Appendix C   Coding And Editing Instructions

Version 2: December 2004

P2321
1970 British Cohort Study (BCS70) 2004 Survey

Editor's code book and
CAPI edit instructions

Introduction

These instructions outline the coding and editing requirements for the BCS70 2004 Study. This document explains the editing tasks that you need to carry out and it contains the code frames you will need for coding. In this study, respondents are called 'Cohort Members' (CMs for short), and that is how they will be described in this document.

This document should be used in conjunction with the BCS70 CAPI edit questionnaire.

Background to the BCS70 2004

The 1970 British Cohort Study (BCS70) began in 1970, when data was collected about over 16, 000 babies born in England, Scotland and Wales between 5th and 11th April 1970. Since then, the Cohort Members have been followed up five times, at ages 5, 10, 16, 26 and 30, to collect data about their health, educational, social and economic circumstances. NatCen carried out the most recent survey of the cohort in 1999/2000.

The 2004 questionnaire has several elements including a Core interview (both CAPI and CASI) and assessments of basic skills. Half of the people in the sample are assigned to the Parent and Child survey. These CMs complete an additional module of the CAPI questionnaire (which focuses on their children) and their natural and/or adopted children complete some assessments.

The Core (CAPI) questionnaire covers the following areas:
- Housing
- Partnerships – current and ex-partners
- Births and other pregnancies
- Periods of lone parenthood
- Children and the wider family
- Family income
- Employment status/employment history
- Academic education
- Vocational training
- Access to and use of computers
- Basic skills
- General health
- Smoking and drinking
- Diet and exercise
- Height and weight
- Family activities and social participation

The CASI (self completion) module contains questions about:
- Political attitudes
- Family life
- Drinking
- General skills

- Psychological well-being
- Experience of crime

The Parent and Child (CAPI) questionnaire contains questions about their child's:
- Health
- Development
- Childcare
- Education

There is also a short proxy interview for those CMs who are unable to understand or respond to questions.

We hope that this information will help put the interviews you are working on in context.

Coding

The coding of interviews is mainly taken care of in the CAPI through the use of fully closed questions. There are, however, some questions where the full range of responses could not be predicted before the interview, or the interviewer was unsure how to code a particular response within the existing code frame. In these cases interviewers are given the opportunity to record answers verbatim. These are known as 'other-specify' questions. In addition, there are some questions where a code frame was deliberately not included in the CAPI, and interviewers were asked to record the CM's complete answer to this question. This type of question is called an 'open' question.

Other-specify questions

Most of the questions in the edit program are 'other-specify' questions. For most cases it will be possible to code these 'other' answers back into the existing code frame (back coding). In fact, this should be your first aim. In this code book, the existing code frames are always enclosed in a boxed frame.

However, back coding will not always be possible, as new, distinct group(s) of responses may emerge. The researchers at NatCen have looked at some early data and tried to identify where new codes might be necessary. In this coding document these additional codes are listed **after** the boxed existing code frame. You should use these codes where the existing code frame is not appropriate. Any 'other-specify' cases which are difficult to code should be referred to the researchers with a note being made on the fact sheet.

'Other-specify' questions may be **multi-coded** or **single-coded.** Whether the question is multi or single-coded is indicated in this document. Most of the questions are multi-coded; that is more than one answer is allowed to be coded. However, there may be a maximum limit set for the number of possible answers that can be coded.

During coding, if the question to code is multi-coded then the edit program will take you straight to the edit field that contains the new code frame (i.e. the existing code frame with any additional codes and 'other' categories). At this point you should use the information on the factsheet to code appropriately. However, if the question to code is single-coded then the edit program does not take you to the edit field as for the multi-coded questions. Instead the program will take you to the 'tryback' field. At this point you will be instructed to go back to the original question and re-code the answer. The verbatim text will appear on screen, but again you should use the text on the factsheet and attempt to code using the new code frame.

For multi-coded questions, if you find it too difficult to code or are unsure about how to code, a '96' should be entered at the edit field. Then press 'end'. This will take you to the 'tryback' field at which point you should code '3 - Refer to supervisor/ Leave for later'. For single-coded questions, if you find it too difficult to code or are unsure about how to code it, you should leave the original 'other' answer in the edit field and assign code '3- Refer to supervisor/Leave for later' in the 'tryback' field. This is the **ONLY** time that you should make use of this 'tryback' field.

Open questions

For these questions the researchers have looked at the answers given, and developed entirely new code frames from these responses. You should choose the most appropriate code from these code frames. If the response does not fit any of these codes, it should be assigned to one of the 'other' codes as appropriate.

Open questions may also be **multi-coded** or **single-coded**. This is also indicated in this document at each question.

For open questions there is no 'tryback' field; the edit program will take you straight to the edit field with the new codeframe and verbatim text answer.

'Other' codes

There are three types of 'other' codes allowed at all 'other-specify' and 'open' questions. These are code 94 – 'other specific answer not in codeframe', code 95 – 'Vague / Irrelevant' answer and code 96 – 'Editor cannot deal with this'. 'Other answer' (94) will be used for most of the responses that cannot be coded to the existing/additional codes. 'Irrelevant response' (95) should only be used for responses that are irrelevant, that is they do not answer the question. Use code 96, if you find a response particularly difficult to code or if it is taking a long time to decide which code to allocate.

Coding DKs & refusals
If the 'other' answer is a 'don't know' or [ctrl+<K>], the coder should use a 'don't know' or 'no specific reason' option if available in the code frame. If this

is not available, the coder should enter a [ctrl+<K>] and record this on the factsheet.

Where the answer is a refusal or [ctrl+<R>], the original question should be coded as 'Refusal', **NOT** as 'other'.

Occupation and Social Class Coding
You will also need to carry out Occupation and Social Class coding as standard at the questions specified.

Any cases that you find too difficult to code or are unsure about how to code should be referred to Operations/researchers, making a note on the factsheet.

For 'other-specify' questions, you will also be able to indicate that you are unable to code using the 'tryback' field in the edit program and assigning code 3 as described above.

If you find that recoding a response affects subsequent routing, you must select 'Undo all edits' from the File menu before you exit the case. You should then tab this discrepancy for the researchers' attention.

As with coding, most of the editing is carried out by interviewers in the field. There are consistency error checks within the CAPI program which are activated when the interviewer enters conflicting data. These consistency errors consist of hard and soft checks. Hard checks must be resolved by the interviewer, but soft checks can be suppressed by the interviewer and investigated at the coding and edit stage.

Errors in the data are triggered for the editor to action as you move through the questionnaire. Editing is to be done in Blaise in CAPI mode for editing. It is important that you only make changes to the data according to the rules written down in these editing instructions. Where a situation has not been covered you should always consult your supervisor. Your supervisor will know if another editor is encountering a similar difficulty or omission and will be able to advise you.

Interviewer notes/remarks

The first stage of the BCS70 edit is to read and interpret **all** notes made by interviewers in the CAPI. These notes are listed on the fact sheet. The presence of an interviewer note in Blaise is indicated by a small paper clip symbol, which appears alongside the answer where the note was made. All remarks, whether attached to an open question or not will be listed on the factsheet, under the heading 'Remarks'. You should read these and do any 'obvious' recoding. When you are in the edit programme, if you want to read a remark put your cursor in the appropriate answer field (i.e. next to the paper clip symbol) and press CTRL+M to open it. To close the note press ALT+S. Interviewers have been asked to record any remarks at the question

concerned, but sometimes they may record notes at an adjacent question instead. Using these notes it may be possible to establish what the correct response should have been and subsequently back code a response into the existing code frame. You should only do this if you feel confident that the note shows that the interviewer used the wrong code. Please record any changes on the factsheet next to the relevant interviewer note. Please TAB any remarks that you are uncertain of so that your supervisor/researcher can look at the relevant note.

If you do not need to do anything in response to an interviewer note, please tick the note on the fact sheet so that the researchers know you have read and considered its contents.

Please note that you should NEVER delete a case unless you have been instructed to do so by the researchers.

Factsheet

A fact sheet is provided to help with the coding and editing of CAPI questionnaires.

On the factsheet there are several variables including the ones that need backcoding. Also there are variables relating to the case that you are editing.

	Description
	Description
Serial	This is the NatCen Serial Number and it begins with either 1 (for the core sample) or 5 (parent and child sample).
Sample Type	This will either be 'core' or 'parent and child'.
CLSKey	This is the serial number that CLS gave to the CM, when the survey began in 1970.
IntDate, IntNo & Waveno	Information about when the CM was interviewed and the wave of fieldwork.
Outcome code	This indicates whether the interview was productive or unproductive. An explanation of the codes follows:

111	Fully productive core interview
112	Fully productive: all parent and child
113	Fully productive: not all parent and child
130	Full Proxy interview
211	Partial productive: core interview
212	Partial productive: all parent and child
213	Partial productive: not all parent and child
440	Refused during interview

Coding decisions should be written on the fact sheet. If the question has not been printed on the fact sheet please write the question name, original response and recoded response at the end of the fact sheet, and then send the fact sheet to the researchers.

Start of questionnaire (Module name Qstart)

Question name	Instruction to Coder
CMSex	Check CM gender on factsheet against CAPI. If gender on factsheet differs to CAPI, check for any interviewer notes. If the following soft check appears: "INTERVIEWER: The CM sex has been recorded as 'female' on the sample. You have now changed this to male" (or vice versa) Check for any interviewer notes. Suppress this check if there are no notes.
Bdat1	If day of birth differs to factsheet but is between 5-11, check for any interviewer notes. Suppress check if there are no notes. If interviewer notes indicate that CM was not born between 5-11 April 1970, tab case.
Normal	Please check interviewer notes carefully in case they allow you to make amendments to this section. If CM is • … temporarily working away from home , their Normal Address is their permanent home address. • … in hospital / prison for < 6 months, their Normal address is their home address • … in hospital / prison for 6 months or more, their Normal address is hospital or prison • … in the armed forces / merchant navy and stationed away from home for 6+ months, their Normal Address is their current forces or merchant navy address. If CM has more than one address, take the address the CM considers to be their main address.

Question name	Instruction to Coder
Residenc	Please check interviewer notes carefully in case they allow you to make amendments to this section. Private residence Include • armed forces married quarters • accommodation rented by National Health Service and Local Government workers • separate flats provided by a University for students • all other non hostel accommodation tied to employment or training Exclude hostel type accommodation e.g. a room in a Nurses' Home, Students' Hall of residence or other place of work. Sheltered housing Residents must have self-contained flats with their own kitchen and bathroom (regardless of any shared facilities such as a lounge). If the Cohort Member's accommodation is not self-contained then they live in an institution and this should be coded under one of the categories below. Hotel/Boarding House/Residential hostel Hostels open to all regardless of need and occupation. Hostel for homeless /Women's Refuge/Night shelter etc. Any accommodation provided for single or married people with particular social or family problems (including homelessness). Placement is on a **temporary** basis. Barracks/Room in Nurses' hall of residence / student hall of residence etc. Accommodation is of the hostel type but is tied to education, training or employment and is not open to all. Room (only) at workplace e.g. if working in a hostel, in a Children's Home, special school or some other residential institution. Hospital Include all those who are in-patients in any form of hospital. See note at normal address rules (above) for details of length of stay for inclusion. N.B. If no 'normal' address, take current address.

Household grid (Module name QBHGrid)

Question name	Instruction to Editor	
Name	The first person in the household grid <u>should be</u> the Cohort Member – check name of the person entered on the first line of the grid against fact sheet. If name is different – check if the Cohort Member has changed their name (NameSame = changed and CMName = RESPONSE). If the CM has not changed their name or has been entered somewhere else in the household grid, tab the case for the attention of Operations. Please check interviewer notes carefully. Interviewers have recorded the correct spelling of household members names in a note, if they were unable to record it in the CAPI. Please correct the spelling of names.	
MS	Please check interviewer notes carefully. Some interviewers found it difficult to navigate the checks and have made detailed descriptions of the marital status.	
Rage	Unless the interviewer has made a note suppress this check. Code less than 1 year old as 0	
RelToKey	Please check interviewer notes carefully. If the CM has an ex-partner who is still living in the household code 28 'Other'. In this survey, child is defined by relationship to the CM (i.e. son / daughter), not age. So use the relevant code for child (e.g. codes 3-7) based on their relationship to the CM, even if the 'child' is an adult.	
	Code 3	Only code CM's natural child here. Exclude fostered/adopted children or children of their partner/spouse
	Code 4	Only code legal adoptions here
	Code 5	Only code natural child of CM's <u>current</u> spouse/partner, where there has been no legal adoption
	Code 6	Only code natural child of CMs <u>previous</u> spouse/partner, where there has been no legal adoption
	Code 7	Only code foster children here.

Block	Proxy interview (Module name (Qproxy)
Questions	CJTitle
Type of question	Open
Question text	I now want to ask you some questions about the last time CMName was working. What was CMName's (main) job? INTERVIEWER: ENTER JOB TITLE
Routing	{If answered '…had a job' to 'Can I just check, to your knowledge has Cmname ever …? (ProxyAct=Job)}

Block	Proxy interview (Module name Qproxy)
Questions	CJDo
Type of question	Open
Question text	What did CMName mainly do in this job? INTERVIEWER: CHECK SPECIAL QUALIFICATIONS/TRAINING NEEDED TO DO THE (MAIN) JOB AND ENTER DETAILS.
Routing	{If answered '…had a job' to 'Can I just check, to your knowledge has Cmname ever …? (ProxyAct=Job)}

Block	Proxy interview (Module name Qproxy)
Questions	CJFirm
Type of question	Open
Question text	What did the firm or organisation CMName worked for / ran mainly make or do (at the place where he/she worked)? INTERVIEWER: ENTER DETAILS FOR MAIN JOB. DESCRIBE FULLY – PROBE MANUFACTURING or PROCESSING or DISTRIBUTING ETC. AND MAIN GOODS PRODUCED, MATERIALS USED, WHOLESALE or RETAIL ETC.
Routing	{If answered '…had a job' to 'Can I just check, to your knowledge has Cmname ever …? (ProxyAct=Job)}

CODE THE ABOVE TO SOC2000, NS-SEC, SOC90, SEG and SOCIAL CLASS

For all Employment questions please also refer to the glossary section 'Employment' on page 22.

Question	OthLang
Back code	Back code OthLang to <u>XLango</u>
Type of question	Other – please specify
Question text	INTERVIEWER: ENTER LANGUAGE
Routing	{If answered 'Other' to 'What language is normally spoken at home?' (LangOth=Other)}

CODE ONE ONLY

1	Welsh
2	Gaelic
3	Hindi *(include Kuch)*
4	Urdu
5	Greek
6	Turkish *(include Türçe)*
7	Chinese *(include Cantonese, Guoyu, Gwongjauwa, Han Yu, Hanbun, Hua Yu, Jungmahn, Mandarin, Pu Tong Hua, Zhongwen)*

<u>**Additional Codes**</u>

8	Other Asian Language (Abkhaz, Adyghabza, Adyghadze, Adyghe, Ainu, Akha, Alarabia, Apsua, Arabic, Armenian, Assamese, Assyrian, Azerbaijani, Azæbaycan, Bama zaga, Bangla, Bengali, Burmese, Cambodian, Chechen, Dili, Erzya, Farsi, Georgian, Gujarati, Hanguk mal, Hayeren, Hinko, Hok-gkian'ue, Hokkien, Hö-ló-oë, Iu-Mienh, Japanese, Joson mal, Kamassian, Kannada, Karen, Kartuli, Kashmiri, Kazakh, Khakas, Khmer, Khowar, Konkani, Konknni, Korean, Kurdî, Kurdish, Kurmandzh, Lahu, Lao, Laotian, Lisu, Malayalam, Manchu, Marathi, Marwari, Mator, Memon, Mienh, Mirpuri, Moksha, Nokhchijn, Noxcijn, Nuristani, Oriya, Ossetian Iran Avsag, Pahsah Lahu, Pahsáh Tai, Pamir, Panjabi, Pashto, Pashtu, Persian, Piasaa Gmae, Punjabi, Pushto, Qazaq, Sanskrit, Sindhi, Sinhala, Sinhalese, Sylheti, Tajik, Tamil, Telegu, Telugu, Thai, Thangmi, Tibetan, Tulu, Turkmen, Türpen, Uchinaaguchi, Vietnamese)
9	Other European Language *(include Jarj, Scottish / Scots / Lallans)*

10   African Language (Acholi, Afrikaans, Akan, Amharic, Ateso, Azulu, Bambara, Bassa, Bemba, Bole Bo Pikka, Bura, Chewa, Chibemba, Chichewa, Chinyanja, Chishona, Chitonga, Congo Zaire, Coptic, Dagaare, Deresa, Dinka, Dioula, Dschang Yemba, Dulla, Edo, Eton, Ewondo, Fon, Fulanee, Fulfulde, Ga, Gambian, Ganda, Ghanian, Guosa, Gurage, Hausa, Ibo, Icetot, Igbo, Ik, IsiXhosa, IsiZulu, Kasem, Kembata, Kikumba, Kikuyu, Kinyarwanda, Kirio, Kiswahili, Kpelle, Krio, Kswaili, Lingala, Luganda, Lunda, Luvale, Maasai Ma'a, Malagasy, Mandinka, Mandinga, Mandingo, Mende, Moore, Ndebele, Nigeria, Nyanja, Oromo, Pulaar, Rutoro, Rwanda, Sepedi / Northern Sotho Sepedi, Sesotho, Setswana, Shona, Sidamo, Sierra Leonean, Silozi, Siswati, Somali, Swahili, Swati, Temne, Teuso, Tigrigna, Tigrinia, Tsonga, Tswana, Twi, Venda, Welayta, Wolof, Xhosa, Yoruba, Zulu)

<u>Other</u>

94   Other specific answer not in codeframe
(not codeable 1-10)

95   Vague / irrelevant answer

96   Editor can't deal with this.

Housing (Module name QHouse)

Question name	Instruction to Editor
Housing history (Screens 18 - 29)	If soft checks appear in the housing histories which have been suppressed, please take extra care to check if any interviewer notes have been made which allow you to make amendments to this section.
WhoTen (Screen 20)	If CM does not have resident spouse or partner living in the household, code 4 ('Yours and someone else's name).

Question	WhyMoth (Module name QHouse)
Back code	Back code WhyMoth to XWhyMo
Type of question	Other – please specify
Question text	INTERVIEWER: Enter details of other reason moved.
Routing	{If answered 'Other' to 'Why did you move from your previous accommodation?' (Whymoved=Other)}

Question	HomeGo (Module name QHouse)
Back code	Back code HomeGo to XHomeG
Type of question	Other – please specify
Question text	INTERVIEWER: Enter details of other reason moved.
Routing	{If answered 'Other' to Please look at CARD C and tell me what was the main reason you moved out of that address? (Homeg = Other) }

MULTICODE – CODE ALL THAT APPLY

1	Wanted to buy
2	Wanted larger / smaller home *(do not include cheaper home / can no longer afford home)*
3	Wanted better home
4	Job changed / to be nearer work *(include Spouse / partner job change)*
5	Moved to better area
6	For children's education
7	Wanted place of own

<u>Additional Codes</u>

8	Need cheaper home / can no longer afford home
9	Evicted / repossessed
10	Relationship breakdown
11	New relationship *(include moving in with partner / spouse)*
12	Problem(s) with neighbours
13	Moving / returning from abroad
14	Health and / or other personal problems / to be nearer relatives *(include moving in with parents / spouse's parents)*

<u>Other</u>

94	Other specific answer not in codeframe (not codeable 1-14)
95	Vague / irrelevant answer
96	Editor can't deal with this.

Current Partnerships (Module name QCurrpar)

Question name	Instruction to Editor
'Curpart' Questions (Screen 31)	If soft checks appear in this section which have been suppressed, please take extra care to check if any interviewer notes have been made which may allow you to make amendments to this section.

Ex-partners history (Module name QExpart)

Question name	Instruction to Editor
'ExPart' questions (Screen 32-33)	If soft checks appear in this section which have been suppressed, please take extra care to check if any interviewer notes have been made which may allow you to make amendments to this section.

Family (Module name QFamily)

Question	PhOther (Module name QFamily)
Back code	Back code PhOther to XPhOth
Type of question	Other – please specify
Question text	"(Who is this person?) INTERVIEWER: OTHER ANSWER - PLEASE SPECIFY.
Routing	{If answered 'Other' to " If you needed some support in your personal life, could you ask any of the following for help? INTERVIEWER: CODE ALL THAT APPLY." (Pershelp=Other)}

MULTICODE – CODE ALL THAT APPLY

1	Spouse / partner
2	Boyfriend
3	Girlfriend
4	Mother
	(include stepmother)
5	Father
	(include stepfather)
6	Brother
7	Sister
8	Female friend
9	Male friend
10	Neighbour

Additional Codes

11	Spouse / partner's mother
12	Spouse / partner's father
13	Spouse / partner's sister
14	Spouse / partner's brother
15	Daughter
16	Son
17	Other female relative
	(include Aunt, Niece etc.)
18	Other male relative
	(include Uncle, Nephew etc.)
19	Other female
20	Other male
21	Other person (no gender specified)
22	Would prefer not to ask for help

Other

94	Other specific answer not in codeframe (not codeable 1-22)
95	Vague / irrelevant answer
96	Editor can't deal with this.

Family income (Module name Qfaminc)

Question name	Instruction to Editor
General point	Include income received by spouse & partner only. Exclude any income from children aged 16+ and working / other household members.
InvestX, SaveAm, InvInc (Screen 127)	Code £1 million plus as 999999.

Question	SaveY (Module name QFamInc)
Back code	Back code SaveY to <u>XSaveY</u>
Type of question	Open
Question text	What are you saving for?
Routing	{If answered 'Yes' to 'Do you save any amount of your income for example by putting something away now and then in a bank, building society, or Post Office account other than to meet regular bills. Please include share purchase schemes and ISAs? INTERVIEWER: THIS INCLUDES PERSONAL SAVINGS, AS WELL AS ANY JOINT OR HOUSEHOLD SAVINGS. EXCLUDE PENSION PAYMENTS.' (Save=Yes)}

MULTICODE – CODE ALL THAT APPLY

1   The future
                   (*include a rainy day ,emergencies, unexpected events, security, backup, nothing specific*)
2   Retirement
                   (*include pension, stop work early, old age*)
3   Accommodation related reasons and mortgage
                   (*include moving house, buying house, house extension, home improvements*)
4   A car
5   Holidays
                   (*include leisure reasons, Christmas*)
6   Wedding / Family
                   (*include saving for the expenses of having children, starting a family*)
7   Saving for the children's future
                   (*include children's education, children's university fees, children's future*)
8   Every day needs
                   (*include bills, household expenses*)

<u>Other</u>

94   Other specific answer not in codeframe (not codeable 1-8)

95   Vague / irrelevant answer
96   Editor can't deal with this.

Question   FinWhy (Module name QFamInc)
Back code   Back code FinWhy to <u>XFinYB</u>
Type of question   Closed
Question text   Why is that?
Routing   {If answered 'Better' to "Would you say you are better off
                     or worse off financially than you were a year ago?"
                     (FinPast=Better)}

MULTICODE – CODE ALL THAT APPLY

<u>Income-related</u>
1   CM now working
2   Spouse / partner now working
3   CM now earning more
                     *(include got a better job / promotion / working
                     more hours)*
4   Spouse / partner now earning more
                     *(include got a better job / promotion / working
                     more hours)*
5   Increase in benefit income
6   Other increase in income
                     *(include transfer income i.e. money given by
                     others)*

<u>Expenditure-related</u>
7   Reduced housing costs
8   Reduced expenditure on other things
                     (include going out less often)

<u>General</u>
9   Better at managing money
10   Change in marital / partnership status
                     (include child moved away / left home)

<u>Other</u>
94   Other specific answer not in codeframe
                  (not codeable 1-10)
95   Vague / irrelevant answer
96   Editor can't deal with this.

Question	FinWhy (Module name QFamInc)
Back code	Back code FinWhy to <u>XFinYW</u>
Type of question	Closed
Question text	Why is that?
Routing	{If answered 'Worse' to "Would you say you are better off or worse off financially than you were a year ago?" (FinPast=Worse)}

MULTICODE – CODE ALL THAT APPLY

<u>Income-related</u>

1   CM no longer working
2   Spouse / partner no longer working
3   CM earning less
        (include drop in salary, different job and fewer hours)
4   Spouse / partner earning less
        (include drop in salary, different job and fewer hours)
5   Less benefit income
6   Other reduction in income
        (include transfer income i.e. money given by others)

<u>Expenditure-related</u>

7   General costs of having a baby e.g. nappies, food etc
8   Childcare costs / education
9   Increased housing costs
10   Other increase in expenditure

<u>General</u>

11   Worse at managing money
12   Change in marital / partnership status
        (include older child moved back home)

<u>Other</u>

94   Other specific answer not in codeframe
        (not codeable 1-12)
95   Vague / irrelevant answer
96   Editor can't deal with this.

Employment (Module name QEmploy)

Question name	Instruction to Editor
General point	See glossary section of these instructions for more detailed information on employment including definitions of jobs, unemployment, self-employment etc
Mainjob (Screen 130)	If two jobs done at once, code one with most hours. If same number of hours worked at both jobs, record the job CM regards as their main job.
CnetPay CgroPrd (Screen 131)	Unless the interviewer has made a note suppress this check. Code £1 million plus as 999999
J20, J21 (Screen 132)	Pension provision may be accumulated from several jobs, so 'inconsistencies' are possible -–there are some soft checks
OJAny1 OJAny2 PJRegin (Screen 133)	Code as regular if at least once a month
SEProfit, SeErnSyr (Screen 133)	Code £1 million plus as 999999

Glossary for employment
This section includes further information on employment.

A. Employment (Block QEmploy)

Many of the terms you need to refer to in the employment section are covered under main activity. This term is referred to at EconAct, Activity1-Activityn and PEconAct when we ask you to code the **main activity** of the Cohort Member and partner or spouse respectively.

Where there are competing claims for main activity and changes in jobs or main activity status please follow the guidance given in the following sections, to help you decide which activity or job takes priority:

1. JOBS

2. UNEMPLOYMENT

3. OTHER

1. JOBS

The definition of a job may be different to that used in other surveys, but is standard for BCS70 surveys.

A job is:
- a period of time working for one employer, including any changes in the actual work done.
- a period working as self-employed, <u>doing the same line of work</u> throughout the period.

- a period of time employed by one or more agencies to work temporarily for other organisations (i.e. as an agency temp), irrespective of how many of these organisations were worked for.

Include:
- Part-time jobs (less than 30 hours a week), <u>when these are the individual's main activity</u>.
- Paid work done at home (baby minding, dressmaking, etc.) <u>when these are the individual's main activity</u>.
- Unpaid work for a <u>family</u> business, <u>if main activity</u>. A family business is a business that is owned by an immediate family member.
- Jobs held abroad so long as they satisfy the other conditions of inclusion.
- Periods in Armed Forces.
- Time spent on paid or unpaid maternity leave, <u>if still employed and intending to return</u>. If the Cohort Member did not return to work after maternity leave, the job ended at the point when this was agreed between her and her employer.
- Time spent away from work for one of the following reasons, <u>if the Cohort Member has (or had) a job to return to</u>:
  - ° on holiday
  - ° on strike or temporarily laid off
  - ° sick leave of between one and six months' duration
- Time spent on any course of full or part-time education, <u>provided the individual was in paid employment throughout the period.</u>
- Work in Sheltered Workshops. Many disabled people work in factories or offices that have not been adapted in any way to their circumstances. Those that cannot work in unadapted premises because of the severity or nature of their condition, often find work in sheltered workshops where their special needs can be catered for. The workshops, which normally operate as a commercial concern, are run by Local Authorities, Voluntary Organisations or by Remploy Limited - a special company set up by the government.

Exclude:
- Jobs lasting under a month, <u>unless current job</u>.
- Work-experience or sandwich jobs <u>whilst on full-time education</u>.
- Part-time or vacation jobs <u>done at same time as full-time education</u>.
- Second jobs done at the same time as a <u>main</u> job (please see definition of a main job below).
- Periods on government work or training schemes, <u>unless the job provides (or is expected to provide) income independently of the scheme allowance</u>. (Thus a period of self-employment would count as a job even if the individual was on the Enterprise Allowance Scheme (EAS), because the person would expect to receive an income from their self-employment activities; on the other hand, a period on ET where the <u>sole</u> income was the ET allowance would <u>not</u> count as a job).
  Some individuals may want to describe periods on government schemes as jobs even though we are excluding them from our definition of a job. This is most likely to occur when Cohort Members who were not interviewed in 1999/2000 mention time on the Community Programme (CP), YTS, ET, Youth Training or Modern Apprenticeships.

The definition of a <u>main</u> job is as follows:

- If two jobs done at once, take one with most hours.
- If the individual works the same number of hours in both jobs, take the job they consider to be their main job.

A job must last at least a month to be counted as a job, <u>unless it is the current job</u>. For previous jobs, if the Cohort Member (or partner) has had a number of jobs in one month, for example as a casual labourer, the interviewer should have recorded details of the type of work done.

Count as a Single Job

- A period of self-employment, free-lancing or consultancy in the same line of work, irrespective of how many contracts were worked on.
- A period of agency temping irrespective of how many individual placements this covered, or how many agencies worked for.
- A period with a single employer irrespective of how much the job changed EXCEPT in some circumstances for civil servants, teachers and NHS employees (see 4, below).

Count as a change of Job

- Any change of employer other than the take-over of a firm.
- Becoming self-employed, if currently an employee.
- Becoming an employee, if currently self-employed.
- Staying self-employed, but significantly changing nature of work.
- Changes of government departments for civil servants.
- Changes of school for teachers.
- Changes of hospital for NHS or NHS trust employees.

End of Job
The date of the end of a job is the date last worked, even if the individual continued to get pay such as severance, holiday pay or maternity pay.

The following notes and definitions will help you when you are coding some of the employment variables:

(a) Employment
A period of employment includes being employed by a company / industry / corporation / organisation / authority etc. Temps working for an agency are employees.

(b) Self Employment
A period of self-employment includes continuous self-employment, freelancing or consultancy in the same line of work, irrespective of how many contracts were worked on. People not on PAYE/Schedule E and paying their own National Insurance stamps should be counted as self-employed, even if they work for a company e.g. a self-employed taxi driver.

(c) Full-time jobs
A full-time job is 30 hours or more per week. If the individual has more than one full-time job at any time and no other main activity, take the full-time job with the most

hours per week. If two full-time jobs with equal hours, take whichever the Cohort Member considers to be the <u>main</u> job.

(d) Part-time Jobs
A part-time job is less than 30 hours per week. As long as the part-time job was regular, and done for at least a month, it does not matter how few hours were worked per week.
Agency temps: An agency temp is someone who is directly employed by an agency, which in turn sends him / her to workplaces for short periods of time. This is <u>different</u> from a temporary job.

(e) Temporary jobs
These must be defined <u>from the start of employment</u> as lasting for less than two years (for example cover for an employee's maternity leave). Someone working in a temporary job works for an employer directly (i.e. is not employed by an agency).

(f) What is Made or Done by the Employer (used in CJFirm)
This can be different from the Cohort Member's work. If Cohort Member is a cook in a car factory canteen, code 'car manufacture', not 'catering'.

(g) Type of organisation (used in CJOrg)
'Private firm or company' means an organisation in private ownership, either incorporated under the Company's Act (eg: XYZ Ltd or ABC Plc), or otherwise privately owned, such as a solicitors' partnership or a family business, such as a farm or shop. Include private companies supplying services to public organisations, such as cleaning and catering for local councils or NHS hospitals. NHS Trusts should not be included.

Since 1986, the status of some organisations may have changed, particularly those originally in public ownership. In the questions dealing with job histories we are interested in the status of the organisation **at the time the Cohort Member was employed**. If the status of a company changed over their period of employment, enter the status of the company when they left (or if current job the current status).

(h) Place of work (used in TravToWk)
This means the establishment the Cohort Member works or worked in - either a building or a site at the same address. A Department is not an establishment unless it is a separate branch that has an address of its own, for example a bank or Post Office branch, a shop, a school, an area office, etc.
If a Cohort Member does not have a fixed place of work, you should enter their main contact office or head office.

(i) Qualifications/ training normally required to do the job (used in JDo, CJDo)
This means entry qualifications normally required of anybody taking up the Cohort Member's job. The qualifications listed in a job advertisement are a good indication. If the qualifications required have changed you should enter the details of what was required when the Cohort Member <u>started </u>at that company or organisation.

The Cohort Member may have skills, training, and qualifications that are **not relevant** to the job; these should not be listed.

The Cohort Member may not have the skills etc. normally required. In this case the normal_requirements required when starting the job should still be listed.

(j) Supervisory/management responsibilities (used in JSup, CJSup)
This means responsibility for decisions that determine the work of other employees in some way or other.

(k) Promotion (used in CJProm, CJPromN)
Promotion may be automatic; for the purpose of this study it must involve a change of pay **and** status (and will usually involve a change in job title, e.g. from Researcher to Senior Researcher). A change of pay alone, for example an annual pay review, does not count (eg: annual rise); neither does a change of status, for example completing a probationary period, unless linked to a change in pay.

(l) Working hours (used in CHours1 - CHours5)
Do not include meal breaks.

(i) Hours worked
- If the work pattern is not based on a week, get an average over the last four weeks.
- If the Cohort Member has been off sick for a long period, take the usual hours worked before going sick.
- If a person has recently started a new job, record the hours the Cohort Member expects to be working in the future.
- For apprentices, trainees and other people in vocational training, exclude any time spent in college or other special training centres outside their workplace.
- For Cohort Members working on-call: If someone states that they usually work 24 hours a day because they are 'on-call', the average number of hours **actually** worked should have been probed for. Identify how many hours were actually worked in the last four weeks and average these out to give a weekly total for usual hours. For example, a Cohort Member was on-call all night, but was only called out to work for two hours, the actual working hours for this night would be two hours.

(ii) Paid Overtime
Include paid overtime hours only, and include hours worked at home if paid.
- When an employee works on some kind of flexitime system, paid overtime should be registered only if no compensatory time off is taken.
- When overtime is worked on a seasonal or irregular basis and the Cohort Member has difficulty in providing a 'usual' figure, take the average over the last four weeks.

(iii) Unpaid Overtime
Include unpaid overtime hours only. This includes unpaid hours worked at home (e.g. teachers preparing lessons) as well as unpaid hours worked at the workplace.

2. UNEMPLOYMENT

Unemployed and seeking work
The individual's main activity status is 'unemployed and seeking work' only if he / she is not in a full-time job, full-time education, nor sick/disabled (temporarily or permanently) and is seeking work. Unemployment can be the main activity even if the

individual is doing part-time work, part-time education etc. <u>if the individual considers himself/herself as unemployed and seeking work.</u> For self-employed individuals, 'unemployed and seeking work' means ready and available to take up work with another employer, but <u>not periods of low business activity</u>.

Include:
- Anyone who was/is out of work but <u>was / is actively seeking work</u> – e.g. registered at a government Employment Office, JobCentre or Careers Office, or at a private Employment Agency (but not working), answering advertisements, advertising for jobs, etc.
- Anyone who is also retired or looking after home/family, <u>provided they satisfy the conditions given in the 'unemployment and seeking work' entry</u>.

Exclude:
- Anyone who is unemployed <u>but does not want to work.</u> Try to fit their status to the list, but otherwise code as 'other'.

"Signing On" means signing on as unemployed and seeking work, although they do not have to be claiming Job Seekers Allowance (JSA).

Start date of unemployment is the date when the individual stopped doing anything else and became ready and available to take up work if offered. This may be before they formally registered as being unemployed.

3. OTHER

(a) Full-time Education
If the individual is following a full-time educational course (at school, college, university, etc.) this should be coded as the main activity, <u>even if they are also doing part-time or holiday jobs</u>.
Exclude: students in paid occupation where training also given (e.g.: apprentices, student nurses) or on day release or sandwich courses: code these as employees.

(b) On a government scheme for employment training
Please refer to next section on Courses.

(c) Temporarily Sick or Disabled
Code this as the main activity if the individual
- has been off work for between one and six months
- <u>has a job to go back to</u>

(d) Permanently Sick or Disabled
Code this as the main activity so long as the individual
- has been (or is likely to be) off work for more than six months
- <u>has no job to go back to</u>
- is prevented by their health or disability from looking for work
- is below retirement age (under 60 if female, under 65 if male)[1]

Someone classified as permanently sick or disabled is likely to be claiming some kind of state or insurance benefits.

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[1] All Cohort Members and most of their partners.

(e) Looking After Home / Family
This should be coded only if this is the person's <u>exclusive</u> activity, or if they are also doing a part-time job, but consider domestic duties to be their main activity. More than one person in a household can be looking after the home and family. This code applies if this is a person's normal status, even if they are currently sick, on holiday, etc.

(f) Wholly Retired
This should be coded if a person is not in work, not seeking work and has reached retirement age for their job. Given the Cohort Members' age, this is unlikely to apply, except in the case of a very few partners.
If an individual is wholly retired, this should be coded in preference to sick or disabled or looking after home and family, even if these also apply.
Exclude: women below retirement age who have left work to look after home/family.

(g) Other
Anyone for whom the other codes are inappropriate.(e.g. trainees on government schemes who do not earn money independently of the scheme allowance). This may include people who are unemployed but not actively seeking work, living off trust funds or on government training schemes.

Block	Employment (Module name QEmploy)
Questions	CJDo
Type of question	Open
Question text	What do you mainly do in your job? INTERVIEWER: CHECK SPECIAL QUALIFICATIONS/TRAINING NEEDED TO DO THE (MAIN) JOB AND ENTER DETAILS. THE MORE INFORMATION YOU GATHER THE BETTER. SEE GLOSSARY ENTRY ON OCCUPATIONAL INFORMATION."
Routing	{If answered 'full-time employed / self employed OR part-time employed / self employed' to 'I would like to get a few details about what you are doing at the moment. Which of the things on this card best describes what you are currently doing? (EconAct2 = Full time employed, Part-time employed, Full time self employed or Part time self employed)}

Block	Employment (Module name QEmploy)
Questions	CJTitle, TitDiff, DCJTit
Type of question	Open
Question text	What is your (main) job? INTERVIEWER:@|ENTER JOB TITLE. THE MORE INFORMATION YOU GATHER THE BETTER. SEE GLOSSARY ENTRY ON OCCUPATIONAL INFORMATION.
Routing	{If answered 'full-time employed / self employed OR part-time employed / self employed' to 'I would like to get a few details about what you are doing at the moment. Which of the things on this card best describes what you are currently doing? (EconAct2 = Full time employed, Part-time employed, Full time self employed or Part time self employed)}

CODE THE ABOVE TO SOC2000, NS-SEC, SOC 90, SEG AND SOCIAL CLASS FOR EACH JOB / PERIOD OF SELF-EMPLOYMENT IN EMPLOYMENT HISTORY.

Question	OthAct1 (Module name QEmploy)
Back Code	Backcode OthAct1 to <u>XothAc</u> (Module name QEmploy)
Type of question	Other – please specify
Question text	OthAct1 – "What were you doing?"
Routing	{If answered 'Other' to "^TEXTI said you started your ^CurrPrev period of ^TEXT1 in ^MONTHTF of ^TEXT2. Which of the things on this card best describes what you were doing before this period of ^TEXT1? INTERVIEWER:CHECK THAT RESPONDENT HAS BEEN DOING THIS CONTINUOUSLY SINCE START DATE AND THAT THERE HAS BEEN NO TIME WHEN THE SITUATION CHANGED. CODE ONLY ONE MAIN ACTIVITY. SEE GLOSSARY ENTRIES ON JOBS, ACTIVITY STATUS AND MAIN ACTIVITY." (Activity = Other)}

CODE ONE ONLY

1	Full-time paid employee (30 or more hours per week)
2	Part-time paid employee (under 30 hours per week)
3	Full-time self-employed
4	Part-time self-employed
5	Unemployed and seeking work
6	Full-time education
7	On a government scheme for employment training
8	Temporarily sick / disabled
9	Permanently sick / disabled
10	Looking after home / family *(include non-family members who are in the household)*
11	Wholly retired

Additional Codes

12	Employed but status unclear
13	Employed, but unpaid
14	Self employed, not known if FT/PT
15	Part-time education
16	Voluntary work
17	Maternity leave
18	Travelling
19	Prison

Other

94	Other specific answer not in codeframe (not codeable 1-19)
95	Vague / irrelevant answer
96	Editor can't deal with this.

Block	Employment (Module name QEmploy)
Questions	CJFirm
Type of question	Open
Question text	What does the firm or organisation you work for mainly make or do (at the place where you work)? INTERVIEWER: ENTER DETAILS FOR MAIN JOB. DESCRIBE FULLY - PROBE MANUFACTURING or PROCESSING or DISTRIBUTING ETC. AND MAIN GOODS PRODUCED, MATERIALS USED, WHOLESALE or RETAIL ETC. THE MORE INFORMATION YOU GATHER THE BETTER. SEE GLOSSARY ENTRY ON OCCUPATIONAL INFORMATION
Routing	{If answered 'full-time employed / self employed OR part-time employed / self employed' to 'I would like to get a few details about what you are doing at the moment. Which of the things on this card best describes what you are currently doing? (EconAct2 = Full time employed, Part-time employed, Full time self employed or Part time self employed)}

CODE TO SOC2000, NS-SEC, SIC, SOC 90, SEG AND SOCIAL CLASS FOR EACH JOB / PERIOD OF SELF-EMPLOYMENT IN EMPLOYMENT HISTORY.

Question	CJOthOrg (Module name QEmploy)
Back code	Back code CJOthOrg TO <u>XCjOth</u>
Type of question	Other – please specify
Question text	What type of organisation is it?
Routing	{If answered 'Other' to 'Looking at this card, can you tell me the type of organisation on this card you work for in this job?' (CJOrg=Other)}

CODE ONE ONLY

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1   Private firm or company
         (e.g. Public Limited Company / Plc / private firm, e.g: Marks &Spencer / banks / former building societies that have become banks, e.g: Halifax / public schools / private schools / private hospitals / companies limited by guarantee)

2   Nationalised industry/public corporation
         (e.g. former Nationalised Industries: British Coal, British Steel and British Rail. Current nationalised firms: the Post Office and London Underground. Former Public Corporations: Gas Board, Electricity Board, Water Board. Current public corporation: BBC)

3   Local authority / Local Education Authority
         (include fire, police, polytechnics before they became universities, i.e. before 1992. SEE LIST ATTACHED ON NEXT PAGE)

4   Health Authority / hospital
         (include ambulance service)

5   Central Government/Civil Service
         (exclude armed forces)

6   Charity or trust
         (include retail co-operatives)

<u>Additional Codes</u>

7   Armed forces
         (Royal Navy, British Army, Royal Air Force only)

8   Building society
         (include only mutual societies. Exclude building societies that have become banks (e.g: Halifax) these should be coded as 'private firm or company'. SEE LIST ATTACHED ON NEXT PAGE)

9   Higher education
         (include 'old' universities and polytechnics after they became the 'new' universities, i.e. 1992 and after. SEE LIST ATTACHED ON NEXT PAGE)

<u>Other</u>

94   Other specific answer not in codeframe (not codeable 1-9)
95   Vague / irrelevant answer
96   Editor can't deal with this.

CJOthOrg: Remaining Mutual Building Societies (code 8)	
Barnsley Building Society	Manchester Building Society
Bath Building Society	Mansfield Building Society
Beverley Building Society	Market Harborough Building Society
Britannia Building Society	Marsden Building Society
Buckinghamshire Building Society	Mercantile Building Society
Cambridge Building Society	Melton Mowbray Building Society
Catholic Building Society	Monmouthshire Building Society
Century Building Society	National Counties Building Society
Chelsea Building Society	Nationwide Building Society
Chesham Building Society	Newbury Building Society
Cheshire Building Society	Newcastle Building Society
Chorley & District Building Society	Norwich and Peterborough Building Society
City of Derry Building Society	Nottingham Building Society
Clay Cross Building Society	Penrith Building Society
Coventry Building Society	Portman Building Society
Cumberland Building Society	Progressive Building Society
Darlington Building Society	Saffron Walden Building Society
Derbyshire Building Society	Scarborough Building Society
Dudley Building Society	Scottish Building Society
Dunfermline Building Society	Shepshed Building Society
Earl Shilton Building Society	Skipton Building Society
Ecology Building Society	Stafford Railway Building Society
Furness Building Society	Staffordshire Building Society
Hanley Building Society	Stroud and Swindon Building Society
Harpenden Building Society	Swansea Building Society
Hinckley & Rugby Building Society	Teachers Building Society
Holmesdale Building Society	The Principality Building Society
Ipswich Building Society	Tipton & Coseley Building Society
Kent Reliance Building Society	Universal Building Society
Lambeth Building Society	Vernon Building Society
Leeds & Holbeck Building Society	West Bromwich Building Society
Leek United Building Society	Yorkshire Building Society
Loughborough Building Society	

Source: http://www.building-societies.adopto-finance.com/uk-building-societies-directory.html

CJOthOrg: Polytechnics and New Universities

CURRENT TITLE	PREVIOUS TITLE(S)
ENGLAND	
Anglia Polytechnic University	Anglia Polytechnic Cambridgeshire College of Art and Technology Chelmer-Essex Institute of Higher Education
University of Bath	Bristol College of Science & Technology
Bath Spa University College	Bath College of Higher Education
University of Central England in Birmingham	Birmingham Polytechnic University of Central England
Bournemouth University	Bournemouth Polytechnic
University of Bradford	Bradford Institute of Technology
University of Brighton	Brighton Polytechnic
University of the West of England, Bristol	Bristol College of Commerce Bristol Polytechnic University of the West of England
Brunel University	Brunel College
Buckinghamshire Chilterns University College	Buckinghamshire College Buckinghamshire Chilterns College of Higher Education
Cranfield University	Cranfield Institute of Technology
University of Central Lancashire	Lancashire Polytechnic Preston Polytechnic
City University	Northampton College of Advanced Technology
Coventry University	Coventry Polytechnic Lanchester Polytechnic
De Montfort University	Leicester Polytechnic
University of Derby	Derbyshire College of Higher Education Derby Lonsdale College of Higher Education
University of East London	Polytechnic of East London
University of Greenwich	Thames Polytechnic
University of Hertfordshire	Hatfield Polytechnic
University of Huddersfield	The Polytechnic of Huddersfield
Kingston University	Kingston Polytechnic
Leeds Metropolitan University	Leeds Polytechnic
University of Lincoln	Humberside Polytechnic University of Humberside University of Lincoln and Humberside
Liverpool John Moores University	The Liverpool Polytechnic
London Metropolitan University	London Guildhall University City of London Polytechnic The Polytechnic of North London University of North London
Loughborough University	Loughborough College of Technology
University of Luton	Luton College of Higher Education
Manchester Metropolitan University	Manchester Polytechnic
Middlesex University	Middlesex Polytechnic
University College Northampton	Nene College
University of Northumbria at Newcastle	Newcastle upon Tyne Polytechnic Northumbria University University of Northumbria
Nottingham Trent University	Nottingham Polytechnic

CURRENT TITLE	PREVIOUS TITLE(S)
	Trent Polytechnic
Oxford Brookes University	Oxford Polytechnic
University of Plymouth	Plymouth Polytechnic
	Polytechnic South West
University of Portsmouth	Portsmouth Polytechnic
University of Salford	Royal College of Advanced Technology
South Bank University	South Bank Polytechnic
Staffordshire University	Staffordshire Polytechnic
University of Sunderland	Sunderland Polytechnic
University of Surrey	Battersea College of Technology
Thames Valley University	Polytechnic of West London
University of Teesside	Teesside Polytechnic
University of Westminster	The Polytechnic of Central London
University of Wolverhampton	Wolverhampton Polytechnic

WALES

CURRENT TITLE	PREVIOUS TITLE(S)
University of Glamorgan (Prifysgol Morgannwg)	Polytechnic of Wales (Politechnig Cymru)
University of Wales College, Newport	Gwent College of Higher Education
University of Wales College of Cardiff	University College Cardiff
University of Wales College of Cardiff	University College of South Wales & Monmouthshire
University of Wales College of Cardiff	University of Wales Institute Science & Technology
University of Wales College of Cardiff	Welsh College of Advanced Technology

SCOTLAND

CURRENT TITLE	PREVIOUS TITLE(S)
University of Abertay Dundee	Dundee Institute of Technology
Glasgow Caledonian University	Glasgow College
	Glasgow Polytechnic
	The Queen's College, Glasgow
Napier University / Napier university, Edinburgh	Napier Polytechnic of Edinburgh
University of Paisley	Paisley College of Technology
The Robert Gordon University	The Robert Gordon Institute of Technology

NORTHERN IRELAND

CURRENT TITLE	PREVIOUS TITLE(S)
University of Ulster	New University, Coleraine
	Ulster Polytechnic

Block	Employment (Module name QEmploy)
Questions	Jtitle
Type of question	Open
Question text	What was your (main) job? INTERVIEWER: ENTER JOB TITLE. THE MORE INFORMATION YOU GATHER THE BETTER. SEE GLOSSARY ENTRY ON OCCUPATIONAL INFORMATION.
Routing	{If answered 'full-time employed / self employed OR part-time employed / self employed' to '… Which of the things on this card best describes what you were doing before this period of ^employment status? (Activity = Full time employed, Part-time employed, Full time self employed or Part time self employed)}

Block	Employment (Module name QEmploy)
Questions	Jdo
Type of question	Open
Question text	What did you mainly do in this job? INTERVIEWER: CHECK SPECIAL QUALIFICATIONS/TRAINING NEEDED TO DO THE JOB AND ENTER DETAILS. THE MORE INFORMATION YOU GATHER THE BETTER. SEE GLOSSARY ENTRY ON OCCUPATIONAL INFORMATION."
Routing	If answered 'full-time employed / self employed OR part-time employed / self employed' to '… Which of the things on this card best describes what you were doing before this period of ^employment status? (Activity = Full time employed, Part-time employed, Full time self employed or Part time self employed)}

CODE THE ABOVE TO SOC2000, NS-SEC, SOC 90, SEG AND SOCIAL CLASS FOR EACH JOB / PERIOD OF SELF-EMPLOYMENT IN EMPLOYMENT HISTORY.

Question	JYOEnd (Module name QEmploy)
Back code	Back code JyOEnd to <u>XJyoEnd</u>
Type of question	Other – please specify
Question text	Why did this job end?
Routing	{If answered 'Other' to 'Can you tell me the main reason you stopped doing this job?' (Jyend=Other)}

CODE ONE ONLY

1	Fixed term or temporary job ended
2	Made redundant
3	Dismissed from a job
4	Left because pregnant
5	Left job for health reasons
6	Just decided to leave
7	Career break
	(include: wanted to do other things: study, travel, etc)
8	More money
9	Better job
	(include: wanted to do a particular or different type of work / got a promotion / promotion
	do not include: wanted a promotion - code 13)
10	Firm closed down

<u>Additional Codes</u>

11	It was not well suited to my qualifications
12	Lack of job satisfaction
	(include: the work was not interesting or challenging / I was bored, fed up, hated the job)
13	I was not satisfied with the job conditions
	(include: the job had poor career prospects / the job had poor conditions of employment / the job was badly paid / hours were too long / wanted a promotion
	do not include: got a promotion - code 9)
14	Wanted a different employment status
	(include: wanted a full-time job / wanted a part time job / wanted to be self-employed rather than an employee / wanted to be an employee rather than self-employed)
15	It was stressful
16	It was difficult to travel to
	(include: I had to move to a different area, e.g. spouse moved jobs)
17	Lack of job security
18	It had no creche / child care / nursery facilities
19	Family reasons
	(include: to have a family / to look after children, etc)

<u>Other</u>

94	Other specific answer not in codeframe (not codeable 1-19)
95	Vague / irrelevant answer
96	Editor can't deal with this.

Partner's employment (Module name QPartJob)

Question name	Instruction to Editor
PnetPay (Screen 140)	Code £1 million plus as 999999

Occupation coding - screen 140

Questions	PJTitle, PJTtldif (Module name QPartJob)
Type of question	Open
Question text	What is his or her main job?
	INTERVIEWER:IF MORE THAN ONE CURRENT JOB, ASK ABOUT THE ONE WITH THE LONGEST HOURS. ENTER JOB TITLE. THE MORE INFORMATION YOU GATHER THE BETTER. SEE GLOSSARY ENTRY ON OCCUPATIONAL INFORMATION."
Routing	If answered 'full-time employed / self employed OR part-time employed / self employed' to 'Which of the things on this card shows what ^he_or_she is currently doing? (PeconAc2 = Full time employed, Part-time employed, Full time self employed or Part time self employed)}

CODE TO SOC2000, NS-SEC, SOC 90, SEG AND SOCIAL CLASS FOR EACH JOB / PERIOD OF SELF-EMPLOYMENT IN EMPLOYMENT HISTORY.

Question	POthAct1 (Module name QPartJob)
Back Code	Backcode POthAct1 to <u>XPothA</u> (Module name QPartJob)
Type of question	Other – please specify
Question text	POthAct1 – "What is ^he_or_she currently doing?"
Routing	{If answered 'Other' to 'When you were last interviewed in ^DDateLM ^DdateLY our records show that ^he_or_she was ^DPEconTxt. Which of the things on this card shows what ^he_or_she is currently doing? INTERVIEWER:CODE ONE ONLY - MAIN ACTIVITY. SEE GLOSSARY ENTRIES ON JOBS, ACTIVITY STATUS AND MAIN ACTIVITY' (PEconAct1 = Other)}

CODE ONE ONLY

1	Full-time paid employee (30 or more hours per week)
2	Part-time paid employee (under 30 hours per week)
3	Full-time self-employed
4	Part-time self-employed
5	Unemployed and seeking work
6	Full-time education
7	On a government scheme for employment training
8	Temporarily sick / disabled
9	Permanently sick / disabled
10	Looking after home / family *(include non-family members who are in the household)*
11	Wholly retired

<u>Additional Codes</u>

12	Employed but status unclear
13	Employed, but unpaid
14	Self employed, not known if FT/PT
15	Part-time education
16	Voluntary work
17	Maternity leave
18	Travelling
19	Prison

<u>Other</u>

94	Other specific answer not in codeframe (not codeable 1-19)
95	Vague / irrelevant answer
96	Editor can't deal with this.

Questions	PjDo (Module name QPartJob)
Type of question	Open
Question text	What does he or she mainly do in his or her job? INTERVIEWER CHECK SPECIAL QUALIFICATIONS/TRAINING NEEDED TO DO THE JOB AND ENTER DETAILS.
Routing	If answered 'full-time employed / self employed OR part-time employed / self employed' to 'Which of the things on this card shows what ^he_or_she is currently doing? (PeconAc2 = Full time employed, Part-time employed, Full time self employed or Part time self employed)}

CODE TO SOC2000, NS-SEC, SOC 90, SEG AND SOCIAL CLASS FOR EACH JOB / PERIOD OF SELF-EMPLOYMENT IN EMPLOYMENT HISTORY.

Education (Module name QLifLong)

Question name	Instruction to Editor
General point	See glossary section of these instructions for information on coding education and training courses.
Actagel (Screen 141)	Unless the interviewer has made a note this check should always be suppressed.

Vocational qualifications (Module name QVocal)

Question name	Instruction to Editor
VocTyp (Screen 184)	Code 'Vocational Driving licence' and 'LGV' under HGV.

Other courses and training (Module name QCourski)

Question name	Instruction to Editor
General point	See glossary section of these instructions for information on coding education and training courses.
Curftpt (Screen 226)	Unless the interviewer has made a note this check should always be suppressed.
CurTyp2 (Screen 227)	Code 'Vocational Driving licence' and 'LGV' under HGV.

IntAcc (Screen 230)	If the following soft check appears: "You said earlier you accessed the internet. Is this exclusively for work? INTERVIEWER: If 'Yes' INTACC should be 'Yes'." Check for any interviewer notes. Suppress this check if there are no notes.

Glossary for education and courses (Blocks QLifLong and QCourSki)

1. EDUCATIONAL COURSES

What counts as ONE course:
- A course can be for part of a qualification where this qualification is taken in stages interrupted by some other activity. The part must have an official name (e.g. RSA Stage 1).
- If any one qualification is obtained through a series of sub-courses or modules undertaken consecutively, this should be treated as a single course, i.e. there is no officially named part of the qualification that is obtained through one of the sub-courses (see above.)
- A course can be for more than one qualification where these are taken simultaneously, e.g. 'O' levels and 'A' levels taken together.

- If one course for a qualification is taken <u>after</u> another (e.g. 'O' levels, then 'A' levels, or a course for a basic qualification, followed by a course for a separate advanced qualification), treat the course for each qualification as a <u>separate</u> course.
- If a course involves work placement or a sandwich job, treat this period of work as part of the course. A complete sandwich course, involving several periods on a course and several periods of work, counts as <u>one course</u>.
- Vacation breaks during a course are part of the course.
- Periods of placement abroad whilst on a language or other course (if a course requirement) are part of the course.
- Periods of sickness or maternity leave <u>which did not interrupt the course</u> (i.e. did not involve delaying the completion date) are part of the course.
- A period of tuition not intended to lead to a qualification is counted as a course if it is presented as a unitary entity - e.g. given a single name, called a 'course', etc.

Full-time v. part-time:
In the first instance, courses should be coded as they are defined by the institution offering the course. Treat a course as full-time if it is for 21 hours per week or more, and as part-time if it is for less than 21 hours per week. (These hours should include expected private study as well as teaching hours.)

2. TRAINING COURSES

What counts as one training course:
A training course must last for the equivalent of 3 days to be included. A series of training courses that form part of a single training programme or qualification should be treated as a single training course (i.e. if the whole course must be taken before recognition for completing the course would be given.)

3. GOVERNMENT TRAINING SCHEMES

Government schemes aim to provide training or temporary jobs, mainly for unemployed people. While on these schemes people are usually paid a fixed allowance, or a wage equivalent to the current rate for the job. Cohort Members could have been on one or more of these schemes since 1986.

(a) New Deal programmes
Usually aimed at specific groups (e.g. New Deal for Lone Parents, New Deal 25+), these provide a mix of advice, training and work experience designed to get people claiming benefits into work.

(b) Employment training (ET)
This is currently the main form of government training in employment skills. Can take a wide variety of forms, but often includes mixture of classroom-based training and placements with employers or on projects.

(c) New Job Training Scheme
This is the immediate precursor to ET. This involved similar sorts of training to that currently offered on ET.

(d) Training For Enterprise
Now replaced by ET, this involved training in skills required for running your own business.

(e) Community Programme/ Community Enterprise Programmes (CP/CEP)
Schemes, now abolished, that were aimed at long-term unemployed adults. They provided temporary project work of benefit to the community

(f) Voluntary Projects Programme (VPP)
Scheme, now abolished, whereby unemployed people could do voluntary work, often of benefit to the community.

(g) Community Industry (CI)
Primarily for under 18s who are personally or socially disadvantaged. Involves temporary work of community benefit.

(h) Training Opportunities Scheme (TOPS), Job Training Scheme (JTS)
Courses, now abolished, to provide a variety of employment skills.

(i) Youth Opportunity Programme (YOP), Youth Training Scheme (YTS), Youth Training (YT)
Various versions of training schemes provided for school-leavers, typically involving work experience and off-the-job training. YT is the current version.

(j) Restart Courses
Short courses designed to help unemployed people find jobs.

(k) Wider Opportunities Training Programme
Now abolished, these were modular and part-time courses that involved training in a variety of skills designed to help people get back to work.

4. WORK RELATED TRAINING

Work related training is defined in the questionnaire as training designed to help develop skills that might be used in a job. It can cover:

(a) Training provided by an employer and related to a particular job the Cohort Member is doing.
This may be:
- on-the-job training i.e. teaching the Cohort Member whilst actually doing the job;
- off-the-job training in the firm's premises: either in a training centre or at the Cohort Member's ordinary place of work, but not as part of actually doing the job;
- off-the-job training outside the firm's premises: e.g. a block release or day release course at a college.

(b) Training provided by an employer, not specifically related to the particular job the Cohort Member is doing.
This may be an induction course, introducing the Cohort Member to the work of other departments, or giving the Cohort Member more information about the firm as a whole, if the Cohort Member sees this as training.

(c) Any training course <u>not</u> provided by a person's employer that is designed to develop skills that might be used in a job - either the Cohort Member's current job, or some job in the future.

Question	HUSEOTH (Module name BNfrmLn1)
Back code	Back code HuseOth to XHuseO
Type of question	Other – please specify
Question text	What other uses?
Routing	{If answered 'Other ' to 'Please can you look at this card and tell me which, if any, of these types of things you personally use your computer for?' (HowUseH=Other)}

MULTICODE – CODE ALL THAT APPLY

1	Word processing *(include diaries)*
2	Internet (World Wide Web) *(include MSN / instant messaging, chat, banking, shopping, bills, information, downloading music, but do not include web design)*
3	Email
4	Games

Additional Codes

5	Databases (*include Microsoft Access / data entry, Geographical Info Systems – GIS)*
6	Spreadsheets / Excel
7	Data analysis
8	Programming / IT / Web design / Software development
9	Accounts / Financial management / Budget (*do not include Internet banking*)
10	Powerpoint / presentations
11	Design packages / Desk Top Publishing – DTP *(include Photoshop, CAD, 3D Animation, Quark, Illustrator, Dreamweaver, Corel, art work, graphics, graphic design)*
12	Composing music / Listening to music / Burning CDs (*do not include downloading music*)
13	Photography / Scanning / Video editing
14	Watching DVDs

Other

94	Other specific answer not in codeframe (not codeable 1-14)
95	Vague / irrelevant answer *(include mentioning the reason they use the computer but not the way they use the computer / include 'business' / 'I don't use the computer')*
96	Editor can't deal with this.

Question	WuseOth (Module name BNfrmLn1)
Back code	Back code WuseOth to XWuseO
Type of question	Other – please specify
Question text	You said you use your computer at work for other uses. Can you tell me what these uses are?
Routing	{If answered 'Other ' to 'Please look at card CC and tell me in which of these ways you use your computer at work?' (HowUseW=Other)}

MULTICODE – CODE ALL THAT APPLY

1	Word processing *(include report writing)*
2	Internet (World Wide Web) *(include Intranet / internal network, MSN / instant messaging, chat, banking, shopping, bills, information, downloading music, but do not include Web Design)*
3	Email
4	Games

Additional
Codes

5	Databases (*include Microsoft Access / data entry, Geographical Info Systems – GIS)*
6	Spreadsheets / Excel
7	Data analysis
8	Programming / IT / Web design / Software development
9	Accounts / Financial management / Budget (*do not include Internet banking*)
10	Powerpoint / presentations
11	Design packages / Desk Top Publishing – DTP *(include Photoshop, CAD, 3D Animation, Quark, Illustrator, Dreamweaver, Corel, art work, graphics, graphic design)*
12	Composing music / Listening to music / Burning CDs (*do not include downloading music*)
13	Photography / Scanning / Video editing

Other

94	Other specific answer not in codeframe (not codeable 1-13)
95	Vague / irrelevant answer *(include mentioning the reason they use the computer but not the way they use the computer / include 'business')*
96	Editor can't deal with this.

Question	IntOth (Module name BNfrmLn1)
Back code	Back code IntOth to <u>XIntOt</u>
Type of question	Other – please specify
Question text	What else do you use the internet for?
Routing	{If answered 'Other ' to 'For which of these do you use the internet or world wide web, other than for your work?' (IntUse=Other)}

MULTICODE – CODE ALL THAT APPLY

1	Shopping for goods and / or services (*include booking holidays / flights etc, using E-bay*)
2	Chat rooms, discussion groups (*include keeping in touch with groups they belong to*)
3	Email
4	General information access (*include news and current affairs, travel and weather information, job search, accessing central and local government information and services, sports information*)
5	Banking and paying bills

<u>Additional Codes</u>

6	Training, education and learning
7	Downloading music / other software, listening to music
8	Games

<u>Other</u>

94	Other specific answer not in codeframe (not codeable 1-8)
95	Vague / irrelevant answer
96	Editor can't deal with this.

Health (Module name QHealth)

Question name	Instruction to Editor
KHLPRB (Screen 235) KHLPRB1 (Screen 236)	Please check interviewer notes carefully. Temporary conditions lasting less than one month should be coded as 'None'.
Khosp, Khospd (Screen 242)	Include complications with childbirth and admissions as a day patient. Exclude outpatient admissions.

Smoking and Drinking (Module name QSmkDrk)

Exclusions / inclusions for drinks categories:
- Remember to exclude all low / non-alcoholic drinks.
- Home made drinks should be coded into the appropriate category.

If the appropriate drinks category is not already coded then information on amount should be edited into the appropriate variable(s), and data in the 'other' drinks category deleted.

Question name	Instruction to Editor
Beer	- Please check interviewer notes carefully. **INCLUDE:** Ale, barley wine, beer, black & tan, cider, diabetic beer, Diamond White Blush/Zest, export, gold label, heavy, home brew lager / beer, K Special Brew lager, lager, lager and lime, draught shandy, pomagne, scrumpy, stout, Tennants extra. **EXCLUDE**: Angostura bitters (code as spirits), ginger beer, low alcohol or alcohol-free drinks, non-alcoholic lagers (Barbican, Kaliber), bottled / canned shandy. - Record in half-pint units only. - Code a small can (or bottle) as 1 half-pint unit. - Code a large can (or bottle) as 2 half-pint units.
Spirits	- Please check interviewer notes carefully. **INCLUDE:** Absinthe, Advocaat, Angostura bitters, aniseed/anisette, Arak, Armagnac, Bacardi, Bailey's, Bluemoon, Bourbon, Brandy, Campari, Cherry Brandy, Clan Dew, egg flip, Gaelic coffee, Gin, Grappa, Irish Velvet, Malibu, Metz, 150 Proof Moonshine, ouzo, Pernod, Pimms, Pochene/poteen (Irish Moonshine), Rum, Schnapps, Sloe Gin, snowball, Southern Comfort, Strega, Taboo, Tequila, Tia Maria, Vodka, Whisky, Whisky Mac and other liquers, spirits, cocktails and similar drinks here. - Enter number of SINGLE measures.
Wine	- Please check interviewer notes carefully. **INCLUDE**: Babycham, Calypso, Cherry B, Champagne, Concorde, Home made wine, Mead, Moussec, Sake, Orange Perry, Punch, Thunderbird, Wine - Exclude low alcohol or alcohol-free drinks (e.g. Eisberg). - Enter number of glasses.

Sherry	• Please check interviewer notes carefully. • **INCLUDE:** Bianco, Cinzano, Dubonnet, Home made Sherry, Madeira, Martini, Noilly Prat, Port, Rocardo, Sanatogen, Scotsmac, Sherry, Stones Ginger Wine, Tonic Wine, Vermouth (and similar British wines fortified with spirits, port and lemon). • Enter number of glasses.
Pops	• Please check interviewer notes carefully. • **INCLUDE:** Any mention of alcoholic lemonade, cola, orangeade, cream soda, etc, Alcoholic Irn-Bru, Archer's raspberry etc, Bacardi Breezer, Red Square, Reef, Shotts, Smirnoff Ice, V2, Vodka Hooch, WKD ('Wiked'), Woody's and any similar drinks. • Enter number of bottles.
OthAlcDk	• All other alcoholic drinks (uncodeable).

Diet and Exercise (Module name QDietExr)

Question name	Instruction to Editor
Exercise (Screen 245)	Please read interviewer notes carefully, and make amendments where necessary. The type of exercise does not matter, just as long it takes place once a month for most of the year. Include walking if brisk and for 30 mins or longer. Exclude exercise during the course of work e.g. postman, manual labour.

Social participation (Module name Qpartic)

Question name	Instruction to Editor
Fameats (Screen 246), Famacts (Screen 247)	Definition of family is parents plus all children aged 16 <u>or under.</u>
FunOft	First versions of program codes 3 and 4 overlapped – anything coded as 4 should be recoded as 3.
RnowFreq (Screen 248)	Please read interviewer notes carefully. Include attendance for worship / prayer and similar ceremonies. Exclude weddings, funerals and similar ceremonies.
Fintro	Please read interviewer notes carefully. There is no codeframe for this question so please read interviewer notes carefully and backcode if appropriate.
PactUK (Screen 251)	• Please read interviewer notes carefully. • Include general contact e.g. political issues, complaints about the neighbourhood etc • Exclude specific contact e.g obtaining parking permits, repairs to council property. • Exclude day to day contact e.g. as part of work or social contact.

Question	OthTimeY (Module name QPartic)
Back code	Back code OthTimeY to XOthTi
Type of question	Other – please specify
Question text	Record other reason
Routing	{If answered 'Other' to 'Why do you feel you do not have enough time to spend with your child(ren)'? INTERVIEWER:IF OTHER REASON RECORD AS OTHER WORK REASON (CODE 3) AND GIVE DETAILS AT NEXT QUESTION. CODE ONE ONLY. (KidTimeY=OthWork)}

CODE ONE ONLY

1	Works long hours
2	Work away from home
3	Other work reasons
	(include shift work, unsocial hours, inconvenient hours, travel time)
4	Child(ren)'s own social life
5	Demands of domestic work

<u>Additional Codes</u>

6	Studying
7	Pressures of combining paid and domestic work
8	Child(ren) spend time with other non-resident parent

<u>Other</u>

94	Other specific answer not in codeframe (not codeable 1-8)
95	Vague / irrelevant answer
96	Editor can't deal with this.

Block	Self-Completion (CASI) (Module name QCMCasi)
Question	OthParty
Back code	Back code OthParty to XOthPa
Question text	What is the name of the party you voted for?
Routing	{If answered 'Other to ' Which party did you vote for?' (VoteWho=Other)}

Question	OthPrty (Module name QCMCasi)
Back code	Back code OthPrty to XOthPr
Question text	What is the name of the party you would vote for now?
Type of question	Other – please specify
Routing	{If answered 'Other to ' If there were a General Election tomorrow, which political party do you think you would be most likely to vote for?' (VoteNow=Other)}

CODE ONE ONLY

1	Conservative
2	Labour
3	Liberal Democrat
4	Plaid Cymru
5	Scottish Nationalist
6	Green Party
7	UK Independence Party

Additional Codes

8	British National Party
9	RESPECT (NB If you are backcoding at OthParty you should not use this code. This party did not exist at the last election)
10	Can't remember / Not Sure

Other

94	Other specific answer not in codeframe (not codeable 1-10)
95	Vague / irrelevant answer
96	Editor can't deal with this.

Parent and child questionnaire (**Module name QParent**)

Question name	Instruction to Editor
PCImm2 (Screen 275)	Please read interviewer notes carefully. Use code 4 if child has had one or more of these immunisations separately.
PCHosp1n, PCHosp3n, (Screen 273) **PcSep2,** (Screen 283), **Pcprim2y** (Screen 286), **PcSchnum** (Screen 290)	Unless the interviewer has made note(s) at these questions, suppress these checks.
Pcschsty (Screen 290)	Please read interviewer notes carefully. If the following soft check appears "INTERVIEWER: Childname was born on Day/Month/Year. Please amend." You should check the year mentioned in the check against the year entered at PCschsty. If the year entered at PCschsty is before the year of birth, code PCschsty as 'Not answered'.

Question	PCcsch2o (Module name QParent)
Back code	Back code PCcsch2o to <u>XPccsc</u>
Type of question	Other – please specify
Question text	PLEASE SPECIFY. RECORD VERBATIM.
Routing	{If answered 'Other' to "For which of the reasons shown on this card did you decide to send ^PCHNAME to ^HisHer current school?" (PCcsch2=Other)}

MULTICODE – CODE ALL THAT APPLY

1	His / her friends were going there
2	His / her sibling went / goes there
3	School has good exam results /academic reputation
4	School is local / nearby
5	School has strong anti-bullying policy
6	School has small class sizes
7	Religious grounds

<u>Additional Codes</u>

8	CM or relative used to go there
9	General good impression *(including staff, school environment)*
10	Specific features of curriculum or facilities (e.g. languages, sports, music)
11	Caters for special needs
12	Feeder school
13	Best school on offer
14	None of these – I had no choice

<u>Other</u>

94	Other specific answer not in codeframe (not codeable 1-14)
95	Vague / irrelevant answer
96	Editor can't deal with this.

Adult assessments (Module names QlitQue & QnumQue)

Question name	Instruction to Editor
All questions (Screens 361-366)	Please read interviewer notes carefully. After reading the notes you need to decide whether the final coding should be 1 or 2 (for 2 questions there is a third option). For each question in this section • code 1 is always the correct answer • code 2 should be used for all answers (including don't know') which differ from the response provided at code 1.
MCstop (screen 360) OEStop (screen 366)	If the interviewer notes indicate that an adult assessment was stopped early, check that this/these question(s) have been answered appropriately.

Literacy assessments (Module name QlitQue)

Question name	Instruction to Editor
L1a (Screen 361)	Please read interviewer notes carefully. Only '11 Euston Place, Leamington Spa' OR '11 Euston Place' should be coded as correct i.e. code 1. Any other response e.g. '11 Easter Palace', '11 Eastern palace' should be coded as 2 'different answer'.
L1b (Screen 361)	Only '01926 852074' should be coded as correct i.e. code 1. Any other response, even if only 1 digit is wrong, should be coded as 2 'different answer'.
L2a (Screen 361)	Only 'N8' be coded as correct i.e. code 1. Any other response should be coded as 2 'different answer' (e.g. naming all the towns along the N8)
L2b (Screen 361)	Only 'West' / 'West of Wexford' should be coded as correct i.e. code 1. Any other response should be coded as 2 'different answer'.
L3a (Screen 361)	Only '35%' should be coded as correct i.e. code 1. Code any other reply as 2 'different answer' (e.g. 34%, 36%)
L3b, OthUnc3b, L3c, OthUnc3c (Screen 361)	At these questions you should only back code into code 2 if the response indicates that the CM could not answer the question e.g. *Don't know/ no answer / have no idea / not a clue / can't do it / pass / don't understand / not sure / refusal.* If the response was not a DK you should make no changes and move on to the next question. *Please do not attempt to back code any other answers or back code into code 1. The researchers will code these answers.*

Numeracy assessments (Module name QNumQue)

Question name	Instruction to editor
N1a (Screen 362)	Only 23:45 should be coded as the correct answer. Code any other reply (e.g. quarter to 12, any mention of am, pm etc) as 'different answer' (code 2)
N1b (Screen 362)	Only 03.20 or 3.20 should be coded as the correct response. Code any other reply (e.g. twenty past three in the morning, any mention of am, pm etc) as 'different answer' (code 2)
N2a (Screen 363)	Only '14 pound coins', '£14' or '14' (i.e. without mentioning 'coins' or 'pounds') should be coded as the correct answer. Code any other reply as 'different answer' (code 2)
N3a (Screen 364)	Only £490 should be coded as the correct answer. Code any other reply as 'different answer' (code 2)
N4a (Screen 366)	There are 2 possible correct answers to this question. Code '19-22 August' or '26 – 29 August' as correct if either or both periods are given. Code any other reply (such as only mentioning one specific date, e.g. 19th August) as 'different answer' (code 2)
N4b (Screen 366)	Only £230 should be coded as the correct answer. Code any other reply as 'different answer' (code 2).

Admin block (Module name Qadmin)

NumTrace (Screen 1491)	If NumTrace is > 15, TAB the case.
TNC (Screen 1491)	If TNC=0, UnOut must be 410, 630, 700. Otherwise TAB the case.
PhoneNum	If PhoneNum has not been completed check, TAB the case.
StableAd (screen 1480)	Please use code 3 if response has not been recorded at this question.

You **should not attempt to code** the following questions:

Health (Module name Bhealth and Bpreg)

PregI
LsiCond
KHLPrb2
OthCanc
HearOth
EyeOth

Parent and Child (Module name BParent)

Pchea2
PCHosp2o
PCHosp3a
PCSght4o
PCSght6o
PCHear5
PCHear6o
PCHear6
PCOthh2
PCSPch4
Pcfit4
PCCanc3
PCCong2o

Lifelong learning (Module name BLifLong)
EdqSub
VocSub
CurQSub
VoTypO

All of the above questions will be coded using ICD-10 / different codeframes at a later date.

1970 British Cohort Study (BCS70) 2004 survey – ICD-10 Coding

Background

During the BCS70 2004 survey information was gathered from Cohort Members (CMs) about their health and health-related behaviour. CMs assigned to the Parent and Child survey provided similar information about their children. This information is to be coded using the WHO *International Classification of Diseases* 10th revision, ICD-10.

Variables for ICD-10 coding

The variables which need to be coded using ICD-10 are listed below.

Question	Question Text	Routing
Pregl	What was the problem?	If answered 'Yes' to 'Was anything wrong with ^Childname at birth?'
LsiCond	What (else) is the matter with you? INTERVIEWER:PROBE FOR NAME OF CONDITION AND SYMPTOMS AND/OR EFFECTS. TRY TO GET THE OFFICIAL MEDICAL NAMES AND DETAILS OF THE SYMPTOMS AND EFFECTS.	If answered 'Yes' to 'Do you have any (other) longstanding illness, disability or infirmity?'
KhlPrb2	What health problems? INTERVIEWER: PROBE - 'What else?' EXCLUDE TEMPORARY CONDITIONS. WRITE IN OFFICIAL MEDICAL NAME IF KNOWN, PLUS DETAILS OF SYMPTOMS/EFFECTS OF CONDITION.	If answered 'Yes' to '(Other than the problems you have mentioned) do you have any other health problems or difficulties. This includes any physical, mental or psychiatric conditions for which you are currently receiving medical supervision. Do not include temporary conditions and routine ante-natal and post-natal care.'
OthCanc	What other type of cancer have you had? INTERVIEWER: TYPE VERBATIM.	If answered 'Other' to 'You said you have had cancer or leukaemia. What type of cancer have you had?' INTERVIEWER:CODE ALL THAT APPLY. PROBE - 'What else?
HearOth	What other problems have you had with your hearing? INTERVIEWER: PROBE FOR DETAILS OF NAME, SYMPTOMS AND EFFECTS.	If answered 'Other' to 'You have said you have a problem with hearing. What problem with hearing have you had?' INTERVIEWER:TINNITUS -RINGING, HISSING OR BUZZING IN THE EARS. MENIERE'S DISEASE - PERIODIC ATTACKS OF TINNITUS, DEAFNESS AND VERTIGO (DIZZINESS). CODE ALL THAT APPLY. PROBE - 'What else?'

EyeOth	What other problems have you had with your vision? INTERVIEWER: PROBE FOR DETAILS OF NAME, SYMPTOMS AND EFFECTS.	If answered 'Other' to 'You said you have had problems with your eyesight. What is or was wrong with your vision?' INTERVIEWER: PROBE - 'What else?' CODE ALL THAT APPLY. LONG SIGHT - GOOD DISTANCE VISION, BUT GENERALLY REQUIRE GLASSES FOR READING. SHORT SIGHT - GOOD CLOSE VISION, BUT GENERALLY REQUIRE GLASSES TO SEE DISTANT OBJECTS CLEARLY. CATARACT - OPACITY OF THE EYE LENS. GLAUCOMA - VISION PROBLEMS RESULTING FROM INCREASED PRESSURE IN THE EYE."
Pchea2	What is/are these? INTERVIEWER: WRITE IN WORDS OF MAIN RESPONDENT.	If answered 'Yes' to "Does ^childname have any longstanding physical, emotional or mental conditions that have been diagnosed by a health professional? By long-standing I mean anything that ^childname has had for at least 3 months or is expected to have for at least 3 months.' INTERVIEWER: THIS INCLUDES PHYSICAL HEALTH, MENTAL HEALTH, BEHAVIOURAL PROBLEMS AND SEVERE LEARNING DIFFICULTIES, AS WELL AS PROBLEMS AT BIRTH MENTIONED EARLIER.PROBE FULLY AND RECORD DETAILS OF ALL CONDITIONS AT NEXT QUESTION"
Pchosp2o	Interviewer: write in nature of accident or injury in words of main respondent.	If answered 'Other' to 'Thinking about the (most severe) accident or injury, what sort of accident or injury was it?'
Pchosp3a	Thinking about the most serious (or only) admission what was the reason. INTERVIEWER: WRITE IN WORDS OF MAIN RESPONDENT	If answered >1 to 'How many times has ^childname been admitted to hospital because of an illness or health problem?'
Pcsght4o	Interviewer: write nature of other eye problem in words of main respondent.	If answered 'Other' to 'What is/was the nature of ^Childname's eye problem(s)' INTERVIEWER: CODE ALL THAT APPLY. PROBE - 'What else?'.
PCsght6o	Interviewer: write nature of other treatment in words of main respondent.	If answered 'Other' to 'Has ^childname had any treatment for this/these problems.'
Pchear5	What is/was the nature of the problem(s)? INTERVIEWER: WRITE IN WORDS OF MAIN RESPONDENT.	If answered 'Ears' to Including anything you may already have told me about) has ^childname ever had any of the health problems or disabilities listed on this card? INTERVIEWER: WE ARE INTERESTED IN ALL HEALTH PROBLEMS ^Childname HAS HAD SINCE BIRTH. PROBE: 'Which others?' CODE ALL THAT APPLY OR CODE 'None'."

Pchear6o	Interviewer: write nature of other treatment in words of main respondent.	If answered 'Other' to 'Has ^childname ever had any treatment for the problem(s)?' INTERVIEWER: If 'Yes' - What type of treatment? PROBE - 'What else?'. MULTICODE.
Pchea6	What is this other type of disability?	If answered 'Other' to 'Is ^childname registered disabled?' INTERVIEWER:If 'Yes' - (Can I check) what is the disability for which ^childname is registered?' INTERVIEWER: If 'Yes' - (Can I check) what is the disability for which ^childname is registered? PROBE 'What else?
Pcothh2	"What was the nature of this illness or operation? INTERVIEWER: PROBE FOR ALL ILLNESSES, OPERATIONS - What else?"	"(In addition to what you have already told me about) has ^childname had any illnesses or health problems requiring Him/Her to be seen by a specialist or to have an operation? INTERVIEWER: IF 'Yes' - Was this an illness, an operation or both?"
Pcspch4	What is/was the nature of ^childname's speech difficulty? INTERVIEWER: WRITE IN WORDS OF MAIN RESPONDENT.	If answered 'speech' to '(Including anything you may already have told me about) has ^childname ever had any of the health problems or disabilities listed on this card?' INTERVIEWER: WE ARE INTERESTED IN ALL HEALTH PROBLEMS ^Childname HAS HAD SINCE BIRTH. PROBE: 'Which others?' CODE ALL THAT APPLY OR CODE 'None'."
Pcfit4	Describe the nature of the (other types of) fits or attacks ^childname has had.	If answered 'fits' to '(Including anything you may already have told me about) has ^childname ever had any of the health problems or disabilities listed on this card?' INTERVIEWER: WE ARE INTERESTED IN ALL HEALTH PROBLEMS ^Childname HAS HAD SINCE BIRTH. PROBE: 'Which others?' CODE ALL THAT APPLY OR CODE 'None'."
Pccanc3	What type of cancer or leukaemia has ^childname been diagnosed with?	If answered 'cancer' to '(Including anything you may already have told me about) has ^childname ever had any of the health problems or disabilities listed on this card?' INTERVIEWER: WE ARE INTERESTED IN ALL HEALTH PROBLEMS ^Childname HAS HAD SINCE BIRTH. PROBE: 'Which others?' CODE ALL THAT APPLY OR CODE 'None'."
Pccong2o	Please say what other congenital abnormality.	If answered 'Other' to 'What was the nature of ^childname's congenital abnormality?'

PTO

Coding instructions

The object is to allocate a 3-character ICD-10 code to every response. In order to enable this to happen, the following are provided:

- Coding program (based on MS Excel)

- The searchable ICD-10 Index (based on Blackwell's 'ideaList' software)

- ICD-10 manuals (will be kept in the office)

- Guide to ICD-10 health coding (this document), including:
    - Coding instructions
    - Structure of the 3-character categories
    - Alphabetical index of Blocks
    - Alphabetical index of ICD-10 3-character codes

- Expert advice from the project researchers on problem codings.

Coding

1.   The Excel spreadsheet will provide the following:

- Serial   NatCen Serial Number
- Wave
- Batch number

- Question Label   Question name
- Verbatim (i.e. answer)   Exact text of the respondent's answer as recorded by the NatCen Interviewer.
- ICD10 Code1-ICD10 Code5   Columns for up to 5 ICD-10 codes

2.   Read the 'answer' carefully, this is what must be coded.

> **Remember:**
> - More than one problem may be reported – each must be given a code
> - Medical terms may be used
> - Spelling errors are common – the interviewer was typing at some speed

3.   Identify the appropriate ICD-10 code(s).

This may seem daunting at first, but it will become easier as you become more familiar with the ICD-10.

To identify the appropriate code you can:

- Browse the printed copy of the ICD-10 structure, 3-character categories and the associated indexes.

- Check the printed ICD-10 Manual (including the printed 'Index')

- Use the interactive index to the full ICD-10 index. *NB:* This index identifies the 4-character ICD-10 categories. When coding only the first 3 characters must be used.

- Ask a passing 'expert'.

- Rely on your growing knowledge of the ICD-10 – but always check, even experts make mistakes.

4. Remember, the aim is to reflect in the codes allocated as much detail as possible about the health problems reported. Five coding boxes are provided for each entry and more than one code may be entered to represent the information given in each answer.

5. If in doubt, do not forget that you can use the non-ICD-10 codes:

> 95   Inadequate/irrelevant/unspecific response
> 96   Editor cannot code

All entries coded '95' or '96' will be reviewed and other codes allocated where possible.

6.   **Acute/chronic conditions.** Always allocate the code for the <u>acute condition</u> unless there is clear evidence that the problem is chronic.

Acute – health problem that is limited in time. Treatment has the potential to fully cure.

Chronic - health problem that persists through time requiring ongoing health care. Treatment alleviates symptoms rather than provides a cure.

- **IF IN DOUBT, NEVER BE AFRAID TO ASK.**

- **IF IT'S TAKING A LONG TIME TO DECIDE WHICH CODE TO ALLOCATE, USE '95' OR '96' AND CONTINUE WITH THE NEXT ANSWER.**

> **These instructions may be revised, please check that you have the latest version.**