses with [Name]?
    1.   Yes
    2.   No

DPlcEnd
INTERVIEWER: END OF THE DIARY PLACEMENT QUESTIONS.

YOU MUST ENTER 1 AND ENTER HERE IN ORDER TO GENERATE YOUR FEES AND THE CORRECT OUTCOME CODE."

EndSess
INTERVIEWER: THAT COMPLETES THIS INDIVIDUAL INTERVIEW.

Pressing '1' and ENTER will take you back to the main interview route.
    1.   Press 1 and <Enter> to continue.

Admin

AHHQreEnd
INTERVIEWER: THIS IS THE END OF THE HOUSEHOLD QUESTIONNAIRE.
    1.   Press 1 and <Enter> to continue.

Status
Current Interview Status
UPDATE THIS BEFORE EACH TRANSMISSION TO HEAD OFFICE.
    0.   No work done yet
    1.   Calls made but no contact
    2.   Contact made
    3.   Interview started/Any interviewing done
    4.   Other - no interviewing required(eg. ineligible, refusal)),NODK,NORF

MENUNOTE
REMINDER/NOTE FOR THE OPENING MENU (OPTIONAL)

IF NOTHING TO SAY, JUST PRESS <Enter>.
ENTER IN HERE ANY USEFUL DETAILS YOU WISH TO APPEAR ON THE ADDRESS MENU: :
STRING[50], EMPTY

Choice
INTERVIEWER: DO YOU NOW WANT TO...
INTERVIEWER: DON'T SELECT CODE 5 UNTIL ALL OTHER WORK ON THIS HOUSEHOLD IS
COMPLETED.
      1. LEAVE THIS QUESTIONNAIRE - without filling in the admin details?
      5. FILL IN THE ADMIN DETAILS - and prepare this household for transmission to Head Office?
      NO DON'T KNOW, NO REFUSAL

CallTot
INTERVIEWER: Enter the *total number of personal visits*
: 0..97, NO DON'T KNOW, NO REFUSAL

AIndtype
[NAME]
THIS IS THE INDIVIDUAL INTERVIEW FOR [Name][1]
INTERVIEWER: PLEASE RECORD HOW THIS INTERVIEW IS BEING CARRIED OUT.
[If age 8-10 - INTERVIEWER: AN ADULT SHOULD CARRY OUT THE INTERVIEW ON BEHALF OF
[Name] BY PROXY.]
      1.   By the interviewer in a face to face personal interview,
      2.   By the interviewer in a telephone interview,
      3.   By the interviewer in a proxy interview,
      4.   Not available / not eligible
      NO DON'T KNOW, NO REFUSAL

AConsent
[NAME]
INTERVIEWER: HAS VERBAL CONSENT BEEN OBTAINED FOR [Name's] PARTICIPATION IN THE
STUDY?
      1.   Yes
      2.   No
      NO DON'T KNOW, NO REFUSAL

ANoConEnd
[NAME]
INTERVIEWER: AS WE DON'T HAVE VERBAL CONSENT THE PARTICIPANT IS NOT ABLE TO
PARTICIPATE IN THE REMAINDER OF THE STUDY.

IF THEY DON'T WISH TO PROVIDE VERBAL CONSENT, THANK THEM FOR THEIR TIME AND END
THE INTERVIEW.
      1.   Press 1 and Enter to continue

AConspar
NAME
INTERVIEWER: WHICH ADULT GAVE CONSENT FOR [Name] TO PARTICIPATE IN THE STUDY?
      1.   [Adult Name][1]
      2.   [Adult Name][2]
      3.   [Adult Name][3]
      4.   [Adult Name][4]
      5.   [Adult Name][5]
      6.   [Adult Name][6]
      7.   [Adult Name][7]
      8.   [Adult Name][8]
      9.   [Adult Name][9]
      10. [Adult Name][10]
: 1..10, NO DON'T KNOW, NO REFUSAL

AindChpr
NAME
INTERVIEWER: [Name] IS AGED 8-10 SO PLEASE CARRY OUT INTERVIEW WITH
PARENT/GUARDIAN AS PROXY.

IT IS IMPORTANT THAT [Name] IS PRESENT DURING THE INTERVIEW.
IS [Name] PRESENT DURING INTERVIEW?
1. Yes, child is present
2. No, child not present

AProxWho
NAME
INTERVIEWER: PLEASE RECORD WHICH HOUSEHOLD MEMBER WILL CARRY OUT THE PROXY
INTERVIEW ON BEHALF OF [Name]
1. [Adult Name][1]
2. [Adult Name][2]
3. [Adult Name][3]
4. [Adult Name][4]
5. [Adult Name][5]
6. [Adult Name][6]
7. [Adult Name][7]
8. [Adult Name][8]
9. [Adult Name][9]
10. [Adult Name][10]

: 1..10, NO DON'T KNOW, NO REFUSAL

ADiaryAcc
NAME
INTERVIEWER: WAS THE DIARY ACCEPTED?
1. Diary accepted
2. Diary refused

ADPlcEnd
INTERVIEWER: END OF THE DIARY PLACEMENT QUESTIONS
1. Press 1 and Enter to continue

AMobNumOK
NAME
Can I please have a mobile phone number so that we can send [you/Name] a text reminder before each of [your/his/her] diary days?
1. Yes
2. No

AMobNum
NAME
INTERVIEWER: ENTER MOBILE NUMBER FOR TEXT REMINDERS
:STRING[20]

ATtl
NAME
INTERVIEWER: ASK OR CODE
It would be helpful to take [your/name's] full name. Please could you tell me what title [you/he/she] [use/uses]?
If the title is not known press <Ctrl K>.

1. Mr
2. Mrs
3. Ms
4. Miss
5. Other title

IF ATtl= Other title
ATtlX
NAME
INTERVIEWER: ASK OR CODE

Enter the *title*
: STRING[15]

AForNam
NAME
INTERVIEWER: ASK OR CODE
And the *first name*?
If the first name is not known press <Ctrl K>.
: STRING[20]

ASurNam
NAME
INTERVIEWER: ASK OR CODE
And the *surname*?
|If the surname is not known press <Ctrl K>.
: STRING[20]

Diary
Did you collect a completed diary for [Name] ?

FULLY COMPLETED = 2 diary days completed
PARTIALLY COMPLETED = 1 diary day completed
NO DIARY = No days completed at all

1. Yes - fully completed diary
2. Yes - partially completed diary
3. No - no diary completed for this person

IF Diary = No diary completed for this person.
DiarSend
INTERVIEWER: HAS THE PARTICIPANT PROMISED TO POST THE DIARY TO NATCEN?
1. Yes
2. No

Iout
NAME
INTERVIEWER: Enter individual outcome code for person [person number]
   11 Individual interview complete, diary collected.
   21 Individual interview complete, no diary collected
   22 Individual interview *not* complete, diary collected
   34 No contact with selected individual
   43 Refusal before interview
   44 Refusal during interview
   45 Broken appointment
   51 Ill at home
   52 Ill/away
   53 Physically unable
   54 Language difficulties
   55 Mentally unable
   59 Other reason:
: 00..97, NO DON'T KNOW, NO REFUSAL

WhoFill
Who filled in the diary for [Name] ?
1. Respondent filled it in themselves
2. Respondent filled it in with help from anotherhousehold member
3. Another household member filled it in on respondent'sbehalf
4. Respondent filled it in with help from the interviewer
5. Interviewer filled it in on respondent's behalf

WrkS

Did [Name] complete a work schedule?
1. Yes - fully completed
2. Yes - partially completed
3. No - no work schedule completed for this person

DaysInt
Which day(s) did you (ie INTERVIEWER) fill in.
CODE ALL THAT APPLY

1. Day 1
2. Day 2
3. Day 3
4. Day 4
5. Day 5
6. Day 6
7. Day 7

ProxVer
PROXY INTERVIEW

You carried out a proxy interview with on behalf of [Name]. Have you verified responses with [Name]?
1. Yes
2. No

IntroGC
INTERVIEWER AT THE NEXT QUESTION DETAILS ABOUT THE GIFT CARD CAN BE ENTERED.
YOU WILL NEED **[Number of gift cards]** GIFT CARDS
2. Press 1 and <Enter> to continue.

EndGC
INTERVIEWER:
END OF GIFT CARD SECTION
1. Press 1 and <Enter> to continue.

AddOk
 WAS THE ADDRESS ON THE ARF LABEL CORRECT AND COMPLETE?
1. Yes
2. No

AAdd1
PLEASE ENTER CORRECT ADDRESS
FIRST LINE...
: STRING[40], NO DON'T KNOW, NO REFUSAL

AAdd2
(PLEASE ENTER CORRECT ADDRESS)
SECOND LINE...
STRING[40], NO DON'T KNOW, NO REFUSAL

AAdd3
(PLEASE ENTER CORRECT ADDRESS
THIRD LINE...
(JUST PRESS ENTER IF NO MORE TO ADD)
STRING[40] ,EMPTY,NODK,NORF

AAdd4
(PLEASE ENTER CORRECT ADDRESS
FOURTH LINE...
(JUST PRESS ENTER IF NO MORE TO ADD)
: STRING[40], EMPTY, NO DON'T KNOW, NO REFUSAL

AAdd5
(PLEASE ENTER CORRECT ADDRESS
FIFTH LINE...
(JUST PRESS ENTER IF NO MORE TO ADD)
: STRING[40], EMPTY, NO DON'T KNOW, NO REFUSAL

AAddPC
(PLEASE ENTER CORRECT ADDRESS)
POSTCODE...
: STRING[10]

ConAdd
PLEASE READ THE ADDRESS BELOW, AND CONFIRM IT IS CORRECT AND MATCHES
CORRECTIONS MADE ON THE ARF
Address: [ADDRESS LINE 1]
                   [ADDRESS LINE 2]
                   [ADDRESS LINE 3]
                   [ADDRESS LINE 4]
                   [ADDRESS LINE 5]
POSTCODE: [POSTCODE]
GO BACK AND CHANGE IF NOT CORRECT.
    1.   Address correct
    2.   Address *not* correct
    NO DON'T KNOW, NO REFUSAL

Barriers
INTERVIEWER: Are any of these physical barriers to entry present at the house/flat/building? (A.2 on ARF)
CODE ALL THAT APPLY.
    1.   Locked common entrance
    2.   Locked gates
    3.   Security staff or other gatekeeper
    4.   Entry phone access
    5.   None of these
    8.   Unable to obtain information,
    NO DON'T KNOW, NO REFUSAL

DwellTyp
INTERVIEWER: Which of these best describes the selected flat or house (i.e. the selected dwelling unit) of the intended respondent? (A.3 on ARF)
    1.   Detached house
    2.   Semi-detached house
    3.   Terraced house (including end of terrace)
    4.   Flat or maisonette - purpose built
    5.   Flat or maisonnette - conversion
    6.   Other
    8.   Unable to obtain information
    NO DON'T KNOW, NO REFUSAL

CondArea
Which of these best describes the condition of residential properties in the area? (A.4 on ARF)
    1.   Mainly good
    2.   Mainly fair
    3.   Mainly bad
    4.   Mainly very bad ,
    8.   Unable to obtain information
    NO DON'T KNOW, NO REFUSAL

CondAdd

How is the external condition of the selected flat or house (i.e. the selected dwelling unit) relative to other residential properties in the area? (A.5 on ARF)
1. Better
2. About the same
3. Worse
8. Unable to obtain information
NO DON'T KNOW, NO REFUSAL

FindDU
How many dwelling units did you find at this address?
INTERVIEWER: TAKE THE ANSWER AS RECORDED AT *B1 ON THE ARF* FOR THIS ADDRESS.
IF ADDRESS IS INELIGIBLE, OR NUMBER OF DWELLING UNITS NOT ESTABLISHED,ENTER '0'
: 0..30
NO DON'T KNOW, NO REFUSAL

DUCode
Please enter code of selected DU from *B2 ON THE ARF*
: 1..30

FindHH
How many households did you find in the selected DU?
INTERVIEWER: TAKE THE ANSWER AS RECORDED AT *C1 ON THE ARF* FOR THIS ADDRESS.
IF ADDRESS IS INELIGIBLE, OR NUMBER OF HOUSEHOLDS NOT ESTABLISHED, ENTER '0'
: 0..30
NO DON'T KNOW, NO REFUSAL

HHCode
Please enter code of selected HH from *C2 ON THE ARF*
: 1..30

PlaceLng
How long in minutes was your diary placement interview?
: 0..300

Pickup
Did you visit the address to pick up the diaries?
1. Yes
2. No

NoPU
Please note why you did not visit the address to pick up the diaries.
:STRING[50]

DCollDate
What was the date of your diary collection visit?
:DATETYPE

CollLng
How long in minutes was your diary collection visit?
: 0..300

RemCall
Did you make a reminder call between placing the diaries and the diary start date?
1. Yes
2. No

RemVis
Did you make a personal reminder visit during diary completion?
1. Yes
2. No

INFO

PRESS <Enter> TO LEAVE THE QUESTIONNAIRE

[If Choice=Exit = NOTE: Use <ArrowUp> key to move back to the choice question if you wish to complete the admin details.]

1. Exit

EMPTY

Appendix K. Showcards

NatCen
Social Research

P10960 / P2216

Everyday Life

Prompt cards

1   Spouse
2   Civil Partner
3   Cohabiting partner
4   Son/daughter (incl. adopted)
5   Step-son/daughter
6   Foster child
7   Son-in-law/daughter-in-law
8   Parent/guardian
9   Step-parent
10   Foster parent
11   Parent-in-law
12   Brother/sister (incl. adopted)
13   Step-brother/sister
14   Foster brother/sister
15   Brother/sister-in-law
16   Grandchild
17   Grandparent
18   Other relative
19   Other non-relative

1

NET HOUSEHOLD INCOME FROM ALL SOURCES
(after deductions for tax, national insurance, etc.)

WEEKLY		Or MONTHLY		Or ANNUAL	
Less than £100	E	Less than £430	E	Less than £5,200	E
£100 less than £200	H	£430 less than £870	H	£5,200 less than £10,400	H
£200 less than £300	C	£870 less than £1,300	C	£10,400 less than £15,600	C
£300 less than £400	A	£1,300 less than £1,700	A	£15,600 less than £20,800	A
£400 less than £500	L	£1,700 less than £2,600	L	£20,800 less than £31,200	L
£500 less than £600	G	£2,600 less than £3,500	G	£31,200 less than £41,600	G
£600 less than £900	I	£3,500 less than £3,900	I	£41,600 less than £46,800	I
£900 less than £1,000	N	£3,900 less than £4,300	N	£46,800 less than £52,000	N
£1,000 less than £1,150	D	£4,300 less than £5,000	D	£52,000 less than £60,000	D
£1,150 less than £1,350	K	£5,000 less than £5,800	K	£60,000 less than £70,000	K
£1,350 less than £1,550	M	£5,800 less than £6,700	M	£70,000 less than £80,000	M
£1,550 less than £1,900	J	£6,700 less than £8,300	J	£80,000 less than £100,000	J
£1,900 less than £2,500	B	£8,300 less than £10,800	B	£100,000 less than £130,000	B
£2,500 or more	F	£10,800 or more	F	£130,000 or more	F

2

1   Yes, received help/service by somebody who was doing it as part of their paid normal work

2   Yes, received help/service by somebody who was **not** doing it as part of their normal paid work

3   No

3

218

CARD B1

1	England
2	Scotland
3	Wales
4	Northern Ireland
5	Republic of Ireland
6	France
7	Germany
8	Italy
9	Spain
10	Poland
11	Cyprus
12	Turkey
13	Australia
14	New Zealand
15	Canada
16	U.S.A

see over for more codes

4

...CARD B1 continued

17	China/Hong Kong
18	India
19	Pakistan
20	Bangladesh
21	Sri Lanka
22	Kenya
23	Ghana
24	Nigeria
25	Uganda
26	South Africa
27	Jamaica
28	Other country

5

	CARD B2
1	1 to 2
2	3 to 24
3	25-99
4	100-499
5	500-999
6	1000 or more
7	Don't know but less than 25
8	Don't know but 25 or more

	CARD B3
1	Three-shift working
2	Continental shifts
3	Two shift system with "earlies" and "lates"/double day shifts
4	Sometimes night and sometimes day shifts
5	Split shifts
6	Morning shifts
7	Evening or twilight shifts
8	Night shifts
9	Weekend shifts
10	Other type of shiftwork

CARD B4

1   Flexible hours, with specified core hours

2   Flexible hours, with no specified core hours

3   Annualised hours contract

4   Term time working

5   Job sharing

6   A nine-day fortnight

7   A four-and-a-half day week

8   Zero hours contract

9   None of the above

CARD B5

NET INDIVIDUAL INCOME FROM ALL SOURCES
(after deductions for tax, national insurance, etc.)

	WEEKLY		Or MONTHLY		Or ANNUAL
E	Less than £100	E	Less than £430	E	Less than £5,200
H	£100 less than £200	H	£430 less than £870	H	£5,200 less than £10,400
C	£200 less than £300	C	£870 less than £1,300	C	£10,400 less than £15,600
A	£300 less than £400	A	£1,300 less than £1,700	A	£15,600 less than £20,800
L	£400 less than £600	L	£1,700 less than £2,600	L	£20,800 less than £31,200
G	£600 less than £800	G	£2,600 less than £3,500	G	£31,200 less than £41,600
I	£800 less than £900	I	£3,500 less than £3,900	I	£41,600 less than £46,800
N	£900 less than £1,000	N	£3,900 less than £4,300	N	£46,800 less than £52,000
D	£1,000 less than £1,150	D	£4,300 less than £5,000	D	£52,000 less than £60,000
K	£1,150 less than £1,350	K	£5,000 less than £5,800	K	£60,000 less than £70,000
M	£1,350 less than £1,550	M	£5,800 less than £6,700	M	£70,000 less than £80,000
J	£1,550 less than £1,900	J	£6,700 less than £8,300	J	£80,000 less than £100,000
B	£1,900 less than £2,500	B	£8,300 less than £10,800	B	£100,000 less than £130,000
F	£2,500 or more	F	£10,800 or more	F	£130,000 or more

CARD B6

1. Visit a Jobcentre/Job-market or Jobs and Benefits Centres
2. Visit a Careers Office
3. Visit a Jobclub
4. Have your name on the books of a private employment agency
5. Advertise for jobs in newspapers, journals or on the internet
6. Answer advertisements in newspapers, journals or on the internet
7. Study situations vacant columns in newspapers, journals or on the internet
8. Apply directly to employers
9. Ask friends, relatives, colleagues or trade unions about jobs
10. Wait for the results of an application for a job
11. Look for premises or equipment for a job
12. Seek any kind of permit to be able to do a job
13. Try to get a loan or other financial backing for a job or business
14. Do anything else to find work

CARD B7

1. Carrying out a job or profession (this can include unpaid work for a family business including an apprenticeship or paid traineeship etc)
2. Unemployed
3. Long term sick
4. At school, student, further training, unpaid work experience
5. In retirement or early retirement or given up business
6. In compulsory military or community service
7. Doing domestic work (housekeeping, taking care of children or other persons, etc)
8. Other

CARD B8

1. Unemployment-related benefits, or National Insurance Credits (e.g. Employment and Support Allowance, Jobseeker's Allowance)
2. Income Support
3. Universal Credit
4. Sickness, disability or incapacity benefits (including Personal Independence Payments)
5. Any sort of pension including a private pension or the State pension
6. Child Benefit
7. Tax credits, such as the Working Tax Credit or Child Tax Credit
8. Any other family related benefit or payment
9. None of these

12

CARD B9

1. Degree level qualification including graduate membership of a professional institute or PGCE or higher
2. Diploma in higher education
3. HNC / HND
4. ONC / OND
5. BTEC / BEC / TEC / EdExcel / LQL
6. DSCOTVEC / SCOTEC / SCOTBEC (Scotland)
7. Teaching qualification excluding PGCE
8. Nursing or other medical qualification not yet mentioned
9. Other higher education qualification below degree level
10. A level / GCE in Applied Subjects or equivalent
11. New Diploma
12. Welsh Baccalaureate
13. International Baccalaureate
14. NVQ / SVQ
15. GNVQ / GSVQ
16. AS level or equivalent
17. Certificate of sixth years studies (CSYS) or equivalent (Scotland)
18. Leaving certificate (Republic of Ireland)
19. Access to HE
20. O level or equivalent
21. Standard Grade or Ordinary Grade / Lower (Scotland)
22. GCSE / Vocational GCSE
23. CSE   see over for more codes

13

24 Advanced Higher / Higher / Intermediate / Access qualifications (Scotland)
25 Junior certificate (Republic of Ireland)
26 RSA / OCR
27 City and Guilds
28 YT certificate / YTP
29 Key Skills (Eng., W and NI) / Core Skills (Scotland)
30 Entry Level Qualifications
31 Award, Certificate or Diploma, at entry level and level 1 to 8
32 Any other professional / vocational / foreign qualifications
33 Don't know
34 None of the above

14

Examples of groups or organisations you might volunteer for...

- Children's education/schools
- Youth/children's activities (outside school) e.g. youth groups
- Education for adults
- Sport/exercise (taking part, coaching or going to watch)
- Religious groups
- The elderly
- Hospital, hospice and / or home visits
- Safety, First Aid
- The environment, animals
- Justice and Human Rights
- Local community or neighbourhood groups
- Citizens' Groups

15

224

CARD B11

1 Dislike a lot
2 Dislike a little
3 Neither like or dislike
4 Like a little
5 Like a lot
6 Do not do the activity
7 Don't know

18

CARD B12

1 Completely dissatisfied
2 Mostly dissatisfied
3 Somewhat dissatisfied
4 Neither satisfied or dissatisfied
5 Somewhat satisfied
6 Mostly satisfied
7 Completely satisfied

17

CARD B13

1	A childminder, nanny, au pair or babysitter
2	A public or voluntary creche or nursery
3	A private creche or nursery
4	A public or voluntary play group or pre-school
5	A private play group or pre-school
6	A reception class
7	A club, family centre or play scheme
8	A family member
9	A friend or neighbour
10	Other
11	None of the above