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## UK COMMISSION'S EMPLOYER SKILLS SURVEY 2013

### GUIDANCE ON USE OF DATA – MAIN SET

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This document provides guidance on access to and use of the UK Commission's Employer Skills Survey Main Data Set.

UK ESS 2013 is a large and complex survey. Please read this guidance carefully, consult with the data dictionary, and contact UKCES if you have further queries.

There several versions of the data. Please check you have the correct file for the analysis you wish to carry out. You have been sent the main data set this is the version of the file which contains UK-wide data, and both modules. **Results from this version are comparable with the reweighted version of the data from 2011 and also previous skills surveys for England and Wales. Results from this version are not comparable with earlier versions in Northern Ireland and Scotland prior to 2011.**

### ACCESSING THE DATA

The Data is available through a secure download service provided by Yousendit or LogMeIn. The download link will be sent to you by a member of the Employer Surveys team. The link will contain a Zip file containing the Data and a data dictionary which provides further information on variables and weights to use.

The download link and the zip archive are password protected. For security reasons, we cannot provide these passwords in the same email as the link. The member of the team sending you the file should have provided you with a password. To receive the password again, please contact [employer.surveys@ukces.org.uk](mailto:employer.surveys@ukces.org.uk).

### ABOUT THE MAIN DATA SET

The data is drawn at the establishment/ unit level, meaning that businesses with multiple units can appear several times.

Prior to 2011 each home nation conducted their own skills survey, these sampled different employer populations. For 2011, a variety of datasets were made available to reflect this different coverage to allow time series. In 2013 one sampling method was used which includes all establishments with 2 or more employees and establishments with at least 2 working proprietors and no employees.

As such, care should be taken when drawing comparisons with previous data sets. Reweighted UK data has been made available for 2011 which covers the same population to that used in 2013. Figure 1 illustrates the coverage:

		2+ Employment	
		Yes	No
1+ Employees	Yes	1. All establishments with 2+ employees, or 1 working proprietor and 1 employee	2. Establishments with 1 employee and no working proprietors
	No	3. Establishments with at least 2 working proprietors and no employees (potential recruiters/engagers)	4. Establishments with 1 working proprietor and no employees (one-man bands)

2013 sample taken from these boxes

**Figure 1 - UK and nation survey sampling frame comparison**

Historically, the England and Wales surveys have drawn on boxes 1 and 3, establishments with two or more employees, and establishments with at least 2 working proprietors and no employees. This is the sample used for 2013.

Prior to 2011 the Scotland and Northern Ireland surveys had drawn on boxes 1 and 2, establishments with two or more employees, and establishments with one employee and no working proprietors.

In 2011 the sample was drawn from boxes 1, 2, and 3 to allow time series for all countries of the UK, the data has now been re-weighted to cover boxes 1 and 3 to be comparable with the 2013 data.

Further details can be found in the technical report, available here:  
<http://www.ukces.org.uk/ess13>

## USE OF DATA, WEIGHTS AND ANALYSIS

Applying weights to the UK ESS 13 dataset can be complex and you should read the data dictionary before carrying out analysis. The data dictionary is an Excel spreadsheet that accompanies the SPSS file. As well as giving additional information on how to use variables it also lists the appropriate type of weight to apply for each variable.

The survey asks questions which relate either to the proportion of establishments affected by a measurement or to the proportion of the workforce affected. There are different weights in the dataset to weight up to each of these populations. Variables relating to numbers of establishments use the **unit weight**. Variables relating to numbers of staff use the **employment weight**. **If in doubt as to which weight to use, refer to the data dictionary.**

In addition, certain questions were asked to only part of the sample. These are referred to as modular questions. Variables which are modular are designated by an M underscore – for example, M\_A1A: Changes to number of people employed at establishment. The variable labels also include the instruction to “use modular weight”. There are four weights in total

- **UNITWEIGHT** is the unit weight.
- **EMPWTNEW** is the employee weight.
- **MODWEIGHT** is the modular unit weight.
- **MODEMPWT** is the modular employee weight<sup>1</sup>.

To avoid applying the wrong weight, please run some test frequencies with your chosen weight and cross-check the results against the UK report. All UK ESS 13 outputs can be found here: <http://www.ukces.org.uk/ess13>.

You can also cross-check your findings against the Excel data tables, the UK tables can be found on the webpage noted above.

## REPORTING REQUIREMENTS

ESS findings should only be reported when statistically robust with regard to the size of the underlying base sample. For this reason we insist on the following reporting requirements:

Calculations with unweighted base sizes under 25 should not be reported.

Calculations with unweighted base sizes of 26-50 should be accompanied by a caveat that they are indicative only.

## TERMS AND CONDITIONS

The UK Commission for Employment and Skills (“the UK Commission”) agrees to provide a copy of the UKCESS13 dataset (“the Data”) to the organisation and individuals named in the Application for Data, exclusively for use in the project named in the Application for Data.

By downloading the Data, you agree:

1. To abide by these terms and conditions.
2. To abide by any further conditions notified to you.
3. That the UK Commission may hold personal data about you and your organisation for validation purposes and to manage the service.

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<sup>1</sup> MODEMPWT should only be used for “M\_D15” – as this is the only modular employment measure.

- 4.** To maintain the Data's confidentiality, and to store it in physically and electronically secure conditions.
- 5.** To return to the UK Commission or destroy any copies of the Data, whether made during the initial transfer or the lifetime of the project, on or before the date specified as the project end date in the Application for Data.
- 6.** To restrict access to the Data to the individual(s) named in the Application for Data.
- 7.** Not to use the Data for any purpose other than for the project named in the Application for Data.
- 8.** To preserve the confidentiality of, and not attempt to identify, individuals, households or organisations in the Data.
- 9.** To cite and acknowledge correctly the UK Commission in any published output.
- 10.** To email the UK Commission with the bibliographic details of any published work based on the Data.
- 11.** That the Data is provided without warranty or liability of any kind; that all responsibility for accuracy in its use is your own; and that the UK Commission will not accept any liability of any kind for any use or consequences of use of the Data.
- 12.** That breach of these terms and conditions will lead to immediate and future termination of access to the Data and could result in legal action against you.
- 13.** Not to use the data for commercial purposes.