



Sample

RECORD ALWAYS :

Country

- (1) England
- (2) Wales
- (3) Scotland: S Caledonian Canal
- (4) Scotland: N Caledonian Canal
- (5) Northern Ireland
- (9) Foreign

RECORD ALWAYS :

LFSSamp

Sample Type

- (1) Main
- (2) Enhanced
- (3) Pilot
- (4) Dress Rehearsal
- (5) Special
- (6) APS

RECORD ALWAYS :

SampYear

1997..2005

RECORD ALWAYS :

SampMth

Sample month

1..12

RECORD ALWAYS :

SampQtr

Sample quarter

- (1) April to June
 - (2) June to September
 - (3) October to December
 - (4) January to March
-

RECORD ALWAYS :

Attempt

Reissue indicator (2+)

1..7

SignIn

ASK ALWAYS :

StartDat

DATE INTERVIEW WITH THIS HOUSEHOLD WAS STARTED

DATE

ASK IF: *IntrType = EMPTY*

IntrType

ENTER WHETHER A TELEPHONE UNIT OR FACE TO FACE INTERVIEW

- (1) Telephone unit
 - (2) Face to face
-

ASK ALWAYS :

DateChk

IS THIS:

- (1) the first time you've opened this questionnaire
 - (2) or the second or later time?

 - (5) EMERGENCY CODE IF COMPUTER'S DATE IS WRONG AT LATER CHECK
-

ASK ALWAYS :

IntCod

CODE WHETHER THIS IS THE INTERVIEW STAGE OR WHETHER YOU ARE DOING CODING OR ADMIN

- (1) Interviewing
 - (2) Coding/administration
 - (3) Other - OFFICE USE ONLY
-

Household Composition

ASK ALWAYS :

WhoHere

cf p.19 and Appendix A of the 2001 electronic version of the booklet 'Harmonised Questions and Concepts for Government Social Surveys' available in pdf format at <http://www.statistics.gov.uk/harmony/>

- (1) Press <1> to continue

ASK IF: *In loop FOR LNames1 := 1 TO 16*

Name

cf p.21 of the 2001 electronic version of the booklet 'Harmonised Questions and Concepts for Government Social Surveys' available in pdf format at <http://www.statistics.gov.uk/harmony/>

STRING[25]

ASK ALWAYS :

ChkSt

Whether there is anyone else who is studying away from home and living in halls of residence or boarding school.

(DO NOT INCLUDE STUDENT NURSES WHO ARE LIVING IN NHS ACCOMMODATION ELSEWHERE IN GB)

HAVE YOU CHECKED FOR THIS?

- (1) Yes, checked
(2) No (ARROW BACK TO INCLUDE THEM IN NUMBER OF PEOPLE IN HOUSEHOLD)

Sex

cf p.20 of the 2001 electronic version of the booklet 'Harmonised Questions and Concepts for Government Social Surveys' available in pdf format at <http://www.statistics.gov.uk/harmony/>

- (1) Male
(2) Female
-

Birth

cf p.20 of the 2001 electronic version of the booklet 'Harmonised Questions and Concepts for Government Social Surveys' available in pdf format at <http://www.statistics.gov.uk/harmony/>

DATE

ASK IF: (*Birth = DONTKNOW*) OR (*Birth = REFUSAL*)

AgeIf

cf p.20 of the 2001 electronic version of the booklet 'Harmonised Questions and Concepts for Government Social Surveys' available in pdf format at <http://www.statistics.gov.uk/harmony/>

0..99

ASK IF: *DVage > 15*

HallRes

IS THIS PERSON LIVING IN HALLS OF RESIDENCE OR AT A BOARDING SCHOOL?
N.B. STUDENT NURSES LIVING IN NHS ACCOMMODATION ELSEWHERE IN GREAT
BRITAIN, SHOULD NOT BE INCLUDED IN THIS HOUSEHOLD.

- (1) Yes
 - (2) No
-

ASK IF: *DVage >= 16*

MarStat Marital status

cf p.21 of the 2001 electronic version of the booklet 'Harmonised Questions and Concepts for Government Social Surveys' available in pdf format at <http://www.statistics.gov.uk/harmony/>

- (1) single, that is, never married
 - (2) married and living with your husband/wife
 - (3) married and separated from your husband/wife
 - (4) divorced
 - (5) or widowed?
-

ASK IF: *DVage >= 16*
AND: *Household size > 1*

LiveWith Whether live together as a couple

cf p.21 of the 2001 electronic version of the booklet 'Harmonised Questions and Concepts for Government Social Surveys' available in pdf format at <http://www.statistics.gov.uk/harmony/>

- (1) Yes
 - (2) No
 - (3) SPONTANEOUS ONLY - same sex couple
-

Relationships of household members to respondent

NameResp

STRING[192]

Relgrid Full relationship matrix

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

Household Reference Person

ASK IF: *DVage* >= 16
AND: *NOT* (*Household size* = 1)

Hhldr In whose name is accommodation owned/rented?

cf p.22 of the 2001 electronic version of the booklet 'Harmonised Questions and Concepts for Government Social Surveys' available in pdf format at <http://www.statistics.gov.uk/harmony/>

- (1) This person alone
- (3) This person jointly
- (5) NOT owner/renter **ASK IF:** *HHldr* > 1

HiHNum Who of joint householders has highest income?

cf p.22 of the 2001 electronic version of the booklet 'Harmonised Questions and Concepts for Government Social Surveys' available in pdf format at <http://www.statistics.gov.uk/harmony/>

1..17

ASK IF: *HHldr* > 1
AND: *HiHNum* = 17

JntEldA Who is the eldest joint householder from those with the same highest income?

cf p.22 of the 2001 electronic version of the booklet 'Harmonised Questions and Concepts for Government Social Surveys' available in pdf format at <http://www.statistics.gov.uk/harmony/>

1..16

ASK IF: *HHldr* > 1
AND: (*HiHNum* = *DONTKNOW*) OR (*HiHNum* = *REFUSAL*)

JntEldB Enter person number of the eldest joint householder

cf p.22 of the 2001 electronic version of the booklet 'Harmonised Questions and Concepts for Government Social Surveys' available in pdf format at <http://www.statistics.gov.uk/harmony/>

1..16

Tenure

ASK ALWAYS :

Ten96 Accommodation details

cf p.34 of the electronic version of the booklet Harmonised Questions and Concepts for Government Social Surveys available in pdf format at <http://www.statistics.gov.uk/harmony/>

- (1) Own it outright
- (2) Buying it with the help of a mortgage or loan
- (3) Pay part rent and part mortgage (shared ownership)
- (4) Rent it
- (5) Live here rent-free (including rent-free in relative's/friend's property; excluding squatting)?
- (6) Squatting

ASK IF: (*Ten1 = Rent*) OR (*Ten1 = RentF*)

Tied Does the accommodation go with the job of anyone in the household?

cf p.36 of the electronic version of the booklet Harmonised Questions and Concepts for Government Social Surveys available in pdf format at <http://www.statistics.gov.uk/harmony/>

- (1) Yes
- (2) No

ASK IF: (*Ten1 = Rent*) OR (*Ten1 = RentF*)

LLord Landlord

cf p.36 of the electronic version of the booklet Harmonised Questions and Concepts for Government Social Surveys available in pdf format at <http://www.statistics.gov.uk/harmony/>

- (1) the local authority/council/New Town Development/ Scottish Homes?
- (2) a housing association, charitable trust or Local Housing Company?
- (3) employer (organisation) of a household member?
- (4) another organisation?
- (5) relative/friend (before you lived here) of a household member?
- (6) employer (individual) of a household member?
- (7) another individual private landlord?

ASK IF: (*Ten1 = Rent*) OR (*Ten1 = RentF*)

Furn

cf p.37 of the electronic version of the booklet Harmonised Questions and Concepts for Government Social Surveys available in pdf format at <http://www.statistics.gov.uk/harmony/>

- (1) furnished,
- (2) partly furnished (e.g. carpets and curtains only),
- (3) or unfurnished?

Start Interview

NameInt

INTERVIEWER: Who will you be interviewing/coding out (as refusal/non-contact) now?

THIS WILL BE THE 1st/2nd./3d etc. PERSON TO BE INTERVIEWED/CODED OUT IN THIS HOUSEHOLD

- (1) NAMES[1]..
- (2) NAMES[2]..
- (3) NAMES[3].. etc.

IntNow

INTERVIEWER: Will you be interviewing ^PName now or do you just want to code them out as a non-contact, refusal or ineligible?

- (1) Now
- (2) Later
- (3) No longer resident
- (4) REFUSAL for this person ONLY
- (5) FINAL NON CONTACT for this person ONLY
- (6) Deceased
- (9) Mistakenly listed person

PersProx

INTERVIEWER: IS THE INTERVIEW ABOUT ^PName BEING GIVEN:

- (1) In person
 - (2) or by someone else?
-

ProxyNum

ENTER PERSON NUMBER OF PERSON GIVING THE INFORMATION

(1)·NAMES[1]

(2)·NAMES[2]

(3)·NAMES[3]

1..16

Nationality, Ethnicity, Residence 3 months ago

Nation

What is ^YrNme nationality?

- (1) UK, British
- (6) Irish Republic
- (36) Hong Kong
- (58) China
- (59) Other

ASK IF: Nation = Other

NatSpec

TYPE IN (MAIN) NATIONALITY

STRING[40]

Cry01

In which country ^Ww ^UHeShe born?

- (1) England
- (2) Wales
- (3) Scotland
- (4) Northern Ireland
- (5) UK, Britain (don't know country)
- (6) Republic of Ireland
- (36) Hong Kong
- (58) China
- (59) Other

ASK IF: Cry01 = Other

CrySpec

TYPE IN COUNTRY
STRING[40]

ASK IF: (((Cry01 = Eire) OR (Cry01 = HK)) OR (Cry01 = China)) OR (Cry01 = Other)) AND NOT (CrySpec = 01)

CameYr

Which year did ^UHeShe arrive in this country?

1900..2100

ASK IF: Country = England

Natlde

What do/does ^UNme consider ^YrHsHr national identity to be.
CODE ALL THAT APPLY

- SET [6] OF
- (1) English,
 - (2) Scottish,
 - (3) Welsh,
 - (4) Irish,
 - (5) British,
 - (6) Other?
-

ASK IF: Other IN Natlde

Natldo

How would ^UNme describe ^YrHsHr national identity?
ENTER DESCRIPTION OF NATIONAL IDENTITY

STRING[150]

Eth01

To which of these ethnic groups ^Dd ^UNme consider ^UHeShe belong^S...

- (1) White
 - (2) Mixed
 - (3) Asian or Asian British
 - (4) Black or Black British
 - (5) Chinese or
 - (6) Other ethnic group?
-

ASK IF: *Eth01 = White*

EthWh

And to which of these groups ^Dd ^UNme consider ^UHeShe belong^S...

- (1) British,
- (2) Another White Background?

ASK IF: *Eth01 = Mixed*

EthMx

And to which of these groups ^Dd ^UNme consider ^UHeShe belong^S...

- (1) White and Black Caribbean,
- (2) White and Black African,
- (3) White and Asian or,
- (4) Another Mixed background?

ASK IF: *Eth01 = Asian*

EthAs

And to which of these groups ^Dd ^UNme consider ^UHeShe belong^S...

- (1) Indian,
- (2) Pakistani,
- (3) Bangladeshi or,
- (4) Another Asian background?

ASK IF: *Eth01 = Black*

EthBl

^LColour

And to which of these groups ^Dd ^UNme consider ^UHeShe belong^S...

- (1) Caribbean,
- (2) African or,
- (3) Another Black background?

ASK IF: *((((Eth01 = Other) OR (EthWh = Other)) OR (EthMx = Other)) OR (EthBl = Other)) OR (EthAs = Other)*

Ethoth

Please can you describe ^YrHsHr ethnic group?
ENTER DESCRIPTION OF ETHNIC GROUP

STRING[150]

ASK IF: (((*Eth01* = *Other*) OR (*EthWh* = *Other*)) OR (*EthMx* = *Other*)) OR (*EthBl* = *Other*)) OR (*EthAs* = *Other*)

Eth02

PRESS <SPACE BAR> TO ENTER CODING FRAME

STRING[45]

Relig

What is ^YrNme religion, even if ^UHeShe ^AreIs not currently practising?

- (1) Christian
 - (2) Buddhist
 - (3) Hindu
 - (4) Jewish
 - (5) Muslim
 - (6) Sikh
 - (7) Any other religion
 - (8) Or no religion at all
-

ResTme

How long ^Hh ^UNme lived at this address?

- (1) less than 12 months
 - (2) 12 months but less than 2 years
 - (3) 2 years but less than 3 years
 - (4) 3 years but less than 5 years
 - (5) 5 years but less than 10 years
 - (6) 10 years or more
-

ASK IF: *ResTme* = (1)

ResMth

How many months ^Hh ^UHeShe lived here?

0..11

ASK IF: *ResTme = (1) AND (ResMth < 3)*

ResBby

Is ^PName a baby born in the last three months?

- (1) Yes
- (2) No

ASK IF: *ResMth >= (1) AND ResMth <= 11*

OYCry

Twelve months ago ^Ww ^UHeShe living in

- (1) the UK,
- (2) somewhere else?
- (3) Baby under 1 year old

ASK IF: *OYCry = Somewhere else*

OYCrySpec

Which country was that?

STRING[40]

Whether working or on government scheme

ASK IF: Age > 15 OR **AND:** (Age < 63) OR ((Age < 65) AND (Sex = Male))

Schm04

(Last week, that is) in the seven days ending Sunday the ^RefDate on any of the following schemes...

- (1) ^SchWord1
- (2) ^SchWord2
- (3) ^SchWord7
- (10) ^SchWord9
- (15) ^SchWord8
- (50) Any other training scheme
- (66) or none of these?

ASK IF: Schm04 = NDeal

NDType4

(May I just ask), ^Ww ^UHeShe on the...

- (1) New Deal for Disabled People?
- (3) ^SchWord4 ?
- (4) ^SchWord16 ?
- (5) ^SchWord20 ?
- (6) ^SchWord17 ?
- (7) New Deal for Partners ?
- (8) None of these ?
- (9) Don't Know ?

ASK IF: Schm04 = Newdeal AND Age > 17)

NewDea4

Can I ask, which of the following New Deal options ^UHeShe ^Ww on (in that week).

- (1) Still on the Gateway or having advisory interviews
 - (3) Working for an employer in the Public or Private Sector
 - (4) ^SchWord5
 - (5) ^SchWord6
 - (6) In full-time study on an approved course
 - (7) ^SchWord15
 - (8) ^SchWord18
 - (9) ^SchWord19
 - (19) ^SchWord10
 - (97) Don't know
-

ASK IF: (*Schm04 = OthSchm*)

TecLec4

May I just check, was that...

- (1) a programme funded by the Learning and Skills Councils (England) or the National Council for Education and Learning in Wales?
- (2) a scheme in Scotland run by a Local Enterprise Company (LEC)?
- (3) or was it some other scheme?

ASK IF: ((((((*Schm04 = WBT*) OR (*Schm04 = TrgWork*)) OR (*TecLec4 = LSC*)) OR (*TecLec4 = LEC*)) OR (*Schm04 = JobSk*)) OR ((*Schm04 = OthSchm*) AND (*QDataBag.GB = No*))) OR (*NewDea4 = NDDK*)) OR (*Schm04 = WrkTrk*)

YTETmp

In the week ending Sunday the ^RefDate, on that government scheme ^Were/was ^UHeShe...

- (1) with an employer providing work experience or practical training?
- (2) ^IrWrd1
- (3) at a college or training centre?
- (4) temporarily away from an employer or project?
- (5) temporarily away from a college or training centre?

ASK IF: ((((((*YTETmp = Coll*) OR (*YTETmp = CollTemp*)) OR (*NewDea4 = GWAY*)) OR (*NewDea4 = NDStud*)) OR (*NewDea4 = NDFoll*)) OR (*NewDea4 = NDBET*)) OR (*NewDea4 = NDETO*)

YTETJb

In the week ending Sunday the ^RefDate, did ^UHeShe do any paid work or have any other paid job or business in addition to the government scheme you have just told me about?

- (1) Yes
- (2) No

ASK IF: (*Schm04 = None*) OR (*TecLec4 = TecO*)

Wrking

Did ^UHeShe do any paid work in the 7 days ending Sunday the ^RefDate, either as an employee or as self-employed?

- (1) Yes
 - (2) No
-

ASK IF: *Wrking = No*

JbAway

Even though ^UNme ^Ww not doing paid work, did ^UHeShe have a job or business that ^UHeShe ^Ww away from in the week ending Sunday the ^RefDate (and that ^UHeShe expect^S to return to)?

- (1) Yes
- (2) No
- (3) Waiting to take up a new job/business already obtained

ASK IF: *Wrking = No*

AND: *(JbAway = No) OR (JbAway = Waiting)*

OwnBus

Did ^UHeShe do any unpaid work in that week (ending Sunday the ^RefDate) for any business that ^UHeShe own^S?

- (1) Yes
- (2) No

ASK IF: *Wrking = No*

AND: *(JbAway = No) OR (JbAway = Waiting)*

AND: *OwnBus = No*

RelBus

...or (any unpaid work for a business) that a relative owns?

- (1) Yes
- (2) No

ASK IF: *(RelBus = No) OR (YTEtJb = No)*

EverWk

Have/has ^UNme ever (in ^YrHsHr life) had paid work, apart from casual or holiday work (or the job ^UHeShe ^AreIs waiting to begin)? Please include self-employment or a government scheme.

- (1) Yes
 - (2) No
-

ASK IF: (RelBus = No) OR (YtEtJb = No)
AND: EverWk = Yes

LeftYr

Which year did ^UHeShe leave ^YrHsHr last PAID job?

(EXCLUDE CASUAL / HOLIDAY WORK)

1900..2100

ASK IF: YrLess <= 8

LeftM

Which month in that year did ^UHeShe leave?

- (1) January
 - (2) February
 - (3) March
 - (4) April
 - (5) May
 - (6) June
 - (7) July
 - (8) August
 - (9) September
 - (10) October
 - (11) November
 - (12) December
-

ASK IF: (Mless < 1) OR ((Mless = 1) AND (REFDTE.DAY < 7))

LeftW

Did ^UHeShe actually leave during the week ending Sunday the ^RefDay of ^RefMnth?

- (1) Yes
 - (2) No
-

ASK IF: (((((((((((Wrking = Yes) OR (JbAway = Yes)) OR (OwnBus = Yes)) OR (RelBus = Yes)) OR (NewDealO = 3)) OR (NewDealO = 4)) OR (NewDealO = 5)) OR (NewDealO = 7)) OR (NewStat = Yes)) OR (YtEtMp = 1)) OR (YtEtMp = 2)) OR (YtEtMp = 4)) OR (YrLess <= 8)

IndD

What did the firm/organisation ^UNme worked for mainly make or do (at the place where ^UHeShe worked)?

DESCRIBE FULLY - PROBE MANUFACTURING or PROCESSING or DISTRIBUTION ETC.
AND MAIN GOODS PRODUCED, MATERIALS USED, WHOLESALE or RETAIL ETC

STRING[80]

IndT

ENTER A TITLE FOR THE INDUSTRY

STRING[30]

ASK IF: (((((((((((Wrking = Yes) OR (JbAway = Yes)) OR (OwnBus = Yes)) OR (RelBus = Yes)) OR (NewDea4 = 3)) OR (NewDea4 = 4)) OR (NewDea4 = 5)) OR (NewDea4 = 7)) OR (NewStat = Yes)) OR (YtEtMp = 1)) OR (YtEtMp = 2)) OR (YtEtMp = 4)) OR (YrLess <= 8)
AND: (((((((((((Wrking = Yes) OR (JbAway = Yes)) OR (YtEtMp = 1)) OR (YtEtMp = 2)) OR (YtEtMp = 4)) OR (NewDea4= 3)) OR (NewDea4= 3)) OR (NewDeal4= 3)) OR (NewDeal4= 3)) OR (NewDeal4= 3))

Sector

And was that...

PUBLIC LIMITED COMPANY (PLC) = CODE 1

OTHER LIMITED COMPANY = CODE 1

SELF-EMPLOYED = CODE 1

- (1) a private firm or business, a limited company
 - (2) or some other kind of organisation?
-

ASK IF: Sector = Othorg

Sectro03

What kind of non-private organisation was it?

- (1) A public limited company (plc)?
CHECK IT IS NOT CODE 2
 - (2) A nationalised industry/state corporation?
CHECK IT IS NOT CODE 1
 - (3) Central government or civil service?
 - (4) Local government or council (including police, fire services and local authority controlled schools/colleges)?
 - (5) A university, or other grant funded education establishment (include opted-out schools)?
 - (6) A health authority or NHS Trust?
 - (7) A charity, voluntary organisation or trust?
 - (8) The armed forces?
 - (9) Some other kind of organisation?
-

ASK IF: (((((((((((Wrking = Yes) OR (JbAway = Yes)) OR (OwnBus = Yes)) OR (RelBus = Yes)) OR (NewDea4= 3)) OR (NewDea4= 4)) OR (NewDea4= 5)) OR (NewDeal4= 7)) OR (NewStat = Yes)) OR (YtEtMp = 1)) OR (YtEtMp = 2)) OR (YtEtMp = 4)) OR (YrLess <= 8)

OccT

What was ^YrHsHr (main) job (in the week ending Sunday the ^RefDay of ^RefMnth)?

ENTER JOB TITLE

STRING[30]

OccD

What did ^UHeShe mainly do in ^YrHsHr job?

CHECK SPECIAL QUALIFICATIONS/ TRAINING NEEDED TO DO THE JOB

STRING[80]

Stat

ASK (OR RECORD IF ON GOVERNMENT SCHEME OR DOING UNPAID WORK)

Were/was ^UNme working as an employee or were/was ^UHeShe self-employed?

- (1) Employee
 - (2) Self-employed
 - (3) Government Scheme
 - (4) Unpaid family worker
-

Stat = Emp

PdWage

(May I just check,) are/is ^UHeShe paid either a salary or a wage by an employer?

- (1) Yes
 - (2) No
-

(PdWage = No) OR (Stat = Selfemp)

Self

(May I just check,) are/is ^UHeShe...

INDIVIDUAL PROMPT - CODE ALL THAT APPLY (UP TO 4)

SET [4] OF

- (1) Paid a salary or wage by an agency?
 - (2) A sole director of ^YrHsHr own limited business?
 - (3) Running a business or professional practise?
 - (4) A partner in a business or professional practise?
 - (5) Working for ^LocSelf2?
 - (6) A sub-contractor?
 - (7) Or doing free-lance work?
 - (8) None of the above
-

Stat = Emp

Supvis

In ^YrHsHr job do/does ^UHeShe have formal responsibility for supervising the work of other employees?

- (1) Yes
- (2) No

Stat = Emp

Manage

Does/do ^UHeShe have any managerial duties?

- (1) Manager
- (2) Foreman/supervisor
- (3) Not manager/supervisor

((Stat = Emp) OR (Stat = GovSchem)) OR (Stat = UnpaidFW)

MpnE02

How many people worked for ^YrHsHr employer at the place where ^UHeShe worked?

- (1) 1-10
- (2) 11-19
- (3) 20-24
- (4) Don't know but under 25
- (5) 25-49
- (6) 50-249
- (7) 250-499
- (8) Don't know between 50 and 499
- (9) 500 or more

ASK IF: *Stat = Selfemp*

Solo

^CpWw ^UHeShe working on ^YrHsHr own or did ^UHeShe have employees?

- (1) On own/with partner(s) but no employees
 - (2) With employees
-

ASK IF: *Stat = Selfemp*
AND: *Solo = WithEmp*

MpnS02

How many people did ^UHeShe employ at the place where ^UHeShe worked?

- (1) 1-10
- (2) 11-19
- (3) 20-24
- (4) Don't know but under 25
- (5) 25-49
- (6) 50-249
- (7) 250-499
- (8) Don't know between 50 and 499
- (9) 500 or more

ASK IF: *(MpnE01 = n1t10) OR (MpnS01 = n1t10)*

OneTen

May I just check what the exact number was?

1..10

ASK IF: *((Sector = PrivLtd) OR (Sectro03 = PlcLtd)) AND ((Manage = Manager)
OR (Stat = Selfemp))*

OMCont

Does/do ^UNme own ^YrHsHr business or have a controlling interest in the business / company that ^UHeShe work^S for?

- (1) Yes
- (2) No

ASK IF: *OMCont = Yes*

OMRole

Do/does ^UHeShe have the authority to hire or dismiss full-time employees?

- (1) Yes
- (2) No

ASK IF: *(Stat = Selfemp)*

NoCust

Do/does ^UHeShe have one or more than one client / customer?

- (1) One
 - (2) More than one
 - (3) Don't Know
-

FtPtWk

In ^YrNme (main) job ^Ww ^UHeShe working...

- (1) full-time
- (2) or part-time?

ASK IF: (((Stat = Emp) OR (Stat = GovSchem)) OR (RelBus = Yes)) AND (EverWk < Yes)

ConMpY

In which year did ^UNme start working continuously for ^YrHsHr current employer?

1900..2100

ASK IF: ((Stat = Selfemp) OR (OwnBus = Yes)) AND (EverWk < Yes)

ConSEY

In which year did ^UNme start working continuously as a self-employed person?

1900..2100

ASK IF: ConYrLes <= 8

ConMon

And which month was that?

- (1) January
 - (2) February
 - (3) March
 - (4) April
 - (5) May
 - (6) June
 - (7) July
 - (8) August
 - (9) September
 - (10) October
 - (11) November
 - (12) December
-

Place of Work

ASK IF: ((*Wrking* = *Yes*) OR (*JbAway* = *Yes*)) OR (*OwnBus* = *Yes*) OR (*RelBus* = *Yes*)

Home

(In *^YrNme* main job) *^Dd* *^UHeShe* work mainly...

- (1) in *^YrHsHr* own home,
- (2) in the same grounds or buildings as *^YrHsHr* home,
- (3) in different places using home as a base,
- (4) or somewhere quite separate from home?

ASK IF: *Home* = *Sep*

WkTown

Which city, town or village is *^YrHsHr* place of work in?

TAKE NEAREST. IN LONDON TRY TO GET NAME OF AREA
(eg. PLACE WITHIN BOROUGH, NOT JUST THE BOROUGH)
IF WORKING OVERSEAS ENTER 'ABROAD' AND ENTER THE COUNTRY AT THE NEXT
QUESTION.

STRING[20]

ASK IF: *Home* = *Sep*

WkCty

And which county/city is that in?

IF ABROAD THEN ENTER THE NAME OF THE COUNTRY

STRING[20]

Whether looking for work and method of looking for work

ASK IF: (((((((((Wrking = Yes) OR (JbAway = Yes)) OR (YtEtJb = Yes)) OR (YtEtMp = 1)) OR (YtEtMp = 2)) OR (YtEtMp = 4) OR (NewDea4 = 3)) OR (NewDea4 = 4)) OR (NewDea4 = 5)) OR (NewDea4 = 7)

DifJob

Was/were ^UHeShe looking for a different or additional paid job or business in the week ending Sunday the ^RefDay of ^RefMnth?

- (1) Yes
- (2) No

ASK IF: DifJob = Yes

AddJob

Are/is ^UHeShe looking..

- (1) for a new job to replace your present (main) job
- (2) or for an additional job?

ASK IF: ((EverWk >= Yes) OR (RelBus = Yes)) OR (OwnBus = Yes)

Look4

Thinking of the 4 weeks ending Sunday the ^RefDay of ^RefMnth, were/was ^UNme looking for any kind of paid work at any time in those 4 weeks?

- (1) Yes
- (2) No

ASK IF: ((EverWk >= Yes) OR (RelBus = Yes)) OR (OwnBus = Yes)
AND: (Look4 = No) AND ((Age > 15) AND (Age < 60))

LkYt4

...or were/was ^UHeShe looking in those 4 weeks for a place on a government scheme?

- (1) Yes
- (2) No

ASK IF: (LkYt4 = No) OR ((Look4 = No)

Wait

Were/was ^UHeShe waiting to take up a job that ^UHeShe had already obtained?

- (1) Yes
- (2) No

ASK IF: *Wait = Yes*

JobBeg

And will ^UHeShe be starting ^YrHsHr new job...

- (1) Within three months
(INCLUDING 'in 3 months time'),
- (2) or in more than three months time?

ASK IF: *Wait = No*

LikeWk

Even though ^UHeShe ^ were/was not looking for work in the 4 weeks ending Sunday the ^RefDay of ^RefMnth, would ^UHeShe like to have a regular paid job at the moment, either a full- or part-time job?

- (1) Yes
- (2) No

ASK IF: *Wait = No*

AND: *LikeWk = Yes*

NoLook

May I just check, what was the main reason ^UHeShe did not look for work (in the last 4 weeks)?

- (1) Waiting for the results of an application for a job/being assessed by an ET training agent
- (2) Student
- (3) Looking after the family/home
- (4) Temporarily sick or injured
- (5) Long-term sick or disabled
- (6) Believe^S no jobs available
- (7) Not yet started looking
- (8) Any other reason

ASK IF: *(NoLook = FamHome)*

NoLokF

(May I just check), was the main reason that ^UHeShe did not look for work because...

- (1) ^UHeShe ^ were/was caring for children below school age
 - (2) ^UHeShe ^ were/was caring for other children
 - (3) ^UHeShe ^ were/was caring for a dependent adult relative
 - (4) or some other reason?
-

ASK IF: *Wait = No*
AND: *LikeWk = No*

NoWant

May I just check, what was the main reason that ^UHeShe did not want work (in the last 4 weeks)?

- (1) Waiting for the results of an application for a job/being assessed by an ET training agent
- (2) Student
- (3) Looking after the family/home
- (4) Temporarily sick or injured
- (5) Long-term sick or disabled
- (6) Do^ES not need employment
- (7) Retired from paid work
- (8) Any other reason

ASK IF: *(NoWant = FamHome)*

NoWntF

(May I just check), was the main reason ^UHeShe did not want work because...

- (1) ^UHeShe ^ were/was caring for children below school age
- (2) ^UHeShe ^ were/was caring for other children
- (3) ^UHeShe ^ were/was caring for a dependent adult relative
- (4) or some other reason?

ASK IF: *(((((Look4 = Yes) OR (LkYt4 = Yes)) OR (LikeWk = Yes)) OR (JbAway = Waiting)) OR (Wait = Yes)) OR (DifJob = Yes)*

Start

If a job or a place on a government scheme had been available in the week ending Sunday the ^RefDay of ^RefMnth, would ^UHeShe have been able to start within 2 weeks?

- (1) Yes
- (2) No

ASK IF: *Start = No*

YStart

Why would ^UHeShe not have been able to start within 2 weeks?
CODE MAIN REASON ONLY

- (1) Must complete education
 - (2) Cannot leave present job within 2 weeks
 - (3) Looking after the family/home
 - (4) Temporarily sick or injured
 - (5) Long-term sick or disabled
 - (6) Other reason
-

ASK IF: *Start = No*
AND: *(YStart = FamHome)*

YStrtF

(May I just check), was the main reason ^UHeShe could not start work because...

- (1) ^UHeShe ^ were/was caring for children below school age
- (2) ^UHeShe ^ were/was caring for other children
- (3) ^UHeShe ^ were/was caring for a dependent adult relative
- (4) or some other reason?

ASK IF: *(DifJob = Yes) OR ((Look4 = Yes) OR (LkYt4 = Yes)) AND (JbAway <> Waiting)*

LkTimA

How long have/has ^UHeShe been looking for paid work/a place on a government scheme/an additional or replacement job?

- (1) Not yet started
- (2) Less than 1 month
- (3) 1 month but less than 3 months
- (4) 3 months but less than 6 months
- (5) 6 months but less than 12 months
- (6) 12 months but less than 18 months
- (7) 18 months but less than 2 years
- (8) 2 years but less than 3 years
- (9) 3 years but less than 4 years
- (10) 4 years but less than 5 years
- (11) 5 years or more

ASK IF: *(Wait = Yes) OR (JbAway = Waiting)*

LkTimB

How long were/was ^UHeShe looking for paid work/an additional or replacement job?

- (1) Not yet started
 - (2) Less than 1 month
 - (3) 1 month but less than 3 months
 - (4) 3 months but less than 6 months
 - (5) 6 months but less than 12 months
 - (6) 12 months but less than 18 months
 - (7) 18 months but less than 2 years
 - (8) 2 years but less than 3 years
 - (9) 3 years but less than 4 years
 - (10) 4 years but less than 5 years
 - (11) 5 years or more
-

ASK IF: ((LkTimA > NotYet) OR (LkTimB > NotYet)) AND (((JbAway = No) OR (JbAway = Waiting)) OR (YtEtMp = 3)) OR (YtEtMp = 5))

Befor

What were/was ^UNme doing before ^UHeShe started to look for paid work, were/was ^UHeShe...
CODE ONE ONLY (MAIN ACTIVITY)

- (1) working,
- (2) in full-time education or training or on a government scheme,
- (3) looking after the family or home,
- (4) or were/was ^UHeShe doing something else?

ASK IF: *Befor = FamHome*

BeForF

(May I just check), was the reason ^UHeShe ^ were/was not working because...

- (1) ^UHeShe ^ were/was caring for children below school age
 - (2) ^UHeShe ^ were/was caring for other children
 - (3) ^UHeShe ^ were/was caring for a dependent adult relative
 - (4) or some other reason?
-

Qualifications held

ASK IF: *Age > 15*

AND: *((((Sex = Male) AND (Age > 15)) AND (Age < 65)) OR ((Sex = Female) AND (Age > 15)) AND (Age < 60))) OR (((Wrking = Yes) OR (JbAway = Yes)) OR (OwnBus = Yes)) OR (RelBus = Yes))*

QualCh4

I would now like to ask you about education and work-related training.

Do/does ^UNme have any qualifications....?

CODE ALL THAT APPLY

SET [4] OF

- (1) from school, college or university?
 - (2) connected with work?
 - (3) from government schemes?
 - (4) from a Modern Apprenticeship?
 - (5) no qualifications
 - (6) Don't know
-

ASK IF: NOT (None IN QualCh4)

Quals04

Which qualifications do you/does he/she have, starting with the highest qualifications?
CODE ALL THAT APPLY - PROMPT AS NECESSARY

SET [11] OF

- (1) Degree level qualif. incl. foundation degrees, graduate memb'ship of a profess'l institute, PGCE, or higher
- (2) Diploma in Higher Education
- (3) HNC/HND
- (4) ONC/OND
- (5) BTEC/BEC/TEC/Edexcel
- (6) SCOTVEC, SCOTEC or SCOTBEC
- (7) Teaching qualif. (excl. PGCE)
- (8) Nursing or other medical qualif. not yet mentioned
- (9) Other Higher Education qualifs. below degree level
- (10) A-Level/Vocat'l A-Level or equiv.
- (11) Higher (Scotland)
- (12) Welsh Baccalaureate
- (13) International Baccalaureate
- (14) NVQ/SVQ
- (15) GNVQ/GSVQ
- (16) AS-level/Vocat' AS-Level or equiv.
- (17) Certificate of 6th Yr. Studies (CSYS) or equiv.
- (18) Access to HE
- (19) O-Level or equiv.
- (20) Standard/Ordinary O Grade (Scotland)
- (21) GCSE/Vocat'l GCSE
- (22) CSE
- (23) National Qualifs. (Scotland)
- (24) RSA/OCR
- (25) City and Guilds
- (26) YT Certificate
- (27) Key skills
- (28) Basic skills
- (29) Entry Level Qualifications (Wales)
- (30) Any other profess/vocat'l qualifs/ foreign qualifs.

ASK IF: Deg IN Quals04

Degree4

Is ^YrHsHr degree...

INDIVIDUAL PROMPT
CODE FIRST THAT APPLIES

- (1) a higher degree (including PGCE)?
 - (2) a first degree?
 - (3) a foundation degree?
 - (4) graduate membership of a professional institution?
 - (5) other?
 - (6) Don't know
-

ASK IF: *Deg IN Quals04*
AND: *Degree4 = Higher*

HighO

ASK OR RECORD
CODE FIRST THAT APPLIES
Was ^YrHsHr higher degree...

- (1) a Doctorate?
- (2) a Masters?
- (3) a Postgraduate Certificate in Education?
- (4) or some other postgraduate degree or professional qualification?
- (5) Don't know

ASK IF: *Deg IN Quals04*
AND: *Degree4 = Other*

OthDeg

ASK OR RECORD
You said that the type of degree you have is not a higher degree, first degree, foundation degree or graduate membership of a professional institution. Please describe what type of degree it is.

INTERVIEWER: PLEASE WRITE A BRIEF DESCRIPTION OF THE TYPE OF DEGREE

STRING[225]

ASK IF: *(Teaching IN Quals04) OR (HighO = PGCE)*

Teach4

Was ^YrHsHr teaching qualification for...
CODE ALL THAT APPLY

SET [6] OF

- (1) Further Education?
- (2) Key Stage 4?
- (3) Key Stage 3?
- (4) Key Stage 2?
- (5) Key Stage 1?
- (6) Foundation Stage?
- (7) Don't know

ASK IF: *ALev IN Quals04*

NumAL

ASK OR RECORD
Do/does ^UHeShe have...

- (1) one A Level (or equivalent)
 - (2) or more than one?
 - (3) Don't know
-

ASK IF: *Higher IN Quals04*

NumSCE

Do/does ^UHeShe have...

- (1) one or two SCE highers
 - (2) or three or more highers?
 - (3) Don't know
-

ASK IF: *ASLev IN Quals04*

NumAS

Do/does ^UHeShe have...

- (1) one A/S level,
 - (2) 2 or 3 A/S levels,
 - (3) or 4 or more passes at this level?
 - (4) Don't know
-

ASK IF: *NatScot IN Quals04*

TypHST

What levels of National Qualifications do/does ^UNme have?

CODE ALL THAT APPLY.
PROMPT AS NECESSARY

SET [5] OF

- (1) Access Level?
 - (2) Intermediate 1?
 - (3) Intermediate 2?
 - (4) Higher?
 - (5) Advanced Higher?
-

ASK IF: *NatScot IN Quals04*

AND: *AdvHr IN TypHST*

AdvHST

Do/does ^UHeShe have...

- (1) One Advanced Higher
 - (2) or more than one?
-

ASK IF: *NatScot IN Quals04*

AND: *(Hr IN TypHST) OR (AdvHST = OneAH)*

HST

Do/does ^UHeShe have...

- (1) Three or more highers
- (2) or fewer than three?

ASK IF: (((AnyGCSE IN Quals04) OR (AnyCSE IN Quals04)) OR (OGrade IN Quals04)) OR (IntLv1 IN TypHST) OR (IntLv2 IN TypHST)

QGCSE4

Do/does ^UNme have any of the following qualifications.

INDIVIDUAL PROMPT
CODE ALL THAT APPLY

- SET [5] OF
- (1) ^GCSEa
 - (2) ^CSEa
 - (3) ^SCEa
 - (4) ^NQ1a
 - (5) ^NQ2a
 - (6) NONE OF THESE

ASK IF: (((NOT (GCSEb = N/A) OR NOT (CSEb = N/A)) OR NOT (SCEb = N/A)) OR NOT (NQ1b = N/A) OR NOT (NQ2b = N/A)) OR QGCSE4 = NONRESPONSE

GCSE4

...and do/does ^UNme have any of the following qualifications?

INDIVIDUAL PROMPT
CODE ALL THAT APPLY

- SET [5] OF
- (1) ^GCSEb
 - (2) ^CSEb
 - (3) ^SCEb
 - (4) ^NQ1b
 - (5) ^NQ2b
 - (6) NONE OF THESE

ASK IF: ((((((GCSE IN GCSE4) OR (CSE IN GCSE4)) OR (SCE IN GCSE4)) OR (NQ1 IN GCSE4)) OR (NQ2 IN GCSE4)) OR (OLevel IN Quals04)) OR (None IN QGCSE4))

NumO14

ASK OR RECORD

You mentioned that you/NAME have/has passes at: ^GCSEc ^CSEc ^SCEc ^NQ1c ^NQ2c ^OLevc
How many passes do/does ^UHeShe have in total at this level?

- (1) One or two
 - (2) Three or four
 - (3) 5 or more
 - (4) Don't know
-

ASK IF: BECTEC IN Quals04

BTEC

Is ^YrHsHr highest BTEC qualification.....
CODE FIRST THAT APPLIES

- (1) at higher level (level 4)?
 - (2) at National Certificate or National Diploma level (level 3)?
 - (3) a first diploma or general diploma (level 2)?
 - (4) a first certificate or general certificate (below level 2)?
 - (5) Don't know
-

ASK IF: SCOT IN Quals04

SCTVEC

Is ^YrHsHr highest SCOTVEC qualification....
CODE FIRST THAT APPLIES

- (1) at higher level (level 4)?
 - (2) at full National Certificate level (level 3)?
 - (3) at First/General Diploma level (level 2)?
 - (4) at First/General Certificate level (below level2)?
 - (5) modules towards a National Certificate?
 - (6) Don't know
-

ASK IF: RS IN Quals04

RSA

Is ^YrHsHr highest RSA/OCR...
CODE FIRST THAT APPLIES

- (1) a higher diploma?
 - (2) an advanced diploma or advanced certificate?
 - (3) a diploma?
 - (4) or some other RSA (including Stage I,II & III)?
 - (5) Don't know
-

ASK IF: CG IN Quals04

CandG

Is ^YrHsHr highest City and Guilds qualification...
CODE FIRST THAT APPLIES

- (1) advanced craft/part 3?
 - (2) craft/part 2?
 - (3) foundation/part 1?
 - (4) Don't know
-

ASK IF: Other IN *Quals04*

OthQal

ASK OR RECORD

You said you/NAME have/has a professional/ vocational or foreign qualification. Please could you describe this qualification.

INTERVIEWER: TYPE A BRIEF DESCRIPTION OF THE QUALIFICATION

STRING[150]

ASK IF: NOT (None IN *QualCh4*) AND NOT (GNV IN *Quals04*)

QGNVQ

Do/does ^UHeShe have any FULL GNVQs/GSVQs?

- (1) Yes
 - (2) No
 - (3) Don't know
 - (4) Never heard of GNVQs/GSVQs
-

ASK IF: (QGNVQ = Yes) OR (GNV IN *Quals04*)

GNVQ4

Is ^YrHsHr highest GNVQ/GSVQ at...

CODE FIRST THAT APPLIES

- (1) Advanced level?
 - (2) Full Intermediate level?
 - (3) Part One Intermediate level?
 - (4) Full Foundation level?
 - (5) Part One Foundation level?
 - (6) Don't know
-

ASK IF:: NOT (None IN *QualCh4*) AND NOT (NV IN *Quals04*)

NVQSVQ

ASK OR RECORD

Do/does ^UHeShe have any FULL NVQs or FULL SVQs?

PROMPT AS NECESSARY

- (1) Yes
 - (2) No
 - (3) Don't know
 - (4) Never heard of NVQ's / SVQ's
-

ASK IF: (NVQSVQ = Yes) OR (NV IN Quals04)

NVQlev

What is ^YrHsHr highest level of full NVQ/SVQ?

- (1) Level 1
- (2) Level 2
- (3) Level 3
- (4) Level 4
- (5) Level 5
- (6) Don't know

ASK IF: (((NVQSVQ = Yes) OR (NVQSVQ = No)) OR (NVQSVQ = DonK)) OR (NV IN Quals04)

NVQun

Do/does ^UHeShe have any units towards an NVQ/SVQ (apart from the full ones you have just told me about)?

- (1) Yes
- (2) No

ASK IF: Age > 15

AND: (((Sex = Male) AND (Age > 15)) AND (Age < 65)) OR ((Sex = Female) AND (Age > 15)) AND (Age < 60))) OR (((Wrking = Yes) OR (JbAway = Yes)) OR (OwnBus = Yes)) OR (RelBus = Yes))

Appr4

Are/is ^UHeShe doing, or have/has ^UHeShe completed, a recognised apprenticeship?

INCLUDE ADVANCED AND FOUNDATION MODERN APPRENTICESHIPS (AMA/FMA) AND 'TRADE' APPRENTICESHIPS

- (1) Yes (completed)
- (2) Yes (still doing)
- (3) Yes, has completed one apprenticeship and is now doing a further one
- (4) No

ASK IF: Age > 15

AND: (((Sex = Male) AND (Age > 15)) AND (Age < 65)) OR ((Sex = Female) AND (Age > 15)) AND (Age < 60))) OR (((Wrking = Yes) OR (JbAway = Yes)) OR (OwnBus = Yes)) OR (RelBus = Yes))

Enroll

Are/is ^UNme at present enrolled on any full-time or part-time education course excluding leisure courses? (Include correspondence courses and open learning as well as other forms of full-time or part-time education course)

- (1) Yes
 - (2) No
 - (3) Don't know
-

ASK IF: *Enroll = Yes*

Attend

And Are/is ^UHeShe....?

- (1) Still attending
 - (2) Waiting for term to (re)start
 - (3) or have you stopped going?
-

ASK IF: *Enroll = Yes*

AND: *(Attend = still) OR (Attend = wait)*

AND: *Age < 20*

Course

Are/is ^UHeShe (at school or sixth form college), on a full-time or part-time course, a medical or nursing course, a sandwich course, or some other kind of course?

CODE FIRST THAT APPLIES

- (1) School/full-time
 - (2) School/part-time
 - (3) sandwich course
 - (4) studying at a university or college including sixth form college FULL TIME
 - (5) training for a qualification in nursing, physiotherapy, or a similar medical subject
 - (6) on a part-time course at university or college INCLUDING day release and block release
 - (7) on an Open College Course
 - (8) on an Open University course
 - (9) Any other correspondance course
 - (10) any other self/open learning course
-

ASK IF: *Enroll = Yes*

AND: *(Attend = still) OR (Attend = wait)*

AND: *NOT (Age < 20)*

Course20

Are/is ^UHeShe on a full-time or part-time course, a medical or nursing course, a sandwich course, or some other kind of course?

CODE FIRST THAT APPLIES

- (1) N/A
 - (2) N/A
 - (3) sandwich course
 - (4) studying at a university or college including sixth form college FULL TIME
 - (5) training for a qualification in nursing, physiotherapy, or a similar medical subject
 - (6) on a part-time course at university or college INCLUDING day release and block release
 - (7) on an Open College Course
 - (8) on an Open University course
 - (9) Any other correspondance course
 - (10) any other self/open learning course
-

ASK IF: AGE > 15

AND: (((Sex = Male) AND (Age > 15)) AND (Age < 65)) OR ((Sex = Female) AND (Age > 15)) AND (Age < 60))) OR (((Wrking = Yes) OR (JbAway = Yes)) OR (OwnBus = Yes)) OR (RelBus = Yes))

EdAge

ASK OR RECORD

How old were/was ^UNme when ^UHeShe finished ^YrHsHr continuous full-time education?

STILL IN = 96,

NEVER HAD = 97

5..97

ASK IF: Age > 15

AND: (((Sex = Male) AND (Age > 15)) AND (Age < 65)) OR ((Sex = Female) AND (Age > 15)) AND (Age < 60))) OR (((Wrking = Yes) OR (JbAway = Yes)) OR (OwnBus = Yes)) OR (RelBus = Yes))

LeisCl

Apart from job related training or education (you have already mentioned), have/has ^UHeShe taken part in any leisure or education classes during the four weeks ending Sunday the ^RefDay of ^RefMnth?

(1) Yes

(2) No



Annual Population Survey

Face to Face Interviewer Instructions

2005 Questionnaire

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1 ABOUT THE ANNUAL POPULATION SURVEY

1.1 Purpose of the Annual Population Survey

National Statistics (NS) needs to provide better information on key social and socio-economic variables such as housing, employment, ethnicity and education, particularly at a local level. This will improve inter-censal monitoring of key variables for a range of policy purposes and provide small area statistics for the Neighbourhood Statistics Programme. At present, the Labour Force Survey (LFS) is the largest single source of survey data available for monitoring purposes and produces estimates to a level of precision not matched by any other UK household survey. Together with local LFS boost samples in England (LLFS), Scotland (SLFS) and Wales (WLFS), the LFS sample provides annual estimates for a range of indicators (mainly concerned with the labour market and adult training targets), down to Local Education Authority (LEA) level (similar in size to county).

To provide a wider range of information at (the smaller) Local Authority District (LAD) level would be a big step forward for National Statistics, but to achieve this a much larger sample of households is needed than currently available. The APS, in combination with results from the LFS and associated boosts, will provide increased precision for a range of key variables at LAD level. Some estimates will be sufficiently reliable to publish them on an annual basis for every LAD; others will need to be aggregated across years, or across groups of LADs to meet publishable standards.

1.2 Main Features of the Survey

We aim to achieve interviews with approximately 65,000 households each year for APS. This will mean that, in combination with data from the main LFS and its local boosts, the APS will be able to provide information on key social and socio-economic variables from approximately 215,000 households per annum.

At a local level, the APS survey will provide information from at least 450 economically active adults per year for London Boroughs and at least 500 economically active adults in each Local Authority District in the rest of England, and Wales. Since some districts already meet sample size requirements, addresses for the APS will only be required in certain areas of England, mainly the Shire counties.

Like the LFS, the APS will be a survey of a "panel" of households. The households at selected addresses are interviewed annually over four "waves", in the same way as for the LFS boosts. This method of recall interviewing makes the survey a very efficient way to measure change.

In many cases, the first interview at any household will be a conventional face-to-face interview, carried out in person by interviewers in the field. However, some initial interviews will be conducted by telephone, as for the LLFS, where we have been able to find out the number for an address. Telephone interviewing is an economical method of

carrying out the survey, and is carried out by the Telephone Unit in the ONS office in Titchfield, Hampshire.

At the end of the initial interview, the respondents will be asked if they agree to be interviewed again three more times, on an annual basis. If they are agreeable, they are asked if the interview can take place by telephone. Of course, if respondents do not have a telephone, or do not wish to be interviewed by telephone, then personal visits will still be made.

The interview contains some of the questions contained in the LFS and some key census questions. It is much shorter than the LFS interview. The questionnaire itself operates slightly differently to the LFS questionnaire, as it has been designed in line with the standards used on other surveys carried out by the division. However, just like the LFS questionnaire, during the interview itself, error checks built into the questionnaire program allow the interviewer to resolve inconsistencies. The coding of nationality, country of birth and ethnic group are also done in the interview. Interviewers are expected to code industry and occupation as part of their administration at home

2 INTRODUCTION

2.1 Overview

This version of the Annual Population Survey Interviewers Instructions represents the questionnaire being used for 2004.

These instructions are presented in the same format as those for the LFS, which we hope are straightforward to follow. Many of the topics covered in the first part of your instructions regarding fieldwork for the LFS are also applicable for APS. To avoid duplication here, please refer to your LFS instructions.

Most of the questions the APS contains are taken from the LFS, but the APS uses some of the standards that have been adopted on the other surveys we carry out.

As this is a new survey, and respondents will not have been interviewed before, this version of the questionnaire does not contain any references to the outcome of the previous interview (e.g. last reference date, last household outcome).

We have tried to include guidance about most situations that may arise. However, to cater for every possible circumstance would make instructions bulky and burdensome to read. We have, therefore, tried to balance the need for guidance in unusual situations with the need to find answers quickly. Where we have had to make a judgement, we have tended towards ease of use. Comments and suggestions from interviewers about these instructions will be most welcome.

2.2 Structure of the instructions

2.2.1 Sectional layout

Topics in the questionnaire are arranged in sections. Each section is both named and numbered; page numbering starts afresh for each section (e.g. Page 1-1, 1-2, 1-3; Page 2-1, 2-2, 2-3; etc.). This means that when changes are made in only a few places, supplemental pages can be inserted without affecting the entire document. Coloured sheets have been supplied, and you should insert these between sections. This will make it easier for you to jump to the required place.

2.2.2 Headings

Headings are now arranged hierarchically by topic. This should make it easier to find information about the particular question you want, even if you don't know the question name.

2.2.3 Index


An index of all questions shows both the corresponding section and page number.

2.3 Information provided

Each question shows:

The question name

Whether it is exactly the same question as for the LFS, and should be handled in exactly the same way (indicated by the letters LFS).

Whether it is mandatory (indicated by ): “Don’t know” and “Refusal” keys cannot be used for these questions.

The screen layout of the question.

Further information is divided into two sections: **General** and **Guidance**.

General contains the following information:

Whether the question is mandatory (i.e. must be answered).

Who the question applies to.

General information to interviewers about handling the question.

Guidance contains information about:

Specific circumstances and appropriate responses.

Guidance has been set out under brief headings, which, we hope, will allow interviewers to find answers quickly, without having to wade through several paragraphs of text.

2.4 Appendices

Long lists of categories have been placed in the Appendix. We hope that this will prove faster for interviewers to use as a field manual.

2.5 Help Text

On-line help is available for certain questions. Where you see ‘HELP <F9>’ appended to the question text, pressing the F9 key will bring up a screen containing help text. You can scroll through this text using the cursor keys, or the PgUp and PgDn keys. When you have finished with the help screen press ENTER to return to the questionnaire.

2.6 Conclusion

Any comments about the layout or content of these instructions should be addressed to the APS Research Team.

3 PRELIMINARIES

3.1 Serial Number

The serial number is unique to a particular household; it is the means by which we can identify any particular household's data. When opening a new household (e.g. a multi-household or a new household discovered at waves 2-5), the serial number will be created for you, *with the exception of the household number*. You must enter the household number while you are in Casebook.

```

Open new household questionnaire

Quota   :           134
Week    :             1
W1Yr   :             6
Qrtr   :             3
Addr    :             2
WavFnd :             2

Enter New Household number :   ??
(value range 1-97)

Press ESC to escape

```

Note that almost all elements of the serial number, including **WAVFND**, are already entered. It is *only* the household number that you need to enter.

Closing down a household

When you close down a household to replace it by a new one, the *household number* of the *new* household should be *the same* as that for the old one.

Example:

| Quota | Week | W1Yr | Qrtr | Addr | WavFnd | Hhold |
|-------|------|------|------|------|---------------|--------------|
| 123 | 5 | 8 | 2 | 4 | 1 | 1 |

This household was first interviewed at Wave 1. Now, in the next year you go to the address and find that this household has moved out and a new household has moved in.

Close down the above household and open up a *new* household with the following serial number:

| Quota | Week | W1Yr | Qrtr | Addr | WavFnd | Hhold |
|-------|------|------|------|------|---------------|--------------|
| 123 | 5 | 8 | 2 | 4 | 2 | 1 |

It is the **WavFnd** that identifies the new household. Note that the Hhold number hasn't changed, because there is still only one household at this address.

Concealed multi-households

When a concealed multi-household has been identified, you *must* enter a new household number.

PostCode

The postcode of the address is shown in the questionnaire. This is a final opportunity to check with the respondents that you are at the correct address. This is a protected field, which you cannot change.

RefDte

LFS

The reference week ending date (i.e. the Sunday immediately prior to the allocated week) will have been input into each record at HQ. This question is protected, and you will be unable to change it. It will appear in a numeric format as Day-Month-Year. This date will be referred to at regular intervals throughout the questionnaire. It will also be used to calculate the dates three months and one year ago, as needed.

ThisWv

LFS

The current wave number will automatically appear in each record, and you will be unable to change it. It merely shows the wave at which you are currently interviewing. Although all respondents will be being interviewed for the first time, some will have been allocated to later waves.

When you create a new record, the current wave number will be entered automatically by the computer.

Contin

```
INTERVIEWER CHECK THE SERIAL NUMBER.  
QUIT THE QUESTIONNAIRE IF THE SERIAL NUMBER IS WRONG.  
  
1. PRESS <1> TO CONTINUE
```

General

This question provides you with one last opportunity to check the serial number and so ensure that you are at the right address before you begin your interview.

3.2 Entering the questionnaire for a first time, or on a later occasion

The interview for the Annual Population Survey deals with the issue of interviewing all the people in a household, in any order, in a different way to the Labour Force Survey. Unlike the LFS, the questions for each person are not parallel blocks.

Instead, the interview is linear, with the interviews for each individual taking place one after the other, in any order you choose. A question called **Intany** asks if you want to conduct any interviewing or code any individual out as a non-contact or non-response at

the current time. If you do, **NameInt** shows a list of all the people in the household, and any one of these can be chosen to be interviewed or coded as a refusal or non-contact next.

The question **NameInt** occurs as many times as there are people in the household, so that for a household containing 4 people, it will occur 4 times, to allow you to select the next person to interview or record an outcome for.

When one person has been interviewed or coded as a refusal or non-contact, the questionnaire will bring you to the next occurrence of **IntAny**. At this point you can choose whether to carry on interviewing, or to stop and complete the recall block and stop the timing before exiting the questionnaire. If you have coded '1' to indicate that you wish to interview someone else, the next instance of **NameInt** will appear. This will allow you to choose the next person to either interview or code an outcome for. Any people that you have previously interviewed or coded out will be shown as completed on the screen.

On another survey that used the same system for interviewing individuals in any order, there was a problem with interviews for individuals being overwritten. We are trying to avoid the same problem! The following questions deal with this problem.

StartDat



ENTER DATE INTERVIEW WITH THIS HOUSEHOLD WAS STARTED

General

This will have a default value of the date this questionnaire was first entered. Only change if the date is wrong on the first time you enter the questionnaire for the household. Do not change if the questionnaire is being entered for a second time.

Guidance

Non-responding or ineligible households

If the household is non-responding or is ineligible (or eligibility cannot be determined) please go straight to the recall section via parallel blocks, from here.

IntrType



ENTER WHETHER A FACE TO FACE OR TELEPHONE UNIT INTERVIEW

1. Telephone unit
2. Face to face

General

This should be set as a face-to-face interview, but if not, enter that this interview is taking place as a face to face interview.

DateChk



IS THIS:

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

General

This question asks if this is your first or second time opening the questionnaire. This will affect how you proceed through the interview.

Guidance

Questionnaire entered for the first time

- Code 1 if it is the first time that you have opened the questionnaire.
- A check will come up on the screen if you code that it is the first time that you have entered the questionnaire, and the date you have entered does not match the computer's date. If this does happen, first check that the entry for **StartDat** is correct. If it is, then use the emergency code 5 to indicate that the computer's date is wrong, and contact the Help Desk after the interview.

Questionnaire entered for a second or later time

Code 2 if you are opening it on a subsequent occasion, either to continue interviewing or to do administration and coding of occupation and industry.

IntCod



CODE WHETHER THIS IS THE INTERVIEW STAGE OR WHETHER YOU ARE DOING CODING OR ADMIN

1. Interviewing
2. Coding/administration
3. Other - OFFICE USE ONLY

General

This question appears after you have entered the date, and whether it is the first or the second or later time you have accessed the questionnaire.

Guidance

Interviewing

Use code '1' when entering the questionnaire to do any interviewing. This will also start the timing of the interview.

Admin

Code '2' when entering the questionnaire to browse, do administration or complete coding for occupation and industry.

Code '3' should *not* be used: this is reserved for Research only.

Second

```
INTERVIEWER: TO DO SOC CODING OR ADMIN
PRESS <CONTROL> AND <ENTER> TO REACH THE PARALLEL BLOCKS

INTERVIEWER: TO CARRY ON WITH INTERVIEWING
YOU MUST NOW PRESS <END> TO CONTINUE THIS INTERVIEW
AFTER PRESSING <END> USE THE UP ARROW KEY TO RETURN TO
THE QUESTION "INTANY" AND CHANGE THE ANSWER FROM "NO" (2) TO "YES" (1)

PRESS <END> TO CONTINUE
```

General

Second instructs you to press <End> to continue with the questionnaire. This will take you to the last completed point in the questionnaire.

It is very important that you follow this instruction correctly – if you don't, you risk overwriting interviews that you may already have entered.

Guidance

Interviewing

If you are opening up the questionnaire for the second or subsequent time to do interviews or coding out of respondents, you should press <End> at **Second** and then use the up arrow key once only to go to **Intany**, and change it to code 1.

Admin

If you are entering the questionnaire for a second or later time in order to do admin, then you should still press <End>. As all the interviewing will be completed, it will take you to the admin block.

It is also possible to access the admin block as a parallel field.

NameInt



| | |
|---|-----------|
| INTERVIEWER: WHO WILL YOU BE INTERVIEWING/CODING AS REFUSAL OR NON CONTACT NOW? | |
| 1. Fred | |
| 2. Wilma | Completed |
| 3. Pebbles | |
| 4. BamBam | |
| 5. Granny | Completed |

General

This question allows you to choose who you want to interview or code out next. You should enter the number next to the name of the person you wish to do now. When you have finished a person, you will arrive at the next instance of this question. Those people who have already been done will have the word 'Completed' next to them so that you can keep track of your progress through the household.

When you open the questionnaire a second or subsequent time to do more interviews or code individuals as refusal or non-contact, you should check that you are at the correct position of the questionnaire:

- The summary screen at **NameInt** should read 'Completed' next to all respondents you have interviewed or coded as refusal/non-contact. In the example above, Wilma and Granny have already been interviewed, and are marked as 'Completed'.

If this is not the case, stop. If you continue, you will be overwriting previous interviews or outcomes. The safest thing to do is probably to quit the form without saving any changes and come back in again.

3.3 Information from Neighbours

Information provided by neighbours is highly speculative. As a general principle, do not regard anything said by non-members of the household as *survey data* about the household. Interviewers *may* get advice from neighbours about the best time to call; and interviewers may accept definite confirmation from neighbours of their own (i.e. the interviewers') observations, e.g. whether an address is vacant or not.

For example, where an interviewer finds an address vacant, but the neighbour says that it was occupied by students who may be coming back sometime (e.g. next term), the address should be coded as "vacant" and *not* "non-contact".

3.4 Timing the Questionnaire

Overview

The questionnaire has a timing mechanism built into it: one entry starts the process, and one ends it.

Starting the timing

When you enter the questionnaire and key in your interviewer number, the question, **INTCOD**, will appear. Entering '1' starts the clock running to time the interview.

Finishing the interview

After interviewing, you *must* stop the timing mechanism *before* exiting the questionnaire. On completion of the interview, you will enter the *Thanks* section. The timing question, **Calculate**, appears after all the individuals in the household have been interviewed or coded.

However, if you are unable to complete the interviews with all the members of the household for any reason, then this question must be accessed by going through the parallel blocks and selecting the admin block. **Calculate** is the first question, enter 1 to end the timing and then you can exit the questionnaire via the parallel blocks.

Entering '1' stops the timer. This only needs to be done when interviewing.

IntCod

```
CODE WHETHER THIS IS THE INTERVIEW STAGE OR WHETHER YOU ARE DOING CODING OR ADMIN
1. Interviewing
2. Coding/administration
3. Other - OFFICE USE ONLY
```

General

This question appears after you have entered the date, and whether it is the first or the second or later time you have accessed the questionnaire.

Guidance

If you are about to start an interview, code '1'. This starts the timing mechanism. Code '2' when entering the questionnaire to browse, do administration or complete coding.

Code '3' should *not* be used: this is reserved for Research only.

Calculate

```
INTERVIEWER: YOU MUST ANSWER THIS QUESTION EACH TIME YOU CARRY OUT SOME
INTERVIEWING IN THIS HOUSEHOLD

THIS WILL CALCULATE HOW LONG YOU HAVE SPENT INTERVIEWING AT THIS HOUSEHOLD ON THIS
AND PREVIOUS OCCASIONS

PRESS 1 TO TRIGGER ESSENTIAL CALCULATIONS

1. Trigger calculations
```

General

This question will only appear if **IntCod** is coded '1' to indicate that you are interviewing.

The timing mechanism provides a comparable measure of interview length for both Face-to-Face and telephone interviews.

Guidance

If you have completed an interview, then code '1'. This stops the timing mechanism. After entering '1', you *must* press <enter>.

No interviewing

If you have entered the questionnaire and have not done any interviewing, then this question does not need to be answered and you can exit the questionnaire as normal.

Timing the questionnaire, specific instructions

Despite having the timing calculation carried out by computer, you must still record the length of the interview in the Calls and Outcome block. The Calls and Outcome block records the time spent on the household; this includes the time taken for the introduction, as well as for unproductive calls, whereas the timing mechanism records only actual interviewing time.

4 HOUSEHOLD & RESPONDENT CHARACTERISTICS

WhoHere



```
Who normally lives at this address?...HELP <F9>
PRESS <1> TO CONTINUE
1. PRESS <1> TO CONTINUE
```

General

This question should only be completed once the standard questions identifying who lives at the address have been asked:

- Who normally lives at this address? *and, if necessary,*
- Do all the people you've just told me about share at least one main meal a day or the living accommodation?

Guidance

Who to include

You should include *all* members of the household.

Adult children

Adult children who consider their main residence to be with their parents should be included at their parents' address, unless they are students or living in NHS accommodation. Further information about this is given under **ChkSt** and **HallRes**.

Name

```
RECORD THE NAMES (OR A UNIQUE IDENTIFIER) FOR EACH MEMBER OF THE HOUSEHOLD...HELP<F9>
WHEN ALL HOUSEHOLD MEMBERS HAVE BEEN ENTERED, PRESS PgDn"
```

General

Names are beneficial for recall interviewers who have not had any previous contact with the household. They help interviewers establish not only that the right household has been contacted, but also that the residents in the household have been correctly identified. Do not, however, explain this to respondents, as they will not yet know about recall interviews. It is better to tell the respondent that you are asking for names so that you can keep track of whom you are talking about as you proceed through the interview.

Guidance

Lack of space

For adults, if space is limited, it is vital to record *surnames* together with an appropriate title (e.g. Mr, Mrs, Dr); forenames need not be recorded in full. With children, however, it is often better to record first names, as these are more helpful to telephone interviewers during recall.

Refusal to provide a name

Rarely, respondents refuse to give their names at the outset of an interview. These can be left blank, but it would be better to enter 'refused' so that the next interviewer is clear about what has happened. For your own benefit in identifying whom you are interviewing, it may be useful to call them Mr X, Mrs Y and Miss Z. At the end of the interview, having developed a rapport with the respondent, you may be in a position to ask for their names again. If they do provide their names, return to **NAME** and enter them.

Titles

For telephone interviewers, knowing the respondent's title is very helpful, particularly for elderly respondents. When they first contact respondents, telephone interviewers are unsure how to address them. For example, D. Smith could be male or female, married or unmarried.

Mistakes: adding people

The number of names you enter at this question determines the number of lines at the household box. If you discover later in the interview that the household is larger than the number you originally recorded, return to this question and enter the additional names accordingly.

Mistakes: dropping people

Warning! If you decrease the number of names, you will lose lines from *the bottom of the household box*. If you have already interviewed these people, *all* information collected from the interview will be *lost* when you close down the questionnaire!

Although it is not essential to enter the 'Head of household' on the first line, it is good practice for interviewers to enter names in a common way. The 'head of household', based on your answers to **SEX**, **AGE**, **MARSTAT**, **LIVWITH**, and **HHLDR**, is determined by the program, although it will not be displayed.

ChkSt**LFS**

INTERVIEWER - HAVE YOU CHECKED FOR STUDENTS:
 - IS THERE ANYONE AWAY STUDYING?
 - ARE THEY LIVING IN HALLS/AT BOARDING SCHOOL?
 (STUDENT NURSES LIVING IN NHS ACCOMMODATION ELSEWHERE IN
 GB SHOULD NOT BE INCLUDED)

1. Yes, checked
2. No (ARROW BACK TO INCLUDE THEM
 IN NUMBER OF PEOPLE IN
 HOUSEHOLD)

General

Unless you code 1 (Yes) at this question, you will be unable to proceed any further.

This check is simply a reminder to include students living in Halls of Residence/ Boarding School. This question is included because this group of people is treated differently on the APS and LFS from the way it is on other surveys.

Guidance

Before moving on, you should also check, “Does anyone else live at this address?”.

After listing those who are present in a household, it will be necessary to ask two further questions:

May I just check, is there anyone who is living away from this address because they are at school or college or university, and who comes home during the holidays?

If the answer to this question is ‘Yes’, then ask the following question:

May I just check, while they are away, are they living at a private address, or are they living in a hall of residence/boarding school?

Students Living in Halls of Residence/Boarding Schools

We wish to *include* young people who may be:

- students (aged 16 or over) or in halls of residence or
- school children (aged under 16) at boarding school.

Accommodation owned and viewed as halls of residence by the university but is OFF campus is not regarded as halls of residence.

Students who are in-between accommodation and treating their parents’ address as their main residence should be included in the household.

Student nurses

Nurses (including student nurses) living in NHS accommodation in Great Britain are sampled separately. Therefore, student nurses should *not* be included in the household.

4.1 The Household Box

The questions in the household box and relationship grid must be completed for *everyone* in the household - *including* people who refuse to take part.

Who can provide the information

You should attempt to collect this information from the informants themselves, but, where this is not possible, information can be collected from another household member. Note that this is the *only* place in the questionnaire where *information can be collected from a **non-related** household member*. Proxy information should only be taken from those who are 19+ unless the Head of Household or spouse personally asks that a young person aged 16-18 provides the information.

Incomplete information

If it is not possible to obtain complete information about a household member, you will need to provide an answer based on information that you have been able to glean from the household. *All questions* (with the exception of **BIRTH**) *must be answered before completion of the questionnaire*. If you cannot obtain someone's date of birth, code **BIRTH** 'Don't know' or 'Refusal'.

Proxy details

Often, household box details about one person are obtained from a different person. If you subsequently carry out a personal interview with the first person, you should always check that their household box details are correct.

For example, you speak to Mrs. Jones, who provides household box details about herself and Mr Jones. Later, you carry out a personal interview with Mr Jones, and you verify his household box details with him.

Where a person living alone is too old, too sick or too deaf to be interviewed and there is someone you could take an interview with on their behalf (e.g. relative, friend, health visitor etc.) you may do so but only with the person's permission and preferably in his or her presence.

People cohabiting can give proxy information. This includes same-sex couples.

Amending the size of the household box

The size of the household box is determined by the preceding questions and will contain only the number of lines that have been specified. If you find that the household is larger than the number you originally recorded, return to **NAME** and enter a new name. This will create an extra line in the household box.

Sex



| |
|-----------------------------|
| Sex 1. Male 2. Female |
|-----------------------------|

General

The interview cannot be completed without the respondent's sex being recorded.

Birth

| |
|--|
| What is your date of birth? ... FOR DAY NOT GIVEN... ENTER 15 FOR DAY FOR MONTH NOT GIVEN... ENTER 6 FOR MONTH@/@/ |
|--|

General

Date of birth is required for each household member. If the date of birth is not known or refused, enter <Ctrl> K (Don't know) or <Ctrl> R (Refusal), respectively. This question can be left blank.

The date of birth should be entered as a day, month and year. The month should be entered as a numeric. All years must be entered as four digits. A space/hyphen is entered automatically by the program to separate the numbers.

Ageif



| |
|--|
| What was your age on Sunday the 20 of April? 99 or more = CODE 99 ...HELP<F9> |
|--|

General

This question will appear if "Don't know" or "Refusal" is answered at **Birth**. An interview cannot be continued past the household box without a date of birth or an age being recorded, and you cannot enter "Don't know" or "Refusal" at this question.

Guidance

Special cases

For babies under 1 year of age, enter 0.

For respondents aged 99 or over, enter 99.

Don't Know/Refusals

If the respondent doesn't know (e.g. information from another member of the household), try to obtain an estimate. If you are unable to obtain an estimate or if the respondent refuses, contact your Field Manager for an imputed age. An estimate is preferable to an imputed age. Your Field Manager will normally ask for an age range in order to provide a sensible figure.

DVAge

General

This field shows the age of the respondent at the end of the reference week as calculated by the computer from your answer at either **Birth** or **AgeIf**. It is protected, and you will be unable to change it, but it gives you an opportunity to check that that you have entered the date of birth correctly.

Guidance

Birthday in month of interview

Note that it is the person's age at the *end* of the reference week that is calculated by the computer. If a person's birthday occurs in the month in which the interview takes place, any discrepancies should be resolved by checking whether their birthday falls before or after the end of the reference week.

HallRes



LFS

IS THIS PERSON LIVING IN HALLS OF RESIDENCE OR AT A BOARDING SCHOOL?
N.B. STUDENT NURSES LIVING IN NHS ACCOMMODATION ELSEWHERE IN GREAT
BRITAIN, SHOULD NOT BE INCLUDED IN THIS HOUSEHOLD.

1. Yes
2. No

General

This interviewer check-question appears only for respondents aged 16 and over. The interview cannot continue without an answer to this question.

Guidance

Code 'Yes' for any household member who is currently living away from the household in a Hall of Residence; they are eligible to be interviewed as part of the household.

MarStat



```
ASK OR RECORD

Fred

Are you.....HELP<F9>

CODE FIRST THAT APPLIES

1. single, that is, never married
2. married and living with your husband/wife
3. married and separated from your husband/wife
4. divorced
5. or widowed?
```

General

The interview cannot be completed without the marital status being recorded. It is only asked of adults aged 16 or over.

Husband and wife

You need not ask this question of a husband and wife if you have already been told about a 'wife' or 'husband' living in the household (just enter code 2), provided you are satisfied that they are married.

Other circumstances

In all other circumstances, you should read all the answer categories irrespective of the household composition. *Do not* amend the question to suit particular circumstances. You should read the *entire* question (including married and living with husband/wife) to a single person or to two people of the same sex. If challenged on this point, you should say that it is a standard question asked of everyone in order to cover all situations.

Guidance

Marital status

We are after the informant's true (legal) marital status. Although you should record legal marital status, do not probe the answer to "Separated". That is, you should use "Married and separated from husband/wife" to record estrangement, whether the separation is legal or not.

Temporary absence

If a respondent's spouse is temporarily living away from the household for reasons unconnected with a breakdown of the marriage, the spouse remaining in the household should be coded 2 (married and living with spouse), even though both husband and wife are not present. For example, a spouse might be temporarily overseas or looking after an elderly relative.

Don't Know

If the respondent does not know or refuses to provide this information, contact your Field Manager or Supervisor for an estimate from the Household box estimation rules sheet.

LiveWith



ASK OR RECORD

Fred

May I just check, are you living with someone in the household as a couple?...HELP<F9>

General

The interview cannot continue without an answer to this question.

This question will be asked if:

- the respondent is aged 16 or over **and** there is more than one person in the household **and**
- the respondent is single, separated, divorced or widowed.

Guidance

Only informants who are living together with their partner in *this* household should be coded as living together as a couple.

Coding without asking the question

You may code an answer at LiveWith without asking the question if the answer was given in response to previous questions.

You may Code 2 'No' without asking the question if all members of the household are too closely related for any to be living together in a *de facto* marital relationship.

Same sex couples

Code both members of a homosexual couple as cohabiting with same sex partner (Code 3) if the information is volunteered after the question is asked.

Hhldr



ASK OR RECORD

Fred

In whose name is the accommodation owned or rented?...HELP<F9>

Guidance

The householder must be a member of the household and is the person who owns or rents the accommodation or the person who is 'responsible' for household affairs. If the accommodation is owned or rented by someone outside the household you will need to ask who in the household is responsible for household affairs.

Ask the question once then record an answer for each member of the household aged 16 or over. Where there is joint ownership code 3 for all owners.

4.2 Household Reference Person

Interviewers should continue to record the Head of Household as they have always done. Social and Vital Statistics Division (SVS – formerly SSD) also want to identify the Household Reference Person (HRP). The HRP is based on income rather than social custom. In many cases, the HRP will be the same person as the current Head of Household.

The HRP must be someone who said they were either a sole or joint householder at **Hhldr** (Accommodation owned or rented in this person's name). Where no one owns or rents the accommodation (e.g. a friend has let the respondent use a flat), the person(s) *living* in the household *responsible* for the accommodation should be recorded. Where there are joint householders at **Hhldr**, the HRP will be:

- The person with the highest income
- Where incomes are the same, the eldest person
- Where they have precisely equal ages (e.g. twins), the first person entered in the Household Grid

The HRP is only used to analyse the data, so there is no need to explain either HoH or HRP to respondents.

HiHNum

You have told me that ...jointly own or rent the accommodation.
Which of you/who has the highest income? ...

General

This question is asked if there are two or more joint householders.

Guidance

If respondent asks for period to average over – say one year. Prompt as necessary for joint householders: is one of them the sole person with paid work or an occupational pension?

Enter the number of the person with the highest income. Please note that we are not asking what that income is: only who has the highest. Please take into account all differences, even if they are small. If two or more people have the same income, enter their person numbers separated by *spaces*. If respondents are unsure and say that each person in the household earns about the same amount, enter the numbers of all of those persons.

If the income of persons in the household varies throughout the year, record the person who had the highest income over the past year.

If respondents genuinely do not know, you may use the "Don't know" key (<Ctrl>k).

JntEldA

| |
|---|
| ASK OR RECORD |
| ENTER PERSON NUMBER OF THE ELDEST JOINT HOUSEHOLDER FROM THOSE WITH THE SAME HIGHEST INCOME |
| (1)..Fred |
| (2)..Wilma |

General

This question is asked if there are two or more joint householders with the same highest income.

JntEldB

| |
|---|
| ASK OR RECORD |
| ENTER PERSON NUMBER OF THE ELDEST JOINT HOUSEHOLDER |
| (1)..Fred |
| (2)..Wilma |

General

This question is asked if there are two or more joint householders and the householder with the highest income at HiHNum is not known or refused.
We do not expect this to come up often.

4.3 The Relationship Grid

The purpose of the relationship grid is to calculate family units by defining household members' relationship to one another.

The Relationship Grid will only appear if there is more than one person in the household.

At recall waves, it will be necessary to check that the relationships were correctly coded at the previous wave.

Please note that this is different to the relationship grid used in the LFS as there is only one category for parent or guardian.

R

I would now like to ask how all the people in your household are related to each other.

CODE RELATIONSHIP of Waynetta to Wayne...HELP<F9>

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

General

Preamble

You may want to introduce this section. A possible introduction is: “There are a lot of changes taking place in the make-up of households/families and this section is to help find out what these changes are. I’d like you to tell me the relationship of each member of the household to every other member.”

Ask all households with more than one person

The section must be asked for *all* households consisting of more than one person. Please ask in every case. You should not make assumptions about any relationship.

The Blaise program – relationship grid

The Blaise program works out the ordering of the questions for you. It works down the grid, asking about the relationship of each person in the household to every other household member. It asks about the relationship of person 02 to person 01, person 03 to person 01 and person 02, person 04 to person 01, person 02 and person 03 and so on until you have completed the grid for the entire household.

Guidance

Example:

| | Name | R[1] | R[2] | R[3] | R[4] | R[5] |
|------------|----------|------|------|------|------|------|
| QaskRel[1] | Wayne | | | | | |
| QaskRel[2] | Waynetta | 2 | | | | |
| QaskRel[3] | Kevin | 3 | 4 | | | |
| QaskRel[4] | Tracie | 4 | 3 | 12 | | |
| QaskRel[5] | Victoria | 3 | 3 | 11 | 11 | |
| QaskRel[6] | Sean | 11 | 14 | 17 | 17 | 17 |

In the above example, Wayne and Waynetta are a cohabiting couple. Wayne (34, single) has a son, Kevin (8), from a previous relationship. Waynetta (36, divorced) has a daughter, Tracie (10), from her previous marriage. Wayne and Waynetta both have a daughter, Victoria (3). Wayne’s brother, Sean (20), lives with them.

Tracie is Wayne's stepdaughter, and Kevin is Waynetta's stepson. Tracie and Kevin are step-siblings. Because Victoria shares a parent in common with both Kevin and Tracie, Victoria is a half-sister to each of them. A half-brother/sister is recorded in the relationship grid as a brother/sister.

Sean is Kevin's and Victoria's uncle. Although he is not related by blood to Tracie, because Wayne is Tracie's stepfather, Sean is considered to be Tracie's uncle. Similarly, Sean is considered to be Waynetta's brother-in-law.

Stepchildren

In the above example, the children were coded as natural brother and sister because they shared a common parent. Where children do *not* share a common parent, code them as 12 (stepbrother and sister).

You should always probe for stepchildren. However, this should be done with care, especially if the children are present, as the children may not be aware of their precise status.

Cohabiting couples

Cohabiting couples should be treated in the same way as married couples. Therefore, a partner's mother should be recorded as the informant's mother-in-law. Where one member of the couple is not the natural parent of children in the household, record the children as code 4 (stepchildren).

For example, where Fred and Wilma are living together with their children and Wilma's mother, Granny is Fred's mother-in-law.

| | Name | R[1] | R[2] | R[3] | R[4] |
|------------|---------|------|------|------|------|
| QaskRel[1] | Fred | | | | |
| QaskRel[2] | Wilma | 2 | | | |
| QaskRel[3] | Pebbles | 3 | 4 | | |
| QaskRel[4] | BamBam | 3 | 4 | 11 | |
| QaskRel[5] | Granny | 10 | 7 | 16 | 16 |

Same sex partners

Same sex partners should be described as 'cohabiting partner'. However, relatives of same sex couples should *not* be treated in the same way as married/cohabiting couples. For example, Fred and William are living together with Fred's children and William's mother. Here, Granny's relationship to Fred should *not* be coded 10 (Parent-in-law), but should be coded 18 (Other, non-relative). Similarly, Pebbles and BamBam are *not* William's children.

| | Name | R[1] | R[2] | R[3] | R[4] |
|------------|---------|------|------|------|------|
| QaskRel[1] | Fred | | | | |
| QaskRel[2] | William | 2 | | | |
| QaskRel[3] | Pebbles | 3 | 18 | | |
| QaskRel[4] | BamBam | 3 | 18 | 11 | |
| QaskRel[5] | Granny | 18 | 7 | 18 | 18 |

Foster children with their own children

Occasionally you will find households with a foster child who has her own children living in the household. Code the *foster child* as 5 (Foster child) in relation to the foster parents

and 13 (Foster brother/sister) in relation to the children of the foster parents. Code the foster child's *children* as 18 (other non-relation) in relation to *both* the foster parents and their children. If you do this, the program will organise the residents into two family units:

Foster parents and their children

Foster child and her children

The example shown below illustrates such a household and how it should be coded.

| | Name | R[1] | R[2] | R[3] |
|------------|---------|------|------|------|
| QaskRel[1] | Shirley | | | |
| QaskRel[2] | Karen | 3 | | |
| QaskRel[3] | Rita | 5 | 13 | |
| QaskRel[4] | Steven | 18 | 18 | 3 |

Separated couple living together

If a wife and husband are separated but living in the same household, code as 'other relation'.

Step-grandparents

Step-grandparents should be coded as 18 (other non-relative).

Relative acting as a guardian

If a respondent is legally responsible for a nephew or a niece who isn't adopted or fostered, code this person as 'fostered' rather than 'other relative'.

4.4 Tenure Of Accommodation

Ten1

FTF - PROMPT AS NECESSARY - USE SHOW CARD

TEL - RUNNING PROMPT - READ TO ? AT END OF CODE 5

In which of these ways do you occupy this accommodation?

- | | |
|------------------------------------|-----------------------------------|
| 1. Own it outright | 5. Live here rent free (including |
| 2. buying it with the help of a | rent free in relative's/friend's |
| mortgage or loan | property, excluding squatting)? |
| 3. pay part rent and part mortgage | 6. squatting |
| (shared ownership) | |
| 4. rent it | |

General

This question is asking for the formal legal tenure of the household.

You should use a show card when asking this question, and prompt if necessary.

Guidance

Buying with a mortgage/loan

Use code 2 (buying with a mortgage) only if a household member is using a mortgage to *buy* the home. Some outright owners re-mortgage their home, for example, to provide a source of income during their retirement. They receive regular payments from the lender during their lifetime. After their death, the property reverts to the lender. Such people should be coded as outright owners.

Shared ownership

Shared ownership means paying part mortgage and part rent. People with shared ownership arrangements are *not* private renters; nor are they local authority or housing association tenants, even if their arrangement is with a local authority or housing association.

If the person moves, he/she will get some of the proceeds from the sale of the property, according to how much of the original cost has been paid off. This should not be confused with rental/purchase, which is a form of renting.

Renting from relatives

Households who are living in accommodation owned by relatives or friends (including situations where the relatives/friends are paying the mortgage) should be coded 5 (rent-free) at **Ten1** and 5 (relative) or 6 (friend) at **LLord**.

Rented flat purchased

An elderly person may be living alone in a flat that was originally rented (privately or from the council). One of their children may have bought the flat for their parent.

If the flat is in the child's name, treat as private renter: Code 5 (rent free) at **Ten1** and 5 (relative) at **Llord**.

If the flat is in the parent's name, treat as owner-occupier: Code 1 (owned outright) at **Ten1**.

Mixed ownership

A house may be half owned by a resident and half owned by their son. The resident owns the house outright, yet the son's half is owned via mortgage. If the son lived in the property as well, you would code 2 = mortgage. If the person who owns the half outright lives there by themselves then code 1 = owned outright.

Bank possession

If a bank has taken possession of a house as security for a business, code as follows:

Ten1 = 1 if the resident owned it outright or **Ten1** = 2 if the resident was buying it with a mortgage or loan. This is because the bank does not own the property.

Tied

Does the accommodation go with the job of anyone in the household?

1. Yes
2. No

General

This question applies to respondents who rent accommodation or who occupy the accommodation rent-free. Tied accommodation is accommodation that goes with the job of a household member. Those living in tied accommodation may either pay rent or live rent-free. The accommodation must go with a job currently held by a household member.

Guidance

Person temporarily away

If the accommodation goes with the job of someone who is temporarily not a member of the household, use code 1. For example, a policeman living with his family in police flats may have been injured and may be in hospital for some time.

Accommodation related to former status

If accommodation went with informant's former job (now retired) or with the job of someone who is now dead (i.e. widow still lives there) code 'No'.

LLord

Who is your landlord... . . . HELP<F9>
CODE THE FIRST THAT APPLIES

- | | |
|---|---|
| 1. the Local Authority or Council/ New Town Development/Scottish Homes? | 5. Relative/friend (before you lived here) of a household member? |
| 2. Housing Association or co-operative or charitable trust? | 6. Employer (individual) of a household member? |
| 3. employer (organisation) of a household member? | 7. Another individual private Landlord? |
| 4. another organisation? | |

General

This question applies to respondents who rent accommodation or who occupy the accommodation rent-free.

Guidance

The person (or organisation) from whom the respondent rents the accommodation (or occupies the accommodation rent-free) is the landlord. You will often be given a name. You need to establish whether this is the name of an individual or an organisation. If it is an organisation, ask the respondent which category best describes his or her landlord.

More than one circumstance applies

You should use the *first* code that applies. For example, the informant may rent from a local authority that is his/her employer. In this case, use code 1 whether or not the accommodation is tied to the job.

Tied council housing

Council housing tied to the job of anyone in the household should be coded 1 (local authority) *not* 3 (employer). This also applies to police houses and school caretakers' houses, where the landlord is the local authority.

Agents

The landlord is not necessarily the person who collects the rent from the respondent. This may be an agent or other employee of the landlord. If the accommodation is being rented through an estate agent on the owner's behalf *and* the informant does not know who the owner is, use code 7 (other private individual).

Sublets

Where accommodation is sublet, the landlord is the person from whom the respondent is renting, not the owner of the property. For example, a Council may own accommodation that it rents to a tenant. The tenant in turn rents it (or provides it rent-free) to the respondent. In this case, the respondent's landlord is the council tenant *not* the Council.

Relative/friend

Use code 5 only if the informant and landlord were friends before they were tenant and landlord, *not* if they have become friendly since.

Renting from an employer

Use code 6 if the informant rents from an employer who, in turn, rents from a private landlord.

Furn

```
Is the accommodation provided... .. HELP<F9>
```

```
RUNNING PROMPT
```

1. furnished
2. partly furnished
3. or unfurnished?

General

This question applies to respondents who rent accommodation or who occupy the accommodation rent-free.

Read this question as a running prompt.

Guidance

The terms ‘furnished’, ‘partly furnished’ and ‘unfurnished’ have not been defined. If asked what these terms mean you should refer the respondent to the terms of the agreement with the landlord (if one exists).

Whose furniture

When deciding whether the property is furnished or not, the respondent should only take into consideration furniture provided by the *landlord*.

‘Inadequate’ furniture

The informant may feel that the furniture provided is inadequate, but you should use code 1 if the accommodation is supposed to be furnished.

4.5 Access to motor vehicles

The harmonised access to motor vehicles questions appear after the tenure questions in the household block.

UseVcl

Do you, or any members of your household, at present own or have continuous use of any motor vehicles?

INCLUDE COMPANY CARS (IF AVAILABLE FOR PRIVATE USE)

1. Yes
2. No

General

Although only one person is required to answer this question, they do so on behalf of **all** the adults in the household. Although the respondent may not own or have continuous use of any motor vehicle, someone else in the household might. In this instance the question would be coded “yes”. Interviewers should check on car ownership at each wave.

Company cars are to be included unless no private usage allowed.

TypVeh

```
ASK OR RECORD
FOR EACH VEHICLE IN TURN
I would now like to ask about the [FIRST] vehicle.  Is it .....HELP<F9>

RUNNING PROMPT

1. a car
2. a light van
3. a motor cycle
4. or some other motor vehicle?
```

Guidance

Cars

Car includes minibuses, motor caravans, “people carriers”, and other 4 wheel drive passenger vehicles. A people carrier is a new type of vehicle with a design somewhere between a saloon car and a minibus. Include vintage cars or classic cars over 25 years old if use can be made of them.

Light van

Light van includes pick-ups and those 4-wheel drive land rovers and jeeps that do not have side windows behind the driver.

Code 3

Code 3 (a motor cycle) includes mopeds and motor scooters.

Code 4

Code 4 (other motor vehicle) includes motorised buggies and any other type of motor vehicle if it is cited by the respondent

PrivVcl

```
ASK OR RECORD
FOR EACH VEHICLE IN TURN:
Is the [FIRST] vehicle.....HELP<F9>

RUNNING PROMPT

1. privately owned
2. or is it a company car?
```

General

This question applies to cars only (code 1 in **TypeVcl**).

Guidance

Privately owned

Privately owned includes those vehicles:

- being bought on hire purchase or leased privately,
- used by a respondent who has his own business and uses the vehicle as if it was personally owned.
- If a vehicle is privately owned by someone other than the respondent, e.g. friend, Mother, Father, still record it as privately owned.

Company cars

A company car is any car for which someone in the household pays company car tax. It includes cars supplied by an employer, spouse's employer etc. Company cars supplied exclusively for company business, i.e. where no private usage is permitted should be excluded (at the first question on vehicle ownership or continuous use). Cars purchased from an employer should be coded as privately owned.

Leased cars

If the lease is in the company's name, it is a company car. If it is in the individual's name, it is privately owned.

5 CLASSIFICATION OF INDIVIDUALS

5.1 Selecting a person to interview

IntAny



INTERVIEWER: DO YOU WANT TO INTERVIEW
OR CODE AS REFUSAL OR NON CONTACT SOMEONE (ELSE) NOW?

1. Yes
2. No

General

This question will appear once the household level questions have been completed. You should code 1 (Yes) if anyone is available for interview, or if an individual has refused to be interviewed, or if it is a final non-contact for an individual.

Guidance

No-one is currently available for interview but will or may be in the future.
In this case you should code 2 (No). You will then be prompted at **NoMore** to complete the recall information via the parallel blocks. You should then end the timing for the session, by accessing the admin block, before quitting the interview.

NameInt



INTERVIEWER: WHO WILL YOU BE INTERVIEWING/CODING AS REFUSAL OR NON CONTACT NOW?

- | | |
|------------|-----------|
| 1. Fred | |
| 2. Wilma | Completed |
| 3. Pebbles | |
| 4. BamBam | |
| 5. Granny | Completed |

General

This question allows you to choose who you want to interview or code out next. You should enter the number next to the name of the person you wish to do next. When you have finished a person, you will arrive at this question again, but those people who have already been done will have the word 'Completed' next to them so that you can keep track of your progress through the household.

Guidance

Children under the age of 16

You will notice that children under the age of 16 are included in this question. This is because, like the LFS, there are a few items that are asked about children.

IntNow



INTERVIEWER: Will you be interviewing Fred now or do you just want to code them out as a non-contact, refusal or ineligible?

1. Now
2. Later (NOT used for APS survey)
3. No longer resident
4. REFUSAL for this person ONLY
5. FINAL NON CONTACT for this person ONLY
6. Deceased
9. Mistakenly listed person

General

If you want to collect information about the individual now, the Blaise questionnaire will route you to all of the relevant questions about this individual. Otherwise, you will be routed directly to **PIndOut** (outcome of the individual's interview).

Guidance

Code 1

Use this code if you wish to interview this particular individual now.

Code 2

This code is not used here (the number has been left in as this question has been taken from the LFS). If you want to interview someone at a later time, go back to **IntAny** and code '2'.

Code 3

This code is not relevant for this survey year 2003-2004, as all respondents will be being interviewed for the first time.

Code 4

Use this code if an individual has refused to co-operate. This applies to both *outright* and *circumstantial* refusals. The code should be used for non-responding individuals in a partially responding household, as well as for individuals in a fully non-responding household.

Code 5

Use this code if an individual could not be contacted *and* it has not been possible to collect proxy information about him or her. This code should be used for non-responding individuals in both partially responding and fully non-responding households.

Code 6

This code is not relevant for this survey year 2003-2004, as all respondents will be being interviewed for the first time.

Code 9

Use this code if you discover that you have wrongly included a person in a household. ***Do not attempt to delete the information already entered.***

PersProx



INTERVIEWER: IS THE INTERVIEW ABOUT FRED BEING GIVEN:

1. In person
2. or by someone else?

General

This question identifies whether information is given by the respondent, or by a proxy. It also serves to adjust the wording of the questions so that they are appropriate to the situation. For example, if you are talking to the husband about himself, the nationality question will read “What is your nationality?”. If you are talking to him about his wife, it will read “What is Wilma’s nationality?”.

ProxyNum

ENTER PERSON NUMBER OF PERSON GIVING THE INFORMATION

1. Fred
2. Wilma
3. Pebbles
4. BamBam
5. Granny

General

This question identifies the person who has provided information. Only related persons 19+ can give proxy information, unless language difficulties or ill health prevent the informant from giving the information, or the Head of Household has personally requested that they give the information.

Enter the person number of whoever is providing the information. If you are collecting proxy information and the respondent returns, complete the interview, verify the information you have already collected and go back and change **PersProx**.

5.2 Respondent characteristics

The questions that are asked of each individual are all taken from the LFS. We do not need the level of detail about employment that is included in the LFS, so you will find that the interview for each respondent is far shorter than for the LFS.

In order to keep these instructions short, guidance for individual questions is not provided here. There follows a list of all the questions in the APS questionnaire, so that you know which questions will appear. If you need detailed information or guidance for any of these, then you should refer to the LFS instructions.

Nationality, Identity and Ethnicity

Nationality

Nation

NatSpec

Nato

Cry01

CrySpec

CryO

CameYr

National Identity

NatIdE

NatIdO

Ethnicity

Ethn01

EthWh

EthMx

EthAs

EthBl

EthOth

EthO2

Religion

Relig

Relp

Length of Residence

ResTme

ResMth

ResBby

Residence one year ago

OYEqM3

OYCry

OYCrySpec

OYCryO

Government training schemes / Main Job

Schm99



NDType



NewDeal



TecLec



YTEtMp

YtEtJb

Paid or Unpaid Work in the Reference Week

Wrking



JbAway



OwnBus



RelBus



EverWk

Previous Paid Job

LeftYr

LeftM

LeftW

Istate

Industry

IndD

IndT

Sector

Sectro

Occupation

OccT

OccD

Employment Status

Stat



PdWage



Self

Managerial Status

Supvis

Manage

MpnE02

Solo

MpnS02

OneTen

OthWp

OtWpNo2

OMCont

OMRole

NoCust

Full-time/Part-time

FtPtWk

Start of Current Employment

ConMpY

ConSEy

ConMon

Place of Work

Home

WkTown

WkCty

WkP199

WkAbrC

Looking for Work

Reason

DifJob

AddJob

Looking in the Past 4 Weeks

Look4



LkYt4



Not Looking for Work

Wait

JobBeg

LikeWk

NoLoWa

NoLWM

FutWk

FwkWen

Employment Status Wanted

LkSelA

LkSelC

LkFtPA

LkFtPC

Availability to Start Work

Start

Ystart

YstrtF

Duration of Job Search

LkTimA

LkTimB

Activity before Seeking Work

Befor

BeforF

Education and QualificationsQualifications

QualCh

Quals

Degree

HighO

Teach

Further Specification of Qualifications

NumAL

NumSCE

NumAS

TypHST

QGCSE

GCSE

CSE

NumOL

BTEC

SCTVEC

RSA

CandG

QGNVQ

GNVQ

NVQSVQ

NVQLev

NVQUn

Appren

Current Study and Type of Course

Enroll

Attend

Course

Course20

Age Completed Full-time Education

EdAge

LeisCl

6 RECALL

6.1 Waves 1, 2 and 3

Interviews for APS will take place at yearly intervals. Because the time between interviews is so great, we shall not be collecting detailed information about appointment times and days of the week. This is because circumstances might change over a year. However, it may be useful to have some indication of when it would be best to call.

ThankE

THANK RESPONDENT FOR TAKING PART IN THE SURVEY.
EXPLAIN THAT WE WILL CONTACT THEM IN A YEAR'S TIME
AND WILL SEND OUT A LETTER IN ADVANCE.

DOES RESPONDENT AGREE TO A RECALL?

1. Yes
2. No

General

This applies to waves 1 through 3.

Guidance

Respondents moving soon

If respondents initially refuse a recall because they will be moving before the next wave, explain that this is an *address* sample and that we would wish to recall and interview the new occupants at the sampled address. You should therefore code "Yes" to recall.

6.2 Wave 4

ThankWvF

THANK RESPONDENT FOR TAKING PART IN THE LFS AND EXPLAIN THAT THIS IS
THE LAST OF THE INTERVIEWS.

CODE 1 TO CONTINUE

Enter a numeric value between 1 and 1

General

THANKWVF will appear at Wave 4 at the same point in the questionnaire as **THANKS** does at previous waves. As with **THANKS**, this question should be addressed to the main

respondent. Thank the respondent in the usual way and explain that this is the last of the interviews.

Further contacts

Do not offer the information that respondents might be contacted again to take part in further surveys. We do not know if that will happen, and in any case, we shall not be recording whether they are willing to be contacted again or not. If, however, respondents *ask* if they are going to be contacted again, explain that ONS conducts many surveys on a variety of topics and that there is always the possibility that they *might* be asked to participate. You may add that the respondent's co-operation would, of course, be very much appreciated.

GotPhone



DOES THE RESPONDENT HAVE THE USE OF A TELEPHONE?

1. Yes
2. No

Guidance

Households with communal telephones should be recorded as 'No' at **GOTPHONE** so that they can be reissued as face-to-face interviews.

RecPhone



MAY THE INTERVIEWER RECALL BY TELEPHONE?

1. Yes
2. No

General

This question applies to respondents who have a telephone.

If the respondent agrees to be interviewed again, explain that in order to make things more convenient for everybody, we would like to do subsequent interviews by telephone (if they have one). The majority of respondents with telephones do agree to a telephone recall.

GOTPHONE and **RECPHONE** *must* be asked at each wave. Even where a 'No' has been recorded at either of these questions at the previous wave, do not assume that the situation is the same.

Guidance

Insisting on a personal call

Some respondents insist on a personal recall. In such cases, note in the brief box the reasons for personal re-interviews, as long as the information entered is not 'confidential'.

Hearing or language difficulties

Respondents with hearing difficulties or language problems *must not* be referred to the telephone unit at the next wave.

TeleNo



TELEPHONE NUMBER.
ENTER STD CODE AND TELEPHONE NUMBER.
(IF STD CODE NOT KNOWN, ENTER EXCHANGE NAME)

General

This question applies to respondents who agree to telephone recall. Wherever possible, record the *full* STD code. If this is not known, however, get the exchange *name*. In the six major cities with no exchange names, you *must* show the full number including the prefix!

| | | | |
|------------|----------|------------------|-----------------|
| Birmingham | (0121) | London | (020 7 or 8) |
| Cardiff | (029 20) | Manchester | (0161) |
| Coventry | (024 76) | Northern Ireland | (028 90 or 427) |
| Edinburgh | (0131) | Portsmouth | (023 92) |
| Glasgow | (0141) | Southampton | (023 80) |
| Liverpool | (0151) | | |

Because the telephone number is *so* important, always check with the respondent that you have recorded the number correctly.

BestTime

Thankyou. Is it (generally) best to try to contact you in

1. The morning
2. the afternoon
3. or the evening?

General

This will appear if the respondent agrees to recall.

Guidance

Although we will not be calling back for a year, it is possible that their situation may still be the same and that it will be helpful to the next interviewer. If there is no best time of day to contact, this question can be left empty.

6.3 Multi-Household Information

You should use the multi-household sheets to record details of multi-households. Three questions, **MULTHHL**, **NUMHHL**, and **HHLDESC**, appear in the questionnaire to record the number of households at each address and where they can be found. The information from **HHLDESC** will appear on subsequent information sheets, which will help subsequent interviewers to identify the precise location of additional households at the address.

MultHhld



IS THIS ADDRESS A MULTI-HOUSEHOLD ADDRESS?

1. Yes
2. No

Guidance

This question requires an answer 'Yes' or 'No': it will *not* accept 'Don't know'.

If you are unsure whether an address is a multi-household (i.e. where you have been unable to contact anyone at the address, resulting in a non-contact), code 'No'.

NumHhld



HOW MANY HOUSEHOLDS ARE THERE AT THIS ADDRESS?

Enter a numeric value between 2 and 97

Guidance

Include vacant household spaces.

HhldDesc

DESCRIPTION OR LOCATION OF HOUSEHOLD
REMEMBER TO COMPLETE A MULTI-HOUSEHOLD SHEET

Guidance

Describe where at this address this particular household can be found. This could be Flat 1, Flat A, Flat 1b, for example where flats are numbered. Where flats are not numbered, the description could be something like “first floor front”. The description should be the same as the one you entered on your multi-household sheets.

SIU Contact

If you have contacted the Sampling Information Unit (SIU) to check on who to interview at the multi-household, remember to enter the sampling reference number in the brief box.

7 ADMINISTRATION AND OUTCOMES

The admin block used for the APS is basically the harmonised version that is used for other social surveys rather than the LFS. The APS is a new survey and we want to approach it in a standard way. It also means that we are able to use standard processes for the data as we have the harmonised outcome codes.

However, as our aim is to combine the data from the APS with the LFS data, in order to provide better information at a local level, we also need to use LFS outcome codes. Then we can examine overall response rates for the two surveys.

7.1 Timing

Calculate

```
INTERVIEWER: YOU MUST ANSWER THIS QUESTION EACH TIME YOU CARRY OUT SOME
INTERVIEWING IN THIS HOUSEHOLD

THIS WILL CALCULATE HOW LONG YOU HAVE SPENT INTERVIEWING AT THIS HOUSEHOLD ON THIS
AND PREVIOUS OCCASIONS

PRESS 1 TO TRIGGER ESSENTIAL CALCULATIONS

1. Trigger calculations
```

General

This question will only appear if **IntCod** is coded '1' to indicate that you are interviewing. It will not appear for non-responding or ineligible households (or where eligibility is uncertain) where no interviewing is required.

Guidance

If you have completed an interview, then code '1'. This stops the timing mechanism. After entering '1', you *must* press <enter>.

No interviewing

If you have entered the questionnaire and have not done any interviewing, then this question does not need to be answered and you can exit the questionnaire as normal.

Timing the questionnaire, specific instructions

Despite having the timing calculation carried out by computer, you must still record the length of the interview in the Calls and Outcome block. The Calls and Outcome block records the time spent on the household; this includes the time taken for the introduction, as well as for unproductive calls, whereas the timing mechanism records only actual interviewing time.

Thanks

```
THAT'S THE END OF THE INTERVIEW - THANK RESPONDENT  
  
<CTRL> + ENTER TO LEAVE VIA QUIT BOX  
  
1. OR PRESS ENTER IF YOU WANT TO CONTINUE
```

General

This question will always apply.

Guidance

This question is the place to exit the questionnaire if you have done any interviewing at the household. Press <CTRL> + ENTER to leave via the quit box.

Coding/Administration

If you have entered the questionnaire to do either coding or administration then press ENTER to carry on.

IntNum

```
Interviewer Number  
  
Enter a numeric value between 1000 and 9999
```

General

The interviewer's authorisation number must be entered. In many cases, the authorisation number will already have been entered by your computer. However, you may have to enter your own number in certain circumstances. If you make a mistake, you can correct it.

MenuNote

```
Reminder/Note for opening menu.  
  
OPTIONAL: IF NOTHING TO SAY, JUST PRESS <Enter>  
  
ENTER HERE ANY USEFUL DETAILS YOU WISH TO APPEAR ON THE OPENING MENU.
```

General

Before entering your calls details you will have the chance to enter any note you might find useful to have on your opening household menu. For example for a household where you have made an appointment (code 2 at HStatus) you might want to record the time/date of the

appointment, or for a household where you've started interviewing (code 3 at HStatus) you might want to enter something to remember them by - "couple & 2 teenage sons" for instance.

Do not enter anything here that you would not wish your informants to see.

HStatus



```
Current Interview Status

UPDATE THIS BEFORE TRANSMISSION TO HEAD OFFICE.

ONCE SET TO 3, IT CANNOT BE CHANGED.

0. No work done yet
1. Calls made but no contact
2. Contact made, no work yet done on questionnaire
3. Interview started/Any interviewing done
4. Other - no interviewing required (eg. ineligible, refusal)
```

Guidance

0: No work done yet

This is the code that is already on the laptop - it means that you have not entered any information into the household menu.

1: Calls made but no contact

If, at the end of the week, you have called at the address and received no reply but intend to call again, then enter code 1. You would expect to change this code later in the field period to either code 3 or 4.

2: Contact made, no work yet done on questionnaire

This code should be used when you have made contact with the household, made an appointment but have not yet started any interviewing. As for code 1, you would eventually update this code to either code 3 or 4.

3: Interview started/Any interviewing done

This is the code that you enter when you want to start interviewing.

4: Other - no interviewing required

This code should be used if the address/household is definitely an ineligible, refusal or non-contact and you will be making no further calls to the address.

7.2 Calls made to the household

CalDat

DATE OF THIS CALL
USE <CTRL-K> FOR HQ REFUSAL AND OFFICE USE

General

The date of the call should be entered in the same format as dates are entered in the rest of the questionnaire (except where the full year has to be entered), e.g. 4 11 03 or 11 11 03. The next field – **CalDay**, will be automatically filled in by the computer from the date you give.

Guidance

HQ refusals

For HQ refusals the computer will still ask for details of calls made at the address. Please enter "Don't know" (CTRL +K) for the date at CalDat.

CalTim

TIME OF THIS CALL
(USE 24 HOUR CLOCK)

General

The time at which the call took place should be recorded. This question asks you to enter a number for the hour of the day, and minutes of the hour of the day of the relevant call, e.g. 1830 if you called at 6.30pm.

CalRes



CODE THE RESULT OF THIS CALL

1. Any interviewing done
2. No reply
3. Appointment made
4. Interviewer withdraws
96. Refusal to HQ
97. OFFICE USE ONLY

General

Any visit that involves any fresh interviewing should be coded as 1.
If you have coded 1 you will be asked to enter the length of the call.

CalDur



| |
|---|
| Time spent on this call IN MINUTES? Enter a numeric value between 0 and 300 |
|---|

Guidance

There is an upper limit of 300 minutes (5 hours) on the length of call. If for any reason you are in the house or flat for more than 5 hours then enter <CTRL + R> and open up a note using <Ctrl + M> to explain the actual time and the circumstances that led to this long a call.

CalMor



| |
|--|
| Any more calls to record? 1. Yes 2. No |
|--|

General

Once you have entered details of all the calls made on this household/address you should use code 2 at this question.

7.3 Industry & Occupation Coding

SocNow

| |
|---|
| INTERVIEWER DO YOU WANT TO DO OCCUPATION CODING FOR FRED...: 1. Now 2. or later? |
|---|

General

To enter industry and occupation codes for this person now, enter “Yes”. If you say “No”, you will have to return to this point later and complete coding of occupation and industry for this person.

SOC2000

```

FRED
Standard Occupational Classification - SOC2000
Job Title (Text from OccT)
Job Description (Text from OccD)
Industry (Text from IndD)
Employment Summary (Text from Stat, Supvis, MpnE02, Solo and MpnS02)
Supervisory role (Text from Manage)

PRESS SPACE, THEN <ALT+L> TO START COMPUTER-ASSISTED CODING OF OCCUPATION

```

General

This question is asked if the respondent is currently employed, self-employed or if they have worked in the past eight years. The information given above consists of occupational details gathered earlier in the questionnaire that are required to code an occupation. For further details please seek advice from your *Computer Assisted Occupation Coding Distance Learning Manual*. This manual will give details of how to use this information to code a persons occupation including, the layout of the hierarchy, and look-up coding screens which appear once the space bar has been pressed.

SIC90

```

FRED
REVIEW INDUSTRY DETAILS AND ASSIGN 3-DIGIT SIC CODE

(Text from IndT)
(Text from IndD)

Enter a numeric value between 0 and 999

```

General

This question is asked if the respondent is currently employed or self-employed or if they have worked in the past eight years. Code the industry using the paper coding frame.

7.4 Harmonised Outcome Codes

7.4.1 Outcome codes

Once the outcome of each individual in the household has been coded, the final outcome code is automatically calculated in Blaise (see Admin Block instructions and the blue book on Standard Outcome Codes for further information). These codes are harmonised in line with other SVS surveys.

IntSome

AT THE SAMPLED ADDRESS/HOUSEHOLD DID YOU INTERVIEW ANYONE?

1. Yes
2. No

General

This question will always appear.

IndOut

INTERVIEWER: RECORD OUTCOME FOR EACH INDIVIDUAL

PRESS <1> TO CONTINUE

General

This question will always appear, however hard checks will come up if there is still anyone left to interview at the household.

Iout1



CODE INDIVIDUAL OUTCOME FOR **SEAN**

1. full interview
2. partial interview (must complete everything but qualifications)
3. no interview age below 16 (NOT used for APS)
4. no interview ineligible (use for mistakenly listed/no longer resident/deceased)
5. refusal
6. non-contact

General

This question will always appear. All the residents will appear in the order in which they were entered into the household box, along with their ages, for your reference.

| | <u>AxName</u> | <u>AxAge</u> | <u>Iout1</u> | <u>Iout2</u> |
|-------------|---------------|--------------|--------------|--------------|
| Qoutcome[1] | Wayne | 34 | 1 | 1 |
| Qoutcome[2] | Waynetta | 36 | 2 | 1 |
| Qoutcome[3] | Kevin | 8 | 1 | 2 |
| Qoutcome[4] | Tracie | 10 | 1 | 2 |
| Qoutcome[5] | Victoria | 3 | 1 | 2 |
| Qoutcome[6] | Sean | 20 | 5 | |

Guidance

1: Full interview

If a person had a full interview you should code 1.

Iout2 will be filled in by the computer, to show whether the interview was either a personal (1) or a proxy (2) one.

2: Partial interview (must complete everything but qualifications)

If a person had a partial interview you should code 2. The definition of an individual partial interview is that all sections of the individual interview must be answered, apart from qualifications. If you do not get this far with a respondent, you should go back to **IntNow** and change it to a refusal (code 4) for that person.

Iout2 will be filled in by the computer, to show whether the interview was either a personal (1) or a proxy (2) one.

If a respondent completes the occupation and looking for work sections, and refuses the qualification section, then answer 'Don't Know' for the qualification questions to be able to reach the next person's interview. Code here as a partial interview.

3: No interview age below 16

This will not be used for APS. Children are eligible for a shortened interview.

4: No interview ineligible (use for mistakenly listed / no longer resident / deceased)

This will be filled in by the computer if you answer 'no longer resident' (code 3), 'deceased' (code 6) or 'mistakenly listed person' (code 9) at **IntNow** for a particular person. You will not be able to change this.

5: Refusal

This will be filled in by the computer if you answer 'refusal for this person only' (code 4) at **IntNow** for a particular person. You will not be able to change this.

6: Non-contact

This will be filled in by the computer if you answer 'final non-contact for this person only' (code 5) at **IntNow** for a particular person. You will not be able to change this.

OutSome

WAS NO ONE INTERVIEWED BECAUSE

1. they refused or couldn't be contacted?
2. no-one eligible to be interviewed?
3. there was insufficient evidence of eligibility?

General

This question will come up if you say that you did not interview anyone at the household, i.e. code 2 at **IntSome**.

Inelig1



INTERVIEWER: PLEASE RECORD WHY THIS CASE WAS INELIGIBLE

1. Not yet built/under construction
2. Demolished/derelect
3. Vacant/empty
4. Non-residential address
5. Address occupied but no resident household
6. Communal Establishment/institution
7. Dwelling of foreign service personnel/diplomats (NOT used for APS)
8. No person in eligible age range (NOT used for APS)
9. Address out of sample
10. Household limit on sample already reached

General

This question will apply if you answer that there is no one eligible to be interviewed at **OutSome**. This question must be answered.

Uncer1



INTERVIEWER: PLEASE RECORD WHY ELIGIBILITY IS UNCERTAIN

1. Inaccessible
2. Unable to locate address
3. Information refused about whether address contains residential housing
4. Unknown whether address is residential due to non contact
5. Issued but not attempted
6. Information refused about whether there are eligible residents
7. Unknown whether there are eligible residents due to non-contact
8. Refusal to complete screener (NOT used for APS)
9. Screener not completed due to non-contact (NOT used for APS)
10. Moved - no longer at sample address and current address could not be ascertained (NOT used for APS),
11. Moved - no longer at sample address and current address ascertained but could not be attempted (NOT used for APS)

General

This question will apply if you answer that the eligibility is uncertain at **OutSome**. This question must be answered.

NonSum



INTERVIEWER: WAS THIS...

1. an outright refusal - including broken appointment
2. a non contact, or
3. other non response - including ill at home, away, in hospital, respondent unable, language difficulties, data lost

General

This question will apply if you answer that no one was interviewed because they refused or could not be contacted, at **OutSome**. This question must be answered.

Guidance

Broken appointments

If you want to code the outcome as a broken appointment, code '1' here as an outright refusal, and code '4' at Ref1 to indicate a broken appointment. This is different to the LFS where they are counted as circumstantial refusals.

Ref1



INTERVIEWER: WHEN DID THE RESPONDENT REFUSE TO ASSIST?

1. To the office before contact by interviewer
2. To the interviewer before any interviewing started
3. To the interviewer during the interview
4. Broken appointment, no re-contact
5. Sampling Unit information refused

General

This question will apply if you answer that it was an outright refusal at **NonSum**. This question must be answered.

Ref2



INTERVIEWER: WAS THIS A REFUSAL...

1. by the required respondent/selected person
2. by proxy (non-resident proxy eg housesitter, housekeeper)?

General

This question appears if you answer that the refusal was to you before any interviewing started (code 2) at **Ref1**. This question must be answered.

Guidance

Only code 2 'by proxy' if the refusal is by a non-resident, for example a housesitter, housekeeper or babysitter.

Ref3

INTERVIEWER: WAS THIS A REFUSAL BECAUSE...

1. information was refused about the number of dwellings/households at address
2. information was refused about persons within the household
3. or were you refused access to the site?

General

This question is applicable if **Ref1** is coded 5- Sampling Unit information refused.

Refreas

INTERVIEWER: PLEASE RECORD REASONS FOR REFUSAL

1. Doesn't believe in surveys
2. Anti-government
3. Invasion of privacy
4. Concerns about confidentiality
5. Can't be bothered
6. Bad experience with previous surveys
7. Disliked survey matter
8. Genuinely too busy
9. Temporarily too busy
10. Personal problems
11. Refusal to HQ after interviewer's visit
12. Put off by record keeping
13. Late contact - insufficient field time
14. About to go away
15. Language difficulties
16. Too old/infirm
17. Not capable
18. Broken appointment(s)
19. Other

General

If there is a refusal by the whole household to the interviewer, then this question will be asked. You can enter up to three reasons.

NonC1

INTERVIEWER: PLEASE RECORD TYPE OF NON-CONTACT

1. No contact with anyone at address
2. Contact made but not with any member of sampled dwelling/household
3. Contact made at sampled dwelling/household but not with any responsible resident

General

If **NonSum** is coded as a non-contact, this question will be asked.

Nonreas

INTERVIEWER: PLEASE RECORD REASONS FOR NON-CONTACT

1. Away all survey period
2. Working shifts/odd hours
3. Rarely at address
4. Will not answer door
5. Think address is empty but could not confirm
6. No information gathered
7. Spare telephone line
8. Number unobtainable
9. Wrong number
10. Telephone not answered
11. No reply to answerphone message
12. Communal phone
13. Other

General

If **NonSum** is coded as a non-contact, this question will be asked. You can enter up to three reasons.

Othr1



INTERVIEWER: PLEASE RECORD TYPE OF NON-RESPONSE

1. Ill at home during survey period
2. Away/in hospital throughout field period
3. Physically or mentally unable/incompetent
4. Language difficulties
5. Data lost or deleted

General

If **NonSum** is coded as 3 'other non-response - including ill at home, away, in hospital, respondent unable, language difficulties, data lost' this question will appear.

Othr2



INTERVIEWER: Was this...

1. Notified to you by Head Office
2. Notified to interviewer

General

This applies if the answer to **Othr1** was anything other than data being lost or deleted.

Othr3



INTERVIEWER: PLEASE RECORD REASON

1. Lost interview
2. Full interview achieved but respondent requested data be deleted
3. Partial interview achieved but respondent requested data be deleted

General

This applies if the answer to **Othr1** was that the data was lost or deleted.

HOut

Final Outcome Code

General

The final harmonised outcome codes for the household are calculated by the computer from the answers you have given to the preceding questions. This is shown here for your information, but you will not be able to edit the field. A full list of the harmonised codes can be found in appendix 3.

7.5 Family Units

FamUNow

DO YOU WANT TO CALCULATE FAMILY UNITS NOW?

1. Yes
2. No

Guidance

For a non-response outcome enter 'Yes' at this question.

FamUInfo

THE HOUSEHOLD RELATIONSHIPS INFORMATION WILL NOW BE USED TO DIVIDE THE HOUSEHOLD INTO FAMILY UNITS.

PLEASE CHECK THE DISPLAY, AND AMEND AS NECESSARY THE RELATIONSHIPS GRID, OR THE MARITAL STATUS DATA IN THE HOUSEHOLD BOX.

PRESS <1> TO CONTINUE

General

This question will appear if there is more than one person in the household. The family units will then be automatically determined by the computer.

ShowFam

THE HOUSEHOLD MEMBERS HAVE BEEN ALLOCATED TO FAMILY UNITS AS FOLLOWS:

FU No. . . . Members

1. Wayne Waynetta Kevin Tracie Victoria
2. Sean

Total number of Family Units = 2

General

This field is shown for you information only, the calculations are done by the computer. It will only appear if the household contains more than one person.

7.6 LFS Household Outcome

Main



LFS

PERSON NUMBER OF MAIN RESPONDENT

Enter a numeric value between 1 and 97

Guidance

Enter the person number of your main respondent. Main refers to the person who provides most information concerning the household or other members of the household. It need not be the reference person or 'head of household'.

Brief1**LFS**

SPACE FOR BRIEF COMMENT ON ESSENTIAL POINTS FOR NEXT WAVE

GeneralClosing down and opening up households

If you are closing a household down and opening up a new household, you should enter the serial number of the *new* household in the brief box of the *current* household. Similarly, you should enter the serial number of the household you have closed down in the brief box of the household you have opened up. Very occasionally, the serial numbering goes wrong in some way, and this additional piece of information will help us identify the correct households.

If a household moves out during the reference week, and a household moves in during the reference week, it is the situation on the reference week day (the Sunday of the reference week) that should be recorded.

Guidance

Comments other than 'no problems' are only to be used in exceptional circumstances. If comments need to be inserted in the brief box, then the following rules should be observed:

Stick solely to facts, such as giving precise directions to a difficult to find address, but do not state the actual address.

Days and times of recalls should be recorded in the 'Thanks' block.

Any calls to sampling and decisions given about an address should be recorded with the sampling reference number, even if the query was to simply check an address, e.g. 'no problems 2605AR77'.

Do not record comments concerning a respondent's disability or personal circumstances or any other comments of a personal nature. Use the list of brief box codes to pass on useful information.

If there is something about an address that is not straightforward, you may give your interviewer number in the brief box suggesting that the next interviewer contact you. However, this should only be done in exceptional circumstances.

Brief2**LFS**

SPACE FOR BRIEF COMMENT ON ESSENTIAL POINTS FOR NEXT WAVE

General

BRIEF2 is available for use if there is insufficient space in BRIEF1.

AnyLeft**LFS**

IS THERE ANYONE LEFT IN THIS HOUSEHOLD TO INTERVIEW?

1. Yes
2. No

General

There is someone left to interview if any individual has an outcome code of 8.

DoneCode**LFS**

HAVE YOU COMPLETED ALL POST-INTERVIEW CODING?
OCCUPATION AND INDUSTRY
CALLS AND OUTCOME INFORMATION
BRIEF BOX

1. Yes, completed all coding
2. Not yet

General

Post-interview coding includes:

- calls
- outcomes
- the brief box
- all necessary industry and occupation coding

Guidance

At the end of an interview, **DONECODE** should be coded '2'; it should only be changed to '1' once coding and other work has been completed.

A Response Working group has been set up within SVS to monitor response rates to all surveys within the division. The information collected here will be used to identify factors that lead to high and low response rates.

Despite the fact that some information is also asked elsewhere, it is important to complete records in detail, as not all questions are available to both field managers and research.

RefNon**LFS**

IS THE HOUSEHOLD OUTCOME AN OUTRIGHT REFUSAL, A CIRCUMSTANTIAL REFUSAL OR A NON-CONTACT?

1. Outright Refusal
2. Circumstantial Refusal
3. Non-contact
4. None of the above

GuidanceRefusal to HQ

Refusals to HQ should be code 4 (None of the above).

Refuse**LFS**

CODE MAIN REASON(S) FOR REFUSAL/NON-RESPONSE...

- | | |
|--|---|
| 1. Does not believe in surveys | 11. Genuinely too busy |
| 2. Anti-government | 12. Temporarily too busy |
| 3. Too old/infirm | 13. Personal problems |
| 4. Bad experience with previous surveys | 14. Refusal to HQ after interviewer's visit |
| 5. Dislike survey subject matter | 15. Put off by record keeping |
| 6. Language difficulties | 16. Late contact- insufficient field time |
| 7. Invasion of privacy | 17. About to go away |
| 8. Concerns about confidentiality | 18. Broken appointment |
| 9. Respondent says has already refused to a previous interviewer | 19. Not capable |
| 10. Survey takes/took too long | 20. Cannot be bothered (CHECK FOR OTHER REASONS BEFORE USING THIS CODE) |
| | 21. Other |

Enter at most 3 values

General

You may enter up to three reasons for refusal or non-contact. If you enter Code 22 (Other), you will be asked to specify that reason at the next question.

GuidanceCode 10

Code 11 (Survey takes too long), where the respondent claims that the survey was too long on the *previous* wave, and this is why they *now* refuse to take part.

Code 20

People who say: "Don't want to do it", usually have some more concrete reason. If there is some temporary reason for their refusal, return to **RefNon** and code as 2 (Circumstantial refusal). *Probe* for reasons why before coding out as 21 (Can't be bothered). Code 21 is *only* to be used when the respondent cannot give any more concrete reason. **Over-use of this code will result in its withdrawal!**

RefOth**LFS**

PLEASE RECORD OTHER REASONS FOR REFUSAL

Enter up to 100 characters

General

This question applies if Code 22 (other) was selected at **REFUSE**.

NnCont**LFS**

CODE MAIN REASON FOR NON-CONTACT

- | | |
|--|-------------------------------------|
| 1. Would not answer door | confirm |
| 2. Rarely there/unconfirmed second residence | 8. Spare telephone line |
| 3. Shiftworker/works odd hours | 9. Number unobtainable |
| 4. Away all survey period/on holiday | 10. Wrong number |
| 5. Could not find the address | 11. Telephone not answered |
| 6. Ran out of field time | 12. No reply to answerphone message |
| 7. Probably vacant but unable to | 13. Communal phone |
| | 14. Other |

General

Unlike for **REFUSE**, you may record only one reason for non-contact.

Reissue**LFS**

Is this household worth reissuing?

1. Full interview - no reissue necessary
2. Household closed down
3. Other

General

Information from this question and **ReOther** will be used by Face-to-Face Area Managers and the Management Unit to decide whether a serial number should be reissued.

Guidance

Only non-contacts and refusals should be nominated for reissue.

Code 1

Serial numbers with a **PHOUT** of 11 or 12 should be coded 1.

Code 2

Serial numbers with a **PHOUT** of 61 (No longer resident) or 62 (Previously ineligible, now eligible) should be coded 2.

Code 3

Use code 3 for any other circumstance. If you choose this code, you should provide full information about the circumstances at the household.

ReOther

LFS

PLEASE PROVIDE FURTHER INFORMATION EITHER TO:
(a) HELP IN THE DECISION WHETHER TO REISSUE THIS HOUSEHOLD;
OR
(b) EXPLAIN WHY THIS HOUSEHOLD SHOULD NOT BE REISSUED.

SCOTTISH INTERVIEWERS RECORD THE MULTI- OCC POSITION

General

This question is asked if Code 3 (Other) was chosen at **REISSUE**.

Guidance

Write any comments that may aid LFS Field Managers and the Management Unit in deciding whether to reissue the household or not. *Remember to maintain confidentiality!* Above all, make sure that your comments will be clearly understood by the person reading them.

Appointments

In some instances, you may already have made an appointment for the reissue period. Make this clear in your comments.

Refusals

If you feel that a refusal is quite definite and that no one is likely to convert it, make that point clear.

Special needs

There may be special considerations for a re-issue, such as the need for an interpreter or a specific type of interviewer (age/sex). Make this clear.

PHOut**LFS**

HOUSEHOLD OUTCOME

- | | |
|---|---|
| 11. Full interview achieved | 55. Non-residential/business only |
| 12. Household contains only residents aged 70+ and economically inactive (NOT used for APS) | 56. Institution |
| 20. Part interview achieved | 57. Temporary accommodation/second residence |
| 31. Refusal to advance letter | 59. No sample selected at this address (Scotland only) |
| 36. Outright refusal | 60. Holiday accommodation |
| 37. Circumstantial refusal | 61. Household is no longer resident at address |
| 41. Non-contact | 62. Previously ineligible address, now eligible |
| 51. No trace of address | 89. Not finished with this household, interviewing/coding still to be completed |
| 52. Not yet built/under construction | |
| 53. Derelict/demolished | |
| 54. Vacant/being refurbished | |

General

Do not enter a household outcome code (apart from code 89 (Not finished)) until all interviewing and post-interview coding work has been completed: the computer will refuse to accept a code until these conditions have been met.

GuidanceCode 11 (Full interview)

A fully co-operating household is one in which the question blocks applicable to *each* household member have *all* been completed. Code 11 should always be used at Wave 1 for co-operating households containing economically inactive residents aged 70+.

Code 12 (Economically inactive 70+)

This code will not be used for APS. If the whole household has been interviewed, they should be coded as 11, regardless of their age and economic status.

Codes 61 (No longer resident), 62 (Previously ineligible, now eligible)

These codes are not applicable at Wave 1 or when taking the first interview with a household at waves 2-5. If codes 61 and 62 are used, a replacement household *must* be opened up.

Code 20 (Part interview)

Partial co-operation can come about in two ways:

An individual's question block may not have been completed because someone refused to be interviewed, refused part way through the questionnaire, or refused to let someone else answer on his or her behalf.

You may have been unable to contact the individual concerned and were unable to obtain any proxy information.

To use code 20, at least one question block must have been completed. If you have collected only part information for a one-person household, this should be coded as a refusal or non-contact.

Code 31 (Refusal to Advance Letter)

This should be used when a refusal is received at HQ in response to the advance letter. Use this code only when you are informed by HQ to do so. For a refusal to advance letter, you must use code 4 (None of the above) at **Refnon**.

Code 36 (Outright refusal)

This code should be used only when you feel there is no chance of an interview at the current wave or in any future wave.

Code 37 (Circumstantial refusal)

Where the respondent refuses because of some temporary circumstance (e.g. going away on holiday, too busy during this field period), code 37. A circumstantial refusal enables us to call back at the next wave.

Code 41 (Non-contact)

This code should be used when the address is occupied, but when you have been unable to contact any member of the household within the permitted field period.

Code 51 (No trace of address)

This code should be used when you cannot find the address. You may also use this code when you have been advised by SIU not to interview at the address. This could happen where, for example, two addresses have been knocked into one.

Code 52 (Not yet built/Under construction)

Use this code for buildings under construction or under conversion (e.g. into flats) *if there is no household currently living there*. Even if an address has not yet been built and you are advised by the contractor that the address is unlikely to be completed in the foreseeable future, do not close down the address. It should continue to be coded as 'under construction'.

Code 53 (Derelict/demolished)

You must *always* contact sampling before concluding that an address does not exist. Even if a property appears to be derelict you must call and, if necessary, check with neighbours.

Code 54 (Vacant/being refurbished)

This code is for premises which are wholly or partially residential, but in which no one is living. Never assume that a property is empty because it has a 'For Sale' notice outside: you must always call and, if necessary, check with neighbours.

Code 55 (Non-Residential/Business only)

This is mainly property used *solely* for business purposes.

Code 56 (Institution)

Occasionally you may encounter a household that is an institution, i.e.:

a household managed by the owner or by a person (or persons) employed for this purpose and having 4 or more residents, at least 4 of whom are unrelated to the owner/manager(s)

Such a household is ineligible and should be coded 56.

Note that a multi-household address may contain *both* an institution and an eligible household. For example, an old people's home (which fits the definition of an institution) may have a resident warden's household (which may be eligible, despite the fact that they have a common address).

Students

Students may live in **Halls of Residence**. These are usually large blocks/buildings, where students have their own (or shared) room, but which are not subdivided into separate flats or houses. These should be coded 56 (institution).

Where students share a house or flat with other students, even where the accommodation is owned by the University or College, this would NOT count as a hall of residence. In this circumstance, the students should be interviewed.

If you are interviewing the parents of a student, accept the parents' opinion of whether the student lives in a hall of residence.

'Battered' women's refuge

Occupants of refuges for battered women should be interviewed if the refuge comprises *self-contained* flats or bedsits, *provided* there is no communal area such as a kitchen or lounge. If the refuge has a communal area, then it should be coded as an institution, and the occupants should *not* be interviewed.

Mentally ill

As a result of 'Care in the Community', some mentally ill people are accommodated in flats or houses managed by the local authority. If the local authority provides someone to care for the residents of the accommodation (including night time care), it should be considered as an institution. If the residents are living independently within the accommodation, however, then they should be interviewed.

Code 57 (Second residence)

A second residence is one that is used at regular intervals by someone who owns or rents it on a long-term basis but who has a *main* residence elsewhere. If there is any difficulty in doubt about whether an address is the main or second residence, accept the view of the respondent.

Code 59 (No Sample Selected at this Address)

This code applies only to Scotland. It should be used only after the pre-sampled multi-household procedures have been applied, when no interview is required at an address.

Code 60 (Holiday accommodation)

Where 'Holiday accommodation' is genuinely used by people on holiday, the accommodation is ineligible. However, interviewers should take care in dealing with it: households with *no other residence* may be found living in what is called 'holiday accommodation'. This may be because it is out of season (and the accommodation is let on longer basis) or because the landlord is using the term 'holiday accommodation' for his or her own reasons. If the occupants had no other residence, the household would be eligible for interview.

Code 89 (Not finished with this household)

All households are sent to interviewers with **PHOUT** set to 89. When you have completed interviewing and all coding and administration, recode **PHOUT** to the relevant code. You cannot transmit any households with **PHOUT** still set to 89.

These are only guidelines, of course: not every possible circumstance can be described. For additional information, refer to the Part I Interviewer Instructions.

7.7 Other Information

MinsAdm

Here you should enter the amount of time in minutes you have spent completing the admin block at home for this case. This only needs to be an estimate, as we just want to know if the new admin block is taking very long to complete. If this is 90 minutes or more, a soft check will appear, saying this is a long time.

NoteToHQ

This is a final field to enter any further notes that you feel may be of use to the office. You should not enter information which would cause you or the office any concern if it was seen by your respondents, a member of their household or a third party. You must not enter anything that would identify an address or individual. Never enter any information or judgements about drinking, drugs, any illegal activity or any behaviour which may be interpreted as showing the respondent in a poor light or anything about race, disability (physical and mental) sexual orientation, monetary or benefit status or any other personal circumstances. Do not enter anything about reasons for refusal beyond the allocated code. You should not enter any information about when someone is or is not at home. In extreme circumstances when you have been told not to return or you think there is a safety issue you should enter "DO NOT RECALL". You may enter a VERBATIM record of information given by your respondent in NoteToHq. The same rules on confidentiality apply also to MenuNote and any other text fields in the Admin Block.

IntDone

| |
|--|
| HAVE YOU COMPLETED ALL POST-INTERVIEW CODING, CHECKING & NOTES? CODE '1' (Yes) SIGNALS THAT THIS HOUSEHOLD IS READY FOR TRANSMISSION TO HEAD OFFICE 1. Yes, completed all coding, etc. 2. Not yet |
|--|

General

'Ok' is the question at which you confirm that you have finished all work for the household. If you suddenly realise that you haven't completed all coding, then you have the option of re-entering the questionnaire via the parallel fields after coding the question.

8 APPENDICES

8.1 Appendix 1: Key procedures to be used on the APS Blaise 4W program

| Actions | B4W | Notes |
|--|---|--|
| Don't Know | Ctrl + K | Press <Enter> to proceed |
| Refusal | Ctrl + R | Press <Enter> to proceed |
| Save Data | F2 | Use this function to save data during the interview |
| Parallel Fields | Ctrl + Enter | Then choose one of the following: |
| Access any part of the questionnaire | Arrow down to APS0401 | |
| Access timing to exit questionnaire, administration and household outcome | Arrow down to 'QHAdmin' | |
| Access coding block of respondent (via parallel blocks) in order to code occupation and industry – they are in the admin block | Arrow down to 'QHAdmin' | |
| Exiting the questionnaire (via parallel blocks) | 1) Arrow to 'QHAdmin' 2) <Enter> 3) Code Calculate 4) <Ctrl> <Enter> 5) Alt + Q | You are not asked to confirm that you want to leave |
| Go to end or next question | End | |
| Go back to beginning | Home | |
| Viewing a help screen | F9 | On-line help available when you see the prompt "HELP <F9>" |

8.2 Appendix 2: Use of don't know and refusal keys

Survey work is about getting the best possible estimate for every question. The respondent is almost always the best source for the best estimate, even if he or she is not completely sure of giving the correct answer. You should only use the "Don't know" or "Refusal" keys, or at certain questions where the screen instructions tell you to use, for example, code 99 for Don't Know/Refusal, as a very last resort.

Don't know and Refusal CANNOT be used at certain questions.

8.3 Appendix 3: List of 3-digit harmonised outcome codes

ELIGIBLE, INTERVIEW

100 Complete Interview

- 110 Complete Interview by required respondent(s)
- 120 Complete Interview: partly by required respondent(s) and partly by proxy
- 130 Complete Interview by proxy

200 Partial Interview

- 210 Partial Interview by required respondent(s)
 - 211 Partial household interview. Not used by SVS
 - 212 Household interview but non contact with one or more respondents
 - 213 Household interview but either refusal or incomplete interview by one or more respondents
 - All respondents contacted
 - 214 Other partial interview by required respondent(s)
 - 215 Household interview but either refusal or incomplete diary by one or more respondents
- 220 Partial Interview: partly by required respondent and partly by proxy
- 230 Partial Interview by proxy
 - 231 Partial household interview by proxy. Not used by SVS
 - 232 Household interview by proxy but non contact with one or more respondents
 - 233 Household interview by proxy but either refusal or incomplete interview by one or more respondents
 - 234 Other partial interview by proxy

300 Non contact

- 310 No contact with anyone at address
- 320 Contact made at address, but not with any member of the sampled dwelling/household
- 330 Contact made at sampled dwelling/household, but not with any responsible resident

400 Refusal

- 410 Office refusal

- 420 Sampling unit information refused
 - 421 Information refused about number of dwellings/households at address
 - 422 Information refused that would allow identification of required respondent(s) within dwelling/household

- Information refused about persons within household
- 430 Refusal at introduction / before interview
 - 431 Refusal by required respondent
 - 432 Refusal by proxy
 - 433 Refusal of access to site

- 440 Refusal during interview

- 450 Broken appointment, no re-contact

- 500 Other non response**

- 510 Ill at home during survey period
 - 511 Ill at home during survey period: notified to Head Office
 - 512 Ill at home during survey period: notified to interviewer

- 520 Away/in hospital throughout field period
 - 521 Away/in hospital throughout field period: notified to Head Office
 - 522 Away/in hospital throughout field period: notified to interviewer

- 530 Physically or mentally unable/incompetent
 - 531 Physically or mentally unable/incompetent: notified to Head Office
 - 532 Physically or mentally unable/incompetent: notified to interviewer

- 540 Language difficulties
 - 541 Language difficulties: notified to Head Office
 - 542 Language difficulties: notified to interviewer

- 550 Lost interview
 - 551 Lost interview - Full
 - 552 Lost interview – Partial

- 560 Other non response
 - 561 Full interview achieved but respondent requested data be deleted
 - 562 Partial interview achieved but respondent requested data be deleted
 - 563 Other non response. Only used when specified sub-category justified

UNKNOWN ELIGIBILITY

600 Unknown eligibility, non interview

- 610 Not attempted
 - 611 Not issued to an interviewer. HQ use only
 - 612 Issued but not attempted

- 620 Inaccessible
- 630 Unable to locate address
- 640 Unknown whether address contains residential housing
 - 641 Information refused about whether address is residential
 - 642 Unknown whether address is residential due to non contact
- 650 Residential address - unknown if eligible household(s) or person(s)
 - 651 Information refused about whether there are eligible resident(s)
 - 652 Unknown whether there are eligible resident(s) due to non contact
- 660 No screener completed
 - 661 Refusal to complete screener
 - 662 Screener not completed due to non contact
- 670 Other unknown eligibility. Only used when specified sub-category justified
- 680 Moved - unable to attempt contact at new address
 - 681 No longer at sample address - current address could not be ascertained
 - 682 No longer at sample address - current address ascertained but could not be attempted

NOT ELIGIBLE

700 Not Eligible

- 710 Not yet built / under construction
- 720 Demolished / derelict
- 730 Vacant / empty
- 740 Non-residential address
- 750 Address occupied, but no resident household
- 760 Communal establishment / institution
- 770 Resident household(s), but not eligible for the survey
 - 771 Dwelling of foreign service personnel/diplomats
 - 772 No person in eligible age range
- 780 Address out of sample
 - 781 Directed not to sample at address
 - 782 Scottish pre-selection sheets instructs not to interview
 - 783 Household limit on quota already reached
- 790 Other ineligible
 - 791 Not used

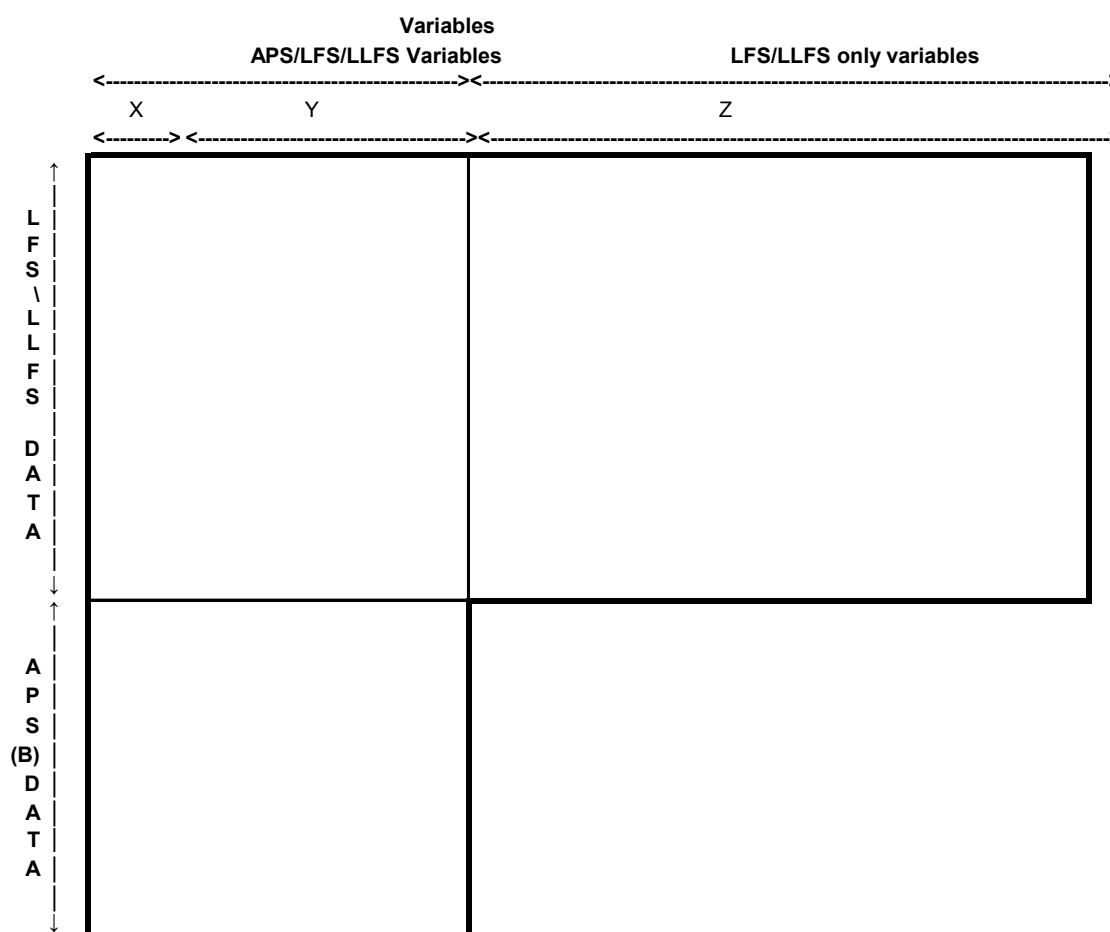
- 792 Deceased
- 793 Inappropriate to interview

Weighting on the APS – which weight to use

The Annual Population Survey (APS) dataset

The APS comprises all Annual Population Survey Boost data (APS(B)) and LFS/LLFS data. The APS(B) covers only a subset of the topics covered on the LFS and LLFS. All variables on the LLFS appear on the APS dataset including those which are not included in the APS(B). The APS dataset is described in diagram 1.

DIAGRAM 1 The APS Data set



Horizontally the diagram indicates the number of variables on the APS dataset. Therefore X and Y consist of those variables which appear on the LFS/LLFS questionnaire and the APS(B) questionnaire (core variables). Z represents those variables which are solely on the LFS/LLFS questionnaire (non-core variables).

Vertically the diagram represents the number of cases with the top half representing data from the LLFS¹ and the lower half representing data from the APS(B). The LLFS data is greater than the APS(B) both in terms of area covered (LLFS is UK level compared with England only on the APS(B)) and in the number of variables included (the LLFS has a much greater number of variables than the APS(B)). Variables which are in all sources which make up the APS (such as age, sex, ethnicity) are named 'core' variables. Those on only the LLFS and LFS are 'non-core' variables. A full list of variables and whether they are core or non-core is contained in appendix A.

Which weight to use?

APS Weights

The APS requires two weighting variables due to the different data sources which make up the final dataset.

One weight is required when looking at core variables, and one weight when looking at either only non-core variables or a combination (eg a crosstab) of core and non-core variables.

There are two weights attached to the APS dataset.

PWAPS04a: Person weight APS 04a

PWLFS04a: Person weight LFS 04a

PWAPS04a

This weight is used when looking at only core variables. These are those marked as X and Y in diagram 1

PWLFS04a

This weight is used when looking at either only variables which are non core or looking at combinations of core and non-core variables.

A full list of 'core' and 'non-core' variables is given in the attachment.

¹ The LLFS comprises of main LFS data waves 1 and 5 from each quarter in the year plus all data from the Welsh, Scottish and English enhancements. Northern Ireland data consists solely of wave 1 and 5 main data.

Sources for the APS

Labour Force Survey (LFS)

The Labour Force Survey (LFS) is a survey of households living at private addresses in Great Britain. Its purpose is to provide information on the UK labour market. Each quarter's LFS sample of households is made up of 5 waves with each wave being interviewed in 5 successive quarters. Over the period of 4 consecutive quarters waves one and five will never contain the same households. To obtain an annually representative sample waves 1 and 5 are taken from each of four consecutive quarters.

The English Local Labour Force Survey (LLFS)

The Local Labour Force Survey (LLFS) is an annual enhancement to the sample size of the LFS in England. The enhancement involves a boost of approximately 39,000 households a year. Its aim is to improve labour market information at a local level and to help monitor National Learning Targets for England.

When results from the LFS are combined with the LLFS is it known as the Annual Local Area Labour Force Survey (ALALFS).

For more information on the LFS or LLFS please see: *Labour Force Survey User Guide – Volume 1: Background and Methodology 2003* which can be found at : http://www.statistics.gov.uk/downloads/theme_labour/LFSUG_Vol1_2003.pdf (it is also included in the supplementary documentation for this study).

Welsh Local Labour Force Survey (WLFS)

The Welsh Local Labour Force Survey (WLFS) is an expansion of the LFS introduced for Wales. As with the LLFS, the WLFS will improve labour market information at a local level. The enhancement involves a boost of approximately 14,000 households a year.

The Scottish Labour Force Survey (SLFS)

The Scottish Local Labour Force Survey (SLFS) is a further expansion of the LFS introduced for Scotland. As with the LLFS, and the WLFS, the SLFS will improve labour market information at a local level.

The Annual Populations Survey Boost (APS(B))

The Annual Population Survey Boost (APS(B)) is a new annual survey created with the intention of enhancing the LFS by conducting household interviews in selected areas of England. The APS(B) comprises a subset of variables covered by the LFS where each household supplies information about their circumstances and experiences regarding a range of subjects including housing, employment, ethnicity, education and health. The enhancement to the LFS involves a boost of approximately 65,000 achieved household surveys a year. The APS(B) has a sample of 90,000 English households a year.

Terms and Expressions used within the APS, and Harmonized Concepts

An explanation of most of terms and expressions used for the APS can be obtained by reference to Primary and Secondary harmonised concepts and questions produced by the cross-governmental harmonisation programme. Descriptions of Primary and Secondary Harmonised concepts which extend to all or nearly all major Government household surveys covering a primary set of concepts and questions can be found at :

<http://www.statistics.gov.uk/about/data/harmonisation/default.asp> .

These sets of harmonised concepts and questions provide a standard means of collecting information about a given topic.

Demographic Information, Household, Economic Activity And Educational Attainment

Household

The definition of a household is one person or a group of people who have the accommodation as their only or main residence and (for a group) either share at least one meal a day or share the living accommodation, that is, a living room or sitting room.

Economically Active

Economically active individuals are those who are either in employment or unemployment in a particular period, usually the survey reference week.

Economic Inactivity

The economically inactive are people who are neither in employment or unemployed.

Highest Qualification

A measure of highest educational attainment derived through by means of a set of simple questions which measure educational attainment and a secondary set of harmonised concepts for qualifications. Respondents are allocated educational attainment according to the category which containing their highest qualification.

Ethnicity

Ethnic grouping data are collected and collapsed across categories according to the standard classifications recommended within the ONS publication Ethnic Group Statistics A Guide for the Collection and Classification of Ethnicity Data.

This guide can be read or downloaded from:

http://www.statistics.gov.uk/about/ethnic_group_statistics