

Training in Britain: Individuals Perspectives - Instructions for analysing the data set

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Please read the instructions carefully - especially the section titled 'analysing the data'

HARDWARE AND SOFTWARE REQUIREMENTS

In order to successfully analyse the data the following equipment is required:

Hardware

IBM PC or compatible with at least 25 MBytes of free disc space (ideally 30) after the installation of SPSSPC software. Use of one of the faster 80286 or 80386 processor based machines is recommended if available. Likewise use of a maths coprocessor would speed analyses considerably.

Software

The data is in SPSS format and so can be read by any package that can cope with SPSS format files and up to 200 variables. Any version of SPSSPC from 1.0 onwards is suitable. SPSSPC Version 3 enables the use of up to 500 variables which would make the analysis easier, as the limit of 200 variables on earlier versions may be restrictive.

Mainframe Operation

The data files could be transferred to a mainframe computer using the SPSS Kermit program and then analysed using SPSSX - the mainframe version of SPSS. See your SPSSPC manual for the differences between SPSSPC and SPSSX, and also for details of how to transfer the data from PC compatible computer to a mainframe.

LOADING THE DATA

1. The data files require over 20 MBytes of disk storage, allowing some space for temporary files created during SPSS analysis you need to check that there is a minimum of around 25,000,000 Bytes of available space on the hard disk of your computer. To do this enter **DIR C:** at the MS-DOS prompt and press return. A list of files together with the amount of free storage space on the disk will be displayed. If it shows that there is insufficient memory check the size of your hard disk if it is large enough consider deleting files.
2. Make the root directory the current directory. To do this enter **CD C:** and press return.
3. Create a new directory called **\INDDATA**: Enter **MKDIR \INDDATA** and press return.
4. Now load the data using the restore command. Firstly place the disk labelled *Individuals data disk one* in the floppy disk drive (if there are two floppy disk drives put it in the a: drive or alternatively put it in another drive and alter the a: in the command given below to the letter for the new drive). Enter **RESTORE A: C:\INDDATA*.*** and press return. Insert the remaining floppy disks into the floppy disk drive in order, as prompted by the screen.
5. The data is now ready for use.

GENERAL DESCRIPTION OF THE DATA SET

The data from this study is hierarchical. Every individual who took part in the study was asked a basic set of questions. Additionally those receiving training during the previous three years were asked questions from a supplementary questionnaire, once for each of their most recent training experiences up to maximum of three within the previous three years.

SPSS cannot handle hierarchical data automatically so the database has had to be specially structured to enable analysis. Each case in the database covers all variables including those connected with training, and contains information about 1 individual. If the individual received training the case will also contain information on one training instance. The information on an individual who had three training instances would thus occupy three cases on the database: each containing the basic information about the individual from the contact and main questionnaires plus the information from one training questionnaire. By selecting the appropriate cases for analysis it is possible to analyse the data in any way required. The exact SPSS commands required are detailed in the section titled 'Analysing the data'.

QUESTIONNAIRES

The study used three questionnaires:

White	- Contact questionnaire
Blue	- Main questionnaire
Yellow	- Training record

Each questionnaire has its own coding instructions, contained in the questionnaire or on the coding and editing instructions.

The variable names used are written in on the questionnaires provided alongside each question.

VARIABLE NAMES

- on the Contact questionnaire begin with the letter 'C';
- on the Main questionnaire begin with the letter 'M'; and
- on the Training record begin with the letter 'T'.

Some of the questions have been coded on to alphanumeric variables (as opposed to numeric variables). Data coded this way includes questions having answers coded with V and X in addition to the numbers 0-9 and all the questions where multiple answers were permitted (see section titled expanded data). The values of alphanumeric variables must be referred to using single quotation marks, for example, the variable *cintype* (type of interview, from the contact questionnaire), is coded with values 0-6 and V and X. Suppose we want to analyse only type D (code 1) interviews using the SPSSPC command *SELECT IF* to pick out the cases with this type of interview. Then the correct syntax would be:

```
SELECT IF ( cintype = '1' ).
```

A full list of variable names, types and value labels can be obtained by using the SPSS *DISPLAY ALL* command after loading one of the data (system) files. Additionally an index of variable names showing in which of the 8 data files each variable is to be found is given in appendix 5.

ANALYSING THE DATA

Obtaining the correct variables.

Due to the large number of variables in the data set they are stored in eight files. In order to do analyses involving variables from different files it is necessary to use the SPSS *JOIN MATCH* command to create an SPSS active file containing the desired variables. SPSS needs to identify the cases from each file which contain information on a particular individual so it can match the variables correctly. In order to enable this, the variable *idn* is supplied on the data base which has a unique value for each case. The files are supplied with the cases sorted so that *idn* increases from one case to the next. As the order of the matching variable has to be the same in each source file it is vital that the original files are NOT SORTED.

The variables *trins*, *tottrins* and *weight* should be included in every joining operation so that the correct parts of this hierarchical database may be selected for analysis (see following section) and also that the data can be weighted to provide representative results. All the data files contain variables *trins* and *tottrins* while *weight* is only stored in *INDPART1.DAT*. For example, suppose it was required to analyse how easy people found obtaining course information by region. The variable *creg* in file *INDPART1.DAT* contains the standard region and *mexcsinf* contains details on how easy it was to obtain course information. This is achieved with the following SPSSPC command:

```
JOIN MATCH /FILE 'indpart1.dat' /KEEP idn tottrins trins creg weight /FILE  
'indpart2.dat' /KEEP idn mexcsinf /BY idn.
```

Note that the file references will have to include path names if the data files are not stored in the current default SPSS directory. (The use of MS-DOS path names is explained in the SPSS manual under 'DOS concepts').

Also note that the *JOIN MATCH* command can cope with a maximum of five files at one time, in order to use variables from more than five files in an analysis 2 joins will need to be performed.

SELECTING THE CORRECT CASES FOR ANALYSIS

The individuals data set has a hierarchical structure. Since SPSS does not handle hierarchical data automatically records appropriate to the required analysis required must be selected (using the SPSS *SELECT IF* or *PROCESS IF* commands). The instructions given below use the SPSS *SELECT IF* command, this must be replaced by *PROCESS IF* if temporary rather than permanent selection is required.

1. TO ANALYSE INDIVIDUALS CHARACTERISTICS

An individuals characteristics appear in the data set once for each training event the individual has or once if the individual has no training events on the database. To include each individual once in the analysis it is necessary to pick out those records without a training event (variable *TRINS* = 0) (people not receiving any training) and those containing the 1st training event for people with at least one instance of training (variable *TRINS* = 1). Use the command

```
SELECT IF ( trins < 2 ).
```

2. TO ANALYSE TRAINING EVENTS (against individuals characteristics)

In order to analyse training events it is necessary to select records containing training events ie exclude records where the individual has received no training. This is done by dropping records without a training interview (*trins* = 0). Use the command

```
SELECT IF ( trins > 0 ).
```

EXAMPLE

To continue the example from the previous section analysing the ease with which individuals found information on training by region, we have:

```
JOIN MATCH
/FILE 'indpart1.dat'
/KEEP idn tottrins trins creg weight
/FILE 'indpart2.dat'
/KEEP idn mexcsinf
/BY idn.
WEIGHT BY weight.

SELECT IF ( trins < 2 ).
CROSSTABS /TABLES creg BY mexcsinf.
```

- See following section. Not always required.

These commands produce a crosstab of region against the ease with which individuals found information on training.

The results of this analysis are given in example 1 of appendix 3.

WEIGHTING THE DATA

When the survey was conducted certain groups of people (eg. unemployed people) were preferentially selected for interview within any one household. To correct for this the data needs to be weighted, weights are found as the variable *WEIGHT* in file *INDPART1.DAT*. Use the SPSS command *WEIGHT BY* to weight the dataset. The complete SPSS instruction to use to weight the data is:

WEIGHT BY weight.

This should be done after any *join* command. The weights shown in table TA1 of the technical appendix of the study report are incorrect, the correct values as contained in the data are:

Interview Type	Weight
A	0.622
B	0.556
C	1.761
D	0.598
E	0.867
F	0.707

Note: Although in most analyses it will be necessary to weight the data this will not always be so. For example, if a regression analysis was being done to look at factors characteristic of individuals receiving training it would not be appropriate to weight the data. The weighting can be turned off in such circumstances with the command *WEIGHT OFF*.

EXPANDED DATA / MULTIPLE RESPONSE QUESTIONS

Some of the questions in the survey allowed multiple responses. SPSS cannot cope with multi-punched data so the responses to these questions are coded differently to the other variables. For each possible response to a question where multi-responses were allowed a variable has been created which details the presence/absence of that response.

These variables are referred to as expanded variables because the data which they relate to has been expanded (or mapped) on to a set of variables, one for each possible response to the question concerned. They are coded as alphanumeric SPSS variables in the dataset of length 1.

An example of a question with expanded data is Question F in the classification section of the contact questionnaire. The question asks about membership of trade and professional organisations the possible response codes are:-

Code and Meaning	Response data contained in variable, name:	Contents of variable if:	
		Response present	Response Absent
1 Trade Union	SC161P1	'1'	' ' (i.e. a space)
2 Staff Association	SC161P2	'2'	' '
3 Professional Association	SC161P3	'3'	' '
4 None	SC161P4	'4'	' '

The contact questionnaire was coded on card 1 originally (see section on cards), from the questionnaire it is seen that the data for question F was coded on column 61 of card 1.

The variables for the expanded data have been systematically named with letters SC (for Source Column/card) followed by the original card number and then column number. Finally the punch which the variable records, is added as P followed by the punch value eg 6. From the example above membership of a professional association (Source Card 1, column 61, Punch 3) is recorded in variable SC161P3. This variable contains a 3 if the respondent answered that they were a member of a professional association and a space-bar character if they did not.

For some questions with expanded data it may be desirable to group responses together, a temporary indicator variable must be used to do this, in the example here a variable called *temp* is used. Suppose it is required to look at those people who were a member of a trade union and/or a professional association. It is necessary to use the logical operators in SPSS. To pick out cases detailing individuals with these characteristics for analysis use the following:-

IF SC161P1 = '1' OR SC161P3 = '3' temp = 1.

- assigns the value of 1 to temp if either or both types of membership held

PROCESS IF (temp = 1).

- picks out records with these characteristics for analysis on the following command (*PROCESS & SELECT IF* can only deal with one logical condition)

As before, for permanent rather than temporary selection replace *PROCESS IF* with *SELECT IF*.

SAVING COMPOSITE DATA SETS

Due to the large size of composite data files, in order to save disk space it is recommended that the */COMPRESS* option is used when saving SPSS active files : see the section on the *SAVE* command in your SPSS manual.

Appendix 1

VARIABLES CONTAINED IN EACH FILE

The table below shows which variables are contained in which file. In addition all files contain the variables *idn*, *caseno*, *tottrins* and *trins*.

File	Variables From	To	Corresponding Card and Column Positions
INDPART1.DAT	CID	MFININF	1 - 1 to 4 - 77
INDPART2.DAT	MMOVEAWAY	MTROPGEN	5 - 14 to 6 - 59
	and		
INDPART3.DAT	SC138P1	SC176PV	1 - 38 to 1 - 76 (expanded data)
INDPART4.DAT	SC278P1	SC463PV	2 - 78 to 4 - 63 (expanded data)
INDPART5.DAT	SC464P1	SC569PV	4 - 64 to 5 - 69 (expanded data)
INDPART6.DAT	SC576P1	SC631PV	5 - 76 to 6 - 31 (expanded data)
INDPART7.DAT	SC632P1	SC655PV	6 - 32 to 6 - 55 (expanded data)
INDPART7.DAT	TID	TUSEKLL	7 - 1 to 8 - 54
INDPART8.DAT	SC720P1	SC842P4	7 - 20 to 8 - 42 (expanded data)

Files INDPART1.DAT and INDPART2.DAT contain variables from the contact and main questionnaire and files 3 to 6 contain expanded data variables from these questionnaires. Files 7 and 8 are concerned with the training record. Appendix 5 contains a full index of which variables occur in each data file.

Appendix 2

QUESTIONS CODED ON EACH CARD

Not including the expanded data (which is explained later) there are 8 cards for each respondent, as follows:

CARD 1

Data from the Contact questionnaire (see column 13 on the Contact questionnaire).

e.g. Card 1 col 14 refers to the employment status of the first person in the household, therefore the variable name 'CEMPSTA1' could have a code of between 1 - 0.

CARDS 2 - 6

Data from the Main questionnaire.

CARD 2 (See col 13 of the Main questionnaire).

Data begins at question 4 up to question 13.

e.g. Card 2 col 14 refers to the month in which the respondent last finished working, therefore variable name 'MULSJBMO' could have a code of between 1 - X.

CARD 3

Data begins at question 14 up to question 41a.

e.g. card 3 col 14 refers to the age of the respondent on leaving school, therefore variable name 'MSCAGE' could have a code of between 1 - 7 or 9.

CARD 4

Data begins at question 41b up to question 55.

CARD 5

Data begins at question 56 up to question 74.

CARD 6

Data begins at question 75 up to question 89 (end of questionnaire).

CARDS 7 - 8

These cards contain the data from the Training record.

CARD 7 (see col 13 of the Training record)

Data begins at question 1 up to question 20b.

e.g. card 7 col 18 refers to what the training was designed to do, therefore variable name 'TJOBTRG' could have a code of between 1 -4, 8 or 9.

CARD 8

Data begins at question 21 up to question 31 (end of questionnaire).

APPENDIX 3 : Example analyses

EXAMPLE 1

The example given here is taken from the section on analysing the data. It is concerned with the availability of information about courses by region.

SPSS/PC+ The Statistical Package for IBM PC

2/26/90

```
SET MORE OFF.
JOIN MATCH
/FILE '\inddata\indpart1.dat'
/KEEP idn tottrins trins creg weight
/FILE '\inddata\indpart2.dat'
/KEEP idn mexcsinf
/BY idn.
```

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This procedure was completed at 16:00:52
WEIGHT BY weight.
SELECT IF (trins <=1).
CROSSTABS /TABLES creg BY mexcsinf.
The raw data or transformation pass is proceeding
2581 cases are written to the uncompressed active file.

***** Given WORKSPACE allows for 9763 Cells with
2 Dimensions for CROSSTAB problem *****

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Crosstabulation: CREG Standard Region
By MEXCSINF Info - cses pld trg

- - - - Page 1 of 6

MEXCSINF-->	Count	Very easy	Fairly easy	Neither easy nor	Fairly difficult	Very difficult	Row Total
		1	2	3	4	5	
CREG							
1	South East	36	17	1	2	3	64 23.6
2	East Anglia	4	1			1	8 3.1
3	London	14	12		1		28 10.2
4	South West	15	4		1	2	22 8.0
Column		150	69	2	11	14	273
(Continued) Total		54.8	25.4	.8	4.1	5.2	100.0

Crosstabulation: CREG Standard Region
By MEXCSINF Info - cses pld trg

- - - - Page 2 of 6

MEXCSINF→	Count	Does not apply 6	Not answered 9	Row Total
CREG				
1 South East	64	4	2	23.6
2 East Anglia	8	2	1	3.1
3 London	28	1		10.2
4 South West	22			8.0
Column Total	273	18	8	
(Continued) Total	100.0	6.6	3.1	

Crosstabulation: CREG Standard Region
By MEXCSINF Info - cses pld trg

- - - - Page 3 of 6

MEXCSINF→	Count	Very easy 1	Fairly easy 2	Neither easy nor 3	Fairly difficult 4	Very difficult 5	Row Total
CREG							
5 West Mids	40	27	7		2	1	14.6
6 East Mids	16	6	4			3	5.7
7 Yorks & Humber	24	13	5				8.9
8 North West	26	11	8		4	1	9.4
Column Total	273	150	69	2	11	14	
(Continued) Total	100.0	54.8	25.4	.8	4.1	5.2	

Crosstabulation: CREG Standard Region
By MEXCSINF Info - cses pld trg

- - - - Page 4 of 6

MEXCSINF-->	Count	Does not apply 6	Not answered 9	Row Total
CREG				
West Mids	5	1	2	40 14.6
East Mids	6	2		16 5.7
Yorks & Humber	7	4	2	24 8.9
North West	8	3		26 9.4
Column Total		18	8	273
(Continued) Total		6.6	3.1	100.0

Crosstabulation: CREG Standard Region
By MEXCSINF Info - cses pld trg

- - - - Page 5 of 6

MEXCSINF-->	Count	Very easy 1	Fairly easy 2	Neither easy nor 3	Fairly difficult 4	Very difficult 5	Row Total
CREG							
Northern	9	7	6			1	14 5.3
Scotland	10	12	6	1	1	3	24 8.9
Wales	11	5	1	1			6 2.3
Column Total		150	69	2	11	14	273
(Continued) Total		54.8	25.4	.8	4.1	5.2	100.0

Crosstabulation: CREG Standard Region
By MEXCSINF Info - cses pld trg

- - - - Page 6 of 6

MEXCSINF-->	Count	Does not apply 6	Not answered 9	Row Total
CREG				
Northern	9	1		14 5.3
Scotland	10	1	1	24 8.9
Wales	11			6 2.3
Column Total		18	8	273
Total		6.6	3.1	100.0

Number of Missing Observations = 2306

This procedure was completed at 16:01:45
SET MORE ON.

EXAMPLE 2

This analysis is concerned with training instances only, a *SELECT IF* command on page 2 picks out all the records containing training instances. The data for this analysis is contained in the directory *\inddata* hence the path names for the data file in the join command on the first page, also note that the variable *idn* is included in the *KEEP* sub-command for each file. On page 15 a combination of an *IF* and a *PROCESS IF* command is used to pick out those courses for which the course fees were paid by either the respondent or relatives of the respondent.

SPSS/PC+ The Statistical Package for IBM PC 2/21/90

```
JOIN MATCH /FILE = '\inddata\indpart1.dat'
/KEEP = idn tottrins trins weight
/FILE = '\inddata\indpart7.dat'
/KEEP = idn tcstyr tcsqual tcsfees
/FILE = '\inddata\indpart8.dat'
/KEEP = idn sc775p1 sc775p2 sc775p4 sc775p5 sc775p6 sc775p7 sc775p8 sc775p9
/BY idn.
```

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This procedure was completed at 11:35:03

```
SET MORE OFF /PRINTER ON.
WEIGHT BY weight.
SELECT IF (trins>0).
FREQUENCIES /VARIABLES tcstyr tcsqual sc775p1 TO sc775p9.
The raw data or transformation pass is proceeding
824 cases are written to the uncompressed active file.
```

***** Memory allows a total of 13313 Values, accumulated across all Variables.
There also may be up to 1664 Value Labels for each Variable.

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TCSSTYR Yr start course

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
	76	1	.1	.1	.1
	81	2	.5	.5	.6
	82	7	1.4	1.5	2.1
	83	17	3.2	3.3	5.4
	84	74	14.1	14.6	20.1
	85	121	23.1	24.1	44.1
	86	160	30.5	31.8	75.9
	87	121	23.1	24.1	100.0
	.	20	3.9	MISSING	
	TOTAL	522	100.0	100.0	

Valid Cases 502 Missing Cases 20

TCSQUAL Lead to qual

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
Yes - led to a quali	1	171	32.7	33.5	33.5
No - did not lead to	2	322	61.7	63.1	96.6
Do not know	3	6	1.2	1.2	97.8
Not answered	9	11	2.1	2.2	100.0
.	.	12	2.4	MISSING	
TOTAL		522	100.0	100.0	

Valid Cases 510 Missing Cases 12

SC775P1 Fees - no fees

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
		417	79.9	79.9	79.9
	1	105	20.1	20.1	100.0
TOTAL		522	100.0	100.0	

Valid Cases 522 Missing Cases 0

SC775P2 Fees - respondent

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
		515	98.6	98.6	98.6
	2	7	1.4	1.4	100.0
TOTAL		522	100.0	100.0	

Valid Cases 522 Missing Cases 0

SC775P4 Fees - other relatives

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
		521	99.7	99.7	99.7
	4	1	.3	.3	100.0
TOTAL		522	100.0	100.0	

Valid Cases 522 Missing Cases 0

SC775P5 Fees - employer

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
		170	32.5	32.5	32.5
	5	353	67.5	67.5	100.0
	TOTAL	522	100.0	100.0	

Valid Cases 522 Missing Cases 0

SC775P6 Fees - L E A

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
		503	96.3	96.3	96.3
	6	19	3.7	3.7	100.0
	TOTAL	522	100.0	100.0	

Valid Cases 522 Missing Cases 0

SC775P7 Fees - M.S.C.

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
		515	98.7	98.7	98.7
	7	7	1.3	1.3	100.0
	TOTAL	522	100.0	100.0	

Valid Cases 522 Missing Cases 0

SC775P8 Fees - other

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
		509	97.6	97.6	97.6
	8	13	2.4	2.4	100.0
	TOTAL	522	100.0	100.0	

Valid Cases 522 Missing Cases 0

SC775P9 Fees - do not know

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
		518	99.3	99.3	99.3
	9	4	.7	.7	100.0
	TOTAL	522	100.0	100.0	

Valid Cases 522 Missing Cases 0

This procedure was completed at 11:36:22
 DESCRIPTIVES tcsfees /statistics 1 2 9 10 11.

Number of Valid Observations (Listwise) = 391.12

Variable	Mean	S.E. Mean	Range	Minimum	Maximum	N	Label
TCSFEES	7401.63	215.18	9993.00	6	9999	391	Course fees

This procedure was completed at 11:36:35
 IF (sc775p2 EQ '2' OR sc775p4 EQ '4') x=1.
 PROCESS IF x=1.
 FREQUENCIES /VARIABLES tcsstyr tcsqual SC775P1 to sc775p9.
 The raw data or transformation pass is proceeding
 824 cases are written to the uncompressed active file.

***** Memory allows a total of 13313 Values, accumulated across all Variables.
 There also may be up to 1664 Value Labels for each Variable.

TCSSTYR Yr start course

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
	83	1	7.3	7.3	7.3
	84	3	39.1	39.1	46.4
	85	2	29.0	29.0	75.4
	86	1	14.5	14.5	89.9
	87	1	10.1	10.1	100.0
	TOTAL	9	100.0	100.0	

Valid Cases 9 Missing Cases 0

TCSQUAL Lead to qual

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
Yes - led to a quali	1	3	39.1	39.1	39.1
No - did not lead to	2	5	60.9	60.9	100.0
	TOTAL	9	100.0	100.0	

Valid Cases 9 Missing Cases 0

SC775P1 Fees - no fees

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
		9	100.0	100.0	100.0
	TOTAL	9	100.0	100.0	

Valid Cases 9 Missing Cases 0

SC775P2 Fees - respondent

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
		1	17.4	17.4	17.4
	2	7	82.6	82.6	100.0
	TOTAL	9	100.0	100.0	

Valid Cases 9 Missing Cases 0

SC775P4 Fees - other relatives

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
		7	82.6	82.6	82.6
	4	1	17.4	17.4	100.0
	TOTAL	9	100.0	100.0	

Valid Cases 9 Missing Cases 0

SC775P5 Fees - employer

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
		5	63.7	63.7	63.7
	5	3	36.3	36.3	100.0
	TOTAL	9	100.0	100.0	

Valid Cases 9 Missing Cases 0

SC775P6 Fees - L E A

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
		9	100.0	100.0	100.0
	TOTAL	9	100.0	100.0	

Valid Cases 9 Missing Cases 0

SC775P7 Fees - M.S.C.

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
		9	100.0	100.0	100.0
	TOTAL	9	100.0	100.0	

Valid Cases 9 Missing Cases 0

SC775P8 Fees - other

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
		8	89.9	89.9	89.9
	8	1	10.1	10.1	100.0
	TOTAL	9	100.0	100.0	

Valid Cases 9 Missing Cases 0

SC775P9 Fees - do not know

Value Label	Value	Frequency	Percent	Valid Percent	Cum Percent
		9	100.0	100.0	100.0
	TOTAL	9	100.0	100.0	

Valid Cases 9 Missing Cases 0

This procedure was completed at 11:37:20
PROCESS IF x=1.
DESCRIPTIVES tcsfees /STATISTICS 1 2 9 10 11.

Number of Valid Observations (Listwise) = 8.58

Variable	Mean	S.E. Mean	Range	Minimum	Maximum	N	Label
TCSFEES	2608.90	1536.35	9975.00	24	9999	9	Course fees

This procedure was completed at 11:37:27
set printer off.

OCCUPATION

Questions

4c/d/e, 5a/b/c, 11b/c/d, 29, 48c, 66, 86b, 86d
Training Record Q1

Occupation/type of work is to be coded to **three figures** using the OPCS
KOS codes

INDUSTRY

Questions

4h, 8a, 11e, 48b, 86b
Training Record Q21

Code to **two figures** using attached code list (18 categories) based on
the 1961 Standard Industrial Classifications (SICs).

OTHER CODING

Q31 Qualifications: coded in cols 52-53 as per qualification list

Experience: if required at all, code 1 in c54

Q7 TR coded in cols 23-24 as per qualification list

Experience: if required at all, code 1 in c54

Q34 NAME AND TYPE OF PROVIDERS

Code type of provider in c60 as follows:

Q4 Training Record: code Name and type in col 26

1 Universities

Open University

Business Schools

Institutes of Science/Technology

Regional Management Centres

Universities (other)

2 Polytechnics/Institutes of Higher Education

Polytechnics

Institutes of Higher Education

Scottish Central Institutions

3 Colleges of Further Education and related

Colleges of Further Education

Scottish Central Colleges

4 Colleges Unspecified

Public sector colleges which cannot be allocated into the above categories

5 Skills Training Agency/Skillcentres

6 Industry or Sector bodies

Industrial training Boards

Non-statutory Training Organisations

Group Training Associations

Professional Associations

7 Employers running own training

8 Private Providers

Specialist private training organisations

Training consultants

Employers training outsiders

Equipment manufacturers

9 Others

Trade unions

Examining/Validating bodies

Chambers of Commerce

ITeCs/Information Technology Centres

Other local government (not elsewhere classified)

Voluntary organisations

Others

QUALIFICATIONS

Questions

Main: 31, 41b, 69b

Training Record: 7 (cols 23-24), 14b (cols 44-45)

- 01 Higher degree
- 02 First degree
- 03 Other degree level qualification such as graduate membership of professional institute
- 04 BTEC or SCOTBTEC/BEC or SCOTBEC } Higher
TEC or SCOTEC/SCOTVEC }
- 05 Teaching qualification: primary
- 06 Teaching qualification: secondary/tertiary
- 07 Nursing qualification (SPECIFY
- 08 BTEC or SCOTBTEC/BEC or SCOTBEC } National
TEC or SCOTEC/SCOTVEC or SCOTVEC National } or General
Certificate module or ONC, OND
- 09 City and Guilds
- 10 'A' Level or equivalent/SLC Higher,
SCE (Higher), SUPE (Higher), Cert. of 6th year Studies
- 11 'O' Level or equivalent (inc. CSE Grade 1)
SLC (Lower), SCE (Ordinary),
SUPE (Lower or Ordinary).
- 12 CSE (other than grade 1)
- 13 RSA
- 14 Other UK professional/vocational qualification
- 15 Any foreign qualification

Highest Educational level

		Highest coded
1	Degree or higher	328/1,2,3
2	Other higher ed	328/4,5,6,7
	S-T: Any Higher	328/1-7
3	'A' level or equivalent	328/8,9,0
4	'O' or equiv	328/X
5	CSE other than grade 1	328/Y
6	Other	329/1,2,5
7	None	None of above

NAME OF COURSE/TRAINING CLASSIFICATION

See attached NAFE list for further details

Main questionnaire

Questions 33 (cols 58-59), 69b (cols 63-64),

	NAFE Cats
01 Admin and clerical	A 1, A 2
02 General management/business	A 3
03 Computer Specialists	A 4.1
04 General computing	A 4.2
05 Art and Design	B 1
06 English Language/Writing/Journalism	B 2.1
07 Modern foreign languages	B 2.2
08 Education	B3
09 Recreation	B4
10 Health and Personal service including medical, dental	C
11 Selling, marketing and storage	D
12 Scientific Including science quals: chemistry, physics, biology, etc	E
13 Hotel, catering and Food prep.	F
14 Agriculture and related	G
15 Fishing	H
16 Transport Operating	J
17 Construction and Civil engineering	K
18 Mining, Oil Extraction and Quarrying	L
19 Motor vehicle repair & Maintenance	P
20 Printing Processes/Production	R
21 Security	T
22 Pre-vocational and other broad based training except degrees	V
23 Processing	W
24 Electrical/Electronic	X
25 Arts Degrees (history, geography, etc., and classics)	
26 Social Sciences Degrees (sociology, psychology, economics, etc)	
27 Other (list)	

TRAINING & OCCUPATIONS CLASSIFICATION FOR NAPE

The TOC Classification groups together occupations which have similar training requirements into the following areas:-

A. ADMINISTRATIVE, CLERICAL, GENERAL MANAGEMENT & BUSINESS SUPPORT

A.1 Administration, clerical & business support

- A.1.1 Personnel administration
- A.1.2 Finance & Law
- A.1.3 Operational Research, Statistical, & other Management Support n.e.s.
- A.1.4 Business Studies
- A.1.5 Administration
- A.1.6 Reception, secretarial
- A.1.7 Industrial relations & safety

A.2 Information Science

- A.2.1 Information science

A.3 Business Training

- A.3.1 General Management(nes)
- A.3.2 Enterprise training

A.4 Computing

- A.4.1 Computer Specialists
- A.4.2 General Computing, familiarisation & D.P.

B. CREATIVE, EDUCATION, RECREATIONAL

B.1 Arts & Design

- B.1.1 Design & Graphics
- B.1.2 Craft Production
- B.1.3 Photography & Audio Visual Communication
- B.1.4 Performing arts & Stage Management
- B.1.5 Other art

B.2 Language & Written Communication

- B.2.1 Text Writing/journalists etc.
- B.2.2 Linguists, Translation & Second Language

B.3 Education

- B.3.1 Teacher Training & Instructors
- B.3.2 Guidance in Careers

B.4 Recreational Service

- B.4.1 Leisure Service

C. HEALTH, COMMUNITY & PERSONAL SERVICE

C.1 Health & Paramedical

- C.1.1 Nursing
- C.1.2 Medical & Psychiatric diagnosis & treatment-doctors etc.
- C.1.3 Medical technicians
- C.1.4 Remedial Health (e.g. chiropodists etc.)
- C.1.5 Paramedical & Medical Assistants

C.2 Welfare

- C.2.1 Social Work Carers of Special Groups
- C.2.2 Social Scientists

C.3 Other Personal Service

- C.3.1 Cleaning, Ward
Auxiliary & Laundry
- C.3.2 Hairdressing & Cosmetics

D. SELLING & STORAGE

D.1 Sales & Related

- D.1.1 Retailing
- D.1.2 Marketing & Advertising

D.2 Storage & Warehousing

- D.2.1 Storage/Warehousing

E. SCIENTIFIC

E.1 Scientific

- E.1.1 Science & Mathematics n.e.s.
- E.1.2 Scientific Technician (labs etc.)
- E.1.3 Dietetics & Nutrition
- E.1.4 Environmental & Public Health

F. HOTEL & CATERING, FOOD PREPARATION

F.1 Catering & Food Preparation

- F.1.1 Food Preparation & Cooking
- F.1.2 Food Service

F.2 Hotel/Innkeeping

- F.2.1 Hotel/Innkeeping

G. AGRICULTURE & RELATED

G.1 Agriculture & Related

- G.1.1 Agriculture/Crop production
- G.1.2 Horticulture, Gardening
- G.1.3 Forestry
- G.1.4 Animal Husbandry & Veterinary

H. FISHING

H.1 Fish Catching/Farming

- H.1.1 Fish Catching/Farming

J. TRANSPORT OPERATING

J.1 Transport Operating

J.1.1 Transport Operating

K. CONSTRUCTION & CIVIL ENGINEERING

K.1 Construction

K.1.1 Design, Surveying & Valuation

K.1.2 Civil Engineering & Construction

K.1.3 Building Trades: brick, paving, stone

K.1.4 Building Trades: plumbing, heating, refrigeration

K.1.5 Building Trades: wood, glazing, paint, plaster, tile

L. MINING, OIL EXTRACTION & QUARRYING

L.1 Mining, Oil Extraction & Quarrying

L.1.1 Mining, Oil Extraction & Quarrying

P. MOTOR VEHICLE REPAIR & MAINTENANCE

P.1 Motor Vehicle Repair & Maintenance

P.1.1 Motor Vehicle repair & Maintenance

R. PRINTING PROCESSES/PRODUCTION

R.1 Printing Processes/Production

R.1.1 Printing & Book Prodn.

T. SECURITY

T.1 Security

T.1.1 Security

V. PREVOCATIONAL & OTHER BROAD BASED TRAINING

V.1 Prevocational & Other Broad Based Training

V.1.1 Prevocational & Other Broad Based Training

W. PROCESSING

W.1 Processing

W.1.1 Design, Development, production planning

W.1.2 Processing continuous

W.1.3 Processing discrete

W.1.4 Test & Quality Control

W.1.5 Packaging

X. ELECTRICAL/ELECTRONIC & MECHANICAL ENGINEERING

X.1 Engineering

- X.1.1 Design, development & production planning
- X.1.2 Machine tools, jig & die manufacture
- X.1.3 Component manufacture
- X.1.4 Assembly
- X.1.5 Test & Quality Control
- X.1.6 Diagnostics & maintenance

X.2 Electronic Goods Manufacture

- X.2.1 Manufacture of electronic goods & components

- N.B.** (a) Categories I & O are blank.
(b) Categories M & N are YTS codes used for mechanical & electronic engineering. NAFE version of engineering is in category X.
(c) Category Q is a YTS code used for non-metal processing. The NAFE version is in category W.
(d) Category S is a YTS code used for Textiles. The NAFE version again is in category W.

Regions

1 South East

118-121
131-136
141
159
170-172
176
184-185
202
207-210
232-233
238-240
243-247
259
262-263
265-266
269-270
279-280

2 East Anglia

126
181-182
226-228

3 London

142
154-155
173
180
212-214
229
256-258
273-275
283-288

& all codes less than 100

Cols 5-7 for coding on 177

4 South West

110
115-116
122-124

> 151 Also 160, 161
169

237
264
267
277
281-282

5 West Mids

103-109
137-139
145
152-153
177
271-272

276
278

290-291
295-298

6 East Mids

144
194-196
219-224
234-235

7 Y & H

113-114
149-150
174-175
178-179
199-201
248-252
292-293
299-300

1 1,3 Lon & SE
2 2,4 Other South
3 1-4 S-T All Southern
4 5,6,Y Midlands & Wales
5 7-9,0 Northern

8 North West

111-112
117
130
140
163
187-193

203-206
230-231
241-242
260-261
289
294

9 Northern

125
146-148
215-216
268
263-284

0 Scotland

101-102
143
156-158
162
164-168
183
186
211
236

Y Wales

127-129
197-198
225
253-255

Regions grouped

101	ABERDEEN/GRAMPIAN	156	EDINBURGH/LOTHIAN
102	ABERDEEN/GRAMPIAN	157	EDINBURGH/LOTHIAN
103	WARWICKSHIRE	158	EDINBURGH/LOTHIAN
104	WARWICKSHIRE	159	HERTFORDSHIRE
105	WARWICKSHIRE	160	DEVON
106	WARWICKSHIRE	161	DEVON
107	WORCESTERSHIRE	162	CLACKMANNANSHIRE
108	STAFFORDSHIRE	163	LANCASHIRE
109	WARWICKSHIRE	164	GLASGOW/STRATHCLYDE
110	SOMERSET	165	GLASGOW/STRATHCLYDE
111	LANCASHIRE	166	GLASGOW/STRATHCLYDE
112	LANCASHIRE	167	GLASGOW/STRATHCLYDE
113	YORKSHIRE	168	DUNBARTONSHIRE
114	YORKSHIRE	169	GLOUCESTERSHIRE
115	DORSET	170	SURREY
116	DORSET	171	HAMPSHIRE
117	LANCASHIRE	172	HAMPSHIRE
118	SUSSEX	173	MIDDLESEX
119	SUSSEX	174	YORKSHIRE
120	SUSSEX	175	YORKSHIRE
121	KENT	176	BUCKINGHAMSHIRE
122	AVON	177	WORCESTERSHIRE
123	AVON	178	YORKSHIRE
124	AVON	179	YORKSHIRE
125	CUMBERLAND	180	WOODFORD GREEN/GREATER LONDON
126	CAMBRIDGESHIRE	181	SUFFOLK
127	MID. GLAMORGAN	182	SUFFOLK
128	MID. GLAMORGAN	183	AYR/STRATHCLYDE
129	MID. GLAMORGAN	184	SURREY
130	CHESHIRE	185	SURREY
131	ESSEX	186	FIFE
132	ESSEX	187	LANCASHIRE
133	ESSEX	188	LANCASHIRE
134	SURREY	189	LANCASHIRE
135	SURREY	190	LANCASHIRE
136	KENT	191	LANCASHIRE
137	WARWICKSHIRE	192	LANCASHIRE
138	WARWICKSHIRE	193	LANCASHIRE
139	WARWICKSHIRE	194	LEICESTERSHIRE
140	CHESHIRE	195	LEICESTERSHIRE
141	KENT	196	LEICESTERSHIRE
142	ERITH/GREATER LONDON	197	CLWYD
143	DUNDEE	198	GWYNEDD
144	DERBYSHIRE	199	YORKSHIRE
145	STAFFORDSHIRE	200	YORKSHIRE
146	CO. DURHAM	201	YORKSHIRE
147	CO. DURHAM	202	BEDFORDSHIRE
148	CO. DURHAM	203	LANCASHIRE
149	YORKSHIRE	204	LANCASHIRE
150	YORKSHIRE	205	LANCASHIRE
151	DORSET	206	LANCASHIRE
152	WORCESTERSHIRE	207	KENT
153	WORCESTERSHIRE	208	KENT
154	LONDON E7	209	BEDFORDSHIRE
155	LONDON E14	210	BEDFORDSHIRE

211	LANARKSHIRE	258	LONDON SE24
212	LONDON N4	259	HERTFORDSHIRE
213	LONDON N13	260	CHESHIRE
214	LONDON N22	261	CHESHIRE
215	NORTHUMBERLAND	262	BUCKINGHAMSHIRE
216	NORTHUMBERLAND	263	SURREY
217	NORTHUMBERLAND	264	WILTSHIRE
218	NORTHUMBERLAND	265	HAMPSHIRE
219	NOTTINGHAMSHIRE	266	HAMPSHIRE
220	NOTTINGHAMSHIRE	267	WILTSHIRE
221	NOTTINGHAMSHIRE	268	CO. DURHAM
222	LINCOLNSHIRE	269	ESSEX
223	NORTHAMPTONSHIRE	270	ESSEX
224	NORTHAMPTONSHIRE	271	STAFFORDSHIRE
225	GWENT	272	STAFFORDSHIRE
226	NORFOLK	273	LONDON SW3
227	NORFOLK	274	LONDON SW12
228	SUFFOLK	275	LONDON SW18
229	LONDON NW6	276	SHROPSHIRE
230	LANCASHIRE	277	SOMERSET
231	LANCASHIRE	278	SHROPSHIRE
232	OXFORDSHIRE	279	KENT
233	OXFORDSHIRE	280	KENT
234	LINCOLNSHIRE	281	DEVON
235	LINCOLNSHIRE	282	CORNWALL
236	INVERNESS/HIGHLAND	283	CO. DURHAM
237	DEVON	284	CO. DURHAM
238	HAMPSHIRE	285	MIDDLESEX
239	HAMPSHIRE	286	MIDDLESEX
240	SUSSEX	287	MIDDLESEX
241	LANCASHIRE	288	LONDON N7
242	LANCASHIRE	289	LANCASHIRE
243	BERKSHIRE	290	WORCESTERSHIRE
244	BERKSHIRE	291	STAFFORDSHIRE
245	SURREY	292	YORKSHIRE
246	SUSSEX	293	YORKSHIRE
247	ESSEX	294	LANCASHIRE
248	YORKSHIRE	295	WORCESTERSHIRE
249	YORKSHIRE	296	STAFFORDSHIRE
250	YORKSHIRE	297	STAFFORDSHIRE
251	YORKSHIRE	298	STAFFORDSHIRE
252	YORKSHIRE	299	YORKSHIRE
253	W. GLAMORGAN	300	YORKSHIRE
254	W. GLAMORGAN		
255	DYFED		
256	LONDON SE6		
257	LONDON SE15		

SECTORS FOR "EMPLOYERS C"

ANNEX 4.1

Sector (SIC) - See Standard Industrial Classification, HMSO 1979
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- 1 Extraction (1, 21, 23)
- 2 Manufacture of Mineral Products/Chemicals (24, 25, 26)
- 3 Mechanical Engineering (32)
- 4 Electrical Engineering/Electronics (33, 34, 37)
- 5 Metal Goods (22, rest of 3)
- 6 Textiles/Clothing (43, 44, 45)
- 7 Other Processing (rest of 4)
- 8 Construction (5)
- 9 Transport/Communication (7)
- 10 Wholesale (61)
- 11 Retail (64/5)
- 12 Banking, Finance, Insurance (81, 82, 83)
- 13 Catering, Recreational & Personal Services (rest of 6, 8 and 9)
- 14 Health (95)
- 15 Central Government (9111, 919)
- 16 Local Government (9112, 921)
- 17 Education (93)
- 18 Justice, Police, Fire (912-915)

Rigg.
Malcolm says that these sectors are the ones used to code the individuals data. Agriculture was included in category 1.

Also

98 Don't Know } from coding instructions
99 No Answer } Q 86a

STRUCTURE OF THE CLASSIFICATION

Major, Minor and Unit Groups

MANAGERIAL OCCUPATIONS (GENERAL MANAGEMENT)

- 00 Managerial Occupations (General Management)
 - 1 Ministers of the Crown, Members of Parliament and General Administrators (National and Local Government)
 - 2 Directors and Managers (General Management) (Other than National and Local Government)

II PROFESSIONAL AND RELATED OCCUPATIONS SUPPORTING MANAGEMENT AND ADMINISTRATION

- 02 Legal Service and Related Occupations
 - 1 Judges and Officers of the Court
 - 2 Counsel and Solicitors
 - 3 Adjudicators NEC
 - 9 Legal Service and Related Occupations NEC
- 03 Company Secretarial, Accounting, Financial and Insurance Specialist Occupations (Excluding Clerical)
 - 1 Company and Similar Executive Secretaries
 - 2 Accountants
 - 3 Estimating, Valuing and Assessing Occupations
 - 4 Finance, Investment and Insurance Specialist Occupations
 - 9 Company Secretarial, Accounting, Financial and Insurance Specialist Occupations (Excluding Clerical) NEC
- 04 Personnel and Management Services Specialist Occupations
 - 1 Personnel Management and Industrial Relations Specialist Occupations
 - 2 Operational Research, Organisation and Methods, Work Study and Related Specialist Occupations
 - 3 Economic, Statistical and Actuarial Specialist Occupations
 - 4 Automatic Data Processing (ADP) Planning and Programming Occupations
 - 9 Personnel and Management Services Specialist Occupations NEC
- 05 Marketing, Advertising and Public Relations Specialist Occupations
 - 1 Marketing, Advertising and Public Relations Specialist Occupations
- 06 Professional and Related Occupations Supporting Management and Administration NEC
 - 1 Purchasing and Procurement Managers and Executives
 - 2 Property and Estate Management Occupations
 - 3 Library, Records, Information and Related Specialist Occupations
 - 4 Inspectors (Statutory and Similar Requirements)
 - 9 Other Professional and Related Occupations Supporting Management and Administration

STRUCTURE

III PROFESSIONAL AND RELATED OCCUPATIONS IN EDUCATION, WELFARE AND HEALTH

09 Teaching and Instructing Occupations

- 1 Teaching Occupations (University Education)
- 2 Teaching Occupations (Teacher Training)
- 3 Teaching Occupations (Further Education) (Technical, Vocational and Related)
- 4 Teaching Occupations (Secondary Education)
- 5 Teaching Occupations (Primary Education)
- 6 Teaching Occupations (Pre-Primary Education)
- 7 Teaching Occupations (Special Education)
- 8 Vocational Training Occupations
- 9 Teaching and Instructing Occupations NEC

10 Social Science, Welfare and Religious Occupations

- 1 Social Scientists and Related Occupations
- 2 Welfare Occupations
- 3 Religious Occupations
- 9 Social Science, Welfare and Religious Occupations NEC

11 Health Diagnosing and Treating Occupations

- 1 Medical Practitioners
- 2 Dental Practitioners
- 3 Nursing Occupations
- 4 Pharmacists
- 5 Medical Radiographers
- 6 Opticians
- 7 Physio-, Occupational, Speech and Related Therapists
- 9 Health Diagnosing and Treating Occupations NEC

12 Animal Health Occupations

- 1 Veterinarians
- 9 Animal Health Occupations NEC

IV LITERARY, ARTISTIC AND SPORTS OCCUPATIONS

15 Literary Occupations

- 1 Editors, Writers, Journalists and Related Literary Occupations
- 9 Literary Occupations NEC

16 Artists, Sculptors and Industrial Designers

- 1 Artists and Sculptors
- 2 Industrial Designers

17 Performing, Audio and Visual Arts Occupations NEC

- 1 Directors, Producers, Managers and Related Occupations (Performing, Audio and Visual Arts)
- 2 Musical Composers and Choreographers
- 3 Performers (Entertainment)
- 4 Photographers and Cameramen
- 5 Sound and Vision Equipment Operators (Artistic) (Excluding Cameramen)
- 9 Other Performing, Audio and Visual Arts Occupations

18 Professional Sportsmen, Coaches and Sports Officials

- 1 Professional Sportsmen, Coaches and Sports Officials

V PROFESSIONAL AND RELATED OCCUPATIONS IN SCIENCE, ENGINEERING, TECHNOLOGY AND SIMILAR FIELDS

- 21 Natural Sciences Research, Development, Technical Advisory, Consultancy and Related Occupations
- 1 Biological Scientists (Research, Development, Technical Advisory, Consultancy and Related Work)
 - 2 Chemical Scientists (Research, Development, Analysis, Technical Advisory, Consultancy and Related Work)
 - 3 Physical Scientists (Research, Development, Technical Advisory, Consultancy and Related Work)
 - 4 Geological Scientists (Research, Development, Technical Advisory, Consultancy and Related Work)
 - 5 Mathematicians
 - 9 Natural Sciences Research, Development, Technical Advisory, Consultancy and Related Occupations NEC
- 22 Engineering Research and Development, Design, Feasibility Studies, Applications, Liaison, Consultancy and Related Occupations
- 1 Civil and Structural Engineering, Research and Development, Design, Feasibility Studies, Liaison, Consultancy and Related Occupations
 - 2 Mining, Quarrying and Drilling Engineers
 - 3 Mechanical Engineering Research and Development, Design, Feasibility Studies, Applications, Liaison, Consultancy and Related Occupations
 - 4 Electrical and Electronic Engineering Research and Development, Design, Feasibility Studies, Applications, Liaison, Consultancy and Related Occupations
 - 5 Chemical Engineering Research and Development, Design, Feasibility Studies, Applications, Liaison, Consultancy and Related Occupations
 - 6 Production Engineers
 - 9 Engineering Research and Development, Design, Feasibility Studies, Applications, Liaison, Consultancy and Related Occupations NEC
- 23 Technological (Excluding Engineering) Research and Development, Design, Feasibility Studies, Applications, Liaison, Consultancy and Related Occupations
- 1 Technological (Excluding Engineering) Research and Development, Design, Feasibility Studies, Applications, Liaison, Consultancy and Related Occupations
- 24 Aircraft and Ships' Officers and Related Occupations
- 1 Flight Deck Officers
 - 2 Air Traffic Planning and Controlling Occupations
 - 3 Masters, Deck Officers and Pilots (Ship)
 - 4 Engineer and Radio Officers (Ship)
 - 9 Aircraft and Ships' Officers and Related Occupations NEC
- 25 Professional and Related Occupations in Science, Engineering, Technology and Similar Fields NEC
- 1 Town Planners and Architects
 - 2 Surveyors
 - 3 Draughtsmen
 - 4 Laboratory Technicians and Similar Scientific Supporting Occupations
 - 5 Architectural, Constructional and Related Technical Supporting Occupations NEC
 - 6 Engineering (Excluding Architectural, Constructional and Related) Technical Supporting Occupations NEC
 - 9 Other Professional and Related Occupations in Science, Engineering, Technology and Similar Fields

STRUCTURE

VI MANAGERIAL OCCUPATIONS (EXCLUDING GENERAL MANAGEMENT)

27 Managerial Occupations (Industrial Operations)

- 1 Managerial Occupations (Production Process) (Metal and Electrical)
- 2 Managerial Occupations (Production Process) (Excluding Metal and Electrical)
- 3 Managerial Occupations (Engineering Maintenance)
- 4 Managerial Occupations (Construction)
- 5 Managerial Occupations (Mining, Quarrying and Well Drilling)
- 6 Managerial Occupations (Production and Supply of Gas, Water and Electricity)
- 7 Managerial Occupations (Transport Operating, Warehousing and Materials Handling)
- 9 Managerial Occupations (Industrial Operations) NEC

28 Managerial Occupations (Services and NEC)

- 1 Managerial Occupations (Office)
- 2 Managerial Occupations (Wholesale Distributive Trade)
- 3 Managerial Occupations (Retail Distributive Trade)
- 4 Managerial Occupations (Catering, Hotels and Public Houses)
- 5 Managerial Occupations (Recreation and Amenity Services)
- 6 Managerial Occupations (Farming, Fishing and Related)
- 7 Officers (Armed Forces) NEC
- 8 Managerial Occupations (Police, Fire Fighting and Related Protective Services)
- 9 Managerial Occupations (Administration and NEC)

VII CLERICAL AND RELATED OCCUPATIONS

31 Clerical Occupations

- 0 Supervisors (Clerical Occupations)
- 1 Costing and Accounting Clerical Occupations
- 2 Cash Handling Clerical Occupations
- 3 Finance, Investment and Insurance Clerical Occupations
- 4 Production and Materials Controlling Clerical Occupations
- 5 Shipment and Travel Arranging Clerical Occupations
- 6 Record Keeping and Library Clerical Occupations
- 9 General Clerical Occupations and Clerical Occupations NEC

32 Shorthand, Typewriting and Related Secretarial Occupations

- 0 Supervisors (Shorthand, Typewriting and Related Secretarial Occupations)
- 1 Shorthand Writing and Related Occupations
- 2 Typewriting Occupations

33 Office Machine Operating Occupations (Excluding Telecommunications)

- 0 Supervisors (Office Machine Operating Occupations (Excluding Telecommunications))
- 1 Accounting and Calculating Machine Operators
- 2 Automatic Data Processing Equipment Operating Occupations
- 3 Key Punch Operating Occupations
- 4 Document Reproducing Machine Operating Occupations
- 9 Office Machine Operating Occupations (Excluding Telecommunications) NEC

34 Telecommunications Operating and Mail Distributing Occupations

- 0 Supervisors (Telecommunications Operating and Mail Distributing Occupations)
- 1 Telephone Operators
- 2 Radio and Telegraphic Equipment Operating Occupations
- 3 Mail, Parcel and Message Distributing Occupations

VIII SELLING OCCUPATIONS

- 36 Selling Occupations (Distributive Trade)**
- 0 Supervisors (Selling Occupations (Distributive Trade))
 - 1 Salesmen and Shop Assistants
 - 2 Roundsmen
 - 3 Street Trading Occupations
 - 9 Selling Occupations (Distributive Trade) NEC
- 37 Sales Representatives, Agents and Related Occupations**
- 1 Technical Sales Representatives
 - 2 Sales Representatives (Wholesale Goods)
 - 3 Sales Representatives (Property and Services)
 - 9 Sales Representatives, Agents and Related Occupations NEC

IX SECURITY AND PROTECTIVE SERVICE OCCUPATIONS

- 40 Armed Forces Occupations NEC**
- 0 Warrant Officers, Petty Officers and Other Non-Commissioned Officers NEC
 - 1 Other Ranks, Armed Forces NEC
- 41 Police, Fire Fighting and Related Protective Service Occupations**
- 0 Sergeants and Other Supervisors (Police, Fire Fighting and Related Protective Service Occupations)
 - 1 Policemen (Statutory Forces)
 - 2 Fire Fighting, Fire Prevention and Salvage Occupations
 - 9 Police, Fire Fighting and Related Protective Service Occupations NEC

X CATERING, CLEANING, HAIRDRESSING AND OTHER PERSONAL SERVICE OCCUPATIONS

- 43 Food and Beverage Preparing, Serving and Related Occupations**
- 0 Supervisors (Food and Beverage Preparing, Serving and Related Occupations)
 - 1 Cooks (Catering Services)
 - 2 Waiters and Waitresses
 - 3 Barmen, Barmaids and Bar Stewards
 - 4 Food and Beverage Dispensers and Counter Hands (Catering Services)
 - 5 Kitchen and Dining Room Hands
 - 9 Food and Beverage Preparing, Serving and Related Occupations NEC
- 44 Housekeepers, Personal Service Attendants and Related Occupations (Excluding Cleaners)**
- 0 Supervisors (Housekeepers, Personal Service Attendants and Related Occupations (Excluding Cleaners))
 - 1 Housekeepers, Maids and Related Personal Service Occupations
 - 2 Stewards and Attendants (Travel and Transport Services)
 - 3 Ward Orderlies and Medical Attendants
 - 9 Porters and Attendants and Housekeepers and Related Personal Service Occupations NEC
- 45 Caretaking, Cleaning and Attending Occupations (Premises and Property)**
- 0 Supervisors and Foremen (Caretaking, Cleaning and Attending Occupations (Premises and Property))
 - 1 Caretakers
 - 2 Cleaners
 - 3 Stationmen (Railway)
 - 9 Attendants (Premises and Property) NEC
- 46 Laundering, Dry Cleaning and Pressing Occupations**
- 0 Supervisors (Laundering, Dry Cleaning and Pressing Occupations)
 - 1 Laundering, Dry Cleaning and Pressing Occupations

- 57 Food and Drink Processing Occupations
 - 0 Foremen (Food and Drink Processing Occupations)
 - 1 Bakers and Flour Confectioners
 - 2 Meat, Fish and Poultry Slaughtering and Preparing Occupations
 - 3 Cooking, Freezing and Other Heat Treating Occupations (Food and Drink Processing)
 - 4 Crushing, Milling, Mixing and Blending Occupations (Food and Drink Processing)
 - 5 Filtering, Straining and Other Separating Occupations (Food and Drink Processing)
 - 6 Plant and Machine Operating Occupations (Food and Drink Processing) NEC
 - 9 Food and Drink Processing Occupations NEC
- 58 Wood Processing and Paper, Paperboard and Leatherboard Making Occupations
 - 0 Foremen (Wood Processing and Paper, Paperboard and Leatherboard Making Occupations)
 - 1 Heat Treating Occupations (Wood Processing and Paper, Paperboard and Leatherboard Making)
 - 2 Crushing, Milling, Mixing and Blending Occupations (Wood Processing and Paper, Paperboard and Leatherboard Making)
 - 3 Filtering, Straining and Other Separating Occupations (Wood Processing and Paper, Paperboard and Leatherboard Making)
 - 4 Plant and Machine Operating Occupations (Wood Processing and Paper, Paperboard and Leatherboard Making) NEC
 - 9 Wood Processing and Paper, Paperboard and Leatherboard Making Occupations NEC
- 59 Materials Processing Occupations NEC
 - 0 Foremen (Materials Processing Occupations NEC)
 - 1 Heat Treating Occupations NEC
 - 2 Crushing, Milling, Mixing and Blending Occupations NEC
 - 3 Filtering, Straining and Other Mechanical Separating Occupations NEC
 - 4 Plant and Machine Operating Occupations (Materials Processing) NEC
 - 9 Other Materials Processing Occupations

XIII MAKING AND REPAIRING OCCUPATIONS (EXCLUDING METAL AND ELECTRICAL)

- 61 Glass Working Occupations
 - 0 Foremen (Glass Working Occupations)
 - 1 Glass Shaping and Forming Occupations (Hand) (Excluding Optical Glass)
 - 2 Glass Shaping and Forming Occupations (Machine) (Excluding Optical Glass)
 - 3 Optical Glass Shaping, Forming and Finishing Occupations
 - 4 Glass Finishing Occupations (Excluding Optical Glass and Painting)
 - 9 Glass Working Occupations NEC
- 62 Clay and Stone Working Occupations
 - 0 Foremen (Clay and Stone Working Occupations)
 - 1 Ceramic Goods Forming Occupations
 - 2 Ceramic Goods Finishing Occupations (Excluding Glazers and Decorators)
 - 3 Concrete, Asbestos-Cement, Abrasive Stone and Related Products Making Occupations
 - 4 Stone Cutting, Shaping and Polishing Occupations
 - 9 Clay and Stone Working Occupations NEC
- 63 Printing, Photographic Processing and Related Occupations
 - 0 Foremen (Printing, Photographic Processing and Related Occupations)
 - 1 Printers (General)
 - 2 Composing and Typesetting Occupations
 - 3 Printing Plate and Cylinder Preparing Occupations (Excluding Metal Engraving)
 - 4 Printing Machine Operators (Excluding Screen and Block Printing)
 - 5 Screen and Block Printing Occupations
 - 6 Photographic Processing and Related Occupations
 - 9 Printing, Photographic Processing and Related Occupations NEC
- 64 Bookbinding, Paper Working and Paperboard Products Making Occupations
 - 0 Foremen (Bookbinding, Paper Working and Paperboard Products Making Occupations)
 - 1 Bookbinding Occupations
 - 2 Paper Working and Paperboard Products Making Occupations

STRUCTURE

- 47 Hairdressing and Miscellaneous Service Occupations
 - 0 Supervisors (Hairdressing and Miscellaneous Services Occupations)
 - 1 Hairdressing and Beauty Treatment Occupations
 - 2 Burial and Related Service Occupations
 - 9 Miscellaneous Service Occupations NEC

XI FARMING, FISHING AND RELATED OCCUPATIONS

- 50 Farming, Horticultural, Forestry and Related Occupations
 - 0 Foremen (Farming, Horticultural, Forestry and Related Occupations)
 - 1 Farm Workers (Arable and Mixed Farming)
 - 2 Animal Tending and Breeding Occupations
 - 3 Horticultural Workers
 - 4 Gardeners and Groundsmen
 - 5 Agricultural Machinery Operators
 - 6 Tree Cultivating and Harvesting Occupations
 - 9 Farming, Horticultural, Forestry and Related Occupations NEC

- 51 Fishing and Related Occupations
 - 0 Supervisors and Mates (Fishing and Related Occupations)
 - 1 Fishermen
 - 9 Fishing and Related Occupations NEC

XII MATERIALS PROCESSING OCCUPATIONS (EXCLUDING METAL)

- 53 Hide Skin and Pelt Processing Occupations
 - 0 Foremen (Hide Skin and Pelt Processing Occupations)
 - 1 Hide Skin and Pelt Processing Occupations

- 54 Fibre and Textile Processing and Fabric Making Occupations
 - 0 Foremen (Fibre and Textile Processing and Fabric Making Occupations)
 - 1 Fibre Preparing Occupations
 - 2 Textile Spinning, Doubling, Twisting and Winding Occupations
 - 3 Warp Preparing Occupations
 - 4 Textile Weaving Occupations
 - 5 Knitting Occupations
 - 6 Textile Bleaching, Dyeing, Finishing and Other Treating Occupations
 - 7 Textile Repairing Occupations
 - 8 Braid, Plait, Linc and Fibre Rope Making Occupations
 - 9 Fibre and Textile Processing and Fabric Making Occupations NEC

- 55 Tobacco Processing and Products Making Occupations
 - 0 Foremen (Tobacco Processing and Products Making Occupations)
 - 1 Tobacco Processing and Products Making Occupations

- 56 Chemical, Gas and Petroleum Processing Plant Operating Occupations
 - 0 Supervisors (Chemical, Gas and Petroleum Processing Plant Operating Occupations)
 - 1 Chemical, Gas and Petroleum Processing Plant Operating Occupations

STRUCTURE

65 Textile Materials Working Occupations

- 0 Foremen (Textile Materials Working Occupations)
- 1 Tailors
- 2 Dressmakers and Makers Throughout of Other Light Clothing
- 3 Upholsterers, Mattress Makers and Related Occupations
- 4 Milliners
- 5 Fur Garment Cutting and Shaping Occupations
- 6 Pattern Makers, Markers and Cutters (Garments, Upholstery and Related Products)
- 7 Sewing and Embroidering Occupations (Hand) (Garments, Upholstery and Related Products)
- 8 Sewing and Embroidering Occupations (Machine) (Garments, Upholstery and Related Products)
- 9 Textile Materials Working Occupations NEC

66 Leather Working Occupations

- 0 Foremen (Leather Working Occupations)
- 1 Boot and Shoe Making (Bespoke and Surgical) Occupations
- 2 Leather Cutting Occupations
- 3 Lasting Occupations (Footwear)
- 4 Leather Goods Makers and Repairers (Excluding Boots and Shoes)
- 5 Leather Sewing and Stitching Occupations
- 6 Boot and Shoe Repairers
- 9 Leather Working Occupations NEC

67 Woodworking Occupations

- 0 Foremen (Woodworking Occupations)
- 1 Carpenters, and Carpenters and Joiners (Structural Woodworking)
- 2 Cabinet Makers
- 3 Wood Fitting and Joinery Occupations (Excluding Structural Woodworking and Cabinet Makers)
- 4 Wood Sawing and Veneer Cutting Occupations
- 5 Setters and Setter-Operators (Woodworking Machines)
- 6 Operators and Minders (Woodworking Machines)
- 7 Pattern Makers (Moulds)
- 9 Woodworking Occupations NEC

68 Rubber and Plastics Working Occupations

- 0 Foremen (Rubber and Plastics Working Occupations)
- 1 Rubber and Plastics Working Occupations

69 Making and Repairing Occupations NEC

- 0 Foremen (Making and Repairing Occupations NEC)
- 1 Musical Instrument Making and Repairing Occupations NEC
- 2 Surgical Appliance Makers
- 9 Other Making and Repairing Occupations

XIV PROCESSING, MAKING, REPAIRING AND RELATED OCCUPATIONS (METAL AND ELECTRICAL)

71 Metal Processing, Forming and Treating Occupations

- 0 Foremen (Metal Processing, Forming and Treating Occupations)
- 1 Furnace Operating Occupations (Metal Processing)
- 2 Rolling, Extruding and Drawing Occupations (Metal Processing)
- 3 Moulders, Coremakers and Casters (Metal Processing)
- 4 Forging Occupations
- 5 Metal Plating and Coating Occupations
- 6 Metal Annealing and Tempering Occupations
- 9 Metal Processing, Forming and Treating Occupations NEC

STRUCTURE

- 72 Machining and Related Occupations (Engineering and Metal Goods Making)
- 0 Foremen (Machining and Related Occupations (Engineering and Metal Goods Making))
 - 1 Press, Machine Tool and Other Metal Working Machine Setters
 - 2 Machine Tool Setter-Operators (Metal Working)
 - 3 Machine Tool Operators (Metal Working)
 - 4 Press and Stamping Machine Operators (Metal Working)
 - 5 Automatic Machine Attendants (Metal Working)
 - 6 Fetting, Grinding (Excluding Machine Tool) and Polishing Occupations (Metal)
 - 9 Machining and Related Occupations (Engineering and Metal Goods Making) NEC
- 73 Production Fitting (Metal) and Related Occupations
- 0 Foremen (Production Fitting (Metal) and Related Occupations)
 - 1 Toolmakers, Tool Fitters and Markers-Out
 - 2 Precision Instrument Making Occupations
 - 3 Other Engineering Production Fitters (Excluding Electrical)
 - 4 Other Metal Working Production Fitters
 - 9 Production Fitting (Metal) and Related Occupations NEC
- 74 Installing, Maintaining and Repairing Occupations (Machines, Instruments and Related Mechanical Equipment)
- 0 Foremen (Installing, Maintaining and Repairing Occupations (Machines, Instruments and Related Mechanical Equipment))
 - 1 Installation and Maintenance Fitters and Fitter-Mechanics (Plant, Industrial Engines and Machinery and Other Mechanical Equipment)
 - 2 Fitter-Mechanics (Motor Vehicles)
 - 3 Maintenance Fitters and Fitter-Mechanics (Aircraft Engines)
 - 4 Precision Instrument Maintaining and Repairing Occupations
 - 5 Office Machinery Maintaining and Repairing Occupations (Mechanical)
 - 6 Servicing, Oiling, Greasing and Related Occupations (Mechanical)
 - 9 Installing, Maintaining and Repairing Occupations (Machines, Instruments and Related Mechanical Equipment) NEC
- 75 Production Fitting and Wiring Occupations (Electrical and Electronic)
- 0 Foremen (Production Fitting and Wiring Occupations (Electrical and Electronic))
 - 1 Production Fitters (Electrical and Electronic)
 - 2 Electricians (Production)
 - 9 Production Fitting and Wiring Occupations (Electrical and Electronic) NEC
- 76 Installing, Maintaining and Repairing Occupations (Electrical and Electronic)
- 0 Foremen (Installing, Maintaining and Repairing Occupations (Electrical and Electronic))
 - 1 Electricians (Installation, Maintenance and Repair) (Plant, Machinery and Other Equipment)
 - 2 Electricians (Installation, Maintenance and Repair) (Premises and Ships)
 - 3 Installing, Maintaining and Repairing Occupations (Electronic and Related Equipment)
 - 4 Linesmen and Cable Joiners
 - 9 Installing, Maintaining and Repairing Occupations (Electrical and Electronic) NEC
- 77 Pipe, Sheet and Structural Metal Working and Related Occupations
- 0 Foremen (Pipe, Sheet and Structural Metal Working and Related Occupations)
 - 1 Plumbing, Heating and Ventilating and Pipe Fitting Occupations
 - 2 Sheet Metal Working Occupations
 - 3 Metal Plate Working and Riveting Occupations
 - 4 Steel Erecting and Rigging and Cable Splicing Occupations
 - 5 Welding and Flame Cutting Occupations (Metal)
 - 6 Pipe, Sheet and Structural Metal Workers' Mates and Labourers
 - 9 Pipe, Sheet and Structural Metal Working and Related Occupations NEC

STRUCTURE

- 79 Processing, Making, Repairing and Related Occupations (Metal and Electrical) NEC
 - 0 Foremen (Processing, Making, Repairing and Related Occupations (Metal and Electrical) NEC)
 - 1 Goldsmiths, Silversmiths, Precious Stone Working and Related Occupations
 - 2 Metal Engraving Occupations
 - 3 Vehicle Body Builders and Aircraft Finishers
 - 9 Other Processing, Making, Repairing and Related Occupations (Metal and Electrical)

XV PAINTING, REPETITIVE ASSEMBLING, PRODUCT INSPECTING, PACKAGING AND RELATED OCCUPATIONS

- 81 *Painting and Related Coating Occupations*
 - 0 Foremen (Painting and Related Coating Occupations)
 - 1 Painting and Decorating Occupations (Structures)
 - 2 Painting and Related Coating Occupations (Brush) (Excluding Structures)
 - 3 Painting and Related Coating Occupations (Spray) (Excluding Structures)
 - 4 Painting and Related Coating Occupations (Dip)
 - 5 Wood Staining, Waxing and French Polishing Occupations (Hand)
 - 9 Painting and Related Coating Occupations NEC

- 82 Product Assembling Occupations (Repetitive)
 - 0 Foremen (Product Assembling Occupations (Repetitive))
 - 1 Product Assembling Occupations (Repetitive)

- 83 Product Inspecting, Examining, Sorting, Grading and Measuring Occupations (Excluding Laboratory Technicians)
 - 0 Foremen (Product Inspecting, Examining, Sorting, Grading and Measuring Occupations (Excluding Laboratory Technicians))
 - 1 Inspecting and Testing Occupations (Metal and Electrical Engineering)
 - 2 Examining, Viewing and Checking Occupations (Metal and Electrical Engineering)
 - 3 Examining, Viewing and Checking Occupations (Excluding Metal and Electrical Engineering)
 - 4 Sorting and Grading Occupations
 - 5 Weighing and Measuring Occupations
 - 9 Product Inspecting, Examining, Sorting, Grading and Measuring Occupations (Excluding Laboratory Technicians) NEC

- 84 Packaging, Labelling and Related Occupations
 - 0 Foremen (Packaging, Labelling and Related Occupations)
 - 1 Packaging, Labelling and Related Occupations (Hand)
 - 2 Packaging and Labelling Occupations (Machine)

XVI CONSTRUCTION, MINING AND RELATED OCCUPATIONS NEC

- 86 Construction and Related Occupations NEC
 - 0 Foremen (Construction and Related Occupations NEC)
 - 1 Bricklaying and Stone Setting Occupations
 - 2 Plastering Occupations
 - 3 Terrazzo Working and Tile Setting Occupations
 - 4 Roofing Occupations
 - 5 Glazing Occupations
 - 6 Road and Railway Track Making and Repairing Occupations (Excluding Machine Operating)
 - 7 Concrete Erecting Occupations
 - 8 Building and Civil Engineering Craftsmen's Mates and Labourers NEC
 - 9 Other Construction and Related Occupations

- 87 Mining, Quarrying, Well Drilling and Related Occupations NEC
- 0 Foremen (Mining, Quarrying, Well Drilling and Related Occupations NEC)
 - 1 Drilling and Shotfiring Occupations
 - 2 Tunnelling Occupations
 - 3 Underground Coalmining Occupations NEC
 - 9 Other Mining, Quarrying, Well Drilling and Related Occupations

XVII TRANSPORT OPERATING, MATERIALS MOVING AND STORING AND RELATED OCCUPATIONS

- 91 Water Transport Operating Occupations
- 0 Foremen (Water Transport Operating Occupations)
 - 1 Deck and Engine Room Ratings
 - 9 Water Transport Operating Occupations NEC
- 92 Rail Transport Operating Occupations
- 0 Foremen and Inspectors (Rail Transport Operating Occupations)
 - 1 Drivers and Secondmen (Rail Transport)
 - 2 Guards (Rail Transport)
 - 3 Traffic Controlling Occupations (Rail Transport)
- 93 Road Transport Operating Occupations
- 0 Foremen and Inspectors (Road Transport Operating Occupations)
 - 1 Omnibus and Coach Drivers
 - 2 Heavy Goods Vehicle Drivers
 - 3 Other Motor Vehicle Drivers
 - 4 Conductors (Road Transport)
 - 5 Drivers' Mates (Road Transport)
 - 9 Road Transport Operating Occupations NEC
- 94 Civil Engineering and Materials Handling Equipment Operating Occupations
- 0 Foremen (Civil Engineering and Materials Handling Equipment Operating Occupations)
 - 1 Earth Moving and Civil Engineering Equipment Operating Occupations
 - 2 Crane, Hoist and other Materials Handling Equipment Operating Occupations
 - 9 Civil Engineering and Materials Handling Equipment Operating Occupations NEC
- 95 Transport Operating, Materials Moving and Storing and Related Occupations NEC
- 0 Foremen (Transport Operating, Materials Moving and Storing and Related Occupations NEC)
 - 1 Storekeepers, Warehousemen
 - 2 Stevedores, Dockers and Related Occupations
 - 9 Other Transport Operating, Materials Moving and Storing and Related Occupations

XVIII MISCELLANEOUS OCCUPATIONS

- 97 Machinery, Plant and Equipment Operating Occupations NEC
- 0 Foremen (Machinery, Plant and Equipment Operating Occupations NEC)
 - 1 Boiler and Power Generating Machinery Operating Occupations
 - 2 Valvemmen, Turncocks and Related Occupations
 - 3 Electricity Switchboard Attending Occupations
 - 9 Other Machinery, Plant and Equipment Operating Occupations
- 99 Miscellaneous Occupations NEC
- 0 Supervisors and Foremen NEC
 - 1 Labourers and General Hands NEC
 - 9 Other Occupations

INDEX TO VARIABLES

This index enables the user to quickly find in which file a particular variable is stored. For example suppose a variable is shown as being in file no. 3 in this index then the name of the file in which the variable can be found is INDPART3.DAT

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CASENO	2
CASENO	3
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CASENO	5
CASENO	6
CASENO	7
CASENO	8
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CBRKEMA6	1
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CCH1617	1
CCH515	1
CDISAB	1
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CINTTYPE	1
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SC469P1	4
SC469P2	4
SC469P3	4
SC469P4	4
SC469P7	4
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SC474P1	4
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SC474P4	4
SC474P5	4
SC474P6	4
SC474P7	4
SC474P8	4
SC474P9	4
SC475P1	4
SC475P2	4
SC475P3	4
SC475P4	4
SC475P5	4
SC475P6	4
SC475P9	4
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SC478P3	4
SC478P4	4
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SC478P6	4
SC478P7	4
SC478P8	4
SC478P9	4
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SC479P1	4
SC479P2	4
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SC519P9	4
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SC531PX	4
SC531P0	4
SC531P1	4
SC531P2	4
SC531P3	4
SC531P4	4

SC531P5	4
SC551PV	4
SC551PX	4
SC551P0	4
SC551P1	4
SC551P2	4
SC551P3	4
SC551P4	4
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SC551P6	4
SC551P9	4
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SC557P4	4
SC557P5	4
SC557P6	4
SC557P7	4
SC557P8	4
SC557P9	4
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SC561P2	4
SC561P3	4
SC561P4	4
SC561P5	4
SC561P6	4
SC561P7	4
SC561P8	4
SC561P9	4
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SC568P5	4
SC568P6	4
SC568P8	4
SC568P9	4
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SC569P4	4
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SC569P6	4
SC569P7	4
SC569P8	4
SC578P1	5
SC578P2	5
SC578P3	5
SC578P4	5
SC578P5	5
SC578P6	5
SC814PV	5
SC814PX	5
SC814P0	5
SC814P1	5
SC814P2	5
SC814P3	5
SC814P4	5
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SC814P6	5
SC814P7	5
SC814P8	5
SC814P9	5
SC815PV	5
SC815PX	5

SC615P0	5
SC615P1	5
SC615P2	5
SC615P3	5
SC615P4	5
SC615P7	5
SC615P9	5
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SC619P1	5
SC619P2	5
SC619P9	5
SC620P1	5
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SC620P4	5
SC620P5	5
SC620P6	5
SC620P7	5
SC620P8	5
SC620P9	5
SC623PV	5
SC623PX	5
SC623P0	5
SC623P1	5
SC623P2	5
SC623P3	5
SC623P4	5
SC623P5	5
SC623P7	5
SC623P8	5
SC623P9	5
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SC625P2	5
SC625P3	5
SC625P4	5
SC625P5	5
SC625P6	5
SC625P7	5
SC625P8	5
SC625P9	5
SC626PV	5
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SC626P4	5
SC626P5	5
SC626P6	5
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SC626P8	5
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SC627P4	5

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SC627P9	5
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SC628P1	5
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SC628P4	5
SC628P5	5
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SC630P2	5
SC630P3	5
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SC630P5	5
SC630P6	5
SC630P7	5
SC630P8	5
SC630P9	5
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SC632P6	6
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SC633P2	6
SC633P3	6
SC633P4	6
SC633P5	6
SC633P6	6
SC634P1	6
SC634P2	6
SC634P3	6
SC634P4	6
SC634P5	6
SC634P6	6
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SC635P2	6
SC635P4	6
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SC635P6	6
SC635P7	6
SC635P9	6
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SC636P6	6

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SC836P9	6
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SC838P6	6
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SC839P3	6
SC839P4	6
SC839P5	6
SC839P6	6
SC839P7	6
SC839P8	6
SC839P9	6
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SC840P2	6
SC840P3	6
SC840P4	6
SC840P5	6
SC840P6	6
SC840P7	6
SC840P8	6
SC840P9	6
SC841PV	6
SC841PX	6
SC841P0	6
SC841P1	6
SC841P2	6
SC841P3	6
SC841P4	6
SC841P5	6
SC841P6	6
SC850P1	6
SC850P2	6
SC850P3	6
SC850P4	6
SC850P6	6
SC850P9	6
SC854PV	6
SC854PX	6
SC854P0	6
SC854P1	6
SC854P2	6
SC854P3	6
SC854P4	6
SC854P5	6
SC854P6	6
SC854P7	6
SC854P8	6
SC854P9	6
SC855PV	6
SC855PX	6
SC855P0	6
SC855P1	6
SC855P7	6
SC855P8	6
SC855P9	6
SC720PV	8

SC720P0	8
SC720P1	8
SC720P2	8
SC720P3	8
SC720P4	8
SC720P5	8
SC720P6	8
SC720P7	8
SC720P8	8
SC720P9	8
SC722PX	8
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SC722P1	8
SC722P2	8
SC722P3	8
SC722P4	8
SC722P5	8
SC722P6	8
SC722P7	8
SC722P8	8
SC722P9	8
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SC775P2	8
SC775P4	8
SC775P5	8
SC775P6	8
SC775P7	8
SC775P8	8
SC775P9	8
SC819PV	8
SC819PX	8
SC819P0	8
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SC819P2	8
SC819P3	8
SC819P4	8
SC819P5	8
SC819P6	8
SC819P7	8
SC819P8	8
SC819P9	8
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SC820P4	8
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SC825P4	8
SC825P5	8
SC825P6	8
SC825P7	8
SC825P8	8
SC825P9	8
SC826PV	8
SC826PX	8
SC826P0	8
SC826P1	8
SC826P3	8
SC826P4	8
SC826P5	8

SC826P6	8
SC826P7	8
SC826P8	8
SC826P9	8
SC827PV	8
SC827PX	8
SC827P0	8
SC827P1	8
SC827P2	8
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SC829PX	8
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SC842PV	8
SC842PX	8
SC842P0	8
SC842P1	8
SC842P2	8
SC842P3	8
SC842P4	8
SC842P5	8
TCHCEVEN	7
TCOMPTRG	7
TCONT	7
TCONTWKG	7
TCSADV	7
TCSFEES	7
TCSFIN	7
TCSINF	7
TCSLGTH	7
TCSORG	7
TCSPREM	7
TCSQUAL	7
TCSRECOG	7
TCSREL	7
TCSRES	7
TCSSTMO	7
TCSSTYR	7
TCSTEACH	7
TCSVAL	7
TDEBTCS	7
TDECVEN2	7
TDISATCS	7
TDNKNOW	7
TEARNPOW	7
TEFFLSTD	7
TEMPVAL	7
TFINCSMO	7
TFINCSYR	7
TFINSUPP	7
TFINTRMO	7
TFINTRYR	7
TGRANT	7
THRSGRP	7
THRSOWN	7
TID	7
TIMPFAC1	7
TIMPFAC2	7
TIMPQUAL	7
TINCEARN	7
TINCOM1	7
TINCOM2	7
TJOBFACT	7
TJOBPROS	7
TJOBSAT	7
TJOBTRG	7
TLOAN	7

TMETEXP	7
TNORMPAY	7
TNOTCOMP	7
TNOTEXP2	7
TOBTQUAL	7
TOTHALL	7
TOTHREAS	7
TOTHRES	7
TOTTRINS	1
TOTTRINS	2
TOTTRINS	3
TOTTRINS	4
TOTTRINS	5
TOTTRINS	6
TOTTRINS	7
TOTTRINS	8
TOUALNME	7
TRECCS	7
TREPGRNT	7
TRINS	1
TRINS	2
TRINS	3
TRINS	4
TRINS	5
TRINS	6
TRINS	7
TRINS	8
TSIGPROM	7
TTHRSGRP	7
TTHRSOWN	7
TTMEGRP	7
TTMEOWN	7
TTRCHCE	7
TTRCONT	7
TTRFMCMR	7
TTRFMTYP	7
TTRGEXP	7
TTRGNONE	7
TTRGQUAL	7
TTRPROD	7
TTRWKTYP	7
TTTMEGRP	7
TTTMEOWN	7
TUSESKLL	7
TWKCHNG	7
TWKDURCS	7
TWKTRALL	7
WEIGHT	1

VET INDIVIDUALS STUDY

WHITE
QUESTIONNAIRE

J.N. _____
AREA NO. _____
SERIAL NO. _____

1	2	3	4
6	4	4	9
5	6	7	
8	9	10	
11			
12			
13			
1			

NO OF HOUSEHOLDS _____
HOUSEHOLD NO OF INTERVIEW _____
CARD I.D _____

CID (1-13)

C CONTACT QUESTIONNAIRE

1a) We are doing a survey for the Policy Studies Institute on behalf of the Manpower Services Commission (SHOW LETTER OF AUTHORITY).
Could you please tell me how many adults there are in your household aged between 19 and 59?

W.I NUMBER _____

If NONE (ALL 60 OR OVER OR 18 OR UNDER) CLOSE INTERVIEW DO NOT COMPLETE CONTACT QUESTIONNAIRE

b) ASK FOR EACH ADULT AGED 19 - 59
SHOW CARD A

Which of these descriptions best applies to you/_____ at the moment?

CEMPSTA 1 (14)
" - 2 (15)
" - 3 (16)
" - 4 (17)
" - 5 (18)
" - 6 (19)

- EMPLOYED (PAID EMPLOYMENT ONLY)
- SELF EMPLOYED
- WITHOUT A JOB AND LOOKING FOR WORK
- WITHOUT A JOB AND WAITING TO TAKE UP A JOB ALREADY OBTAINED
- WITHOUT A JOB, OTHER
- HOUSEWIFE ONLY (AND NEITHER EMPLOYED NOR SEEKING WORK)
- IN FULL TIME TRAINING FOR EMPLOYMENT PURPOSES
- IN FULL TIME EDUCATION
- IN ARMED FORCES
- OTHER (SPECIFY)

PERSON NUMBER					
1	2	3	4	5	6
14	15	16	17	18	19
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9
0	0	0	0	0	0

Q3)
Q2b)
Q2c)
Q2c)
Q2a)
CLOSE
Q2c)

2a) IF FULL TIME TRAINING OR EDUCATION
(CODE 7,8)

BRKEMA 1 (20)
" - 2 (21)
" - 3 (22)
" - 4 (23)
" - 5 (24)
" - 6 (25)

Have you ever had a break in your/their full-time education or training during which you/they were in employment, other than a holiday or temporary job?

YES
NO

20	21	22	23	24	25
1	1	1	1	1	1
2	2	2	2	2	2

MAIN Q'AIRE
SEE NOTES
MAIN Q'AIRE, Q13 OR SKIP-SEE NOTES

2b) IF WITHOUT A JOB LAST WEEK (3,4)

For how long have you/they been without a job?

CNOJOB A (26)
" - 2 (27)
" - 3 (28)
" - 4 (29)
" - 5 (30)
" - 6 (31)

- UP TO 1 WEEK
- OVER 1 WEEK TO 2 WEEKS
- OVER 2 WEEKS TO 4 WEEKS
- OVER 4 WEEKS TO 8 WEEKS
- OVER 8 WEEKS TO 13 WEEKS
- OVER 13 WEEKS TO 26 WEEKS (3-6 MONTHS)
- OVER 26 WEEKS TO 52 WEEKS (6-12 MONTHS)
- OVER 52 WEEKS TO 104 WEEKS (1-2 YEARS)

26	27	28	29	30	31
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8

MAIN Q'AIRE OR SKIP-SEE NOTES

Q2c) IF HOUSEWIFE OR OTHER 5/6 OR 0 at Q1b)

How likely is it that you will start looking for a job in the next 12 months?

CLK JOB A1 (32)
 - " - 2 (33)
 - " - 3 (34)
 - " - 4 (35)
 - " - 5 (36)
 - " - 6 (37)

VERY LIKELY
 FAIRLY LIKELY
 NOT VERY LIKELY
 NOT AT ALL LIKELY
 DON'T KNOW

	PERSON NUMBER					
	1	2	3	4	5	6
32						
1	1	1	1	1	1	1
2	2	2	2	2	2	2
3	3	3	3	3	3	3
4	4	4	4	4	4	4
5	5	5	5	5	5	5

MAIN Q'AIRE OR SKIP SEE NOTES

Q3a) IF 1 OR 2 AT Q1b) (EMPLOYED OR SELF EMPLOYED)

I would now like to ask you about education or training you have received in the last three years. I am interested in all types of training or education that you might think relevant to a job or getting a job. Firstly have you received any such education or training at all which took place within the last three years including any provided by an employer, on or off the job, by college or training centre, through home learning or in any other way?

(TOOK PLACE INCLUDES ANY STARTED AT AN EARLIER TIME BUT CONTINUED OR COMPLETED IN THE LAST THREE YEARS).

expanded data (see map)

YES
 NO

	38	39	40	41	42	43
1	1	1	1	1	1	1
2	2	2	2	2	2	2

Q3b)
 Q3c)

Q3b) IF YES TO Q3a)

Did this include any course or training that involved three days or more of instruction or learning when all the time spent studying and learning is added together?

YES
 NO

5	5	5	5	5	5	5
6	6	6	6	6	6	6

SEE NOTES
 (3c)

Q3c) IF NO TO Q3b)

How likely is it that you will start any training or education in the next 12 months?

STTRGA 1 (44)
 - " - 2 (45)
 - " - 3 (46)
 - " - 4 (47)
 - " - 5 (48)
 - " - 6 (49)

VERY LIKELY
 FAIRLY LIKELY
 NOT VERY LIKELY
 NOT AT ALL LIKELY
 DON'T KNOW

	44	45	46	47	48	49
1	1	1	1	1	1	1
2	2	2	2	2	2	2
3	3	3	3	3	3	3
4	4	4	4	4	4	4
5	5	5	5	5	5	5

SEE NOTES

A. SFX c50

CSEX(50) MALE 1
FEMALE 2

B. AGE c51

W.I EXACT AGE AND CODE

CAGE(51)

19 -	1
20-21	2
22-24	3
25-34	4
35-44	5
45-54	6
55-59	7

C1. MARITAL STATUS c52

CMARST(52)

SINGLE	1
WIDOWED	2
DIVORCED/SEPERATED	3
MARRIED/LIVING AS MARRIED	4

C2. SHOW CARD 1 c53

Which of these applies to you?

CMARRIED(53)

NEVER BEEN MARRIED	1
MARRIED ONCE	2
MARRIED TWICE	3
MARRIED THREE OR MORE TIMES	4

D. STATUS IN HOUSEHOLD c54

RESPONDENT IS.

2STHSL(54)

HEAD OF HOUSEHOLD	1
HUSBAND/WIFE OF H/HLD	2
MOTHER/FATHER OF H/HLD	3
BROTHER/SISTER OF H/HLD	4
GRANDPARENT OF H/HLD	5
OTHER RELATION OF H/HLD	6
NOT RELATED TO H/HLD	7

E. HOUSEHOLD COMPOSITION

ADULT(55)

1CH04(56)

2CH515(57)

2CH1617(58)

2TOTHSL(59)

*NO OF ADULTS AGED 18+ (INCLUDING RESPONDENT)	c55
*NO OF CHILD(REN)AGED 0-4	c56
*NO OF CHILD(REN)AGED 5-15	c57
*NO OF CHILD(REN)AGED 16-17	c58
TOTAL IN HOUSEHOLD	c59

*Are you the parent or step-parent of any of these children or are they your brothers or sisters? c60

expanded data (see map)

YES - PARENT	1
YES - STEP-PARENT	2
OTHER RELATIVE	3
NOT A RELATIVE	4

F. MEMBERSHIP c61

Are you a member of a Trade Union, Staff Association or Professional Association?

expanded data (see map)

TRADE UNION	1
STAFF ASSOCIATION	2
PROFESSIONAL ASSOCIATION	3
NONE	4

G. HEALTH AND DISABILITY c62

(1) Have you had any injuries or health problems which limit the type of work you can do? c63

2HEALTH(63)

(1111) YES

Are you registered as disabled with the Department of Employment? c64

2DISAB(64)

YES	1
NO	2

H. TYPE OF ACCOMODATION c64

Is the place where you live, that is where you spend the majority of the year -

A HOUSE/BUNGALOW 1
or A FLAT/MAISONETTE 2
or OTHER ACCOMMODATION 3
W.I

CHSE TYP (64)

I. OWNERSHIP/RENTAL c65

Which one of these things applies to this accommodation, is it Owned by you or head of household? If yes ask- Do you/they have a Mortgage on the property or not?

MORTGAGE 1
NO MORTGAGE 2
or Rented from Council or other kind of Local Authority 3
or Rented from Private Landlord as Unfurnished Accommodation 4
or Rented from Private Landlord as Furnished Accommodation 5
or Do you/they occupy it by virtue of your/their employment 6
OR Is it some other kind of accomodation 7

CACCC M (65)

J. ETHNIC GROUPING

ORIGIN a) BORN IN) b) COUNTRY OF FAMILY (MULTICODING POSSIBLE)

(MULTICODING POSSIBLE)

CETHBORN(66)

	a) BORN IN) c66	b) COUNTRY OF FAMILY (MULTICODING POSSIBLE) c67
UNITED KINGDOM	1	1
REPUBLIC OF IRELAND	2	2
WEST INDIES/GUYANA	3	3
INDIA	4	4
(WEST) PAKISTAN	5	5
BANGLADESH/E. PAKISTAN	6	6
AFRICA (ASIAN ORIGIN)	7	7
AFRICA (OTHER)	8	8
OTHER (W.I.)	9	9

← expanded data (see map)

K. INCOME

Which of these comes closest to your personal total take-home income from all sources, that is after deducting income tax national insurance, pension schemes and so on? c68

IF WEEKLY AND MONTHLY EQUIVALENTS GIVEN W.I.

WEEKLY E _____

MONTHLY E _____

expanded data (68)

S	1
B	2
T	3
V	4
P	5
W	6
X	7
Q	8

M. ADDRESS (O.U.D.)

C69	C70	C71	C72	C73	C74	C75	C76

SP STANDARD REGION

C77

CREG(77)

expanded data (see map)

L. INTERVIEW TYPE c78

TYPE A - FULL INTERVIEW
TYPE B - FULL INTERVIEW
TYPE C - FULL INTERVIEW

TYPE D - FULL INTERVIEW
TYPE E - SKIP
TYPE F - FULL INTERVIEW
TYPE G - SKIP

expanded data (78)

V	1
X	2
Y	3
Z	4
1	5
2	6

AFTER COMPLETION OF CONTACT QUESTIONNAIRE FOR ALL ADULTS YOU THEN CHOOSE ONE AS YOUR RESPONDENT FOR FULL INTERVIEW OR 'SKIP'. ACCORDING TO INSTRUCTIONS

INSTRUCTIONS ON WHO TO INTERVIEW

- a) If only one person in household is eligible for full interview, then interview that individual.
- b) If one, or more than one, is eligible but only in a group where you have completed your 'quota' of interviews, then complete CLASSIFICATION for ONE individual and code as 'SKIP' with TYPE at the end of classification.
- c) For full interview you must take individuals in the following order:-
 - 1. ALL economically active (excluding members of the armed forces) who have undergone training in the last 3 years.
i.e. Code YES at Q3a) AND YES at Q3b) Identified as TYPE A
 - 2. ALL economically active (excluding members of the armed forces) who have not undergone training but are likely to do so in the next 12 months.
i.e. Code NO at Q3a and 1 or 2 at Q3c) identified as TYPE B
 - 3. ALL economically active but unemployed and seeking work.
i.e. Code 3^{or 4} at Q1b) identified as TYPE C
 - 4. 1 in 2 of those who are economically active (excluding members of the armed forces) who have not undergone training in the last 3 years.
i.e. Code NO at Q3a) OR NO at Q3b)
Every alternate respondent of the TYPE 'selected' from the household for full interview is therefore 'skipped'. identified as TYPE D
 - 5. From your 'quota' of households we need ONE full interview with someone not economically active who is undergoing training or education which they hope will help them get a job subsequently
i.e. Codes 7 or 8 at Q1b)
All other respondents of this Type 'selected' from the household for full interview is therefore 'skipped'. Select the first one identified for full interview. - identified as TYPE E
 - 6. From your 'quota' of households we need ONE full interview with a housewife not economically active at present but who is likely to start looking for a job in the next 12 months.
i.e. Code 1 or 2 at Q2c)
All other respondents of this Type 'selected' from the household for full interview is therefore 'skipped'. Select the first one identified for full interview. - identified as TYPE F

COMPLETE CLASSIFICATION FOR ALL 'SKIP' INDIVIDUALS.

M = MAIN QUESTIONNAIRE

BLUE QUESTIONNAIRE

NAME _____
 ADDRESS _____

J.N.

AREA NO.

SERIAL NO

NO OF HOUSEHOLDS

INTERVIEWER NAME _____

NO _____

HOUSEHOLD NO OF INTERVIEW

DATE OF INTERVIEW _____

CARD I.D.

1	2	3	4
6	4	4	9
5	6	7	
8	9	10	
11			
12			
13			
2			

M.D (1-13)

A. WORK

4) ALL NOT CURRENTLY EMPLOYED

a) Could you tell me when you last finished working in a job that was not a temporary or a holiday job?

MULSJBMO (14)

MONTH		YEAR	
c14	15	16	

MULSJB4R (15-16)

Q4b)

M4NOJOB (17)

NEVER HAD SUCH A JOB

c17

9

Q12)

b) And when did you start that job?

MUSTJBMO (18)

MONTH		YEAR	
c18	19	20	

MUSTJB4R (19-20)

Q4c)

c) Could you tell me more about the type of work you did in the most recent job you held? What was the job?

PROBE AS APPROPRIATE? Did it have a name or title?

Is that the full technical name, are there any details I should add?

MUWKTP (21-23)

c21	22	23	24	25

Q4d)

d) What sort of work or duties did it involve? What did you, yourself make or do? In what section or department were you? What sort of machine/materials did you use?

NB UNDERLINE MOST TIME CONSUMING TASK

Q4e)

4e) Did you have any particular responsibilities or authority within your firm or organisation?

Did you hold a certain position in your firm or organisation?

IF YES What was it? _____

Were you responsible for the work of others in your firm or organisation?

IF YES How many people were you responsible for?

(Both directly & indirectly)

26	27

ENTER OO IF NO RESPONSIBILITY.

MU RESP (26-27)

Q4f)

f) Did you have any specific training to do this job or work very similar to it?

- YES - HAD SPECIFIC TRAINING
- NO - DID NOT HAVE SPECIFIC TRAINING
- DON'T KNOW/CAN'T REMEMBER

MUSPTRG (28)

c28

1 134
2 200
3 Q4g) 1

g) Did you usually work full-time or part-time in this type of work? (By full-time I mean 30 hours a week or more, excluding meal breaks)

- FULL-TIME
- PART-TIME

MU HRS (29)

c29

1 89
2 277
3 Q4h) 58

h) What type of firm or organisation was it that you worked for on the last occasion? What was the main activity that took place at the address where you worked? What if anything was made there? - Sold there? What services or administration were carried out there or from there? PROBE FULLY.

MU FMTYP (30-31)

c30

c31

c32

Q4i)

i) SHOWCARD B'

When you left, how many people were there, including yourself, in the firm/organisation where you last worked, at the place where you worked?

MU NUMEMP (33)

- LESS THAN 5
- 5-24
- 25-99
- 100-499
- 500 or MORE
- DON'T KNOW

c33

1
2
3
4
5
6

GO TO Q12 ATTITUDE SECTION

5) ALL CURRENTLY EMPLOYED

a) Could you tell me more about the type of work you do at present?
 What is the job?
 IF MORE THAN ONE JOB AT PRESENT ASK HERE ABOUT ONE TAKING MOST HOURS
 PROBE AS APPROPRIATE - Does it have a name or title?

c34	35	36	37	38

Is that the full technical name, are there any other details I should add?

MEWKTYP (34-36)

Q5b)

b) What sort of work or duties does it involve?
 What do you, yourself make or do?
 In what section or department are you?
 What sort of machine/materials do you use?

N B. UNDERLINE MOST TIME CONSUMING TASK.

Q5c)

c) Do you have any particular responsibilities or authority within your firm or organisation?

Do you hold a certain position in your firm or organisation?

IF YES What is it? _____

Are you responsible for the work of others in your firm or organisation?

IF YES How many people are you responsible for?
 (Both directly and indirectly)

c39	c40

MERESP (39-40)

ENTER OO IF NO RESPONSIBILITY

Q5d)

d) Have you at any time had any specific training to do or help do this job or work very similar to it?

MESPTRG (41)

YES - HAD TRAINING
 NO - HAVE NOT HAD TRAINING
 DON'T KNOW/CAN'T REMEMBER

c41

1	1725 1725
2	800 800
3	Q5) 53 2+5

6) Do you usually work full-time or part-time in this type of work?
 (By full-time I mean 30 hours a week or more excluding meal breaks)

ME+RS (42)

FULL-TIME
 PART-TIME

c42

1	1672
2	071456

55

9) ALL CURRENTLY EMPLOYED

Would you say that this employment provides you with -

- a) Very good opportunities for using the skills you possess fairly good opportunities, or not very good opportunities for using your skills?

MEOPSKLL (51)

VERY GOOD
FAIRLY GOOD
NOT VERY GOOD
DON'T KNOW

c51

1
2
3
4

- b) Very good opportunities for training, fairly good opportunities or not very good opportunities for training?

MEOPTRG (52)

VERY GOOD
FAIRLY GOOD
NOT VERY GOOD
DON'T KNOW

c52

1
2
3
4

- c) Very good opportunities for promotion, fairly good opportunities or not very good opportunities for promotion?

MEOPROM (53)

VERY GOOD
FAIRLY GOOD
NOT VERY GOOD
DON'T KNOW

c53

1
2
3
4

Q10)

- 10) Was this your only paid job last week, or did you have other(s)?

MEANUMJBS (54)

ONLY PAID

ONE OTHER
TWO OTHERS
THREE OR MORE OTHERS

c54

1
2
3
4

Q12)

Q11a)

11) ALL WITH OTHER JOBS

- a) How many hours last week did you work in total in this other job/these other jobs?

MEOJBHRS
(55)

LESS THAN 10
10-19
20-29
30-39
40-49
50 or MORE

c55

1
2
3
4
5
6

Q11b)

b) ASK ONLY ABOUT OTHER JOB IN WHICH LONGEST HOURS WORKED LAST WEEK

Could you tell me about the other work you do at present?

What is the job?

PROBE AS APPROPRIATE Does it have a name or title?
Is that the full technical name, are there any details I should add?

MEOWKTYP (56-55)

56 57 58 59 6

Q11c)

- c) What sort of work or duties does it involve?

What do you make or do?
In what section or department are you?
What sort of machine/materials do you use?

NB. UNDERLINE MOST TIME CONSUMING TASK

Q11d)

11)
d)

Do you have any particular responsibilities or authority within that firm or organisation?

Do you hold a certain position in that firm or organisation?

IF YES What is it? _____

Are you responsible for the work of others in that firm or organisation?

IF YES How many people are you responsible for (Both directly and indirectly)

61	62

MEGORESP
(61-62)

ENTER OO IF NO RESPONSIBILITY.

Q11e)

e) What type of firm or organisation is it?

What does it make at the address where you work? PROBE FULLY.

c63

ME OF MTIP
(63-64)

c64

c65

Q12)

ATTITUDES TO EDUCATION AND TRAINING

ALL RESPONDENTS

SHOWCARD C

12) Please look at this card (SHOW CARD) I'm going to read some statements and ask you to indicate whether you agree or disagree with the statements. If you find a particular statement hard to answer please pick the one that you feel comes closest though it may not exactly express your feeling.

ROTATE ORDER
(TICK (✓) START

✓
✓

		STRONGLY AGREE	AGREE	NEITHER AGREE NOR DISAGREE	DISAGREE	STRONGLY DISAGREE	DK	
<input checked="" type="checkbox"/>	a) I have had a wide variety of jobs in my life	1	2	3	4	5	6	66
<input checked="" type="checkbox"/>	b) I have learnt many different skills through work	1	2	3	4	5	6	67
<input type="checkbox"/>	c) I don't expect to get much pleasure from work. Work is just what you do to earn a living.	1	2	3	4	5	6	68
<input type="checkbox"/>	d) I am interested in being promoted or futhering myself in my present kind of work	1	2	3	4	5	6	69
<input type="checkbox"/>	e) I am confident about being able to learn new skills	1	2	3	4	5	6	70
<input type="checkbox"/>	f) I am interested in changing the kind of work I do if the right opportunity arises	1	2	3	4	5	6	71
<input type="checkbox"/>	g) Self improvement is important to me and I work hard at it	1	2	3	4	5	6	72
<input type="checkbox"/>	h) I don't go much for self-improvement, I just let myself be what I am	1	2	3	4	5	6	73
<input type="checkbox"/>	i) My education at school has been of great value in my working life	1	2	3	4	5	6	74
<input type="checkbox"/>	j) Training, instruction or education I have received since starting work has been of great value in my working life.	1	2	3	4	5	6	75
<input type="checkbox"/>	k) Education and training is not important to me	1	2	3	4	5	6	76

C. EDUCATION

ALL RESPONDENTS

13) Now, can I go back to your education. In what type of school or college did you finish your full-time education? IF STILL IN FULL-TIME EDUCATION CODE STILL IN FULL-TIME EDUCATION BELOW AND ALSO CODE THE TYPE OF ESTABLISHMENT CURRENTLY BEING ATTENDED IF CURRENTLY ATTENDING A COLLEGE BUT AS AN ADULT AFTER A GAP IN EDUCATION CODE LAST TYPE OF ESTABLISHMENT ATTENDED BEFORE CURRENT COURSE (AND IGNORE CURRENT COURSE FOR ALL QUESTIONS RELATED)

	c77
PRIMARY OR ELEMENTARY SCHOOL	1
<u>SECONDARY SCHOOL IN ENGLAND, WALES OR N IRELAND</u>	
SECONDARY MODERN	2
COMPREHENSIVE (INC. 6th FORM COLLEGE)	3
GRAMMAR	4
DIRECT GRANT	5
INDEPENDENT (e.g. PUBLIC SCHOOL/PRIVATE SCHOOL)	6
TECHNICAL SCHOOL (NOT COLLEGE)	7
OTHER SECONDARY SCHOOL	8

MEJUC (77)

<u>SECONDARY SCHOOL IN SCOTLAND</u>	
JUNIOR SECONDARY (3-OR 4-YEAR SELECTIVE)	9
COMPREHENSIVE (INC. 6th FORM COLLEGE)	0
SENIOR SECONDARY (6-YEAR SELECTIVE)	X
GRANT-AIDED	V

	c78
INDEPENDENT (PRIVATE SCHOOL)	1
SPECIAL SCHOOL (FOR HANDICAPPED, ESN, REMEDIAL, HOSPITAL SCHOOL ETC)	2
SCHOOL OUTSIDE UK (ALL TYPES)	3
OTHER SCHOOL IN UK (SPECIFY)	4

<u>COLLEGE</u>	
COLLEGE OF EDUCATION/TEACHER TRAINING/PHYSICAL EDUCATION COLLEGE IN UK	5
COLLEGE OF FURTHER EDUCATION/HIGHER EDUCATION/TECHNICAL COLLEGE/POLYTECHNIC	6
UNIVERSITY IN UK	7
COLLEGE OR UNIVERSITY OUTSIDE UK	8

*expanded data
(see map)
SCATS*

OTHER COLLEGE IN UK (SPECIFY) _____	0	Q14)
-------------------------------------	---	------

NO EDUCATION	X	
STILL CONTINUING	V	Q15)

ALL COMPLETED EDUCATION

14) How old were you when you left your last school/college?	c14	
14	1	
15	2	
16	3	
17	4	
18	5	
19	6	
20 or OVER	7	Q15)

MSCAGE (14)

15) ALL RESPONDENTS	c15	
Did you at any time take part in any kind of youth training scheme?		
YES - TOOK PART IN SCHEME	1	Q16a)
NO - DID NOT TAKE PART IN SCHEME	2	Q18)

MYTS (15)

16) IF TOOK PART IN YOUTH TRAINING SCHEME

a) Was the Scheme part of YTS or YOP?
 NB. SCHEMES ARE PART OF YTS OR YOP IF FUNDED BY YTS OR YOP EVEN THOUGH THEY HAVE A SPECIAL NAME AS WELL

- YTS (YOUTH TRAINING SCHEME) 1
- YOPS (YOUTH OPPORTUNITIES PROGRAMME) 2
- OTHER (W.I.) _____ 3
- DON'T KNOW 4

MScheme (16)

c16
1
2
3
4 Q16b)

b) When did you start this scheme?

MSTSCMO (17)

MONTH	YEAR
17	18 19

MSTSCYR (18-19)
Q16c)

c) When did you leave it?

MFINSCMO (20)

MONTH	YEAR
20	21 22

MFINSCYR (21-22)
Q16d)

NOT YET COMPLETED
MNOTCOM (23)

c23
9 Q18)

d) ALL FINISHED TRAINING SCHEME

SHOWCARD D

What did you do after leaving this scheme?

MAFTSCH (24)

- STARTED FULL-TIME JOB WITH SAME EMPLOYER 1
- STARTED FULL-TIME JOB WITH DIFFERENT EMPLOYER 2
- STARTED PART-TIME JOB WITH SAME EMPLOYER 3
- STARTED PART-TIME JOB WITH ANOTHER EMPLOYER 4
- STARTED F-T EDUCATION COURSE 5
- STARTED P-T EDUCATION COURSE 6
- YOU WERE ILL 7
- JOINED ANOTHER YOUTH TRAINING SCHEME 8
- RETURNED TO SCHOOL 9
- NONE OF THESE/UNEMPLOYED 0 Q17)

c24

17) ALL FINISHED TRAINING SCHEME

a) Did you leave the scheme before it was due to finish?

- YES - LEFT SCHEME BEFORE IT FINISHED 1 Q17b)
- NO - DID NOT LEAVE SCHEME BEFORE IT FINISHED 2 Q18)

MFINSCH (25)

c25

b) ALL WHO LEFT SCHEME BEFORE IT FINISHED

Why was this? READ OUT

- You were ill 1
- It was not providing training you wanted 2
- You were not happy in scheme 3
- Pay was too low 4
- Other job/course/scheme went to as specified in 16d) was better 5
- Other reason (W.I.) _____ 6

expanded data
(see map)
SC326
Q18)

c26

18) ALL RESPONDENTS

SHOWCARD E

Here is a list of qualifications. Please read this list all the way through and then tell me if you have any of the qualifications mentioned whether or not you are making use of them.

MQUAL (27)

YES - HAVE QUALIFICATIONS	1	Q19)
NO - DO NOT HAVE QUALIFICATIONS	2	Q20)
DON'T KNOW	3	Q20)

19) ALL WITH QUALIFICATIONS

Which qualifications do you have:
Can you tell me about all the qualifications you possess (including the ones you have just told me about)?
CHECK Any other qualifications/Any others at all
SPECIFY MEANS: GIVE TITLE OF COURSE OR QUALIFICATION IN FULL AND LIST SUBJECTS STUDIED. MULTICODING POSSIBLE

*expanded data
(see map)
SC 328
SC 330
SC 331*

Higher degree (SPECIFY) _____	1	c30
First degree (SPECIFY) _____	2	c31
Other degree level qualification such as graduate membership of professional institute (SPECIFY) _____	3	c33 MOTH) EC
BTEC or SCOTBTEC/BEC or SCOTBEC TEC or SCOTEC/SCOTVEC/HND/HNC Teaching qualification Secondary Primary	4 5 6 7	} Higher
Nursing qualification (SPECIFY) _____	7	
BTEC or SCTOBTEC/BEC or SCOTBEC TEC or SCOTEC/SCOTVEC/ or SCOTVEC National Certificate module or ONC, OND	8	} National or general
City & Guilds 'A' Level or equivalent/SLC Higher, SEC(Higher), SUPE(Higher), Cert. of 6th year Studies	9 0	
'O' Level or equivalent (inc CSE Grade 1) SLC(Lower), SCE(Ordinary), SUPE(Lower or Ordinary)	X	
CSE (other than grade 1)	V	
RSA (SPECIFY) _____	1	<i>expanded data (see map) SC 329</i>
Any other UK Professional/vocational qualification (SPECIFY) _____	2	
Did you have to take an examination to obtain these qualifications?	3	
Any foreign qualification (SPECIFY) _____	4	
None of these	5	
Don't Know	6	
	7	

20) ALL RESPONDENTS

MAPPRT (34)

a) Have you undertaken an apprenticeship?	YES	1	Q20b)
	NO	2	Q21)

b) IF YES

MCOMAPP (35)

Did you successfully complete the apprenticeship or not?	YES	1	Q21)
	NO	2	

D. RECENT TRAINING

21) I would now like to ask you about education or training you have received in the last three years. I am interested in all types of training or education that you think might be relevant to a job or getting a job. Firstly have you received any such education or training at all which took place within the last three years, including any provided by an employer, on or off the job, by a college or training centre, through home learning or in any other way?

TOOK PLACE INCLUDES ANY STARTED AT AN EARLIER TIME BUT CONTINUED INTO OR COMPLETED IN THE LAST THREE YEARS. INCLUDES ANY TAKING PLACE IN LAST THREE YEARS EVEN IF INFORMANT STOPPED BEFORE COMPLETION.

MRCJTRG (36)

YES - RECEIVED TRAINING

c36

1 Q23)

NO - HAVE NOT RECEIVED TRAINING

2 Q22)

22) ALL NOT HAD TRAINING IN LAST 3 YEARS

a) Have you ever received training or instruction relevant to a job?

YES - HAVE RECEIVED TRAINING

c37

1 Q22b)

MRELJBTR (37)

NO HAVE NOT RECEIVED TRAINING

2 63)

b) ALL WHO HAVE EVER RECEIVED TRAINING

How long is it, would you say, since you received any training or instruction relevant to a job?

MORE THAN 3 AND UP TO 5 YRS AGO

c38

1

MORE THAN 5 AND UP TO 10 YRS AGO

2

MTRG4RS (38)

MORE THAN 10 AND UP TO 20 YRS AGO

3

MORE THAN 20 YEARS AGO

4 Q63)

23) ALL RECEIVING TRAINING IN PAST THREE YEARS

a) Was any of the training or education you undertook in the last three years arranged through or paid for to any extent by your employer?

YES - INCLUDING THAT PARTIALLY PAID FOR BY EMPLOYER

c39

1 Q23b)

MTRPDEMP (39)

NO - NOT ARRANGED/PAID BY EMPLOYER

2 Q26)

b) Did this include any courses or training that involved three days or more of instruction or learning when all the time spent studying and learning is added together?

YES - DID LAST 3 OR MORE DAYS

c40

1 Q24)

MTRG DAYS (40)

NO - DID NOT LAST 3 OR MORE DAYS

2 Q26)

24) ALL UNDERTAKING TRAINING LASTING 3 PLUS DAYS ARRANGED OR PAID FOR THROUGH AN EMPLOYER

How many separate courses or programmes of training lasting three days or more that were arranged or paid for through your employer have you taken part in during the last three years?

INCLUDE ALL SUCH TRAINING COURSE/PROGRAMMES THAT INCLUDED SOME ELEMENTS WITHIN THE LAST THREE YEARS EVEN THOUGH STARTED EARLIER. INCLUDE ALL TRAINING STARTED WHETHER OR NOT COMPLETED OR FINISHED. IF TRAINING NOT DIVIDED INTO DISTINCT COURSES TREAT TRAINING FOR MAJOR DIFFERENT TASKS AS SEPARATE 'COURSES'.

WRITE IN NUMBER

MAUMCSEM (41)

c41

NOW COMPLETE TRAINING RECORD FOR LAST 3 COURSES STARTED BEGINNING WITH MOST RECENT STARTED.

Q25 or Q26

25) IF MORE THAN 3 COURSES UNDERTAKEN

MTRDFJOB (42)

Did any of these other courses paid for by an employer in the last three years that we have not discussed in detail, include training or instruction designed to teach you to do a different job from the one you were in?

YES - TRAINING FOR DIFFERENT JOB

c42

1

26) ALL UNDERTAKING ANY TRAINING IN LAST THREE YEARS

(Apart from school and training arranged or paid for through an employer), have you undertaken any other training or education in the last three years which your employer has not arranged or paid for at all?

YES-UNDERTAKEN OTHER TRAINING
 NO EXCLUDE TRAINING OF LESS THAN 3 DAYS COUNT AS 'NO'

c43	1	Q27)
	2	Q63a)

NO THTRG(43)

F. RECENT NON-EMPLOYER EDUCATION OR TRAINING

27) ALL WHO HAVE UNDERTAKEN TRAINING NOT ARRANGED BY EMPLOYER

How many separate courses or programmes of training or education that were not arranged through or paid for by an employer have you taken part in over the last three years? Please do not include any taken just for pleasure. INCLUDES ALL VOCATION-RELATED TRAINING OR EDUCATION COURSE/PROGRAMMES THAT INCLUDED SOME ELEMENTS WITHIN THE LAST THREE YEARS EVEN THOUGH STARTED EARLIER

W.I NUMBER

MAUMCSAE(44)

309	1	72%
	2	15
	3	8
	4	2
	5	1
	6+	1
		NS

SHOWCARD F

b) Before asking you about this/the most recent course, could you tell me how many weeks you have spent studying altogether on training or education courses in the last 12 months? Include the time you spent, studying on your own as well as formal classes etc.

- 40 WEEKS OR MORE 1
- 26 WEEKS BUT LESS THAN 40 WEEKS 2
- 16 WEEKS BUT LESS THAN 26 WEEKS 3
- 6 WEEKS BUT LESS THAN 16 WEEKS 4
- 3 WEEKS BUT LESS THAN 6 WEEKS 5
- 1 WEEK BUT LESS THAN 3 WEEKS 6
- UNDER 1 WEEK 7
- NO TIME AT ALL IN LAST 12 MTHS 8

MAUMWKST(45)

c45		Q28a)
-----	--	-------

IF MORE THAN ONE ASK Q28a-Q62 FOR MOST RECENTLY STARTED ONLY

28a) Was this (the most recently started) a course designed to teach you to do one particular job or was it a more general training or education that was likely to be useful in carrying out a variety of jobs?

MSPECTRG(46)

- SPECIFIC 1
- MORE GENERAL 2

c46	1	
	2	Q28b)

b) Was this training/education.
 - Designed to assist you in a job you were already doing or familiar with
 - Or, was it to help you to do a new or different job?

MJOBTRG(47)

c47	1	
	2	Q29)

29) What type of work was this for?
 (WRITE IN FULL DETAILS)

MTRWKTYP(48-50)

c48		
c49		
c50		Q30)

30) What did this training/instruction involve?

expanded data
(see map)
SC351

- LECTURES IN LARGE GROUPS OF 20 OR MORE
- SEMINARS IN GROUPS OF 5-19
- TUTORIALS IN SMALLER GROUPS OR INDIVIDUALLY
- LEARNING INDIVIDUALLY USING BOOKS OR TAPES
- SPECIALY DESIGNED FOR INDIVIDUAL STUDY
- LEARNING INDIVIDUALLY USING COMPUTER PROGRAMS
- SPECIALY DESIGNED FOR INDIVIDUAL STUDY
- WORKING INDIVIDUALLY WRITING ESSAYS OR REPORTS
- WORKING INDIVIDUALLY READING BOOKS OR LEARNING FROM OTHER WRITTEN MATERIAL
- WATCHING TELEVISION OR LISTENING TO RADIO PROGRAMMES
- NONE OF THESE (DESCRIBE _____)

- c51
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9

Q31)

ALL WHO HAVE UNDERTAKEN TRAINING/COURSE NOT ARRANGED BY EMPLOYER

31) Did you need to have any qualification(s) or particular experience before you could enter this training or education course?

MTRGQUAL (52-53)

YES - QUALIFICATIONS (W.I.) _____

c52

c53

MTRGEXP (54)

YES - EXPERIENCE (W.I.) _____

c54

c55

MTRNONE (56)

NO

c56

9

Q32)

SHOWCARD B

32) Was this course part of one of these schemes?

MCSCH (57)

- JOB TRAINING SCHEME (JTS)
- TOPS
- THE TRAINING ENTERPRISE SCHEME (TPE)
- NEW ENTERPRISE PROGRAMME
- MANAGEMENT ENTERPRISE PROGRAMME
- BUSINESS ENTERPRISE PROGRAMME
- THE WIDER OPPORTUNITIES PROGRAMME (WOTP)
- NONE OF THESE

c57

1

2

3

4

5

6

7

8

Q33)

33) What was the name of the course? DESCRIBE IN FULL

MCSNAME (58-59)

c58

c59

c60

Q34)

34) Where did the course/programme or training or education
 a) on _____ take place?

CODE ALL MENTIONS AND WRITE IN NAME AND TYPE OF ORGANISATION
 RUNNING COURSE. IF CORRESPONDENCE, DISTANCE OR OPEN LEARNING
 COURSE, RECORD NAME OF BODY RUNNING COURSE.

NAME AND TYPE _____

<p>MCSUEN (61)</p> <p>COLLEGE OR SIMILAR EDUCATIONAL INSTITUTION</p> <p>PRIVATE TRAINING INSTITUTE</p> <p>SKILL CENTRE</p> <p>BY CORRESPONDENCE COURSE/ DISTANCE LEARNING</p> <p>OTHER (W.I.) _____</p>	<p>c61</p> <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p>	<p>Q34b)</p>																		
<p>b) Were you able to choose some parts of the course to study or did everyone on the course cover the same subjects?</p> <p>MCS SUB (62)</p> <p>ABLE TO CHOOSE SOME PARTS</p> <p>EVERYONE DID SAME</p>	<p>c62</p> <p>1</p> <p>2</p>	<p>Q35a)</p>																		
<p>35) a) When did this course start?</p> <p>MCSSTMO (63)</p> <table border="1" data-bbox="892 803 1106 906"> <tr> <th>MONTH</th> <th colspan="2">YEAR</th> </tr> <tr> <td>63</td> <td>64</td> <td>65</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table> <p>MCSSTYR (64-65)</p>	MONTH	YEAR		63	64	65					<p>Q35b)</p>									
MONTH	YEAR																			
63	64	65																		
<p>b) And when did you finish studying regardless of whether or not you completed the course?</p> <p>MFINSTMO (66)</p> <table border="1" data-bbox="892 987 1106 1090"> <tr> <th>MONTH</th> <th colspan="2">YEAR</th> </tr> <tr> <td>66</td> <td>67</td> <td>68</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table> <p>MFINSTYR (67-68)</p> <p><u>IF STILL CONTINUING</u></p> <p>When will you finish? MFINCSMO (69)</p> <table border="1" data-bbox="892 1125 1106 1228"> <tr> <th>MONTH</th> <th colspan="2">YEAR</th> </tr> <tr> <td>69</td> <td>70</td> <td>71</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table> <p>MFINCSYR (70-71)</p>	MONTH	YEAR		66	67	68				MONTH	YEAR		69	70	71					<p>Q41a)</p>
MONTH	YEAR																			
66	67	68																		
MONTH	YEAR																			
69	70	71																		
<p><u>IF NO LONGER UNDERTAKING COURSE</u></p> <p>36) Did you in fact complete the course?</p> <p>MCOMPES (72)</p> <p>YES - COMPLETED COURSE</p> <p>NO - DID NOT COMPLETE COURSE</p>	<p>c72</p> <p>1</p> <p>2</p>	<p>Q41a)</p> <p>Q37)</p>																		
<p>37) <u>IF DID NOT COMPLETE COURSE</u></p> <p>Was this because you were dissatisfied with the course itself, in any way, or for some other reason?</p> <p>DISSATISFIED WITH COURSE</p> <p>SOME OTHER REASON</p> <p>INACTCOMP (73)</p>	<p>c73</p> <p>1</p> <p>2</p>	<p>Q38)</p> <p>Q39)</p>																		
<p>38) <u>ALL DISSATISFIED WITH THE COURSE</u></p> <p>Why were you dissatisfied with the course?</p> <p>DIDN'T PROVIDE TRAINING WANTED</p> <p>TOO EASY</p> <p>TOO DIFFICULT</p> <p>TOOK UP TOO MUCH TIME</p> <p>IT WAS TOO LONG</p> <p>OTHER W.I. _____</p>	<p>c74</p> <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>6</p>	<p>expanded data (see map) SC374 Q39)</p>																		

<p>39) What (other) reasons did you have?</p> <p style="text-align: center;">MOTHERS (75)</p>	<p>c75</p> <p>1 2 3 4 5 6 7 8</p>	<p>Q40a)</p>
<p>40) <u>ALL WHO DID NOT COMPLETE COURSE</u></p> <p>a) Did you have to repay any grants or costs that had been paid for you Do not include loans which had to be repaid?</p> <p style="text-align: center;">MR GRANT (76)</p>	<p>c76</p> <p>1 2</p>	<p>Q41a)</p>
<p>41) <u>ALL WHO HAVE UNDERTAKEN TRAINING/COURSE NOT ARRANGED BY EMPLOYER</u></p> <p>a) Did the course lead to a qualification?</p> <p style="text-align: center;">MCSQUAL (77)</p>	<p>c77</p> <p>1 2</p>	<p>Q41b) Q42)</p>
<p>b) <u>ALL WHERE COURSE LED TO A QUALIFICATION</u></p> <p>What qualification? (RECORD EXACT DETAILS)</p> <p>RECORD FULL NAME _____</p> <p style="text-align: center;">MQUALAME (14575)</p>	<p>c14 c15 c16 c17 c18</p>	<p>CARD 4 PUNCH 4 COL 13</p> <p>Q41c)</p>
<p>c) How important in your decision was it that the course led to a qualification? READ OUT.</p> <p style="text-align: center;">MIMPQUAL (19)</p>	<p>c19</p> <p>1 2 3 4</p>	<p>IF COURSE COMPLETED Q41d OR Q42</p>
<p>d) <u>IF COURSE COMPLETED</u></p> <p>Did you obtain the qualification?</p> <p style="text-align: center;">MOBTQUAL (20)</p>	<p>c20</p> <p>1 2 3</p>	

SHOWCARD J

42)

Which of these comes closest to describing the course? By full-time I mean 6 hours a day or more of lessons and study in total.

MCS LGTH (21)

A FULL-TIME COURSE LASTING A YEAR OR MORE

c21

1 Q45)

A FULL-TIME COURSE LASTING THREE WEEKS OR MORE BUT LESS THAN A YEAR

2 Q43a)

A FULL-TIME COURSE LASTING THREE DAYS OR MORE BUT LESS THAN 3 WEEKS

3 Q44a)

A PART-TIME COURSE LASTING A YEAR OR MORE

4

A PART-TIME COURSE LASTING THREE WEEKS OR MORE BUT LESS THAN A YEAR

5 Q43a)

A PART-TIME COURSE LASTING THREE DAYS OR MORE BUT LESS THAN 3 WEEKS

6 Q44a)

SHOWCARD K

43)

a) Could I just check the number of weeks spent studying on the course?

WKSSTCS (22)

- 100 WEEKS OR MORE
- 50-99 WEEKS
- 26-49 WEEKS
- 16-25 WEEKS
- 6-15 WEEKS
- 3-5 WEEKS

c22

- 1
- 2
- 3
- 4
- 5
- 6

Q43b)

b) On average, how many hours per week did you spend? READ OUT a) AND b) BELOW.

c) FOR EACH MENTIONED

Was this in the daytime, evening or both? CODE ALL MENTIONS (43b) (43c)

NO OF HOURS DAY EVENING BOTH
c23 ONLY ONLY

a) In a class or group (being taught, in discussion etc)? _____ 1 2 3 c24

----- c25 ----- c26

b) Studying on your own? _____ 1 2 3 Q45)

MTHRSGRP (23)
MTMEGRP (24)
MTHRSOWA (25)
MTMEOWA (26)

44)

a) How many hours in total did you spend? READ OUT a) AND b) BELOW

b) FOR EACH MENTIONED

Was this in the daytime, evening or both?

(44a) (44b)
NO OF HOURS DAY EVENING BOTH
c27

a) In a class or group (being taught, in discussion etc)? _____ 1 2 3 c28

----- c29 -----

b) Studying on your own? _____ 1 2 3 c30

Q47a)

MTHRSGRP (27)
MTTMEGRP (28)
MTHRSOWA (29)
MTTMEOWA (30)

45 ASK ALL UNDERTAKING COURSES OF THREE WEEKS OF MORE (IF LESS THAN 3 WEEKS SKIP TO Q47)

SHOWCARD L

a) What source of income did you have while you were undertaking this course? CODE ALL TYPES MENTIONED.

- INCOME FROM FULL-TIME JOB
- INCOME FROM PART-TIME JOB
- OTHER EARNED INCOME (CASUAL EARNINGS)
- A GRANT FROM A LOCAL EDUCATION AUTHORITY
- A GRANT FROM SOME OTHER SOURCE (SPECIFY) _____
- A WEEKLY TRAINING ALLOWANCE (SPECIFY SOURCE) _____
- SOME OTHER TRAINING ALLOWANCE NOT PAID WEEKLY (SPECIFY SOURCE) _____
- SUPPLEMENTARY BENEFIT
- UNEMPLOYMENT BENEFIT
- HOUSING BENEFIT
- FAMILY INCOME SUPPLEMENT (FIS)
- INCOME DRAWN FROM PAST REDUNDANCY PAYMENTS
- INCOME DRAWN FROM YOUR OWN SAVINGS
- A LOAN TO BE REPAYED FROM FAMILY (SPOUSE, PARENTS, RELATIVES)
- FINANCIAL SUPPORT GIVEN, NOT LOANED, FROM SPOUSE
- FINANCIAL SUPPORT GIVEN, NOT LOANED, FROM PARENTS/OTHER RELATIVES
- A "CAREER DEVELOPMENT LOAN"
- A LOAN FROM SOME OTHER SOURCE

c31	
1	
2	
3	
4	
5	c33 MGRANT (3)
6	c34 MWKTRALL (3)
7	c35 MOTHALL (3) expanded data
8	
9	(see map)
c32	
1	SC431
2	SC432
3	
4	
5	
6	
7	
8	
9	c36 MLOAN (36) Q45b)

ASK FOR UP TO 3 MENTIONED AT Q45a FROM FIS DOWNWARDS

W.I TYPE AT Q45a →

000-OVERCODE
1st 2nd 3rd
37 38 39

b) For how long while you were training were obtaining some or all your income from _____ (item) ?

- UP TO 3 MONTHS
- OVER 3 MONTHS UP TO 6 MONTHS
- OVER 6 MONTHS UP TO 9 MONTHS
- OVER 9 MONTHS UP TO A YEAR
- OVER 1 YEAR UP TO 2 YEARS
- OVER 2 YEARS UP TO 3 YEARS
- 3 YEARS OR OVER

MFSTINC (40)
MSECIINC (41)
MTHJINC (42)

1st	2nd	3rd
40	41	42
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7

MFSTINC (37)
MSECIINC (38)
MTHJINC (39)
Q45d

SHOWCARD M

c) About how much in total did you get from _____ (ITEM) in this period?

W.I TYPE AT Q45a →

- UNDER £250
- £250 BUT LESS THAN £500
- £500 BUT LESS THAN £1000
- £1000 BUT LESS THAN £1500
- £1500 BUT LESS THAN £2000
- £2000 BUT LESS THAN £3000
- £3000 BUT LESS THAN £4000
- £4000 BUT LESS THAN £5000
- £5000 BUT LESS THAN £7500
- £7500 BUT LESS THAN £10000
- £10000 OR MORE

MFSTANT (43)
MSECIANT (44)
MTHJANT (45)

1st	2nd	3rd
43	44	45
V	V	V
X	X	X
0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8

Q46a)

46

a) Did you go into debt as a result of taking this course?

- YES - DID GO INTO DEBT
- NO - DID NOT GO INTO DEBT

c46

1
2 Q46b)

MDEBTC (46)

SHOWCARD N

46b)

What effect did taking this course have on your living standards at the time?

MEFFLST1 (47)

- NO EFFECT
- A SMALL REDUCTION IN LIVING STANDARDS
- A LARGE REDUCTION IN LIVING STANDARDS
- AN IMPROVEMENT IN LIVING STANDARDS

c47

- 1
- 2
- 3
- 4

Q47a)

47) ALL UNDERTAKEN/UNDERTAKING COURSES

c48

a) Who paid the course cost or fees for this training or education?

- NO COURSE COSTS/FEEES INVOLVED
- RESPONDENT PERSONALLY
- SPOUSE
- PARENTS/OTHER RELATIVES
- EMPLOYER
- LOCAL EDUCATION AUTHORITY
- M.S.C. (MANPOWER SERVICES COMMISSION)
- OTHER (W.I.) _____
- DON'T KNOW WHO PAID

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9

Q48)

expanded data (see map) SC 448

Q47b)

Q48)

b) IF COURSE FEES EXISTED

How much were the course fees?

TO NEAREST £ .

USE LEADING ZEROS AS NECESSARY

MCS FEES (49-52)

49	50	51	52

DON'T KNOW

c53

v

Q47c)

Q48a)

c) Were the fees paid in instalments or due at the start of the course, do not include separate exam fees paid later?

c53

- PAID IN INSTALMENTS
- DUE AT THE START OF THE COURSE
- DON'T KNOW

- 1
- 2
- 3

expanded data (see map) SC 453

Q47d)

d) Were there separate fees for taking exams?

c53

- YES-WERE SEPERATE EXAM FEES
- NO-WERE NO SEPERATE EXAM FEES
- DON'T KNOW

- 6
- 7
- 8

Q48a)

48) ALL UNDERTAKING/UNDERTAKEN COURSES

c54

a) Were you employed at the time you decided to take this course?

- YES - WAS EMPLOYED
- NO - WAS NOT EMPLOYED

- 1
- 2

Q48b)

Q50)

MEMPCS (54)

b) Can I check which firm/type of organisation you were working for at that time? PROBE FULLY

IF CURRENT OR MOST RECENT EMPLOYER CODE

CURRENT/MOST RECENT

c55

v

Q49a)

ALL OTHERS

What did it do or make at the address where you worked at the time you decided to take the course?

c56

MCSFMCMR (55)
MCSFMTP (56-57)

c57

Q48c)

48c) What type of work were you doing?

4

MCSWKCMR (58)

MCSWK TYP (58-60)

CURRENT/MOST RECENT

ALL OTHERS W.I. PROBE

c58

V

c59

c60

Q49a)

49) ALL EMPLOYED WHILE UNDERTAKING COURSE

a) Was this course directly related to your job at the time you started this course?

YES - WAS RELATED TO JOB

NO - WAS NOT RELATED TO JOB

c61

V

X

Q49b)

140

b) Would you say that your employer: READ OUT

Encouraged and approved of you taking the course:

Was not interested in whether or not you took the course

Discourage and disapproved of you taking the course

Other W.I. _____

c61

2

3

4

5

expanded data
(see map)
SC461

Q50)

ALL WHO HAVE UNDERTAKEN TRAINING NOT ARRANGED BY EMPLOYER

50) Were you in paid employment: READ OUT
- All the time you were taking this course
or For some of the time

or For none of the time

c62

V

X

Q51a)

0

Q53a)

140

IF IN PAID EMPLOYMENT DURING COURSE

51) Was this employment: READ OUT
(FULL-TIME = 30 OR MORE HOURS A WEEK)

Only full time

Only part time

Or full time some of the time

Or part time some of the time

c62

3

4

5

6

expanded data
(see map)
SC462

Q52a)

52) ALL WHO HAVE UNDERTAKEN TRAINING NOT ARRANGED BY EMPLOYER

4

a) Did an employer at any time while you were on this course give you : READ OUT

	YES	NO
i) Any time off for attending the class?	V	X
ii) Any time off for studying outside formal classes?	1	2

53
63 ←

IF YES TO (i) or (ii)

Was this paid or unpaid? PAID UNPAID BOTH PAID & UNPAID

	YES	NO
(iii) Any financial assistance or help for the course?	V	X
(iv) Any other support?	1	2

expanded data (see map) SC463 SC464

IF YES TO OTHER SUPPORT

What kind? (W.I.)

should have been all MOTH SUPP (65)

	YES	NO
b) Did you, in fact, ask for any kind of assistance or support from your employer which was not given?	3	67

Q52c) Q53)

	UNPAID TIME OFF PAID TIME OFF FINANCIAL ASSISTANCE OTHER (W I.)
c) What kind of assistance?	1 2 3 4

expanded data (see map) SC467 Q53)

53) <u>ASK ALL RECEIVING NON-EMPLOYER EDUCATION</u>	c68
a) I would now like you to think back to before you started this course Why did you decide to go on a course? PROBE	c69
	c70

expanded data (see map) SC468 SC469 Q53b or c)

b) <u>IF MORE THAN ONE REASON GIVEN</u>	c71
And what would you say was the most important factor in your decision at that time?	c72

MIMPFACTOR 1 (-11)
MIMPFACTOR 2 (-12)

Q53c or d)

53) IF FINANCIAL BENEFIT/PROMOTION NOT ONLY OR MOST IMPORTANT

c)

And how important a factor would you say 'getting a job at all if you didn't have one, or a better paid job if you did, was in your decision to take the course?

READ OUT

MJOBFACT (73)

- 19 Very important
- 10 Fairly important
- 3 Not very important
- 15 Not at all important

c73

- 1
- 2
- 3
- 4

Q53d)

ALL RECEIVING NON EMPLOYER EDUCATION

d) Did you discuss the likely value for your future work of doing a course with anyone before taking the course? Who?

c74

expanded data
(see map)

SC 474
SC 475

- JOB CENTRE
- PROFESSIONAL & EXECUTIVE REGISTER (PER)
- CAREERS OFFICER FROM CAREERS SERVICE
- SCHOOL CAREERS TEACHER
- OTHER TEACHERS FROM SCHOOL
- STAFF AT COLLEGE WHERE COURSE TAKEN
- SPOUSE
- PARENTS
- OTHER FAMILY OR RELATIVES

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9

c75

- MANAGER/SUPERVISOR AT WORK
- PERSONNEL/TRAINING OFFICER AT WORK
- COLLEAGUES AT WORK
- OTHER (W.I.)
- NO ONE
- CAN'T REMEMBER

- 1
- 2
- 3
- 4
- 5
- 6

Q54)

54) ALL RECEIVING NON EMPLOYER TRAINING

SHOWCARD 0

How easy or difficult did you find it to:-

- a) Get information about courses that were being run?
- b) Get information about grants, loans or other sources of finance?

VERY EASY	FAIRLY EASY	NEITHER EASY NOR DIFFICULT	FAIRLY DIFFICULT	VERY DIFFICULT	NOT APPLICABLE
1	2	3	4	5	6
MINFCS (76)					
1	2	3	4	5	6
MFININF (77)					

c76

c77

55) How did you find out about the course?

c78

MULTICODING POSSIBLE

expanded data
SC 478
SC 479

- PUBLIC LIBRARIES
- COLLEGES OF FURTHER/HIGHER EDUCATION
- ADULT EDUCATION CENTRES/INSTITUTES
- TOWN HALLS/CIVIC CENTRES/COUNCIL OFFICES
- CITIZENS ADVICE BUREAUX
- PERSONNEL/TRAINING OFFICER AT WORK
- SUPERVISOR/BOSS AT WORK
- COLLEAGUES AT WORK
- TRADE UNION REPS/OFFICIALS
- JOB CENTRES/EMPLOYMENT OFFICES
- CAREERS OFFICE
- ADVERTISEMENTS/NEWSPAPERS
- LOCAL SCHOOLS
- FRIENDS
- MSC/SKILL CENTRES
- OTHERS (SPECIFY)
- CAN'T REMEMBER

- V
- X
- O
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9

c79

- V
- X
- O
- 1
- 2

Q56a)

5

ALL RECEIVING NON-EMPLOYER TRAINING

56)
a)

Did you move home or live away from home to take this course?
(LIVED AWAY INCLUDES WEEK DAY LODGINGS AND RETURNING AT WEEKENDS)

CARD 5
PUNCH 5
ON COL 13

M MOV AWAY (14)

YES - MOVED/LIVED AWAY FROM HOME
NO - DID NOT MOVE/LIVE AWAY FROM HOME

c14

1

2

Q56b)

b) Did you have a choice over where to take the course?

MCSCHCE (15)

YES - DID HAVE CHOICE
NO - DID NOT HAVE CHOICE
DON'T KNOW

c15

1

2

3

Q56c)

Q56d)

c) IF HAD CHOICE AS TO WHERE TO TAKE COURSE

Why did you decide to take it where you did?

MWHYCH2 (17)

c16

c17

← expanded data (see map) SC51

Q56d)

d) ALL RECEIVING NON EMPLOYER TRAINING

What phrase would describe your ease of travel to the course? READ OUT

MSTRAU (18)

Very easy
Easy
All right
Difficult
Very difficult

c18

1

2

3

4

5

Q56e)

e) What transport did you normally use to get to the course? CODE ALL THAT APPLY)

BUS
TRAIN
PRIVATE CAR
MOTORCYCLE
CYCLE
WALK
LIVING IN

c19

1

2

3

4

5

6

7

expanded data (see map) SC519

Q57)

SHOWCARD P

57)

I would like to ask you about your views now. In the light of your experience on this course, how satisfied are you now with each of the following. READ OUT, ROTATE ORDER (/) START

(/)	VERY SATISFIED	FAIRLY SATISFIED	NOT VERY SATISFIED	NOT AT ALL SATISFIED	
(i) The information that was available about courses	MCSINF (20) 1	2	3	4	20
(ii) The advice available about which course to take	MCSADV (21) 1	2	3	4	21
(iii) The information available about financial support	MCSFIN (22) 1	2	3	4	22
(iv) The financial support that you actually received	MFINSUPP (23) 1	2	3	4	23
(v) The content of the training provided	MTRCNT (24) 1	2	3	4	24
(vi) The way the course was organised in regard to time spent in face-to-face learning and time spent in studying on your own	MCSORG (25) 1	2	3	4	25
(vii) The support and help you got from teachers on the course	MSTTEACH (26) 1	2	3	4	26
(viii) The relevance of the course to your employment prospects	MCSREL (27) 1	2	3	4	27
(ix) The value of the course to your personal development	MCSVAL (28) 1	2	3	4	28
(x) The recognition employers give to the value of this course	MCSRECOG (29) 1	2	3	4	29

86

29

58) ALL RECEIVING NON-EMPLOYER TRAINING

a) In general, would you say that the course has met your original expectations?

MMETEXP (30)
 YES - TOTALLY

 YES - PARTIALLY
 NO

c30
 1 Q59)
 2
 3 Q58b)

see TR 27-32

b) IF COURSE HAS NOT MET OR PARTIALLY MET EXPECTATIONS

In what ways in particular has the course failed to meet your expectations?

MNOTEXP2 (32)

c31 ← expanded data (see map) SC 531
 c32
 Q59)

59) Would you advise others in a similar position to the one you were in to undertake this course?

MRECCS (33)

YES- WOULD ADVISE OTHERS TO UNDERTAKE COURSE
 NO- WOULD NOT ADVISE OTHERS TO UNDERTAKE COURSE
 DON'T KNOW

c33
 1
 2
 3 Q60 or Q61)

60) IF NO LONGER ON COURSE

Did this training or education lead directly to: READ OUT

- a) Getting a job at all? 1
- b) Any important change in the type of work you did afterwards? 1
- c) To any significant promotion? 1
- d) To any significant increase in earnings? 1
- e) Did anything else happen-as a result of undertaking this? course? What? 1

YES NO
 1 2
 2 2
 3 2
 4 2
 5 2
 6 2
 7 2
 8 2
 9 2
 10 2
 11 2
 12 2
 13 2
 14 2
 15 2
 16 2
 17 2
 18 2
 19 2
 20 2
 21 2
 22 2
 23 2
 24 2
 25 2
 26 2
 27 2
 28 2
 29 2
 30 2
 31 2
 32 2
 33 2
 34 M WKCHNG
 35 (35)
 36
 37 MSIG PROM
 38 (36)
 M INCREASE
 (37)
 061)
 MOTHERS
 (38)

MCSRES (39)

61) ALL RECEIVING NON EMPLOYER TRAINING SHOWCARD Q

(Apart from any of the above), what effect in the future do you think this training or education will have on: READ OUT

- M EARNABL (40)
- M JOB PROM (41)
- M JOBSAT (42)
- Your long term earning ability? 1
- Your long term job promotion prospects? 1
- Your long term job satisfaction? 1
- Your value to employers in doing a job? 1

A GREAT EFFECT	A SMALL EFFECT	NO EFFECT	
1	2	3	40
1	2	3	41
1	2	3	42
1	2	3	43

MEMPVAL (43)

Q62)

62) In your future working life do you think that you will use the skills you have learnt in this training or education READ OUT

MUSESKILL (44)

A great deal
 To some extent
 Hardly at all

c44
 1
 2
 3 Q63)

5

63) ALL RESPONDENTS

a) Could you tell me whether you have done any of the following things in the last three years in connection with working or getting a job which you have not told me about already?

READ OUT ITEMS BELOW ONE AT A TIME AND ASK Q63b) FOR EACH SHOWCARD R

b) How useful would you say this was in helping you do your job or getting you a job if you did not have one at the time?

- i) Have you been to any classes, courses, seminars or conferences? **MC-ASSES (45)**
- ii) Have you been to any talks, lectures, exhibitions or films connected with work? **MLECTS (46)**
- iii) Have you studied any technical books, technical magazines or instruction manuals? **MTECHBKS (47)**
- iv) Has anyone at work taught you how to do or make certain things? **MMAKING (48)**
- v) Have you been on any instructional or fact-finding visits? **MVISITS (49)**
- vi) Have you taken part in any training exercises or projects? **MPROJECT (50)**

1	2	3	4	5	45
1	2	3	4	5	46
1	2	3	4	5	47
1	2	3	4	5	48
1	2	3	4	5	49
1	2	3	4	5	50

Q64

64) (Apart from any courses you have already started) Are you considering starting any training or education useful in a job or in getting one, in the next 12 months? Please include any courses that you are required to take for work or that will be arranged by an employer.

expanded data (see map) SC55

- YES - CONSIDERING TRAINING
- NO ALREADY ON COURSE LASTING OVER THIS PERIOD
- NO
- DON'T KNOW

c51	V	64b)
	X	Q85)
	O	
	1	Q78a)

b) ALL CONSIDERING UNDERTAKING TRAINING IN NEXT 12 MONTHS

How likely is this? Is it a course you: READ OUT
IF MORE THAN ONE BEING CONSIDERED ASK ONLY ABOUT NEXT TO START

Have applied for or been accepted on (INC COURSES RESPONDENT REQUIRED TO TAKE THROUGH WORK)
OR Investigated or enquired about

OR
Something you have not yet worked out in detail/still just an idea

DON'T KNOW

c51	3	
	4	Q65a)
	5	
	6	Q78a)

65) IF APPLIED FOR/ACCEPTED/INVESTIGATED AT Q64

a) Is this a course or instruction designed to teach you to do a specific kind of job or is it more general training or education that is likely to be useful in carrying out a variety of jobs?

- SPECIFIC MEXCS JOB
- MORE GENERAL
- D K

(52)

c52	1	
	2	
	3	Q65b)

b) Is this training/education READ OUT

MEXJESTR (53)

- Designed to assist you in a job you are already doing or familiar with?
- Or, is it to help you to do a new or different job?
- BOTH

c53	1	
	2	
	3	Q66)

66) What type of work is this for? (WRITE IN FULL DETAILS)

MEXWKTYP (54-56)

c54		
c55		
56		Q67)

67) SHOWCARD G

Which of these will this training/instruction involve?

- LECTURES IN LARGE GROUPS OF 20 OR MORE
- SEMINARS IN GROUPS OF 5-19
- TUTORIALS IN SMALLER GROUPS OR INDIVIDUALLY
- LEARNING INDIVIDUALLY USING BOOKS OR TAPES SPECIALLY DESIGNED FOR INDIVIDUAL STUDY
- LEARNING INDIVIDUALLY USING COMPUTER PROGRAMS SPECIALLY DESIGNED FOR INDIVIDUAL STUDY
- WORKING INDIVIDUALLY WRITING ESSAYS OR REPORTS
- WORKING INDIVIDUALLY READING BOOKS OR LEARNING FROM OTHER WRITTEN MATERIAL
- WATCHING TELEVISION OR LISTENING TO RADIO PROGRAMMES
- NONE OF THESE (DESCRIBE _____)

expanded data (see map) SC 557

- c57
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9

Q68a)

68)

a) What is the name of the course you plan to take? IF NOT YET DECIDED, ASK WHETHER ANY PARTICULAR COURSES BEING CONSIDERED AND PROBE FOR DETAILS _____

MEXCSAME (58-59)

- c58
- c59
- c60

Q68b)

SHOWCARD S

b) Where will the course/programme of training or education on _____ take place? CODE ALL MENTIONS below and write in name:

Name: _____

expanded data (see map) SC 561

- AT PLACE OF WORK
- AT ANOTHER ESTABLISHMENT OF YOUR EMPLOYER
- AT A COLLEGE OR SIMILAR EDUCATIONAL INSTITUTE
- PRIVATE TRAINING INSTITUTE
- SKILLCENTRE
- BY CORRESPONDENCE COURSE/DISTANCE LEARNING
- OTHER(SPECIFY) _____
- DON'T KNOW

- c61
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8

Q69a)

69a) Will the course lead to a qualification?

- YES
- MEXQUAL (62)* NO
- DON'T KNOW

- c62
- 1
- 2
- 3

Q69b)

Q70)

Q69c)

IF COURSE WILL LEAD TO QUALIFICATION

b) What qualification? (RECORD EXACT DETAILS)

RECORD FULL NAME _____

MEXQUAME (63-64)

- c63
- c64
- c65

Q69c)

c) How important in your decision is it that the course leads to a qualification? READ OUT

MESLDSQU (66)

- Very important
- Fairly important
- Not very important
- Not at all important

- c66
- 1
- 2
- 3
- 4

Q70

ALL APPLICABLE FOR/ACCEPTED/INVESTIGATED COURSE

SHOWCARD H

70) Which of these comes closest to describing the course you are likely to do? By full-time I mean 6 hours a day or more of lessons and study in total.

FULL-TIME

A FULL-TIME COURSE LASTING A YEAR OR MORE
A FULL-TIME COURSE LASTING THREE WEEKS OR MORE BUT LESS THAN A YEAR

MEXCSLTH
(67)

A FULL-TIME COURSE LASTING THREE DAYS OR MORE BUT LESS THAN THREE WEEKS

PART-TIME

A PART-TIME COURSE LASTING A YEAR OR MORE
A PART-TIME COURSE LASTING THREE WEEKS OR MORE BUT LESS THAN A YEAR

A PART-TIME COURSE LASTING THREE DAYS OR MORE BUT LESS THAN THREE WEEKS

c67

1

2

Q71)

3

Q72)

4

5

Q71)

6

Q72)

SHOWCARD L

ASK ALL UNDERTAKING COURSES OF THREE WEEKS OR MORE

71) What sources of income do you expect to have while taking this training or course? (CODE ALL TYPES MENTIONED.)

- (1) INCOME FROM A FULL TIME-JOB
- (2) INCOME FROM A PART-TIME JOB
- (3) OTHER EARNED INCOME (CASUAL EARNINGS)
- (4) A GRANT FROM A LOCAL EDUCATION AUTHORITY
- (5) A GRANT FROM SOME OTHER SOURCE (SPECIFY)
- (6) A WEEKLY TRAINING ALLOWANCE (SPECIFY SOURCE)
- (7) SOME OTHER TRAINING ALLOWANCE NOT PAID WEEKLY (SPECIFY SOURCE)
- (8) SUPPLEMENTARY BENEFIT
- (9) UNEMPLOYMENT BENEFIT

c68

1

2

3

4

5

6

7

8

9

expanded data (see map)

SC568
SC569

70 MEXGRAN-71 (70)

72 MEXWKAL (71)

MEXOTHAL (72)

c69

1

2

3

4

5

6

7

8

9

MEXLOAN 972a) (73)

- (1) HOUSING BENEFIT
- (2) FAMILY INCOME SUPPLEMENT (FIS)
- (3) INCOME DRAWN FROM PAST REDUNDANCY PAYMENTS
- (4) INCOME DRAWN FROM YOUR OWN SAVINGS
- (5) A LOAN TO BE PAID FROM FAMILY (SPOUSE, PARENTS, RELATIVES)
- (6) FINANCIAL SUPPORT GIVEN, NOT LOANED, FROM SPOUSE
- (7) FINANCIAL SUPPORT GIVEN, NOT LOANED, FROM PARENTS/OTHER
- (8) A "CAREER DEVELOPMENT LOAN"
- (9) A LOAN FROM SOME OTHER SOURCE (SPECIFY)

ASK ALL CONSIDERING UNDERTAKING COURSES

72a) Will any of the costs of this training or education be paid for by your employer?

YES-DEFINITELY IF COURSE UNDERTAKEN

YES PROBABLY IF COURSE UNDERTAKEN

NO ALTHOUGH EMPLOYED

D.K ALTHOUGH EMPLOYED

NOT EMPLOYED AT PRESENT

MEXCSTS (74)

c74

1

2

Q72b)

3

4

Q73)

5

Q75a)

b) IF COST DEFINITELY OR PROBABLY PAID BY EMPLOYER

Will all the costs, including cost of running the course and any extra travel or extra meal and accommodation costs, be paid for by your employer or only some of these?

ALL

SOME OF THESE

MEXALLCS (75)

c75

1

Q73)

2

Q72c)

c) IF ONLY PART PAID BY EMPLOYER

What costs will you yourself have to pay?

COURSE FFES/RUNNING COSTS

TRAVEL EXPENSES

MEALS

ACCOMMODATION

BOOKS, EQUIPMENT OR MATERIALS

OTHER (SPECIFY)

expanded data (see map)
SC576

c76

1

2

3

4

5

6

Q73)

<u>ASK ALL EMPLOYED & CONSIDERING UNDERTAKING COURSES</u>			
73a)	Are you free to decide whether or not to take the course, or are you required to take this or some other training as part of your job?	c77	
	FREE TO DECIDE	1	Q73b)
	REQUIRED AS PART OF JOB	2	Q74)
	M FREE DEC (77)		
<u>ALL FREE TO DECIDE COURSE</u>			
b)	Can you choose the course or training from a number of possibilities or do you have no choice at all about the training?	c78	
	CAN CHOOSE COURSE	1	
	NO CHOICE	2	Q74)
	MEXCHCE (78)		
<u>ASK ALL EMPLOYED & CONSIDERING UNDERTAKING COURSES</u>			
74)	Will the course or instruction take place in work time?	c79	
	YES: ALL OF IT	1	
	YES: SOME OF IT	2	
	NO	3	
	DON'T KNOW	4	
	MEXWKTME (79)		
<u>ASK ALL CONSIDERING UNDERTAKING A COURSE</u>			
75)	a) Why have you decided to go on a course?	c14	CARD 6 PUNCH 6 ON COL 16
		c15	Q75b)
		c16	
	MEXNOCHC (16) NO CHOICE	1	Q75d)
<u>IF MORE THAN ONE REASON GIVEN</u>			
b)	And what would you say is the most important factor in your decision?	c17	
	MEXFAC1 (17)		
	MEXFAC2 (18)	c18	
			Q75c or Q75d)
<u>IF FINANCIAL BENEFIT/PROMOTION NOT ONLY OR MOST IMPORTANT</u>			
c)	And how important a factor would you say getting a job at all if you don't have one, or a better paid job if you do, is in your decision to take the course? READ OUT	c19	expanded data (see map) SC 619
	Very important	V	
	Fairly important	X	
	Not very important	O	
	Not at all important	1	Q75d)
d)	Have you talked with anyone about the value for your future work of doing the course? Who?		
	JOB CENTRE	2	
	PROFESSIONAL & EXECUTIVE REGISTER (PER)	3	
	CAREERS OFFICER FROM CAREERS OFFICE	4	
	SCHOOL CAREERS TEACHER	5	
	OTHER TEACHERS FROM SCHOOL	6	
	STAFF AT COLLEGE WHERE COURSE TAKEN	7	
	SPOUSE	8	
	PARENTS	1	c20
	OTHER FAMILY OR RELATIVES	2	expanded data (see map) SC 620
	MANAGER/SUPERVISOR AT WORK	3	
	PERSONNEL/TRAINING OFFICER AT WORK	4	
	COLLEAGUES AT WORK	5	
	OTHER (SPECIFY)	6	
	NO ONE	7	

6

79)

a) Can you in fact imagine any circumstances in which you might go on a training course?

MCSIMCIR (29)

YES
NO

c29
1 Q80)
2 Q79b)

b) IF NO

Why do you say that?

expanded data (see map)

SC 630
SC 631

c30
c31
Q85)

80) ASK ALL EXCEPT THOSE SAYING NO TO Q79a)

SHOWCARD U

Which of the following kinds of courses might you be willing to consider in future if:

- a) They were paid for by an employer at the time?
- b) You had to arrange and pay for them yourself?

expanded data (see map)
SC 632
SC 633
SC 634

	(a)		NO c34
	EMPLOYER c32	SELF c33	
A FULL TIME COURSE LASTING FOR LESS THAN A MONTH	1	1	1
A FULL TIME COURSE LASTING BETWEEN A MONTH AND SIX MONTHS	2	2	2
A LONGER FULL TIME COURSE	3	3	3
A PART TIME COURSE LASTING FOR LESS THAN A MONTH	4	4	4
A PART TIME COURSE LASTING BETWEEN A MONTH AND SIX MONTHS	5	5	5
A LONGER PART TIME COURSE	6	6	6

Q81

81) Would you consider going on training courses that required living away from home if your expenses were paid?

expanded data (see map)
SC 635

YES
NO
DEPENDS
DON'T KNOW

c35
V
X
O
1
799
457
Q82) 117
6

82) Would you consider doing a training course based mainly on learning at home?

YES
NO
DEPENDS
DON'T KNOW

4
5
6
7
940
347
Q83a)

SHOWCARD V

a) Which of these factors would you say would be more important to you personally in making a decision to go on a training course?
CODE BELOW

b) IF MORE THAN ONE And which one would you say was the most important?

expanded data (see map)
SC 636

	IMPORTANT c36	MOST IMPORTANT c37
HELP IN OBTAINING A JOB AT ALL (IF NOT WORKING AT PRESENT)	1	1
THE CHANCE TO LEARN NEW SKILLS	2	2
THE CHANCE TO OBTAIN A MORE SECURE JOB	3	3
THE CHANCE TO GET A RECOGNISED QUALIFICATION	4	4
THE CHANCE TO OBTAIN A BETTER PAID JOB	5	5
THE CHANCE TO OBTAIN A MORE INTERESTING JOB	6	6
THE OPPORTUNITY TO OBTAIN A MORE RESPONSIBLE JOB	7	7
THE CHANCE TO MEET NEW PEOPLE	8	8

MMSIMFAC (37)

Q84

93

84)

- a) What obstacles or difficulties would you say there are to you going on a training course? DO NOT PROMPT. CODE BELOW
- b) Apart from those you have mentioned, would you say that any of these are obstacles to going on a course?

READ OUT

(84a) SPONTANEOUS (84b) PROMPTED

	c38	c40
I could not find the time to take a course	1	1
I could not find time to study outside course hours	2	2
I could not get enough financial support to go on a course	3	3
My employer would not be supportive if I wanted to take a course	4	4
I would not be able to pay the fees charged for courses	5	5
I don't have qualifications necessary to go on a course that would be useful	6	6
I would not know where to find information about courses available	7	7
Taking a course would make little difference to my work prospects	8	8
Income lost through taking a course would not be repaid by greater long term earnings	9	9
I would not be able to get time off work	10	10
I am not particularly interested or motivated in taking a course	11	11
There are no suitable courses run locally	12	12
I would not get the support and encouragement from my family	13	13
I would not risk giving up my job to take a course I arranged myself	14	14
I have nowhere at home suitable for studying	15	15

expanded data
(see map)
SC638
SC639
SC640
SC641

Q85)

85) ASK ALL

- Were there times in your life when you would have liked to have taken a training or educational course that might have helped you in your job or in getting a job, but did not?

M LIKE JCS (42) YES
NO
DON'T KNOW

c42

Q86a) 1
Q87) 2
3

43%
55%
2%

IF YES AT Q85)

86)

- a) Please tell me about the last occasion when was this?
CODE HOW LONG AGO AND AGE OF RESPONDENT

CODE NUMBER OF YEARS AGO

c43	c44

M7RSAGO (43-44)

AGE OF RESPONDENT AT TIME

c45	c46

MAGETHEN (45-46)

Q86b)

- b) What were you doing at the time? PROBE

c47

c48

c49

MJOBTHEN (47-49)

Q86c)

expanded data (see map)

SC650

86) IF YES AT Q85a)

c) Was this Training/Education:

- Designed to assist you in a job you were already doing or family
- Or Was it to help you do a new or different job?

c50
1
2

12%
28%
Q86d)

d) What type of work was this for?

MWKTHB7 (51-53)

c51
c52
c53

Q86e)

e) What prevented you from doing the course?

expanded data (see map)

SC654
SC655

c54
c55

Q87)

87) ALL RESPONDENTS

a) Have you joined any classes or taken any courses since finishing your full-time education which were just for pleasure or for your own interests?

MCSPLS (56)

YES
NO

c56
1
2

Q87b)
Q88)

37
63

b) IF YES

Have you attended any such courses or classes in the last three years?

MCS34RS (57)

YES
NO

c57
1
2

Q88)

17%
20%

88) ASK ALL

Would you say that the opportunities available for you personally, to acquire training are: READ OUT

MTROPS (58)

Very good
Fairly good
Not very good
Not at all good
Don't know

358
1
2
3
4
5

26
37
Q89)

89) Would you say that the opportunities available for most people to acquire training if they want to are:

MTROPGEN (59)

Very good
Fairly good
Not very good
Not at all good
Don't know

c59
1
2
3
4
5

29
44

T =

TRAINING RECORD -
RECENT EMPLOYER TRAINING

- 1 -

SN: 2710

YELLOW
QUESTIONNAIRE

J.N. _____
AREA NO. _____
SERIAL NO. _____
NO OF HOUSEHOLDS _____
NO OF H'HOLDS INTERVIEWED _____
CARD I.D. _____
TRAINING RECORD NUMBER _____

1	2	3	4
6	4	4	9
5	6	7	
8	9	10	
11			
12			
13			
7			
14			

TID (1-14)

TRAINING RECORD NUMBER _____

(UP TO 3 MOST RECENT EMPLOYER ORGANISED OR PAID FOR COURSES THAT LAST THREE DAYS OR MORE. THE LAST ONE STARTED SHOULD BE CODED NUMBER 1).

ALL UNDERTAKEN RECENT EMPLOYER TRAINING

1) Could you tell me the type of work that this training arranged or financed through an employer was for?
(WRITE IN FULL DETAILS INCLUDING NAME OF COURSE IF APPLICABLE)

TTAWKTYP (15-17)

c15
c16
c17

Q2)

2) Was this training/instruction designed to:

TJOBTRG (18)
Or Teach you the job itself?
Or Teach you to do the job better or in a different way?
Or Teach you to do a different job from the one you were in?

c18
1
2
3

Q3)

3) SHOW CARD W
Where did the course/programme of training on _____ take place? CODE ALL MENTIONS

TCS PREM (19)
ON THE SAME PREMISES AND IN THE SAME PLACE WHERE YOU NORMALLY WORK
ON THE SAME PREMISES BUT IN A DIFFERENT PLACE
OFF THE PREMISES

c19
1
2
3

Q4 IF OFF PREMISES ALL OTPEPS Q5)

381

+86
40

ALL UNDERTAKING TRAINING OFF OF WORK PREMISES

4)

(When it was not where you normally worked), where did it take place?

CODE ALL MENTIONS BELOW AND WRITE IN NAME AND TYPE OF ORGANISATION RUNNING COURSE. IF CORRESPONDENCE, DISTANCE OR OPEN LEARNING COURSE RECORD NAME OF BODY RUNNING AND CODE CORRESPONDENCE/DISTANCE/OPEN LEARNING BELOW.

EXACT NAME AND TYPE _____

*expanded data
(see map)
SCT20*

- ELSEWHERE IN THE FIRM/ORGANISATION 1
- IN ANOTHER FIRM/ORGANISATION 2
- EDUCATIONAL INSTITUTION(COLLEGE etc) 3
- PRIVATE TRAINING INSTITUTE 4
- SKILLCENTRE, SKILL TRAINING AGENCY OR MSC TRAINING CENTRE 5
- BY CORRESPONDENCE/DISTANCE LEARNING 6
- OTHER (W.I.) _____ 7

c20

(05)

5) ALL UNDERTAKEN RECENT EMPLOYER TRAINING

While this training was going on were you making or doing things that were part of the firm's normal work or things that you would normally do, or was the training regarded as a separate from normal activity?

Qnd July 1980

TTRPROD(21)

- NORMAL PRODUCTION/WORK 1
- SEPARATE FROM NORMAL WORK 2
- BOTH 3

c21

(06)

6) SHOWCARD G

What did this training/instruction involve?

- LECTURES IN LARGE GROUPS OF 20 or MORE
- SEMINARS IN GROUPS OF 5-19
- TUTORIALS IN SMALLER GROUPS OR INDIVIDUALLY
- LEARNING INDIVIDUALLY USING BOOKS OR TAPES SPECIALLY DESIGNED FOR INDIVIDUAL STUDY
- LEARNING INDIVIDUALLY USING COMPUTER PROGRAMS
- WORKING INDIVIDUALLY WRITING ESSAYS OR REPORTS
- WORKING INDIVIDUALLY READING BOOKS OR LEARNING FROM OTHER WRITTEN MATERIAL
- WATCHING TELEVISION OR LISTENING TO RADIO PROGRAMMES
- NONE OF THESE-(DESCRIBE _____)

*expanded data
(see map)
SCT22*

c22

(07)

ALL UNDERTAKEN RECENT EMPLOYER TRAINING

7)

Did you need to have any qualification(s) or particular experience before you could enter this training or education course?

YES: QUALIFICATIONS (W.I.) TTRGQUAL(23-24)

YES: EXPERIENCE (W.I.) TTRGEXP(25)

c23

c24

c25

c26

c27

TTRGNONE(27)

- OPEN ONLY TO PARTICULAR GRADE/ GRADES OF STAFF 1
- NONE OF THESE 9

(08a)

8a) When did this course start?

TCSSTMO(28)

MONTH	YEAR	
c28	c29	c30

TCSSTYR(29-30)
Q8b)

b) And when did you finish regardless of whether or not you completed the training?

TFINTRMO(31)

MONTH	YEAR	
c31	c32	c33

TFINTRYR(32-33)
Q9)

STILL CONTINUING
TCONT(34)

c34
9 Q8c)

c) IF STILL CONTINUING EMPLOYER TRAINING

When will you finish?

TFINCSMO(35)

MONTH	YEAR	
c35	c36	c37

TFINCSYR(36-37)
Q14a)

9) IF NO LONGER UNDERTAKING TRAINING

Did you in fact complete the training?

TCOMPTRG(38)

YES - COMPLETED TRAINING	1	Q14a)
NO - DID NOT COMPLETE TRAINING	2	Q10)

IF DID NOT COMPLETE TRAINING

10) Was this because you were dissatisfied with the training itself in any way, or for other reasons?

TNOTCOMP(39)

DISSATISFIED WITH COURSE	1	Q11)
SOME OTHER REASON	2	Q12)

ALL DISSATISFIED WITH COURSE

11) Why were you dissatisfied with the course?

TDISATCS(40)

IT WAS NOT PROVIDING TRAINING YOU WANTED	1	
IT WAS TOO EASY	2	
IT WAS TOO DIFFICULT	3	
IT TOOK UP TOO MUCH TIME	4	
IT WAS TOO LONG	5	
OTHER REASONS FOR DISSATISFACTION WITH COURSE (W I.) _____	6	Q12)

12) 12) What (other) reasons did you have for not completing the course?

COULD NOT AFFORD TO CONTINUE/FINANCIAL HARDSHIP
TOOK A /ANOTHER JOB
MOVED HOME
FAMILY REASONS (MARRIAGE/PREGNANCY/CHILDCARE)
ILLNESS
TRAVELLING DIFFICULTIES
OTHER (W I) _____
NONE

TOTHREAS(41)

c41
1
2
3
4
5
6
7
8 Q13)

13)	<u>ASK ALL NOT COMPLETING COURSE</u>	c42	Did you have to repay any grants or costs that had been paid for you - do not include loans which had to be repaid?	YES-DID HAVE TO REPAY COSTS	1	Q14)
				NO-DID NOT HAVE TO REPAY COSTS	2	
	TREGANT (42)					
14)	<u>ALL TAKEN RECENT EMPLOYER TRAINING</u>	c43	a) Did the Course lead to a qualification?	YES - LED TO A QUALIFICATION	1	Q14b)
				NO - DID NOT LEAD TO A QUALIFICATION	2	
				DON'T KNOW	3	Q14d) or Q15)
	TCSQUAL (43)					
b)	<u>IF COURSE LED TO QUALIFICATION</u>	c44	What qualification? (RECORD EXACT DETAILS)			
		c45	RECORD FULL NAME _____			
		c46				
		c47				
		c48				Q14c)
	TQUALNAME (44-45)					
c)	How important in your decision was it that the course lead to a qualification? READ OUT.	c49		Very important	1	
				Fairly important	2	
				Not very important	3	
				Not at all important	4	
				No choice: course compulsory	5	Q14d) or Q15)
	TIMQUAL (49)					
d)	<u>IF COURSE COMPLETED</u>	c50	Did you obtain the qualification?	YES - COMPLETELY	1	
				YES - OBTAINED SOME PARTS BUT NOT ALL	2	
				NO	3	Q15)
	TOBTQUAL (50)					
15)	<u>ALL UNDERTAKEN RECENT EMPLOYER TRAINING</u>	c51	<u>SHOWCARD X</u>	TCSLGTH (51)		
	Which of these comes closest to describing the course By Full-Time I mean 6 hours a day or more of instruction, lessons & study in total					
	<u>FULL TIME</u>					
	A FULL TIME COURSE LASTING A YEAR OR MORE			5	1	Q18) 27
	A FULL TIME COURSE LASTING THREE WEEKS OR MORE BUT LESS THAN A YEAR			1	2	Q16a) 53
	A FULL TIME COURSE LASTING THREE DAYS OR MORE BUT LESS THAN THREE WEEKS			2	3	Q17a) 267
	BLOCK RELEASE			3	4	Q16a) 15
	<u>PART TIME</u>					
	A PART TIME COURSE LASTING A YEAR OR MORE			6	5	30
	A PART TIME COURSE LASTING THREE WEEKS OR MORE BUT LESS THAN A YEAR			2	6	Q16a) 47
	A PART TIME COURSE LASTING THREE DAYS OR MORE BUT LESS THAN THREE WEEKS			7	7	Q17a) 35
	DAY RELEASE			5	8	Q16a) 24

16) ALL CODED 2/4/5/6/8 ON COL. 51

TWKJURCS (52)

SHOW CARD K

a) Could I just check, then, the duration of the course?

c52

IF DROPPED OUT CODE NO. OF WEEKS ACTUALLY SPENT ON COURSE.	100 WEEKS OR MORE	50-99 WEEKS	26-49 WEEKS	16-25 WEEKS	6-15 WEEKS	3-5 WEEKS
	1	2	3	4	5	6

Q16b)

b) On average, how many hours per week did you spend?
READ OUT a) AND b) BELOW

c) FOR EACH MENTIONED

Was this in the daytime, evening or both? CODE ALL MENTIONS

TTHRSGRP (53-54)

HOURS SPENT	DAY	EVENING	BOTH
c53-54			

a) In a class or group being instructed, taught or in discussion etc.?

1	2	3
---	---	---

TTMEGRF (55) c55

c56-57

b) Studying on your own?

1	2	3
---	---	---

TTMEOWR (58) c58 Q18)

TTHRSOWN (56-57)

17a) ALL CODED 3/7 ON COL 51

How many hours in total did you spend?
READ OUT a) AND b) BELOW

b) FOR EACH MENTIONED

Was this in the daytime, evening or both?

TTHRSGRP (59-60)

HOURS SPENT	DAY	EVENING	BOTH
c59-60			

a) In a class or group (being taught instructed or in discussions etc)?

1	2	3
---	---	---

TTTMEGRF (61) c61

c62-63

b) Studying on your own?

1	2	3
---	---	---

c64 Q20) TTMEOWR (64)

TTHRSOWN (62-63)

18) ASK ALL UNDERTAKING COURSES OF THREE WEEKS OR MORE OR DAY OR BLOCK RELEASE

c65

a) Did your employer ask you to agree to continue working for the organisation for a period of time after the course finished?

TCONTWKG (65) YES - ASKED TO CONTINUE NO

1
2

Q18b)

b) Did you receive your normal pay from your employer while you were doing this training?

c66

TNORMPAY (66) YES - RECEIVED NORMAL PAY

1

Q20a)

NO - DID NOT RECIEVE NORMAL PAY

2

Q18c)

c) IF DID NOT RECEIVE NORMAL PAY
SHOWCARD L

What arrangements did you have instead? What sources of income did you have?

WRITE IN AND CODE ALL SOURCES OF INCOME RECEIVED

T INCOM (67)

INCOME FROM A FULL TIME JOB	1
INCOME FROM A PART TIME JOB	2
OTHER EARNED INCOME (CASUAL EARNINGS)	3
A GRANT FROM A LOCAL EDUCATION AUTHORITY	4
A GRANT FROM SOME OTHER SOURCE (SPECIFY) _____	5
A WEEKLY TRAINING ALLOWANCE (SPECIFY SOURCE) _____	6
SOME OTHER TRAINING ALLOWANCE NOT PAID WEEKLY (SPECIFY SOURCE) _____	7
SUPPLEMENTARY BENEFIT	8
UNEMPLOYMENT BENEFIT	9
c68	
HOUSING BENEFIT	1
FAMILY INCOME SUPPLEMENT (FIS)	2
INCOME DRAWN FROM PAST REDUNDANCY PAYMENTS	3
INCOME DRAWN FROM YOUR OWN SAVINGS	4
A LOAN TO BE REPAYED FROM FAMILY (SPOUSE, PARENTS, RELATIVES)	5
FINANCIAL SUPPORT GIVEN, NOT LOANED, FROM SPOUSE	6
FINANCIAL SUPPORT GIVEN, NOT LOANED, FROM PARENTS/OTHER RELATIVES	7
A "CAREER DEVELOPMENT LOAN"	8
A LOAN FROM SOME OTHER SOURCE (SPECIFY) _____	9

c69 TGRAN (69)
 c70
 c71 TWKTRI (70)
 TOTALL (71)
 c72 TLOAN (72)
 Q19a

T INCOM (68)
 2

19) IF DID NOT RECEIVE NORMAL PAY

a) Did you go into debt as a result of taking this course?

T DEBTS (73)

YES - WENT INTO DEBT
 NO - DID NOT GO INTO DEBT

c73
 1
 2

Q19b)

b) SHOWCARD N

What effect did taking this course have on your living standards at the time?

T EFFLSTD (74)

NO EFFECT
 A SMALL REDUCTION IN LIVING STANDARDS
 A LARGE REDUCTION IN LIVING STANDARDS
 AN IMPROVEMENT IN LIVING STANDARDS

c74
 1
 2
 3
 4

Q20a)

20) ALL UNDERTAKEN RECENT EMPLOYER TRAINING

a) Who paid the course costs or fees for this training or education?

expanded data
 (see map)
 SC775

NO COURSE COSTS/FEEES INVOLVED
 RESPONDENT PERSONALLY
 SPOUSE
 PARENTS/OTHER RELATIVES
 EMPLOYER
 LOCAL EDUCATION AUTHORITY
 M.S.C. (MANPOWER SERVICES COMMISSION)
 OTHER (W.I.) _____
 DON'T KNOW WHO PAID

c75
 1
 2
 3
 4
 5
 6
 7
 8
 9

Q21)
 Q20b)
 Q21)

IF FEES EXISTED

b) How much were the course fees? TO NEAREST £
 USE LEADING ZEROS AS NECESSARY

T OS FEES (76-79)

c76	c77	c78	c79

c80
 9

Q21)

T DKNOW (80)

DONT KNOW

21) ALL UNDERTAKEN RECENT EMPLOYER TRAINING

Can I check which firm/type of organisation you were working for at that time? **PROBE FULLY**

IF CURRENT OR MOST RECENT EMPLOYER CODE ACCORDINGLY

CURRENT/MOST RECENT

ALL OTHERS

What did it do or make at the address where you worked at the time you decided to take the course?

TTRFMTYP(15-17)

c15

V

c16

c17

Q22)

22) Going back to before you started this training, could you tell me whether:- **READ OUT**

You were expected by your employer to undertake it and had no choice

or You were expected to undertake some training but had some choice in what training this should be

or You were free to choose whether or not to undertake training

TTRCHCE

(18)

c18

1

Q26a)

2

3

Q23a)

23) ALL HAVING SOME FREEDOM OF CHOICE

a) Why did you decide to go on the course?

expanded data
(see map)

SC 819
SC 820

c19

c20

Q23b,c
or d)

b) IF MORE THAN ONE REASON GIVEN AT Q23a)

And what would you say was the most important factor in your decision at that time?

TIMPFACT1 (21)
TIMPFACT2 (22)

c21

c22

Q23c or d)

c) IF FINANCIAL BENEFIT OR PROMOTION NOT THE ONLY REASON (AT Q23a) OR MOST IMPORTANT (AT Q23b)

And how important a factor would you say getting promotion or a better paid job was in your decision to take the course?
READ OUT

TJOBFACT
(24)

Very important 37
Fairly important 46
Not very important 37
Not at all important 55

c24

1

2

3

4

Q23d)

23d) Did you discuss the likely value for your future work of doing a course with anyone before taking the course? Who?	c25	
MULTICODING POSSIBLE		
<i>expanded data (see map) SC 825</i>	STAFF AT COLLEGE WHERE COURSE TAKEN	1 11
	SPOUSE	2 42
	PARENTS	3 64
	OTHER FAMILY OR RELATIVES	4 74
	MANAGER/SUPERVISOR AT WORK	5 13
	PERSONNEL/TRAINING OFFICER AT WORK	6 42
	COLLEAGUES AT WORK	7 8
	OTHER (W.I.)	8
	NO ONE	9 (24) 106

24) ALL UNDERTAKEN RECENT EMPLOYER TRAINING	c26	
How did you find out about courses?		
MULTI CODING POSSIBLE		
<i>expanded data (see map) SC 826 SC 827</i>	PUBLIC LIBRARIES	V 3
	COLLEGES OF FURTHER EDUCATION/INSTITUTES	X 15
	ADULT EDUCATION CENTRES/INSTITUTES	0 2
	TOWN HALLS/CIVIC CENTRES/COUNCIL OFFICES	1 -
	CITIZENS ADVICE BUREAUX	2 -
	PERSONNEL/TRAINING OFFICER AT WORK	3 59
	SUPERVISOR/BOSS AT WORK	4 106
	COLLEAGUES AT WORK	5 35
	TRADE UNION REPS/OFFICIALS	6 3
	JOBCENTRES/EMPLOYMENT OFFICES	7 4
	CAREERS OFFICE	8 1
	ADVERTISEMENTS/NEWSPAPERS	9 16
		c27
	LOCAL SCHOOLS	V 1
	FRIENDS	X 9
	MSC/SKILLCENTRES	0 1
	OTHERS (SPECIFY)	1 34
	CAN'T REMEMBER	2 (25a) 3

25) a) Did you have a choice over where to take the course?	c28	
<i>TCHCEVEN (28)</i>	YES - DID HAVE CHOICE	1 (25b) 39
	NO - DID NOT HAVE CHOICE	2 (26) 224
	DON'T KNOW	3

b) IF HAD CHOICE OVER WHERE TO TAKE COURSE	c29	
Why did you decide to take it where you did?		
<i>expanded data (see map) SC 829</i>	V 19	
	4	
	0 9	
	1 2	
		c30
<i>TDECVEN2 (30)</i>		
		(26)

26) ALL UNDERTAKEN RECENT EMPLOYER TRAINING

SHOWCARD P

I would like to ask you about your views now in the light of your experience on this course, how satisfied are you now with:

READ OUT

ROTAT ORDER (✓ START)

(✓)		VERY SATISFIED	FAIRLY SATISFIED	NOT VERY SATISFIED	NOT AT ALL SATISFIED	
	The information that was available about courses	1 28	2 182	3 47	4 23	31 38
	The advice available about which course to take	1 146	2 203	3 51	4 24	32 114
	The information available about financial support	1 172	2 100	3 31	4 24	33 178
	The financial support that you actually received	1 270	2 91	3 17	4 16	34 112
	The content of the training provided	1 311	2 157	3 25	4 12	35 4
	The way the course was organised in regard to time spent in face-to-face learning and time spent in studying on your own	1 277	2 172	3 86	4 7	36 15
	The support and help you got from instructors or teachers on the course	1 329	2 139	3 24	4 11	37 6
	The relevance of the course to your employment	1 341	2 126	3 18	4 7	38 5
	The value of the course to your personal development	1 297	2 162	3 27	4 14	39 8
	The recognition employers give to the value of this course	1 253	2 162	3 51	4 23	40 17

27a) In general would you say that the course has met your original expectations?

TMETEXP(41)

YES-TOTALLY	1	Q28) 373
YES-PARTIALLY	2	Q27b) 96
NO	3	34

b) IF PARTIALLY OR NOT AT ALL

In what ways in particular has the course failed to meet your expectations?

Reasons for expanded data (see map)
SC 842

TNOTEXP2(43)

c42	
c43	Q29)

ALL UNDERTAKEN RECENT EMPLOYER TRAINING

28) Would you advise others in a similar position to the one you were in to undertake this course?

TRECLS(44)

YES - WOULD ADVISE OTHERS	1	445
NO - WOULD NOT ADVISE OTHERS	2	40
DON'T KNOW	3	Q29 or Q30)

ALL NO LONGER ON COURSE (REF Q8b)

base 472

29) Did this training or education lead directly to:

READ OUT

		(134)	YES	NO
a)	Any important change in the type of work you did afterwards?	37	28%	1
b)	To any significant promotion?	55	12%	1
c)	To any significant increase in earnings?	96	20%	1
d)	Did anything else happen as a result of undertaking this course?	98	20%	1

What? W.I.

Awareness of one's own Numerical

c45 TWKCHNG (45)
c46 TSIG PROM LI
c47 TINC EARN (4)
c48 TOT RES (48)
c49 TCS RES (49)
030)

ALL UNDERTAKEN RECENT EMPLOYER TRAINING

None after 53%

30) SHOWCARD Q

(Apart from any of the above) What effect in the future do you think this training or education will have on:

READ OUT.

	GREAT EFFECT	SMALL EFFECT	NO EFFECT	
Your long term earning power?	1 173	2 187	3 142	510
Your long term job prospects?	1 24	2 22	3 46	
Your long term job satisfaction?	1 214	2 172	3 119	
Your value to employers in doing a job?	1 273	2 164	3 68	

c50 TEARN POW (50)
c51 TJOB PROS (1)
c52 TJOB SAT (52)
c53 TEMP JAL (53)
031)

31) In your future working life, do you think that you will use the skills you have learnt in this training? READ OUT

A great deal
To some extent
Hardly at all

c54
TUSE SKILL (54)
1 250
2 187
3 63
510

NOW GO TO NEXT LAST EMPLOYER TRAINING LASTING THREE DAYS OR MORE, THAT STARTED IN LAST 3 YEARS (UP TO MAX OF 3) OR RETURN TO MAIN QUESTIONNAIRE (AT Q25).

CODING AND EDITING INSTRUCTIONS

COMPANY M.A.S.

JOB NO: 6449

JOB TITLE: VET Training Survey (53)

QUESTION	EDITING/CODING INSTRUCTIONS	CODE CATEGORY	CODE	COL
28	<u>All Coded 1 in C.39 (Q23a)</u> One precode should be ringed between 1-3 in C.44	N.A.	9	44
29 a-d	<u>All Coded in cols. 31-33 (Q8b)</u> 1 or 2 should be coded in each of cols. 45-48.	N.A.	9	45 - 48
	<u>All Coded 1 in C.48</u> Code as shown in C.49	Better awareness/ appreciation Other answers D.K. N.A.	V X 0 1 2 3 4 5 6 7 8 9	49
30	<u>All Coded 1 in C.39 (Q23a)</u> One precode should be ringed between 1-3 in each of cols. 50-53	D.K. N.A.	8 9	50 - 53
31	<u>All Coded 1 in C.39 (Q23a)</u> One precode should be ringed between 1-3 in C.54	D.K. N.A.	8 9	54

CODING AND EDITING INSTRUCTIONS

COMPANY: M.A.S.

JOB NO: 6449

JOB TITLE: VET Training Survey (52)

QUESTION	EDITING/CODING INSTRUCTIONS	CODE CATEGORY	CODE	COL
26	<u>All Coded 1 in C.39 (Q23a)</u> One precode should be ringed between 1-4 in each of cols. 31-40	D.K. N.A.	8 9	31 - 40
27a	<u>All Coded 1 in C.39 (Q23a)</u> One precode should be ringed between 1-3 in C.41	N.A.	9	41
27b	<u>All Coded 2 or 3 in C.41</u> Code as shown in cols. 42-43	Too Short <i>No relevance to the task was not / employment / everyday requirements</i> Wanted more information Not enough tutoring/not properly trained Too easy/not hard enough/done this before / <i>know more about it from instructor</i> Lack of recognition <i>Not practical enough</i> --- <i>Too much information / requirements</i> ---	V X 0 1 2 3 4 5 6 7 8 9 V X 0 1 2 3 4 5 6 7 8 9	8 18 13 29 11 424 1 43 12

CODING AND EDITING INSTRUCTIONS

COMPANY M.A.S.

JOB NO: 6449

JOB TITLE: VET Training Survey

(51)

QUESTION	EDITING/CODING INSTRUCTIONS	CODE CATEGORY	CODE	COL
23d	<p><u>All Coded 2 or 3 in C.18</u> There may be multi-coding between 1-8 or 9 coded in C.25</p>	N.A.	V	25
24	<p><u>All Coded 1 in C.39 (Q23a)</u> / 2 or 3 in 18 yellow There may be multi-coding between V-9 in C.26 and/or V-1 OR 2 coded in C.27</p>	N.A.	9	27
25a	<p><u>All Coded 1 in C.39 (Q23a)</u> / 2 or 3 in 18 yellow One precode should be ringed between 1-3 in C.28</p>	N.A.	9	28
25b	<p><u>All Coded 1 in C.28</u> Code as shown in cols. 29-30</p>	<p>Nearest/near home / work.... Convenient / Period..... PREVIOUS LIKE/COURSE --- GOOD REPUTATION/BEST PLACE ---</p>	V X 0 1 2 3 4 5 6 7 8 9	29
		Other answers D.K. N.A.	V X 0 1 2 3 4 5 6 7 8 9	30

CODING AND EDITING INSTRUCTIONS

COMPANY: M.A.S.

JOB NO: 6449

JOB TITLE: VET Training Survey

(50)

QUESTION	EDITING/CODING INSTRUCTIONS	CODE CATEGORY	CODE	COL
23b	<p><u>All with multicoding at Q.23a</u></p> <p>Code as shown in cols. 21-22</p> <p><u>ONE CODE ONLY</u> Code First mentioned if more than one)</p> <p><u>These coded at Q23b</u> <u>Must be coded at Q23a</u></p>	<p>Hoped to get a job/help me get a job V</p> <p>To get a better paid job/more money X</p> <p>Get promotion/improve promotion prospects 0</p> <p>Wanted to/do it 1</p> <p>To get qualifications/skills better/extra 2</p> <p>To get a better job/career/more interesting/good 3</p> <p>To get a better choice of jobs 4</p> <p>Wanted to change type of job 5</p> <p>It's something I like doing/am interested in/job satisfaction 6</p> <p>To better/improve myself/ambition/self fulfillment 7</p> <p>Challenge/that I could do it /achieve it 8</p> <p>Doing job better/to help my job 9</p>	<p>V</p> <p>X</p> <p>0</p> <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>6</p> <p>7</p> <p>8</p> <p>9</p>	<p>21</p>
		<p>Unemployed/bored/better than hanging about V</p> <p>To learn something/new/to train/gain experience X</p> <p>To get up to date 0</p> <p>Opportunity arose 1</p> <p>Advised to/suggested to me . 2</p> <p>Broaden my outlook/horizons: 3</p> <p>Would help me/be of benefit 4</p> <p>5</p> <p>6</p> <p>Other answers 7</p> <p>D.K. 8</p> <p>N.A. 9</p>	<p>V</p> <p>X</p> <p>0</p> <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>6</p> <p>7</p> <p>8</p> <p>9</p>	<p>22</p>
23c	<p><u>All NOT coded X or 0 ONLY in C.19 (Q23a)</u></p> <p><u>Or NOT coded X or 0 in C.21 (Q23b)</u></p> <p>One precode should be ringed between 1-4 in C.24</p>	<p>D.K. 8</p> <p>N.A. 9</p>	<p>8</p> <p>9</p>	<p>24</p>

CODING AND EDITING INSTRUCTIONS

COMPANY: M.A.S.

JOB NO: 6449

JOB TITLE: VET Training Survey

(49)

QUESTION	EDITING/CODING INSTRUCTIONS	CODE CATEGORY	CODE	COL
22	<p><u>All Coded 1 in C.39 (Q23a)</u></p> <p>One precode should be ringed between 1-3 in C.18</p>	N.A.	9	18
23a	<p><u>All Coded 2 or 3 in C.18</u></p> <p>Code as shown in cols. 19-20</p> <p>(Multicoding allowed)</p> <p>Mult: 37 x 2 4 x 3</p>	<p>Hoped to get a job/help me get a job</p> <p>To get a better paid job/more money</p> <p>Get promotion/improve promotion prospects</p> <p>Wanted to/do it</p> <p>To get qualifications/skills better/extra</p> <p>To get a better job/career/more interesting/good</p> <p>To get a better choice of jobs</p> <p>Wanted to change type of job</p> <p>It's something I like doing/am interested in/job satisfaction</p> <p>To better/improve myself/ambition/self fulfillment</p> <p>Challenge/that I could do it /achieve it</p> <p>Doing job better/to help my job</p> <p>Unemployed/bored/better than hanging about</p> <p>To learn something/new/to train/gain experience</p> <p>To get up to date</p> <p>Opportunity arose</p> <p>Advised to/suggested to me .</p> <p>Broaden my outlook/horizons</p> <p>Would help me/be of benefit</p> <p>Other answers</p> <p>D.K.</p> <p>N.A.</p>	<p>V</p> <p>X</p> <p>0</p> <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>6</p> <p>7</p> <p>8</p> <p>9</p> <p>V</p> <p>X</p> <p>0</p> <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>6</p> <p>7</p> <p>8</p> <p>9</p>	<p>3</p> <p>23</p> <p>36</p> <p>6</p> <p>41</p> <p>11</p> <p>195</p> <p>2</p> <p>31</p> <p>27</p> <p>2</p> <p>54</p> <p>1</p> <p>78</p> <p>11</p> <p>4</p> <p>4</p> <p>3</p> <p>2015</p> <p>17</p>

no. 12126/11

CODING AND EDITING INSTRUCTIONS

COMPANY: M.A.S.

JOB NO: 6449

JOB TITLE: VET TRAINING SURVEY (48)

QUESTION	EDITING/CODING INSTRUCTIONS	CODE CATEGORY	CODE	COL
18c	continued <u>All Coded 9 in C.68</u>	Other answers D.K. N.A.	V X 0 1 2 3 4 5 6 7 8 9	72
19a	<u>All Coded 2 in C.66</u> 1 or 2 should be coded in C.73	N.A.	9	73
19b	<u>All Coded 2 in C.66</u> One precode should be ringed between 1-4 in C.74	N.A.	9	74
20a	<u>All Coded 1 in C.39 (Q23a)</u> There may be multi-coding between 2-8 OR 9 coded in C.75	N.A.	V	75
20b	<u>All Coded 2-9 in C.75</u> There should be one digit in each of cols. 76-79 OR 9 coded in C.80	N.A.	9999	76 - 79
21	<u>All Coded 1 in C.39 (Q23a)</u> V should be coded in C.15 or code as shown	Code as 2 digits using the SIC codes.	<u>CARD</u>	<u>8</u>

CODING AND EDITING INSTRUCTIONS

COMPANY. M.A.S.

JOB NO: 6449

JOB TITLE: VET Training Survey (47)

QUESTION	EDITING/CODING INSTRUCTIONS	CODE CATEGORY	CODE	COL
18c	<u>All Coded 2 in C.66</u> There may be multi-coding between 1-9 in C.67 & 1-9 in C68.	N.A.	V	68
	<u>All Coded 5 in C.67</u> Code as shown in C.69	Other answers D.K. N.A.	V X 0 1 2 3 4 5 6 7 8 9	69
	<u>All Coded 6 in C.67</u>	Other answers D.K. N.A.	V X 0 1 2 3 4 5 6 7 8 9	70
	<u>All Coded 7 in C.67</u>	Other answers D.K. N.A.	V X 0 1 2 3 4 5 6 7 8 9	71

CODING AND EDITING INSTRUCTIONS

COMPANY: M.A.S.

JOB NO: 6449

JOB TITLE: VET Training Survey (46)

QUESTION	EDITING/CODING INSTRUCTIONS	CODE CATEGORY	CODE	COL
16b	<p><u>All Coded 2,4,5, 6 or 8 in C.51.</u></p> <p>Code No. of hours, using 2 digits, in cols. 53-54 & 56-57.</p> <p>(e.g. 8 hrs. - code 0 in C.53 & 8 in C54.)</p>	N.A. Leave Blank		
16c	<p><u>All Coded 2,4,5 6 or 8 in C.51</u></p> <p>One precode only should be ringed between 1-3 in cols. 55 & 58.</p>	N.A. Leave Blank		
17a	<p><u>All Coded 3 or 7 in C.51</u></p> <p>Code no. of hours, using 2 digits, in cols. 59-60 & 62-63</p>	N.A. Leave Blank		
17b	<p><u>All Coded 3 or 7 in C.51</u></p> <p>One precode only should be ringed between 1-3 in cols. 61 & 64.</p>	N.A. Leave Blank		
18a	<p><u>All Coded 1,2,4,5, 6 or 8 in C.51</u></p> <p>1 or 2 should be coded in C.65</p>	N.A.	9	65
18b	<p><u>All Coded 1,2,4,5,6 or 8 in C.51</u></p> <p>1 or 2 should be coded in C.66</p>	N.A.	9	66

CODING AND EDITING INSTRUCTIONS

COMPANY M.A.S.

JOB NO: 6449

JOB TITLE: VET Training Survey (45)

QUESTION	EDITING/CODING INSTRUCTIONS	CODE CATEGORY	CODE	COL
13	<u>All Coded 2 in C.38</u> 1 or 2 should be coded in C.42	N.A.	9	42
14a	<u>All Coded 1 in C.39 (Q23a)</u> One precode should be ringed between 1-3 in C.43	N.A.	9	43
14b	<u>All Coded 1 in C.43</u> Code as shown in cols. 44-45	Code as 2 digits using the Qualifications codes.		
14c	<u>All Coded 1 in C.43</u> One precode should be ringed between 1-5 in C.49	D.K. N.A.	8 9	49
14d	<u>All Coded 1 in C.38 (Q9)</u> One precode should be ringed between 1-3 in C.50	<i>Waiting to hear</i> N.A.	4 9	50
15	<u>All Coded 1 in C.39 (Q23a)</u> One precode should be ringed between 1-8 in C.51	N.A.	9	51
16a	<u>All Coded 2,4,5, 6 or 8 in C.51</u> One precode should be ringed between 1-6 in C.52	D.K. N.A.	8 9	52

CODING AND EDITING INSTRUCTIONS

COMPANY: M.A.S.

JOB NO: 6449

JOB TITLE: VET Training Survey (44)

QUESTION	EDITING/CODING INSTRUCTIONS	CODE CATEGORY	CODE	COL
8a	<u>All Coded 1 in C.39 (Q23a)</u> Code as Q4a (Blue Questionnaire) in cols. 28-30.			
8b	<u>All Coded 1 in C.39 (Q23a)</u> Code as Q4a (Blue Questionnaire) in cols. 31-33 <u>OR</u> code in C.34			
8c	<u>All Coded 9 in C.34</u> Code as Q4a (Blue Questionnaire) in cols. 35-37.			
9	<u>All Coded 1 in Cols. 31-33</u> 1 or 2 should be coded in C.38	N.A.	9	38
10	<u>All Coded 2 in C.38</u> 1 or 2 should be coded in C.39 Accept both coded	NA	9	39
11	<u>All Coded 1 in C.39 (Q10)</u> One precode should be ringed between 1-6 in C.40	N.A.	9	40
12	<u>All Coded 2 in C.39</u> One precode should be ringed between 1-7 or 8 coded in C.41	N.A.	9	41

CODING AND EDITING INSTRUCTIONS

COMPANY. M.A.S.

JOB NO: 6449

JOB TITLE: VET Training Survey

(43)

QUESTION	EDITING/CODING INSTRUCTIONS	CODE CATEGORY	CODE	COL
4	<p>continued</p> <p><u>ALSO recode as shown in C.26</u></p> <p><i>IF COLLEGE JUST NAMED TAB (COULD BE EITHER)</i></p> <p><i>IF IN DOUBT TAB</i></p>	<p>By correspondence/distance learning</p> <p>N.A.</p> <p>Universities</p> <p>Polytechnics/Institutes of Higher Education</p> <p>College of Further Education & related</p> <p>Colleges (unspecified) ...</p> <p>Skills Training Agency/skill centres</p> <p>Industry/sector bodies ...</p> <p>Employers running own training</p> <p>Private providers</p> <p>Others</p>	<p>V</p> <p>X</p> <p>0</p> <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>6</p> <p>7 (YELLOW)</p> <p>8 (BLUE)</p> <p>9</p>	<p>26</p>
5	<p><u>All Coded 1 in C.39 (Q23a)</u></p> <p>One precode should be ringed between 1-3 in C.21</p>	<p>N.A.</p>	<p>9</p>	<p>21</p>
6	<p><u>All Coded 1 in C.39 (Q23a)</u></p> <p>There may be multi-coding between 1-9 in C.22</p>	<p>DK</p> <p>NA</p> <p><i>PRACTICAL WORK</i></p> <p>N.A.</p>	<p>V</p> <p>⊗</p> <p>○</p> <p>9</p>	<p>22</p>
7	<p><u>All Coded 1 in C.39 (Q23a)</u></p> <p>Code as shown in cols. 23-24. If experience required code 1 in C25. <i>AND/OR</i> code 1 or 9 in C.27.</p>	<p>Code as 2 digits using the Qualification codes.</p>		

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CODING AND EDITING INSTRUCTIONS

SN:2710

COMPANY: M.A.S.

JOB NO: 6449

JOB TITLE: VET Training Survey (42)

QUESTION	EDITING/CODING INSTRUCTIONS	CODE CATEGORY	CODE	COL
	<u>YELLOW QUESTIONNAIRE</u> Check logic of code 1, 2 or 3 in C.14		<u>CARD</u>	<u>7</u>
1	<u>All Coded 1 in C.39 (Q23a Blue Questionnaire)</u> Code as shown in cols. 15-17	Code as 3 digits using the OPCS codes.		
2	<u>All Coded 1 in C.39 (Q23a)</u> One precode should be ringed between 1-3 in C.18	None of these D.K. N.A.	4 8 9	18
3	<u>All Coded 1 in C.39 (Q23a)</u> One precode should be ringed between 1-3 in C.19	N.A.	9	19
4	<u>All Coded 3 in C.19</u> One precode should be ringed between 1-7 or code as shown in C.20	Hotel N.A. Any mention of OU/Open University Any mention of Open Tech. ..	V X 0 8 9	20

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ARL/AD/86/VI

CODING AND EDITING INSTRUCTIONS

COMPANY: M.A.S.

JOB NO: 6449

JOB TITLE: VET Training Survey

(22)

QUESTION	EDITING/CODING INSTRUCTIONS	CODE CATEGORY	CODE	COL
49a	<u>All Coded 1 in C.54 (Q48a)</u> V or X should be coded in C.61	N.A.	0	61
49b	<u>All Coded 1 in C.54 (Q48a)</u> One precode should be ringed between 2-5 or code as shown in C.61	He didn't know Self employed N.A.	6 7 8 9	61
50	<u>All Coded 1 in C.43 (Q25)</u> One precode should be ringed between V-0 in C.62	N.A.	1	62
51	^{V or X in C62} <u>All Coded 1 in C.54 (Q48a) Q50</u> One precode should be ringed between 3-6 in C.62	N.A.	9	62
52 ai	<u>All Coded V or X in C.62</u> V or X should be coded in C.63	N.A.	0	63
52 all	<u>All coded V or X in C.62</u> 1 or 2 should be coded in C.63	N.A.	3	63
	<u>All Coded V or 1 in C.63</u> One precode should be ringed between 5-7 in C.63	N.A.	9	63

CODING AND EDITING INSTRUCTIONS

COMPANY: M.A.S.

JOB NO: 6449

JOB TITLE: VET Training Survey (21)

QUESTION	EDITING/CODING INSTRUCTIONS	CODE CATEGORY	CODE	COL
47a	<u>All Coded 1 in C.43 (Q2B)</u> There may be multi-coding between 2-8 or 1 or 9 coded in C.48	N.A.	Ⓟ	48
47b	<u>All Coded 2-8 in C.48</u> There should be one digit in each of cols. 49-52 or V coded in C.53	<i>IF above</i> N.A.	9998 9999	49 - 52
47c	<u>All coded in cols 49-52</u> One precode should be ringed between 1-3 in C.53	N.A.	4	53
47d	<u>All coded in cols 49-52</u> 48 One precode should be ringed between 6-8 in C.53	N.A.	9	53
48a	<u>All Coded 1 in C.43 (Q2B)</u> 1 or 2 should be coded in C.54			
48b	<u>All Coded 1 in C.43</u> ^{SU} (Q2B) Q48a V should be coded in C55 OR code as shown in cols. 56-57	Code 2 digits using the SIC codes.		
48c	<u>All Coded 1 in C.43</u> ^{SU} (Q2B) Q48a V should be coded in C.58 OR code as shown in cols. 58-60	Code as 3 digits using the OPCS codes.		

CODING AND EDITING INSTRUCTIONS

COMPANY: M.A.S.

JOB NO: 6449

JOB TITLE: VET Training Survey

(20)

QUESTION	EDITING/CODING INSTRUCTIONS	CODE CATEGORY	CODE	COL
45a	Continued <u>All Coded 9 in C.32</u> Code as shown in C.36	Other answers D.K. N.A.	V X 0 1 2 3 4 5 6 7 8 9	36
	UP TO 3 SOURCES OF INCOME, CODED BETWEEN 2-9 IN C.32, SHOULD BE WRITTEN IN ABOVE COLS. 40-42. CODE THESE IN COLS. 37-39, USING SAME CODE FRAME AS C.32	Other to Q47a		
45b	<u>All Coded 2-9 in C32</u> One precode should be ringed between 1-7 in appropriate cols. 40-42	N.A.	9	40 - 42
45c	<u>All Coded 2-9 in C32</u> One precode should be ringed between V-8 in appropriate cols. 43-45	N.A.	9	43 - 45
46a	<u>All Coded 2-9 in C.32</u> 1 or 2 should be coded in C.46	N.A.	9	46
46b	<u>All Coded 2-9 in C.32</u> One precode should be ringed between 1-4 in C.47	N.A.	9	47

CODING AND EDITING INSTRUCTIONS

COMPANY: M.A.S.

JOB NO: 6449

JOB TITLE: VET Training Survey

(19)

QUESTION	EDITING/CODING INSTRUCTIONS	CODE CATEGORY	CODE	COL
45a	<p><u>All Coded 1,2, 4 or 5 in C.21</u></p> <p>There may be multi-coding between 1-9 in C.31 and/or 1-9 in C.32</p>	<p>N.A.</p>	<p align="center">V</p>	<p align="center">32</p>
	<p><u>All Coded 5 in C.31</u> Code as shown in C.33</p>	<p>Other answers D.K. N.A.</p>	<p>V X 0 1 2 3 4 5 6 7 8 9</p>	<p align="center">33</p>
	<p><u>All Coded 6 in C.31</u> Code as shown in C.34</p>	<p>Other answers D.K. N.A.</p>	<p>V X 0 1 2 3 4 5 6 7 8 9</p>	<p align="center">34</p>
	<p><u>All Coded 7 in C.31</u> Code as shown in C.35</p>	<p>Other answers D.K. N.A.</p>	<p>V X 0 1 2 3 4 5 6 7 8 9</p>	<p align="center">35</p>

CODING AND EDITING INSTRUCTIONS

COMPANY: M.A.S.

JOB NO: 6449

JOB TITLE: VET Training Survey

(41)

QUESTION	EDITING/CODING INSTRUCTIONS	CODE CATEGORY	CODE	COL
88	<p><u>All Respondents</u> One precode should be ringed between 1-5 in C.58</p>	N.A.	9	58
89	<p><u>All Respondents</u> One precode should be ringed between 1-5 in C.59</p>	N.A.	9	59

CODING AND EDITING INSTRUCTIONS

COMPANY: M.A.S.

JOB NO: 6449

JOB TITLE: VET Training Survey (40)

QUESTION	EDITING/CODING INSTRUCTIONS	CODE CATEGORY	CODE	COL
86e	<p><u>All coded 1 in C.42</u> Code as shown in cols. 54-55.</p>	<p>Family commitments/children pregnancy/got married V Financial reasons/wanted to earn some money X Too busy/time factor 0 Lack of qualifications 1 Got a job/got another job instead 2 No vacancies/nothing (wouldn't available at the time) 3 Didn't know of one/couldn't find one/suitable one at the time 4 Health reasons 5 No support from employer ... 6 Wrong age for course 7 Moved/went abroad 8 Didn't want to leave home ... 9</p>		54
		<p>Changed my mind/didn't follow through with it/not enough motivation/lost interest V Not clever enough X Lack of experience/service 0 No support from family 1 2 3 4 5 6 Other answers 7 D.K./NOTHING 8 N.A. 9</p>		55
87a	<p><u>All Respondents</u> 1 or 2 should be coded in C.56</p>	<p>N.A.</p>	9	56
87b	<p><u>All Coded 1 in C.56</u> 1 or 2 should be coded in C.57</p>	<p>N.A.</p>	9	57

CODING AND EDITING INSTRUCTIONS

COMPANY: M.A.S.

JOB NO: 6449

JOB TITLE: VET Training Survey

(39)

QUESTION	EDITING/CODING INSTRUCTIONS	CODE CATEGORY	CODE	COL
85	<u>ALL RESPONDENTS</u> One precode should be ringed between 1-3 in C.42	N.A.	9	42
86a	<u>All Coded 1 in C.42</u> There should be one digit in each of cols. 43-46	Less than one year D.K. N.A.	00 98 99	43 -
86b	<u>All Coded 1 in C.42</u> Code as shown in cols. 47-49	NA Code as 3 digits using the OPCS codes.	163	
86c	<u>All Coded 1 in C.42</u> 1 or 2 should be coded in C.50 <u>Accept Multicoding</u>	Both Not connected with work/job D.K. N.A.	3 4 8 9	50
86d	<u>All coded 1 in C.42</u> Code as shown in cols. 51-53	NA Code as 3 digits using the OPCS codes.	163	

CODING AND EDITING INSTRUCTIONS

COMPANY: M.A.S.

JOB NO: 6449

JOB TITLE: VET Training Survey

(38)

QUESTION	EDITING/CODING INSTRUCTIONS	CODE CATEGORY	CODE	COL
83b	<p><u>All with multicoding in C.36</u></p> <p>One precode should be ringed between 1-8 in C.37</p> <p><u>Anything coded in C37 must be coded in C.36</u></p>	<p>S.C. in 83a leave blank in 83b.</p> <p>D.K.</p> <p>N.A.</p>	<p>8 (X) 9</p>	37
84a	<p>All not coded in cols 69-71 (C35) OR V or X in C37 (C41a) OR in C34 (C36 yellow)</p> <p>There may be multicoding between 1-9 in C38 and/or 1-6 in C39.</p> <p>Code "Income Lost etc" as 9 in C.38</p>	<p>All not coded (2) at C29</p> <p>Family commitments</p> <p>Don't like being away from home</p> <p>Other answers</p> <p>None</p> <p>D.K.</p> <p>N.A.</p>	<p>7</p> <p>8</p> <p>9</p> <p>0</p> <p>V</p> <p>X</p>	39
84b	<p>All not coded in cols 69-71 (C35) OR V or X in C37 (C41a) OR in C34 (C36 yellow)</p> <p>There may be multicoding between 1-9 in C.40 and/or 1-6 in C.41</p> <p>Code "Income Lost etc." as 9 in C.40</p>	<p>All not coded (2) at C29</p> <p>None</p> <p>D.K.</p> <p>N.A.</p>	<p>0</p> <p>V</p> <p>X</p>	41

CODING AND EDITING INSTRUCTIONS

COMPANY: M.A.S.

JOB NO: 6449

JOB TITLE: VET Training Survey (37)

QUESTION	EDITING/CODING INSTRUCTIONS	CODE CATEGORY	CODE	COL
79b	continued	Can't see myself wanting to/not career minded/no confidence Don't want to learn anything else Wouldn't know what to train for Not available through employer Other answers D.K./No Reason N.A.	V X 0 1 2 3 4 5 6 7 8 9	31
80	<p>Q00 not coded 2 in C29</p> <p>There may be multi-coding between 1-6 in each of cols.32-34</p> <p>Those coded in C.34 must NOT be coded in cols. 32 or 33</p>	<p>Q00 coded 2 go to Q85</p> <p>DK/NA Leave Blank</p>		
81	<p>Q00 not coded in cols 69-71 (Q35a) OR No X in CS (Q64a) OR 9 in C34 (Q8b yellow)</p> <p>One precode should be ringed between V-1 in C.35</p>	<p>All not coded (2) at C29</p> <p>N.A.</p>	2	35
82	<p>Q00 not coded in cols 69-71 (Q35a) OR No X in CS (Q64a) OR 9 in C34 (Q8b yellow)</p> <p>One precode should be ringed between 4-7 in C.35</p>	<p>All not coded (2) at C29</p> <p>N.A.</p>	9	35
83a	<p>Q00 not coded in cols 69-71 (Q35a) OR No X in CS (Q64a) OR 9 in C34 (Q8b yellow)</p> <p>There may be multi-coding between 1-8 in C.36</p>	<p>All not coded (2) at C29</p> <p>D.K. N.A.</p>	8 9	36

CODING AND EDITING INSTRUCTIONS

COMPANY: M.A.S.

JOB NO: 6449

JOB TITLE: VET Training Survey

(36)

QUES TION	EDITING/CODING INSTRUCTIONS	CODE CATEGORY	CODE	COL
78a	<p><u>All not coded in cols 69-71</u> <u>(Q35b) OR V or X in C51 (Q64a)</u> <u>or 9 in C34 (Q8b yellow) 1-1</u></p> <p>There may be multi-coding between V-9 in C.25 and/or 1-6 in C.26.</p> <p><u>Code Careers Office as V in C.26</u></p>	<p>Trade magazine/publications within the profession</p> <p>D.K.</p> <p>N.A.</p>	<p>7</p> <p>8</p> <p>9</p>	<p>26</p>
78b	<p><u>All not coded in cols 69-71</u> <u>(Q35b) or V or X in C51 (Q64a)</u> <u>OR 9 in C34 (Q8b yellow)</u></p> <p>There may be multicoding between V-9 in C.27 and/or 1-5 in C.28 <u>Those coded at Q78a should be coded at Q78b BUT</u> <u>DON'T CODE 6 IN C.28</u></p> <p><u>Code Careers Office as V in C.28</u></p>	<p>None</p> <p>N.A.</p>	<p>0</p> <p>9</p>	<p>28</p>
79a	<p><u>All not coded in cols 69-71</u> <u>(Q35b) or V or X in C51 (Q64a)</u> <u>OR 9 in C34 (Q8b yellow)</u></p> <p>1 or 2 should be coded in C.29</p>	<p>D.K.</p> <p>N.A.</p>	<p>8</p> <p>9</p>	
79b	<p><u>All Coded 2 in C.29</u></p> <p>Code as shown in cols. 30-31</p>	<p>Too old now/due to retire</p> <p>Happy as I am/settled not interested</p> <p>No need</p> <p>Have enough qualifications/training</p> <p>Family commitments/children /dependents/pregnancy</p> <p>No time at present/too busy</p> <p>Financial reasons</p> <p>Health reasons</p> <p>Waste of time</p> <p>No guarantee of job at the end</p> <p>In a job/employed</p> <p>Not very bright/clever</p>	<p>V</p> <p>X</p> <p>0</p> <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>6</p> <p>7</p> <p>8</p> <p>9</p>	<p>30</p>
			<p>PTO</p>	

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CODING AND EDITING INSTRUCTIONS

COMPANY: M.A.S

JOB NO: 6449

JOB TITLE: VET Training Survey

(35)

QUESTION	EDITING/CODING INSTRUCTIONS	CODE CATEGORY	CODE	COL
75d	<p><u>All Coded 3 or 4 in C.51</u></p> <p>There may be multi-coding between 2-8 in C.19 and/or 1-6 in C.20 OR 7 coded in C.20</p> <p>Code <u>Job Centre</u> as 2 in C.19</p> <p>Code <u>Parents</u> as 1 in C.20</p>	<p>D.K.</p> <p>N.A.</p>	<p>8</p> <p>9</p>	20
76a	<p><u>All Coded 3 or 4 in C.51</u></p> <p>One precode should be ringed between 1-6 in C.21</p>	<p>N.A.</p>	9	21
76b	<p><u>All Coded 3 or 4 in C.51</u></p> <p>One precode should be ringed between 1-6 in C.22</p>	<p>N.A.</p>	9	22
77	<p><u>All Coded 3 or 4 in C.51</u></p> <p>There may be multi-coding between V-9 in C.23 and/or V-1 OR 2 coded in C.24</p>	<p>Follow up/from previous courses</p> <p>N.A.</p>	<p>3</p> <p>4</p> <p>5</p> <p>6</p> <p>7</p> <p>8</p> <p>9</p>	24

CODING AND EDITING INSTRUCTIONS

COMPANY: M.A.S.

JOB NO: 6449

JOB TITLE: VET Training Survey

(34)

QUESTION	EDITING/CODING INSTRUCTIONS	CODE CATEGORY	CODE	COL
75b	<p><u>All with multicoding at Q75a</u></p> <p>Code as shown in cols. 17-18</p> <p><u>ONE CODE ONLY</u> (Code first mentioned if more than one)</p> <p><u>Those Coded At Q75b Must Be Coded At Q75a</u></p>	<p>Hoped to get a job/help me get a job V</p> <p>To get a better paid job/ more money X</p> <p>Get promotion/improve promotion prospects 0</p> <p>Wanted to/do it 1</p> <p>To get qualifications/skills /better/extra 2</p> <p>To get a better job/career/ more interesting/good 3</p> <p>To get a better choice of jobs 4</p> <p>Wanted to change type of job 5</p> <p>It's something I like doing/ am interested in/job satisfaction 6</p> <p>To better/improve myself/ ambition/self fulfillment . 7</p> <p>Challenge/that I could do it /achieve it 8</p> <p>Doing a job better/to help my job 9</p> <hr/> <p>Unemployed/bored/better than hanging about V</p> <p>To learn something/new/to train/gain experience X</p> <p>To get up to date 0</p> <p>Opportunity arose 1</p> <p>Advised to/suggested to me . 2</p> <p>Broaden my outlook/horizons 3</p> <p>Would help me/be of benefit 4</p> <p>5</p> <p>6</p> <p>Other answers 7</p> <p>D.K. 8</p> <p>N.A. 9</p>	<p>V</p> <p>X</p> <p>0</p> <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>6</p> <p>7</p> <p>8</p> <p>9</p> <hr/> <p>V</p> <p>X</p> <p>0</p> <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>6</p> <p>7</p> <p>8</p> <p>9</p>	<p>17</p> <p>18</p>
75c	<p><u>All NOT coded V or X ONLY in C.14 (Q75a)</u></p> <p><u>Or NOT coded V or X in C.17 (Q75b)</u></p> <p>One precode should be ringed between V-1 in C.19</p>	<p>D.K. 8</p> <p>N.A. 9</p>	<p>8</p> <p>9</p>	<p>19</p>

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CODING AND EDITING INSTRUCTIONS

COMPANY: M.A.S.

JOB NO: 6449

JOB TITLE: VET Training Survey

(32)

QUESTION	EDITING/CODING INSTRUCTIONS	CODE CATEGORY	CODE	COL
71	<p>continued <u>All Coded 9 in C.69</u> Code as shown in C.73 <u>W/I C73 as required above C74</u></p>	<p>Other answers D.K. N.A.</p>	<p>V X 0 1 2 3 4 5 6 7 8 9</p>	73
72a	<p><u>All Coded 3 or 4 in C.51</u> One precode should be ringed between 1-5 in C.74</p>	<p>N.A.</p>	9	74
72b	<p><u>All coded 1 or 2 in C.74</u> 1 or 2 should be coded in C.75</p>	<p>D.K. N.A.</p>	<p>8 9</p>	75
72c	<p><u>All Coded 2 in C.75</u> There may be multi-coding between 1-6 in C.76</p>	<p>D.K. N.A.</p>	<p>8 9</p>	76
73a	<p><u>All Coded at Q5a & 3 or 4 in C.51</u> 1 or 2 should be coded in C.77</p>	<p>N.A.</p>	9	77
73b	<p><u>All coded 1 in C.77</u> 1 or 2 should be coded in C.78</p>	<p>N.A.</p> <p align="right">C to 76</p>	9	78

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ARLAD/86/VI

CODING AND EDITING INSTRUCTIONS

COMPANY: M.A.S.

JOB NO: 6449

JOB TITLE: VET Training Survey

(31)

QUESTION	EDITING/CODING INSTRUCTIONS	CODE CATEGORY	CODE	COL
71	<p>continued</p> <p><u>All coded 5 in C.68</u> Code as shown in C.70</p> <p><u>All Coded 6 in C.68</u> Code as shown in C.71</p> <p><u>All Coded 7 in C.68</u></p>	<p>Other answers</p> <p>D.K.</p> <p>N.A.</p>	<p>V X 0 1 2 3 4 5 6 7 8 9</p>	70
	<p><u>All Coded 6 in C.68</u> Code as shown in C.71</p>	<p>Other answers</p> <p>D.K.</p> <p>N.A.</p>	<p>V X 0 1 2 3 4 5 6 7 8 9</p>	71
	<p><u>All Coded 7 in C.68</u></p>	<p>Other answers</p> <p>D.K.</p> <p>N.A.</p>	<p>V X 0 1 2 3 4 5 6 7 8 9</p>	72

CODING AND EDITING INSTRUCTIONS

COMPANY: M.A.S.

JOB NO: 6449

JOB TITLE: VET Training Survey

(30)

QUESTION	EDITING/CODING INSTRUCTIONS	CODE CATEGORY	CODE	COL
68a	<u>All Coded 3 or 4 in C.51</u> Code as shown in cols. 58-59	Code as 2 digits using the NAFE codes.		
68b	<u>All Coded 3 or 4 in C.51</u> There may be multi-coding between 1-7 or 8 coded in C.61	N.A.	9	61
69a	<u>All Coded 3 or 4 in C.51</u> One precode should be ringed between 1-3 in C.62	N.A.	9	62
69b	<u>All Coded 1 in C.62</u> Code as shown in cols. 63-64	Code as 2 digits using QUALIFICATIONS codes		
69c	<u>All Coded 1 or 3 in C.62</u> One precode should be ringed between 1-4 in C.66	D.K. N.A.	8 9	66
70	<u>All Coded 3 or 4 in C.51</u> One precode should be ringed between 1-6 in C.67	N.A.	9	67
71	<u>All Coded 1, 2 4 or 5 in C.67</u> There may be multi-coding between 1-9 in C.68 and/or 1-9 in C.69	N.A.	V	69

CODING AND EDITING INSTRUCTIONS

COMPANY: M.A.S.

JOB NO: 6449

JOB TITLE: VET Training Survey (29)

QUESTION	EDITING/CODING INSTRUCTIONS	CODE CATEGORY	CODE	COL
63	<u>All Respondents</u> One precode should be ringed between 1-5 in each of cols. 45-50 (Code 5 is for "does not apply").	N.A.	5	45 - 50
64a	One precode should be ringed between V-1 in C.51	N.A.	2	51
64b	<u>All coded V in C.51</u> One precode should be ringed between 3-6 in C.51	<i>Others to Q 78a</i> N.A.	9	51
65a	<u>All Coded 3 or 4 in C.51</u> One precode should be ringed between 1-3 in C.52	N.A.	9	52
65b	<u>All Coded 3 or 4 in C.51</u> One precode should be ringed between 1-3 in C.53	Not connected with work/job D.K. N.A.	4 8 9	
66	<u>All coded 3 or 4 in C.51</u> Code as shown in Cols. 54-56 1	Code as 3 digits using the OPCS codes:		
67	<u>All Coded 3 or 4 in C.51</u> There may be multi-coding between 1-8 or 9 coded in C.57	D.K. N.A.	V X	57

CODING AND EDITING INSTRUCTIONS

COMPANY: M.A.S.

JOB NO: 6449

JOB TITLE: VET Training Survey

(29)

QUESTION	EDITING/CODING INSTRUCTIONS	CODE CATEGORY	CODE	COL
60	<u>All Coded in cols. 66-68 at Q35b)</u> 1 or 2 should be coded in each of cols. 34-38	N.A.	9	34 - 38
	<u>All Coded 1 in C.38</u> Code as shown in C.39	Other answers D.K. N.A.	V X 0 1 2 3 4 5 6 7 8 9	39
61	<u>All Coded 1 in C.43 (Q2b)</u> One precode should be ringed between 1-3 in each of cols. 40-43	D.K. N.A.	8 9	40 - 43
62	<u>All Coded 1 in C.43 (Q2b)</u> One precode should be ringed between 1-3 in C.44	D.K. N.A.	8 9	44

CODING AND EDITING INSTRUCTIONS

COMPANY: M.A.S.

JOB NO: 6449

JOB TITLE: VET Training Survey

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QUESTION	EDITING/CODING INSTRUCTIONS	CODE CATEGORY	CODE	COL
58a	<p><u>All Coded 1 in C.43 (Q25)</u> One precode should be ringed between 1-3 in C.30</p>	<p>N.A.</p>	<p>9</p>	<p>30</p>
58b	<p><u>All Coded 2 or 3 in C.30</u> Code as shown in Cols. 31-32</p>	<p>Too short V No relevance to the real world/employment/everyday requirements X Wanted more information 0 Not enough tutoring/not properly trained 1 Too easy/not hard enough/knew more about it than the instructor / <i>done this before</i> ... 2 Lack of recognition - - - - - 3 Not practical enough - - - - - 4 Too much <i>(omitted) course work</i> - - - - - 5 6 7 8 9</p>		<p>31</p>
		<p>Other answers D.K. 8 N.A. 9</p>	<p>V X 0 1 2 3 4 5 6 7 8 9</p>	<p>32</p>
59	<p><u>All Coded 1 in C.42 (Q25)</u> One precode should be ringed between 1-3 in C.33</p>	<p>N.A.</p>	<p>9</p>	<p>33</p>

CODING AND EDITING INSTRUCTIONS

COMPANY: M.A.S.

JOB NO: 6449

JOB TITLE: VET Training Survey (26)

QUESTION	EDITING/CODING INSTRUCTIONS	CODE CATEGORY	CODE	COL
53d	<u>All Coded 1 in C43 (Q2b)</u> There may be multicoding between 1-9 in C.74 and/or 1-4 or 5 or 6 coded in C.75	N.A.	9	75
54a	<u>All Coded 1 in C.43 (Q2b)</u> One precode should be ringed between 1-6 in C.76	N.A.	9	76
54b	<u>All Coded 1 in C.43 (Q2b)</u> One precode should be ringed between 1-6 in C.77	N.A.	9	77
55	<u>All Coded 1 in C.43 (Q2b)</u> There may be multicoding between V-9 in C.78 and/or V-1 or 2 coded in C.79	N.A.	9	79
56a	<u>All Coded 1 in C.43 (Q2b)</u> 1 or 2 should be coded in C.14	N.A.	9	14
56b	<u>All Coded 1 in C.43 (Q2b)</u> One precode should be ringed between 1-3 in C.15	N.A.	9	15

CARD 5

CODING AND EDITING INSTRUCTIONS

COMPANY: M.A.S.

JOB NO: 6449

JOB TITLE: VET Training Survey

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QUESTION	EDITING/CODING INSTRUCTIONS	CODE CATEGORY	CODE	COL
53b	<p><u>All With Multicoding at Q53a</u></p> <p>Code as shown in cols 71-72.</p> <p><u>ONE CODE ONLY</u> (Code first mentioned if more than one)</p> <p><u>Those Coded At Q53b Must be coded at Q53a</u></p>	<p>Hoped to get a mob/help me get a job V</p> <p>To get a better paid job/ more money X</p> <p>Get promotion/improve promotion prospects 0</p> <p>Wanted to/do it 1</p> <p>To get qualifications/skills /better/extra 2</p> <p>To get a better job/career/ more interesting/good 3</p> <p>To get a better choice of jobs 4</p> <p>Wanted to change type of job 5</p> <p>It's something I like doing/ am interested in/job satisfaction 6</p> <p>To better/improve myself/ ambition/self fulfillment . Challenge/that I could do it /achieve it 7</p> <p>Doing job better/to help my job 8</p> <p>..... 9</p> <p>Unemployed/bored/better than hanging about V</p> <p>To learn something/new/to train/gain experience X</p> <p>To get up to date 0</p> <p>Opportunity arose 1</p> <p>Advised to/suggested to me 2</p> <p>Broaden my outlook/horizons 3</p> <p>Would help me/be of benefit 4</p> <p>..... 5</p> <p>..... 6</p> <p>Other answers 7</p> <p>D.K. 8</p> <p>N.A. 9</p>	<p>V</p> <p>X</p> <p>0</p> <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>6</p> <p>7</p> <p>8</p> <p>9</p> <p>V</p> <p>X</p> <p>0</p> <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>6</p> <p>7</p> <p>8</p> <p>9</p>	<p>9</p> <p>2</p> <p>1</p> <p>1</p> <p>17</p> <p>4</p> <p>732</p> <p>2</p> <p>5</p> <p>3</p> <p>1</p> <p>1</p> <p>5</p> <p>7</p> <p>1</p> <p>0</p> <p>2</p> <p>72</p>
53c	<p><u>All NOT coded V or X ONLY in C.68 (Q53a)</u></p> <p><u>or NOT coded V or X in C.71 (Q53b)</u></p> <p>One precode should be ringed between 1-4 in C.73</p>	<p>D.K. 8</p> <p>N.A. 9</p>	<p>8</p> <p>9</p>	<p>73</p>

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CODING AND EDITING INSTRUCTIONS

COMPANY: M.A.S.

JOB NO: 6449

JOB TITLE: VET Training Survey

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QUESTION	EDITING/CODING INSTRUCTIONS	CODE CATEGORY	CODE	COL
53a	<p><u>All Coded 1 in C43 (Q26)</u> Code as shown in cols. 68-69. (Multicoding allowed)</p>	<p>Hoped to get a job/help me get a job To get a better paid job/more money Get promotion/improve promotion prospects Wanted to/do it To get qualifications/skills better/extra To get a better job/career/more interesting/good To get a better choice of jobs Wanted to change type of job It's something I like doing/ am interested in/job satisfaction To better/improve myself/ambition/self fulfillment . Challenge/that I could do it /achieve it Doing job better/to help my job</p> <hr/> <p>Unemployed/bored/better than hanging about To learn something/new/to train/gain experience To get up to date Opportunity arose Advised to/suggested to me . Broaden my outlook/horizons Would help me/be of benefit. Other answers D.K. N.A.</p>	<p>V X 0 1 2 3 4 5 6 7 8 9 V X 0 1 2 3 4 5 6 7 8 9</p>	<p>38 8 7 211 53 16 684 10 20 12 3 8 13 33 9 1 12 3 692 8 30</p>

CODING AND EDITING INSTRUCTIONS

COMPANY: M.A.S.

JOB NO: 6449

JOB TITLE: VET Training Survey

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QUESTION	EDITING/CODING INSTRUCTIONS	CODE CATEGORY	CODE	COL
52 aiii	<u>All Coded V or X in C.62</u> V or X should be coded in C.64	N.A.	0	64
52 aiv	<u>All Coded V or X in C.62</u> 1 or 2 should be coded in C.64	N.A.	9	64
	<u>All Coded V or (1) in C.64</u> Code as shown in C65.	<i>Other Ans.</i> D.K. N.A.	V X 0 1 2 3 4 5 6 7 8 9	65
52b	<u>All Coded V or X in C.62</u> 1 or 2 should be coded in C.66	N.A.	9	66
52c	<u>All Coded 1 in C.66</u> One precode should be ringed between 1-4 in C.67	N.A.	9	67

CODING AND EDITING INSTRUCTIONS

COMPANY: M.A.S.

JOB NO: 6449

JOB TITLE: VET Training Survey

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QUESTION	EDITING/CODING INSTRUCTIONS	CODE CATEGORY	CODE	COL
43b	<p><u>All Coded 2, 4 or 5 in C.21</u></p> <p>Code no. of hours as shown in cols. 23 & 25.</p>	<p>0 0</p> <p>1-3 1</p> <p>4-6 2</p> <p>7-9 3</p> <p>10-12 4</p> <p>13-15 5</p> <p>16-18 6</p> <p>19-21 7</p> <p>22-24 8</p> <p>25-40 9</p> <p>41+ V</p> <p>D.K. X</p> <p>N.A. Leave Blank.</p>		<p>23</p> <p>25</p>
43c	<p><u>All Coded 2, 4 or 5 in C.21</u></p> <p>One precode should be ringed in each of cols. 24 & 26</p>	<p>N.A. Leave Blank</p>		
44a	<p><u>All Coded 3 or 6 in C.21</u></p> <p>Code No. of hours as shown in cols. 27 & 29</p>	<p>0 0</p> <p>1-3 1</p> <p>4-6 2</p> <p>7-9 3</p> <p>10-12 4</p> <p>13-15 5</p> <p>16-18 6</p> <p>19-21 7</p> <p>22-24 8</p> <p>25-40 9</p> <p>41 + V</p> <p>D.K. X</p> <p>N.A. Leave Blank</p>		<p>27</p> <p>29</p>
44b	<p><u>All Coded 3 or 6 in C.21</u></p> <p>One precode only should be ringed in each of cols. 28 & 30</p>	<p>N.A. Leave Blank</p>		

CODING AND EDITING INSTRUCTIONS

COMPANY: M.A.S.

JOB NO: 6449

JOB TITLE: VET Training Survey

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QUESTION	EDITING/CODING INSTRUCTIONS	CODE CATEGORY	CODE	COL
41a	<u>All Coded 1 in C.43 (Q2b)</u> 1 or 2 should be coded in C.77	N.A.	9	77
41b	<u>All Coded 1 in C.77</u> Code as shown in cols. 14-15	Code as 2 digits using the qualifications codes.	<u>CARD</u> 4	
41c	<u>All Coded 1 in C.77</u> One precode should be ringed between 1-4 in C.19	N.A.	9	19
41d	<u>All Coded 1 in C.72</u> One precode should be ringed between 1-3 in C.20	<i>What is to be coded</i> N.A.	<u>4</u> 9	20
IF PAGES 15/16 MISSING USE APPROPRIATE NA CODES				
42	<u>All Coded 1 in C.43 (Q2b)</u> One precode should be ringed between 1-6 in C.21	N.A.	9	21
43a	<u>All Coded 2,4 or 5 in C.21</u> One precode should be ringed between 1-6 in C.22	DK NA	8 9	22

CODING AND EDITING INSTRUCTIONS

COMPANY M.A.S.

JOB NO: 6449

JOB TITLE: VET Training Survey

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QUESTION	EDITING/CODING INSTRUCTIONS	CODE CATEGORY	CODE	COL
34b	<u>All Coded 1 in C.43 (Q2b)</u> 1 or 2 should be coded in C.62	N.A.	9	62
35a	<u>All Coded 1 in C.43 (Q2b)</u> Code as shown for Q4a in cols. 63-65			
35b	<u>All Coded 1 in C.43 (Q2b)</u> Code as shown for Q4a in either cols. 66-68 or 69-71.			
36	<u>All Coded in cols. 66-68</u> 1 or 2 should be coded in C.72			
37	<u>All Coded 2 in C.72</u> 1 or 2 should be coded in C.73	N.A.	9	73
38	<u>All Coded 1 in C.73</u> There may be multi-coding between 1-6 in C.74	N.A.	9	74
39	<u>All Coded 2 in C.73</u> There may be multi-coding between 1-7 or 8 in C.75	N.A.	9	75
40	<u>All Coded 2 in C.72</u> 1 or 2 should be coded in C.76	N.A.	9	76

CODING AND EDITING INSTRUCTIONS

COMPANY: M.A.S.

JOB NO: 6449

JOB TITLE: VET Training Survey

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QUESTION	EDITING/CODING INSTRUCTIONS	CODE CATEGORY	CODE	COL
31	<p><u>All Coded 1 in C.43 (Q2b)</u> Code as shown in cols. 52-53. If <u>experience required code 1 in C.54</u> <u>OR Code 9 in C.56</u></p>	Code as 2 digits using the qualification codes.		
32	<p><u>All Coded 1 in C.43 (Q2b).</u> One precode should be ringed between 1-8 in C.57</p>	N.A.	9	57
33	<p><u>All Coded 1 in C.43 (Q2b)</u> Code as shown in cols. 58-59</p>	Code as 2 digits using the NAFE codes.		
34a	<p><u>All Coded 1 in C.43 (Q2b)</u> <u>Also recode as shown in C.60</u> IF COLLEGE JUST NAMED - TAB (could be 3 or 4) IF IN DOUBT - TAB</p>	<p>N.A.</p> <p>Any mention of OU/Open University</p> <p>Any mention of Open Tech. ...</p> <hr/> <p>Correspondence course/ distance learning</p> <p>Universities/OPEN UNIVERSITY</p> <p>Polytechnics/Institutes of Higher Education</p> <p>Colleges of Further/NURSING Education & related</p> <p>Colleges (unspecified)</p> <p>Skills Training Agency/Skill Centres</p> <p>Industry/Sector bodies</p> <p>Employers running own training</p> <p>Private Providers</p> <p>Others</p>	<p>7</p> <p>8</p> <p>V (4)</p> <p>X</p> <p>0</p> <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5 (3)</p> <p>6</p> <p>7 (POSSIBLY YELLOW)</p> <p>8 (BLUE)</p> <p>9</p>	<p>61</p> <p>60</p>

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ARLAD/86/VI

CODING AND EDITING INSTRUCTIONS

COMPANY: M.A.S.

JOB NO: 6449

JOB TITLE: VET Training Survey (14)

QUESTION	EDITING/CODING INSTRUCTIONS	CODE CATEGORY	CODE	COL
27	<u>All Coded 1 in C.43 (Q2b)</u> Code as written in, in C.44	7+ DK NA	7 8 9	44
27b	<u>All Coded 1 in C43 (Q2b)</u> One precode should be ringed between 1-8 in C.45	D.K. N.A.	V 9	45
28a	<u>All Coded 1 in C43 (Q2b)</u> 1 or 2 should be coded in C.46	D.K. N.A.	8 9	46
28b	<u>All Coded 1 in C43 (Q2b)</u> 1 or 2 should be coded in C.47	Both Not connected with work / job D.K. N.A.	3 4 8 9	47
29	<u>All Coded 1 in C43 (Q2b)</u> Code as shown in cols. 48-50	Code as 3 digits, using the OPCS codes		
30	<u>All Coded 1 in C.43 (Q2b)</u> There may be multi-coding between 1-8 or 9 coded in C.51	DK NA PRACTICAL WORK NA	V X O VA	51

CODING AND EDITING INSTRUCTIONS

COMPANY: M.A.S.

JOB NO: 6449

JOB TITLE: VET Training Survey

(13)

QUESTION	EDITING/CODING INSTRUCTIONS	CODE CATEGORY	CODE	COL
24	<p><u>All Coded 1 in C.40</u> Code as written in, in C.41</p> <p>THERE SHOULD BE A YELLOW QUESTIONNAIRE FOR EACH OF THE FIRST 3 COURSES CODED IN C.41. (CODING INSTRUCTIONS AT END OF CODE SHEET) IF NOT, WRITE NONE/ONLY/1/ONLY 2/COMPLETED IN THE BOX.</p>	<p>7+ DK NA</p>	<p>7 8 9</p>	<p>41</p>
25	<p><u>All Coded 4 or More in C.41</u> 1 or 2 should be coded in C.42</p>	<p>N.A.</p>	<p>9</p>	<p>42</p>
26	<p><u>All Coded 1 in C.36</u> 1 or 2 should be coded in C.43</p>	<p><i>all coded 2 in C43 go to Q63a</i></p>		

CODING AND EDITING INSTRUCTIONS

COMPANY: M.A.S.

JOB NO: 6449

JOB TITLE: VET TRAINING SURVEY

(12)

QUESTION	EDITING/CODING INSTRUCTIONS	CODE CATEGORY	CODE	COL
19	continued. <u>All Coded 3 in C.28</u> <i>Drawn a green square around the info code was GREEN SQUARE SHOULD COL NO X CODE</i>	Other answers D.K. N.A.	V X 0 1 2 3 4 5 6 7 8 9	33
20a	<u>All Respondents 1 or 2 should be coded in C.34</u>	N.A.	9	34
20b	<u>All Coded 1 in C.34 1 or 2 should be coded in C.35</u>	N.A.	9	35
21	<u>All Respondents 1 or 2 should be coded in C.36</u>	N.A.	9	36
22a	<u>All Coded 2 in C.36 1 or 2 should be coded in C.37</u>	N.A.	9	37
22b	<u>All Coded 1 in C.37 One precode should be ringed between 1-4 in C.38</u>	D.K. N.A.	8 9	38
23a	<u>All Coded 1 in C.36 1 or 2 should be coded in C.39</u>			
23b	<u>All Coded 1 in C.39 1 or 2 should be coded in C.40</u>			

CODING AND EDITING INSTRUCTIONS

COMPANY: M.A.S.

JOB NO: 6449

JOB TITLE: VET Training Survey

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QUESTION	EDITING/CODING INSTRUCTIONS	CODE CATEGORY	CODE	COL
17a	<u>All NOT coded 9 in C.23</u> 1 or 2 should be coded in C.25	N.A.	9	25
17b	<u>All Coded 1 in C.25</u> One precode should be ringed between 1-6 in C.26	N.A.	9	26
18	<u>All Respondents</u> One precode should be ringed between 1-3 in C.27	N.A.	9	27
19	<u>All Coded 1 in C.27</u> There may be multi-coding between 1-V in C.28 and/or 1-5 in C.29 OR 6 or 7 coded in C.29 <i>Records as necessary</i>	<u>All coded 2 in C29</u> <u>3 or 4 should be coded in C29</u> <u>NA leave blank</u> N.A.	9	29
19	<u>All Coded 1 in C.28</u> Code as shown in C.30 <i>Blank or green square around the code not</i>	MA - - - - - MSc - - - - - MEd - - - - - Other answers D.K. N.A.	V X 0 1 2 3 4 5 6 7 8 9	30
	<u>All Coded 2 in C.28</u> Code as shown in C.31 <i>charts</i>	BA - - - - - BSc - - - - - BEd - - - - - Other answers DK NA	V X 0 1 2 3 4 5 6 7 8 9	31

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CODING AND EDITING INSTRUCTIONS

COMPANY M.A.S.

JOB NO. 6449

JOB TITLE: VET Training Survey (10)

QUESTION	EDITING/CODING INSTRUCTIONS	CODE CATEGORY	CODE	COL
12	<u>All Respondents</u> One precode should be ringed between 1-6 in each of cols.66-76	N.A.	9	66 - 76
13	One precode should be ringed between 1-V in C77 or 1-X in C78. <u>V in C78 may also be coded.</u>	HIGH SCHOOL - - 8 in C77 N.A.	9	78
14	<u>All NOT coded V in C.78</u> One precode should be ringed between 1-7 in C.14	N.A.	9	<u>CARD 3)</u> 14
15	<u>All Respondents</u> 1 or 2 should be coded in C.15	N.A.	9	15
16a	<u>All Coded 1 in C15</u> One precode should be ringed between 1-4 in C.16	<i>not 15</i> 0.00 coded 2 go to 018 N.A.	9	16
16b	<u>All Coded 1 in C.15</u> Code as shown for Q4a in cols. 17-19			
16c	<u>All Coded 1 in C.15</u> Code as shown for Q4a in cols. 20-22 or code 9 in C.23			
16d	<u>All NOT coded 9 in C.23</u> One precode should be ringed between 1-0 or code as shown in C24	Went Abroad N.A.	V X	24

CODING AND EDITING INSTRUCTIONS

COMPANY: M.A.S.

JOB NO: 6449

JOB TITLE: VET Training Survey

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QUESTION	EDITING/CODING INSTRUCTIONS	CODE CATEGORY	CODE	COL
11d	<p><u>All Coded 2,3 or 4 in C.54</u> There should be one digit in each of cols 61-62</p>	<p>97+ DK NA</p>	<p>97 98 99</p>	<p>61 - 62</p>
11e	<p><u>All Coded 2,3 or 4 in C.54</u> Code as shown in cols. 63-64</p>	<p>Code as 2 digits using the SIC codes</p>		

CODING AND EDITING INSTRUCTIONS

COMPANY M.A.S.

JOB NO: 6449

JOB TITLE: VET Training Survey

QUESTION	EDITING/CODING INSTRUCTIONS	CODE CATEGORY	CODE	COL
8c	<u>All Coded 1 or 2 in cols. 14-19 (Q1b)</u> One precode should be ringed between 1-6 in C.50	N.A.	9	50
9a	<u>All Coded 1 or 2 in Cols. 14-19 (Q1b)</u> One precode should be ringed between 1-4 in C.51	(SKILLS) N.A.	9	51
9b	<u>All Coded 1 or 2 in Cols. 14-19 (Q1b)</u> One precode should be ringed between 1-4 in C.52	(TRAINING) N.A.	9	52
9c	<u>All Coded 1 or 2 in cols. 14-19 (Q1b)</u> One precode should be ringed between 1-4 in C.53	(PROMOTION) <i>Not applicable / self employed / as high as can get - -</i> N.A.	5 9	53
10	<u>All Coded 1 or 2 in Cols. 14-19 (Q1b)</u> One precode should be ringed between 1-4 in C.54	N.A.	9	54
11a	<u>All Coded 2,3 or 4 in C.54 .</u> One precode should be ringed between 1-6 in C.55	N.A.	9	55
11b	<u>All Coded 2,3 or 4 in C.54</u>	Code as 3 digits using the OPCS codes.		
11c	Code as shown in cols.			
11d	56-58 using information from all 3 questions.			

CODING AND EDITING INSTRUCTIONS

COMPANY: M.A.S.

JOB NO: 6449

JOB TITLE: VET Training Survey

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QUESTION	EDITING/CODING INSTRUCTIONS	CODE CATEGORY	CODE	COL
5a	<u>All Coded 1 or 2 in Cols. 14-19 (Q1b)</u>			
5b	Code as shown in cols. 34-36 using information from all 3 questions	Code as 3 digits using the OPCS codes.		
5c				
5c	<u>All Coded 1 or 2 in Cols. 14-19 (Q1b)</u> There should be one digit in each of cols. 39-40	97+ D.K. N.A.	97 98 99	39 - 40
5d	<u>All Coded 1 or 2 in cols. 14-19 (Q1b)</u> One precode should be ringed between 1-3 in C.41	N.A.	9	41
6	<u>All Coded 1 or 2 in Cols. 14-19 (Q1b)</u> 1 or 2 should be coded in C.42	N.A.	9	42
7	<u>All Coded 1 or 2 in cols. 14-19 (Q1b)</u> Code as written in, in C.43	7+ DK NA	7 8 9	43
8a	<u>All Coded 1 or 2 in cols. 14-19 (Q1b)</u> Code as shown in cols. 44-45	Code as 2 digits using the SIC codes		
8b	<u>All Coded 1 or 2 in Cols. 14-19 (Q1b)</u> Code as shown for Q4a in cols. 47-49			

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CODING AND EDITING INSTRUCTIONS

COMPANY. M.A.S.

JOB NO: 6449

JOB TITLE: VET Training Survey

QUESTION	EDITING/CODING INSTRUCTIONS	CODE CATEGORY	CODE	COL
4f	<u>All Coded in Cols. 14-16</u> One precode should be ringed between 1-3 in C.28	N.A.	9	28
4g	<u>All Coded in Cols. 14-16</u> 1 or 2 should be coded in C.29	N.A.	9	29
4h	<u>All Coded in Cols. 14-16</u>	Code as 2 digits using the SIC codes.		
4i	<u>All Coded in Cols. 14-16</u> One precode should be ringed between 1-6 in C.33	N.A.	9	33
		Go to Q12		

CODING AND EDITING INSTRUCTIONS

COMPANY: M.A.S.

JOB NO: 6449

JOB TITLE: VET Training Survey

(5)

QUESTION	EDITING/CODING INSTRUCTIONS	CODE CATEGORY	CODE	COL
4a	<p><u>BLUE QUESTIONNAIRE</u> <u>All Not Coded 1 or 2</u> <u>in Cols. 14-19</u> Code as shown in C14</p>	<p>Jan 1 Feb. 2 March 3 April 4 May 5 June 6 July 7 Aug. 8 Sept. 9 Oct. 0 Nov. V Dec. X</p>		14
4b	<p>Code the last 2 digits of the year in cols. 15-16. <u>OR Code 9 in C.17</u></p>	D.K./N.A. - Leave Blank		
4c	<p><u>All Coded in Cols. 14-16</u></p>			
4d	<p>Code as shown for Q4a in cols. 18-20.</p>			
4e	<p>Code as shown in cols. 21-23 using information from all 3 questions.</p>	Code as 3 digits using the OPCS codes.		
4e	<p><u>All Coded in Cols. 14-16</u> There should be one digit in each of cols. 26-27</p>	<p>97+ D.K. N.A. No Responsibility</p>	<p>97 98 99 00</p>	<p>26 - 27</p>

CODING AND EDITING INSTRUCTIONS

COMPANY: M.A.S.

JOB NO: 6449

JOB TITLE: VET Training Survey

(4)

QUESTION	EDITING/CODING INSTRUCTIONS	CODE CATEGORY	CODE	COL
K	<p><u>Income</u></p> <p>One precode should be ringed between 1-8 in C.68 <i>income allowed but not coded</i> <i>Refer to memo card</i></p>			
L	<p><u>Address</u></p> <p>Accept as coded</p>			
M	<p><u>Interview Type</u></p> <p>One precode should be ringed between v-7 in C.78. If coded 2,4, 6 or 7 TAB. <i>(Type G - skip - non working benefits - 7)</i></p>			

CODING AND EDITING INSTRUCTIONS

COMPANY: M.A.S.

JOB NO: 6449

JOB TITLE: VET Training Survey (3)

QUESTION	EDITING/CODING INSTRUCTIONS	CODE CATEGORY	CODE	COL
	<u>CLASSIFICATION</u>			
A	<u>Sex</u> 1 or 2 should be ringed in C.50			
B	<u>Age</u> One precode should be ringed between 1-7 in C.51			
C1	<u>Marital Status</u> One precode should be ringed between 1-4 in C.52			
C2	One precode should be ringed between 1-4 in C.53			
D	<u>Status in Household</u> One precode should be ringed between 1-7 in C.54			
E	<u>Household Composition</u> There should be one digit in each of cols. 55-59. None - Code 0. Check total in C.59 <i>one with children</i> One precode should be ringed between 1-4 in C.60. (Accept multicoding).			
F	<u>Membership</u> One precode should be ringed between 1-4 in C.61			
G	<u>Health and Disability</u> 1 or 2 should be coded in C.62 <u>All Coded 1 in C.62</u> 1 or 2 should be coded in C.63			
H	<u>Accomodation</u> One precode should be ringed between 1-3 in C.64. Bedsit - Code 3			
I	<u>Ownership</u> One precode should be ringed between 1-7 in C.65			
Ja	<u>Ethnic Group</u> One precode should be ringed between 1-9 in C.66			
Jb	There may be multicoding between 1-9 in C.67. (This question should be answered for other members of household). <i>(no other members - leave blank)</i>			

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(2)

QUESTION	EDITING/CODING INSTRUCTIONS	CODE CATEGORY	CODE	COL
3c	<u>All Coded 2 or 6 in cols. 38-43</u> One precode should be ringed between 1-5 in appropriate cols. 44-49	N.A.	9	44 - 49

CODING AND EDITING INSTRUCTIONS

SN: 2710

COMPANY: M.A.S.

JOB NO: 6449

JOB TITLE: VET Training Survey

QUESTION	EDITING/CODING INSTRUCTIONS	CODE CATEGORY	CODE	COL
1a	<u>WHITE QUESTIONNAIRE</u> IGNORE			
1b	<u>All Respondents</u> One precode should be ringed between 1-0 in as many cols, 14-19, as there are adults at Q1a.			
2a	<u>All Coded 7 or 8 in Cols. 14-19</u> 1 or 2 should be coded in appropriate cols. 20-25	N.A.	9	20 - 25
2b	<u>All Coded 3 or 4 in Cols. 14-19</u> One precode should be ringed between 1-8 in appropriate cols.	N.A.	9	26 - 31
2c	<u>All Coded 5, 6 or 0 in cols. 14-19</u> One precode should be ringed between 1-5 in appropriate cols. 32-37	N.A.	9	32 - 37
3a	<u>All Coded 1 or 2 in cols. 14-19</u> 1 or 2 should be coded in appropriate cols. 38-43	N.A.	3	38 - 43
3b	<u>All Coded 1 in Cols. 38-43</u> 5 or 6 should be coded in appropriate cols. 38-43	N.A.	9	38 - 43

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