

DATA DICTIONARY



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NCDS4 DATA DICTIONARY

A COMPREHENSIVE GUIDE TO DATA AVAILABLE FROM THE FOURTH FOLLOW-UP
OF THE SUBJECTS OF THE NATIONAL CHILD DEVELOPMENT STUDY IN 1981.

DRAFT 3

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1. INTRODUCTION

1.1 This document describes in some detail survey data relating to 12,538 23 year-olds living in Great Britain who have been the subjects of a longitudinal study since their birth in 1958. The data were obtained by means of interview survey during late 1981 and early 1982. This survey forms the basis of the fourth followup of the National Child Development Study (hereafter NCDS) which is being carried out by the National Children's Bureau. It is sponsored by four Government Departments - Health & Social Security, Education & Science, Employment and Environment - and the Manpower Services Commission. Preparation for the survey began in May 1980 and the project is due for completion by December 1984.

1.2 It is intended that this data dictionary will form the basic reference document for the fourth follow-up (hereafter NCDS@). As such it provides details of:

- (a) the background to and conduct of the survey;
- (b) questionnaire content and a guide to the complicated filtering;
- (c) questionnaire variables - a detailed description of the questions asked and the distribution of the responses given (by all respondents and separately for female and male respondents);
- (d) similar details of the nature and distribution of geographic location codes and other area data, based on the 1971 Census, which have been added to the interview survey data;

- (e) derived variables - details of the derivation and distribution of summary variables, and other derived variables based on the questionnaire variables and area variables, which have been used in analyses reported in working papers prepared by NCDS4 researchers;
- (f) other documentary sources of information on the 1981 survey and on NCDS in general; and
- (g) contact points for further information and guidance on aspects of NCDS data.

2. BACKGROUND

2.1 The National Child Development Study (NCDS) is a longitudinal study which takes as its subjects all those living in Great Britain who were born between 3 and 9 March, 1958. Since the original birth survey in 1958, the National Children's Bureau (NCB) has sought to monitor the the social, economic, educational and health circumstances of the surviving subjects. To this end major surveys were carried out in 1965 (NCDS1), 1969 (NCDS2), 1974 (NCDS3) and 1981 (NCDS4). For the purposes of the first three surveys the birth cohort was augmented by including those new immigrants born in the relevant week and information was obtained with the active cooperation of parents, teachers and the schools health services as well as members of the NCDS cohort. The 1981 survey differs in that no attempt was made to include new immigrants since 1974 and information was obtained from the subject only.

2.2 Details of responses to the four NCDS surveys is given in Table 2.1. The target sample for the 1981 survey was a total of 16,457 individuals - all those who had participated in NCDS1, NCDS2 or NCDS3,

excluding those known to have emigrated or to have died. Following initial tracing by NCB, details of names and addresses were passed to NOP Market Research Limited (NOP) and Social and Community Planning Research (SCPR) who carried out further tracing and the subsequent interviews. The 12,538 interviews obtained represent 76 percent of the original target sample and 93 percent of those traced and contacted by interviewers.

Table 2.1 Response rates to NCDS surveys

	Age of birth cohort				
	Birth	7	11	16	23
Target sample	17, 733	16, 883	16, 835	16, 915	16, 457
Some data %	98	91	91	87	76
Refusals %)		0.5	5	7	7
Others * }	2	8	4	4	17

* Including deaths and emigrations

2.4 The interview survey was carried out between August 1981 and march 1982. Each interview took approximately 90 minutes and information was obtained on employment and unemployment; periods out of the labour force; apprenticeship and training; post-school education; marriage, cohabitation and children; housing and household; family income, savings, investment and inheritance; respondent reported health and health-

related behaviour; and voluntary activity and leisure.

2.4 Completed questionnaires were visually checked by NOP and SCPR and the data then transferred by them to computer. Following preliminary computer editing by NOP and SCPR more detailed checks were carried out by NCB. The majority of open-ended questions were coded by SCPR using coding frames developed by NCB. All open-ended questions relating to health status were coded by NCB.

2.5 Data collected during the first three NCDS surveys has already been deposited with the ESRC Data Archive. From January 1985 NCDS4 data will also be available from the Archive. An indication of the data which will be available is given in Table 2.2.

Table 2.2 NCDS4 data to be deposited with the ESRC Data Archive

Source of data	No. of variables
<u>Interviews:</u>	1034
Precoded questions	902
Open-coded questions	132
<u>Area data:</u>	438
ACORN and census ratios for 1974 and 1981 address based on 1971 Census	104
ACORN and census variables for 1981 address based on 1981 Census	334
<u>Derived variables:</u>	503
Dates recorded on questionnaire expressed as month numbers (4/58=1)	58
Economic activity in each month 5/74 to 1/82	95
Other derived variables used in Working Papers	350*
<u>Non-contacts</u> (Record of tracing and response for those not interviewed)	9

* Based on number of variables already available to NCB researchers.

3. QUESTIONNAIRE CONTENT AND FILTER STRUCTURE

3.1 An outline of the content of the NCDS4 questionnaire is given in Table 3.1 below. In section 4 details of the questionnaire variables will be listed in questionnaire order for the precoded questions and separately for the open-coded questions.

Table 3.1 Summary of the content of the NCDS4 questionnaire

Employment, unemployment and periods of out of the labour force (including details of economic status for each month since March 1974; dates and durations; occupation; industry; earnings; training; promotion hours; job satisfaction; job choice; job behaviour; participation in government special schemes etc).

Apprenticeship and training (including details of dates and durations; trades and skills; courses and qualifications; and reasons for non-completion etc).

Post-school education (including details of dates and durations; courses; subjects; qualifications; failed courses; courses not leading to qualifications; planned courses; finance; literacy and numeracy problems etc).

Marriage, cohabitation and children (including details of dates of marriage(s) and cohabitation(s); age and prior status of partner(s); details of partner's employment; earnings, etc; contraception, abortion and miscarriage; dates of birth and birthweight of children and experience of lone parenthood, etc).

Housing and household (including details of household composition; type and tenure of housing; amenities; housing costs; home ownership aspirations; leaving home; homelessness, etc).

Family income, savings and investment (including details of state benefits; other payments from outside the household; savings investments and inheritances).

Respondent reported health state and health related behaviour (including details of smoking, drinking, handicap, migraines, epilepsy, asthma and wheezy bronchitis, other conditions requiring regular medical supervision, accidents, hospital admittances and emotional problems).

Voluntary activity and leisure, etc. (including details of the nature and frequency of activities; religion; voting behaviour; trade union membership; and newspaper readership).

3.2 The NCDS4 questionnaire was highly structured and extensively filtered such that in any one section many questions would relate to specific subgroups of the sample. The filter charts which follow are designed to identify the main subgroups of the sample and their treatment in the more complicated sections of the questionnaire indicating the data available for them. The subgroups are identified across the top of each chart and the questions (available information) down each side. A cross against a question indicates that the information is available for the particular subgroup. The character 'F' indicates that additional filters apply and a list of these is to be found at the foot of each chart.

EMPLOYMENT SECTION

KEDDIE/CM(1)

N4143 - N4423

Summary of structure of questionnaire identifying which questions are asked of sub-groups and where subsidiary filters occur

Variable No.	Never worked	Only had one job				Had more than one job				All	Variable No.
		Currently working		Currently <u>not</u> working		Currently working		Currently <u>not</u> working			
		Employee	Self-employed	Employee	Self-employed	Employee	Self-employed	Employee	Self-employed		
N4143	X	X	X	X	X	X	X	X	X	X	N4143
N4144		X	X	X	X	X	X	X	X		N4144
N4145		X	X	X	X	X	X	X	X		N4145
N4147		X	X	X	X	X	X	X	X		N4147
N4149		X	X	X	X	X	X	X	X		N4149
N4150		X	X	X	X	X	X	X	X		N4150
N4152		X	X	X	X	X	X	X	X		N4152
N4154						X	X	X	X		N4154
N4156						X	X	X	X		N4156
N4158						X	X	X	X		N4158
N4159						X	X	X	X		N4159
N4161						X	X	X	X		N4161
N4163						F	F	F	F		N4163
N4165						F	F	F	F		N4165
N4167						F	F	F	F		N4167
N4168						F	F	F	F		N4168
N4170						F	F	F	F		N4170
N4172						F	F	F	F		N4172
N4174						F	F	F	F		N4174
N4176						F	F	F	F		N4176
N4177						F	F	F	F		N4177
N4179						F	F	F	F		N4179
N4213		X	X	X	X	X	X	X	X		N4213
N4214			X		X		X		X		N4214
N4215			X		X		X		X		N4215
N4216		F		F		F		F			N4216
N4217		F		F		F		F			N4217
N4218		F		F		F		F			N4218
N4219		X		X		X		X			N4219
N4221		F		F		F		F			N4221
N4222		X		X		X		X			N4222
N4223		X	X	X	X	X	X	X	X		N4223
N4227		X	X	X	X	X	X	X	X		N4227
N4228		X	X	X	X	X	X	X	X		N4228
N4229		X	X	X	X	X	X	X	X		N4229
N4230						F		F			N4230
N4231						F		F			N4231
N4232						F		F			N4232
N4233						F		F			N4233

EMPLOYMENT SECTION (CONTD)

KEDDIE/CH(1)

Variable No.	Never worked		Only had one job				Had more than one job				All	Variable No.
			Currently working		Currently <u>not</u> working		Currently working		Currently <u>not</u> working			
	Employee	Self- employed	Employee	Self- employed	Employee	Self- employed	Employee	Self- employed				
N4234							F		F		N4234	
N4235							F		F		N4235	
N4236							X		X		N4236	
N4237							X	X	X	X	N4237	
N4238	X	X									N4238	
N4239							X	X			N4239	
N4240		F						X			N4240	
N4241		F						X			N4241	
N4242							F				N4242	
N4243							F				N4243	
N4244							F				N4244	
N4245	X						X				N4245	
N4246	X						X				N4246	
N4247	F						F				N4247	
N4248	F						F				N4248	
N4249	F						F				N4249	
N4250	X						X				N4250	
N4251		X						X			N4251	
N4252		X						X			N4252	
N4253		F						F			N4253	
N4258		X						X			N4258	
N4259		F						F			N4259	
N4260		X						X			N4260	
N4261	X	F					X	F			N4261	
N4262	X	F					X	F			N4262	
N4267	X	F					X	F			N4267	
N4268	X	F					X	F			N4268	
N4269	F	F					F	F			N4269	
N4274	F	F					F	F			N4274	
N4275	F	F					F	F			N4275	
N4313	X	X					X	X			N4313	
N4314	X	X					X	X			N4314	
N4315	X	X					X	X			N4315	
N4316	X	X					X	X			N4316	
N4317	X	X					X	X			N4317	
N4318	X	X					X	X			N4318	
N4319	X	X					X	X			N4319	
N4320	X	X					X	X			N4320	
N4321	X	X					X	X			N4321	
N4322	X	X					X	X			N4322	
N4323	X	X					X	X			N4323	
N4324	F	F					F	F			N4324	
N4325	F	F					F	F			N4325	

EMPLOYMENT SECTION (CONTD)

KEDDIE/CN(1)

Variable No.	Never worked		Only had one job		Had more than one job				All	Variable No
	Currently working	Currently <u>not</u> working	Currently working	Currently <u>not</u> working						
	Employee	Self- employed	Employee	Self- employed	Employee	Self- employed	Employee	Self- employed		
N4326	X	X			X	X			N4326	
N4327	X	X			X	X			N4327	
N4328	X	X			X	X			N4328	
N4329	X	X			X	X			N4329	
N4330	X	X			X	X			N4330	
N4331	X	X			X	X			N4331	
N4333	F	F			F	F			N4333	
N4334	F	F			F	F			N4334	
N4335	F	F			F	F			N4335	
N4336	F	F			F	F			N4336	
N4337	F	F			F	F			N4337	
N4338	X	X			X	X			N4338	
N4339	F	F			F	F			N4339	
N4340	F	F			F	F			N4340	
N4341	F	F			F	F			N4341	
N4345	F	F			F	F			N4345	
N4346	F	F			F	F			N4346	
N4347			X	X					N4347	
N4348							X	X	N4348	
N4349				F				X	N4349	
N4350				F				X	N4350	
N4351							F		N4351	
N4352							F		N4352	
N4353							F		N4353	
N4354			X				X		N4354	
N4355			X				X		N4355	
N4356			F				F		N4356	
N4357			F				F		N4357	
N4358			F				F		N4358	
N4359			X				X		N4359	
N4360				X				X	N4360	
N4361				X				X	N4361	
N4362				F				F	N4362	
N4363				X				X	N4363	
N4264			X	F			X	F	N4364	
N4369			X	F			X	F	N4369	
N4370			X	F			X	F	N4370	
N4371			F	F			F	F	N4371	
N4376			F	F			F	F	N4376	
N4377			F	F			F	F	N4377	
N4413			X	X			X	X	N4413	

EMPLOYMENT SECTION (CONTD)

KEDDIE/CH(1)

Variable No.	Never worked		Only had one job		Had more than one job				All	Variable No.
			Currently <u>not</u> working		Currently working		Currently <u>not</u> working			
	Employee	Self- employed	Employee	Self- employed	Employee	Self- employed	Employee	Self- employed		
N4416			X	X			X	X	N4416	
N4417			X	X			X	X	N4417	
N4418			X	X			X	X	N4418	
N4419			X	X			X	X	N4419	
N4420			X	X			X	X	N4420	
N4421			X	X			X	X	N4421	
N4423			X	X			X	X	N4423	

F = extra filters appliedMajor filters

Those who have only two jobs excluded N4163-N4170.

Those who have had three or under three jobs excluded N4172-N4179.

Employees temping with an Agency excluded: N4216-N4218, N4230-N4235 and N4242-N4244.

Self employed who do not receive a regular income excluded: N4261-N4275.

Those currently working who have no usual amount of pay or who refused to give details of pay excluded: N4269-N4275.

Those currently working who do not earn regular money from other jobs excluded N4340-N4346.

Those not working who have been self-employed but with no regular income in last job excluded: N4364-N4377.

Those not working who had no usual amount of pay in last job or who refused to give details of pay excluded: N4371-N4377.

APPRENTICESHIP SECTION

KEDDIE/CN(1)

N4424 - N4454

Summary of structure of questionnaire identifying which questions are asked of sub-groups and where subsidiary filters occur

Variable No.	Never worked	Have started apprenticeship		Not started apprenticeship	All	Variable No.
		completed/ still on	stopped/completed different firm			
N4424		X	X	X		N4424
N4425		X	X			N4425
N4426		X	X			N4426
N4427		X	X			N4427
N4428			X			N4428
N4430			X			N4430
N4432			X			N4432
N4434			X			N4434
N4436			X			N4436
N4437			F			N4437
N4438			X			N4438
N4439		X	X			N4439
N4440		X				N4440
N4442		X				N4442
N4444		X				N4444
N4446		X				N4446
N4448		X				N4448
N4450		X				N4450
N4451		F				N4451
N4452		X				N4452
N4453		X	X			N4453
N4454				X		N4454

F = extra filters applied

EDUCATION SECTION

KEDDIE/CN(1)

N4528 - N4659

Summary of structure of questionnaire identifying which questions are asked of sub-groups and where subsidiary filters occur

Variable No.	Have obtained qualifications		Have attempted but not obtained qualifications		Variable No.
	Not currently doing course	Currently doing course	Not currently doing course	Currently doing course	
N4528	X	X	X	X	N4528
N4529	X	X			N4529
N4531	X	X			N4531
N4532			X	X	N4532
N4533		X		X	N4533
N4535	X	X		X	N4535
N4537	X	X		X	N4537
N4539	X	X		X	N4539
N4541	X	X		X	N4541
N4543	X	X		X	N4543
N4544	X	X		X	N4544
N4545	F	F		F	N4545
N4546	F	F		F	N4546
N4547	F	F		F	N4547
N4548	F	F		F	N4548
N4549	F	F		F	N4549
N4550	F	F		F	N4550
N4551	F	F		F	N4551
N4552	F	F		F	N4552
N4553	F	F		F	N4553
N4554	F	F		F	N4554
N4555	X	X		X	N4555
N4556	X	X		X	N4556
N4557	X	X		X	N4557
N4559	X	X		X	N4559
N4560	X	X		X	N4560
N4561	F	F	X	F	N4561
N4562	F	F	X	F	N4562
N4563	F	F	X	F	N4563
N4564	F	F	X	F	N4564
N4566	F	F	X	F	N4566
N4568	F	F	X	F	N4568
N4570	F	F	X	F	N4570
N4572	F	F	X	F	N4572
N4573	F	F	X	F	N4573
N4575	F	F	X	F	N4575
N4613	F	F	X	F	N4613
N4615	F	F	F	F	N4615
N4617	F	F	F	F	N4617
N4619	F	F	F	F	N4619
N4621	F	F	F	F	N4621

NB: Those who are 'awaiting results' are included with those 'Currently doing a course' under 'Have attempted but not obtained qualifications'

Variable No	Have obtained qualifications		Have attempted but not obtained qualifications		Variable No
	Not currently doing course	Currently doing course	Not currently doing course	Currently doing course	
N4624	F	F	F	F	N4624
N4625	F	F	F	F	N4625
N4627	F	F	F	F	N4627
N4629	F	F	F	F	N4629
N4631	F	F	F	F	N4631
N4633	F	F	F	F	N4633
N4634	F	F	F	F	N4634
N4636	F	F	F	F	N4636
N4637	F	F	F	F	N4637
N4638	F	F	F	F	N4638
N4639	F	F	F	F	N4639
N4640	F	F	F	F	N4640
N4641	F	F	F	F	N4641
N4642	F	F	F	F	N4642
N4643	F	F	F	F	N4643
N4644	F	F	F	F	N4644
N4645	F	F	F	F	N4645
N4646	F	F	F	F	N4646
N4648	F	F	F	F	N4648
N4649	F	F	F	F	N4649
N4650	F	F	F	F	N4650

F = Extra filters applied

Major Filters

Those doing/have done full time/sandwich/work experience course excluded N4545-4546

Those doing/have done Open University/Correspondence/Evening/Part-time or evening courses excluded N4547-4554

Those doing/have done 'other' types or 'don't know' what type of course excluded N4545-N4554

Those who are taking/have taken and passed only one course since leaving school excluded N4561-N4630

Those who are taking/have taken only one additional course since leaving school excluded N4613-N4636

Those who are taking/have taken only two additional courses since leaving school excluded N4625-N4636

Those who have passed all the qualifications studied for excluded N4637-4650

Those who have failed qualifications whilst doing an Open University/Correspondence/Evening/Part-time/Other courses or 'Don't know' excluded N4639-N4644

UNEMPLOYMENT SECTION

KEDDIE/CM(1)

N4715 - N4816

Summary of structure of questionnaire identifying which questions are asked of sub-groups and where subsidiary filters occur

Variable No	Never Unemployed	Periods of unemployment since leaving school				All	Variable No.
		Employed - has been unemployed but not in last 12 mths	Employed or waiting to take up job but has been unemployed in last 12 mths	Unemployed/ - wanting work	Unemployed - not wanting work at present		
N4715	X	X	X	X	X	X	N4715
N4716		X	X	X	X		N4716
N4717		X	X	X	X		N4717
N4719		X	X	X	X		N4719
N4721		X	X	X	X		N4721
N4723		F	F	F	F		N4723
N4725		F	F	F	F		N4725
N4727		F	F	F	F		N4727
N4729		F	F	F	F		N4729
N4731		F	F	F	F		N4731
N4733		F	F	F	F		N4733
N4735		F	F	F	F		N4735
N4737		F	F	F	F		N4737
N4739		F	F	F	F		N4739
N4741		X	X	X	X		N4741
N4742		F	F	F	F		N4742
N4743		F	F	F	F		N4743
N4744		F	F	F	F		N4744
N4746		F	F	F	F		N4746
N4748		F	F	F	F		N4748
N4750		F	F	F	F		N4750
N4752		F	F	F	F		N4752
N4753		F	F	F	F		N4753
N4754		F	F	F	F		N4754
N4755		X	X	X	X		N4755
N4756		X	F		X		N4756
N4757				X			N4757
N4758				X			N4758
N4759				X			N4759
N4760				F			N4760
N4761				F			N4761
N4762				X			N4762
N4763				F			N4763
N4764				F			N4764
N4765				X			N4765
N4766				F			N4766
N4767				F			N4767

Variable No.	Never Unemployed	Periods of unemployment since leaving school				All	Variable No.
		Employed - has been unemployed but <u>not</u> in last 12 mths	Employed or waiting to take up job but has been unemployed in last 12 mths	Unemployed - wanting work	Unemployed - not wanting work at present		
N4769			X				N4769
N4770			F				N4770
N4771			F				N4771
N4772			X				N4772
N4773		X					N4773
N4774		X					N4774
N4775		X					N4775
N4776		F					N4776
N4777		F					N4777
N4813		X					N4813
N4814		F					N4814
N4815		F					N4815
N4816		X					N4816

F = Extra filters applied

Major filters

Those who have had only one period of unemployment excluded: N4723-N4739.

Those who have had only two periods of unemployment excluded: N4729-N4739.

Those who have had only three periods of unemployment excluded: N4735-N4739.

Those who have never been on a Government run scheme excluded: N4743-N5754.

Those waiting to take up work excluded N4756-N4772.

HOUSEHOLD COMPOSITION SECTION

KEDDIE/CN(1)

N5038 - N5065

Summary of structure of questionnaire identifying which questions are asked of sub-groups and where subsidiary filters occur

Variable No.	Private Residence and Sheltered Housing			Hotel, hostel, etc Refuge, shelter, barracks, room at work etc		Prison, Remand Centre, Hospital, nursing home	All	Variable No
	On own	With others - not sharing meal or living room	With others - sharing meal or living room	On Own	With family			
N5028	X	X	X	X	X	X	X	N5028
N5029	X	X	X	X	X	X	X	N5029
N5030				X	X			N5030
N5031	X	X	X					N5031
N5032		X	X					N5032
N5033		X	F					N5033
N5034			X		X			N5034
N5036			X		X			N5036
N5037			X		X			N5037
N5038			X		X			N5038
N5039-N5065			F		F			N5039-N5065

F = extra filters applied

Those who live with one person excluded N5039-N5041

Those who live with one or two people excluded.

N5042-N5044

Those who live with one - three people excluded.

N5045-N5047

Those who live with one - four people excluded

N5048-N5050

Those who live with one - five people excluded

N5051-N5053

Those who live with one - six people excluded.

N5054-N5056

Those who live with one - seven people excluded.

N5057-N5059

Those who live with one - eight people excluded:

N5060-N5062

Those who live with one - nine people excluded.

N5063-N5065

CHILDREN'S HEALTH SECTION

KEDDIE/CH(1)

N5066 - N5071

Summary of structure of questionnaire identifying which questions are asked of sub-groups and where subsidiary filters occur.

Variable No.	Those with living children	Those with no living children but have care of adoptive/ spouse's/partner's/ foster children	Those with no children	All	Variable No.
N5066	X	X	X	X	N5066
N5067		X	X		N5067
N5068	X				N5068
N5069	X				N5069
N5070	X				N5070
N5071	F	X			N5071

F = extra filters applied.

Those who only live with natural children excluded N5071.

MARRIAGE AND COHABITATION SECTION

KEDDIE/CH(1)

NS113 - NS249

Summary of structure of questionnaire identifying which questions are asked of sub-groups and where subsidiary filters occur

Variable No.	Single			Legally married & living with spouse		Widowed, divorced separated		All	Variable No
	Never cohabited	Not cohabiting at present	Cohabiting	First marriage	Previous marriage(s)	Not cohabiting	Cohabiting		
NS113	X	X	X	X	X	X	X		NS113
NS114	X	X	X						NS114
NS115	F	F	F						NS115
NS116	X	X	X						NS116
NS117	X	X							NS117
NS118						X	X		NS118
NS119						F	F		NS119
NS121						F	F		NS121
NS123						F	F		NS123
NS125						F	F		NS125
NS127						X	X		NS127
NS128						F	F		NS128
NS129						X	X		NS129
NS130				X	X				NS130
NS132				X	X				NS132
NS234				X	X				NS134
NS136				X	X				NS136
NS138				X	X				NS138
NS139				X	X				NS139
NS140				F	F				NS140
NS142				F	F				NS142
NS144				F	F				NS144
NS145				X	X				NS145
NS146			X				X		NS146
NS148			X				X		NS148
NS150			X				X		NS150
NS152			X				X		NS152
NS154			X				X		NS154
NS155			X				X		NS155
NS156			X	X	X		X		NS156
NS158			F	F	F		F		NS158
NS159			F	F	F		F		NS159
NS160			F	F	F		F		NS160
NS161			F	F	F		F		NS161
NS162			F	F	F		F		NS162
NS163			F	F	F		F		NS163
NS164			F	F	F		F		NS164
NS169			F	F	F		F		NS169
NS213				X	X				NS213
NS214			X	X					NS214
NS215					X				NS215

MARRIAGE AND COHABITATION SECTION CONTD)

KEDDIE/CH(1)

Variable No.	Single			Legally married & living with spouse		Widowed, divorced separated		All	Variable No.
	Never cohabited	Not cohabiting at present	Cohabiting	First marriage	Previous marriage(s)	Not cohabiting	Cohabiting		
N5216					X	X	X		N5216
N5218					X	X	X		N5218
N5220					X	X	X		N5220
N5222					X	X	X		N5222
N5223					X	X	X		N5223
N5225					X	X	X		N5225
N5226					F	F	F		N5226
N5228					F	F	F		N5228
N5230					X	X	X		N5230
N5231					X	X	X		N5231
N5233					X	X	X		N5233
N5235					X	X	X		N5235
N5236		X	F	F	F	F	F		N5236
N5238		X	F	F	F	F	F		N5238
N5240		X	F	F	F	F	F		N5240
N5242		X	F	F	F	F	F		N5242
N5244		X	F	F	F	F	F		N5244
N5245		X	F	F	F	F	F		N5245
N5247		X	F	F	F	F	F		N5247
N5249		X	F	F	F	X	X		N5249

F = extra filters applied

Major filters

Those widowed, divorced or separated who have only been married once excluded N5119-N5125.

Those married and living with spouse who did not live together before marriage excluded N5140-N5144.

Those who are cohabiting or married and living with spouse whose partner/spouse has not been in paid employment for last 3 months excluded N5160-N5169

Those who are cohabiting, widowed, divorced or separated, or married but with a previous marriage who did not live with anyone else for six months or more excluded: N5236-N5247

FAMILY PLANS SECTION I

KEDDIE/CH(1)

N5250 - N5258

Summary of structure of questionnaire identifying which questions are asked of sub-groups and where subsidiary filters occur

Variable No	Able (probably) to have children			Unable to have (more) children				All	Variable No
	Would like (more) children	Would not like (more) children	Don't know if want (more) children	Have been sterilised/ have had vasectomy	Cannot have children	Ought not to have children	Don't know why unable to have children		
N5250	X	X	X	X	X	X	X	X	N5250
N5251				X	X	X	X		N5251
N5252					X	X	X		N5252
N5253	X	X	X						N5253
N5254	X								N5254
N5255	F								N5255
N5256	F								N5256
N5258	F	F	F			F	F		N5258

F = extra filters applied

Those not living with spouse/partner excluded N5255-N5258

Those not pregnant or whose wife/partner is not pregnant excluded N5256

FAMILY PLANS SECTION II

KEDDIE/CH(1)

N5260 - N5266

Summary of structure of questionnaire identifying which questions are asked of sub-groups and where subsidiary filters occur.

Variable No.	Females				Males	All	Variable No.
	Have had miscarriage and abortion	Have had miscarriage only	Have had abortion only	Have not had miscarriage/abortion			
N5260	X	X	X	X	X	X	N5260
N5261	X	X	X	X			N5261
N5262	X	X	X				N5262
N5263		X					N5263
N5264	X						N5264
N5265	X		X				N5265
N5266	X	X	X	X	X	X	N5266

HOUSING SECTION 1

KEDDIE/CN(1)

N5315 -N5445

Summary of structure of questionnaire identifying which questions are asked of sub-groups and where subsidiary filters occur

Variable No.	PRIVATE RESIDENCE OR SHELTERED HOUSING					Hotel/Boarding House/Resident Hostel - Hostel for homeless Barracks, Nurses/ Students Home Room at work place	Prison/ Remand Centre In-patient in Hospital/ Nursing Home	All	Variable No	
	Accommodation in own, and/or partner's name			Accommodation in someone else's name	Squatting					
	Owners	Equity Sharers	Renters							
			Local authority New Town, Housing Assoc Tenants							Private
N5315	X	X	X	X	X	X	X	X	N5313	
N5314	F	F	F	F	F	F	F	F	N5314	
N5316	F	F	F	F	F	F	F	F	N5316	
N5318	X	X	X	X	X	X			N5318	
N5319	F	F	F	F	F	F			N5319	
N5320	X	X	X	X	X	X			N5320	
N5321	X	X	X	X	X	X			N5321	
N5322	F	F	F	F	F	F			N5322	
N5323	X	X	X	X	X	X			N5323	
N5324	X	X	X	X	X	X			N5324	
N5325	X	X	X	X	X	X			N5325	
N5326	F	F	F	F	F	F			N5326	
N5327	F	F	F	F	F	F			N5327	
N5328	X	X	X	X	X	X			N5328	
N5329	X	X	X	X	X	X			N5329	
N5330	X	X	X	X	X	X			N5330	
N5331	X	X	X	X	X	X			N5331	
N5332	X	X	X	X	X	X			N5332	
N5333	X	X	X	X	X	X			N5333	
N5334				X					N5334	
N5335				X					N5335	
N5336				X					N5336	
N5337				X		X			N5337	
N5338		X							N5338	
N5339		X							N5339	
N5341		X							N5341	
N5346	X								N5346	
N5347	X								N5347	
N5348	F								N5348	
N5349	F								N5349	
N5350	F								N5350	
N5351	X								N5351	
N5353	F								N5353	
N5358	F								N5358	
N5359	F	X							N5359	
N5361	F	X							N5361	

HOUSING SECTION I (CONTD)

KEDDIS/CH(1)

Summary of structure of questionnaire identifying which questions are asked of sub-groups and where subsidiary filters occur.

Variable No.	PRIVATE RESIDENCE OR SHELTERED HOUSING					Hotel/Boarding House/Resident Hostel - Hostel for homeless Barracks, Nunnery/ Students Home Room at work place	Prison/ Remand Centre In-patient in Hospital/ Nursing Home	All	Variable No.	
	Accommodation in own, and/or partner's name				Accommodation in someone else's name					Squatting
	Owners	Equity Sharers	Renters							
			Local authority New Town, Housing Assoc. Tenants	Private						
N5363	F	X							N5363	
N5365	F	F							N5365	
N5370	F	F							N5370	
N5371	F	X							N5371	
N5372	F	X							N5372	
N5373	F	F							N5373	
N5374	X	X							N5374	
N5375			X		X				N5375	
N5377			X						N5377	
N5378			X						N5378	
N5379			X						N5379	
N5380			F						N5380	
N5413				F					N5413	
N5414				X					N5414	
N5415				X					N5415	
N5416				X					N5416	
N5417				F					N5417	
N5418				X					N5418	
N5419				F					N5419	
N5423				X					N5423	
N5424				X					N5424	
N5425				X					N5425	
N5426				X					N5426	
N5427				X					N5427	
N5430				X					N5430	
N5431				F					N5431	
N5434				F					N5434	
N5435			F	X	X	X	X		N5435	
N5436			F	F	F	F	F		N5436	
N5437			F	F	F	F	F		N5437	
N5438			F	F	F	F	F		N5438	
N5439			F	F	F	F	F		N5439	
N5440			X	X	X	X	X		N5440	
N5441	X	X		X	X	X	X		N5441	
N5442	X	X		X	X	X	X		N5442	
N5443	X	X		X	X	X	X		N5443	
N5444	X	X		X	X	X	X		N5444	
N5445	X	X		X	X	X	X		N5445	

F = extra filters applied.

Those living in accommodation which they, or their spouse/partner own who inherited their property excluded: N 5353-N5373

Local authority, New Town Corporation and Housing Association tenants who are actively thinking of buying their present home excluded: N5435-N5437

HOUSING SECTION II

KEDDIE/CH(1)

N5446 - N5480

Summary of structure of questionnaire identifying which questions are asked of sub-groups and where subsidiary filters occur

Variable No.	Lived with relatives				Lived with non-relatives incl instit			Lived on own	All	Variable No.
	Still there with relatives	Still there but relatives moved/died	Have moved away		Still there	Have moved away				
			Move to private residence	Move to Hostel, instit. etc		Move to private residence	Move to Hostel, instit etc			
N5446	X	X	X	X	X	X	X	X	X	N5446
N5448					X	X	X			N5448
N5449	X	X	X	X						N5449
N5450	X				X					N5450
N5451	X				X					N5451
N5452			X	X						N5452
N5453			X	X		X	X			N5453
N5456			X	X		X	X			N5456
N5458			X	X		X	X			N5458
N5459			X	X		X	X			N5459
N5461			X			X				N5461
N5462			X			X				N5462
N5463			X			X				N5463
N5464			X			X				N5464
N5465			X			X				N5465
N5466			X			X				N5466
N5467			X			X				N5467
N5468			F			F				N5468
N5470	X	X	X	X	X	X	X	X	X	N5470
N5471	X	X	X	X	X	X	X	X	X	N5471
N5472	F	F	F	F	F	F	F	F	F	N5472
N5473	F	F	F	F	F	F	F	F	F	N5473
N5474	F	F	F	F	F	F	F	F	F	N5474
N5475	F	F	F	F	F	F	F	F	F	N5475
N5476	F	F	F	F	F	F	F	F	F	N5476
N5477	F	F	F	F	F	F	F	F	F	N5477
N5478	F	F	F	F	F	F	F	F	F	N5478
N5479	F	F	F	F	F	F	F	F	F	N5479
N5480	F	F	F	F	F	F	F	F	F	N5480

F = extra filters applied

4. QUESTIONNAIRE VARIABLES

4.1 This section provides a detailed description of the questions asked during the 1981 interview survey and the distribution of responses for all respondents and separately for female and male respondents. Details are presented separately for precoded and open-coded questions.

4.2 The order for the precoded questions follows that of the questionnaire. As noted in section 3 above, the questionnaire was designed to cover a great variety of circumstances and, as a result, was heavily filtered. As an aid to clarity, all filters and interviewer instructions included on the questionnaire have been included below. As a further aid the base of respondents for whom data is available is described where this changes significantly as a result of complicated filtering.

4.3 The order of open-ended questions is that adopted for the coding exercises carried out by SCPR and NCB.

4.4 Each questionnaire variable is identified by a variable name derived with reference to the appropriate punched card number and the column position on that card as follows:

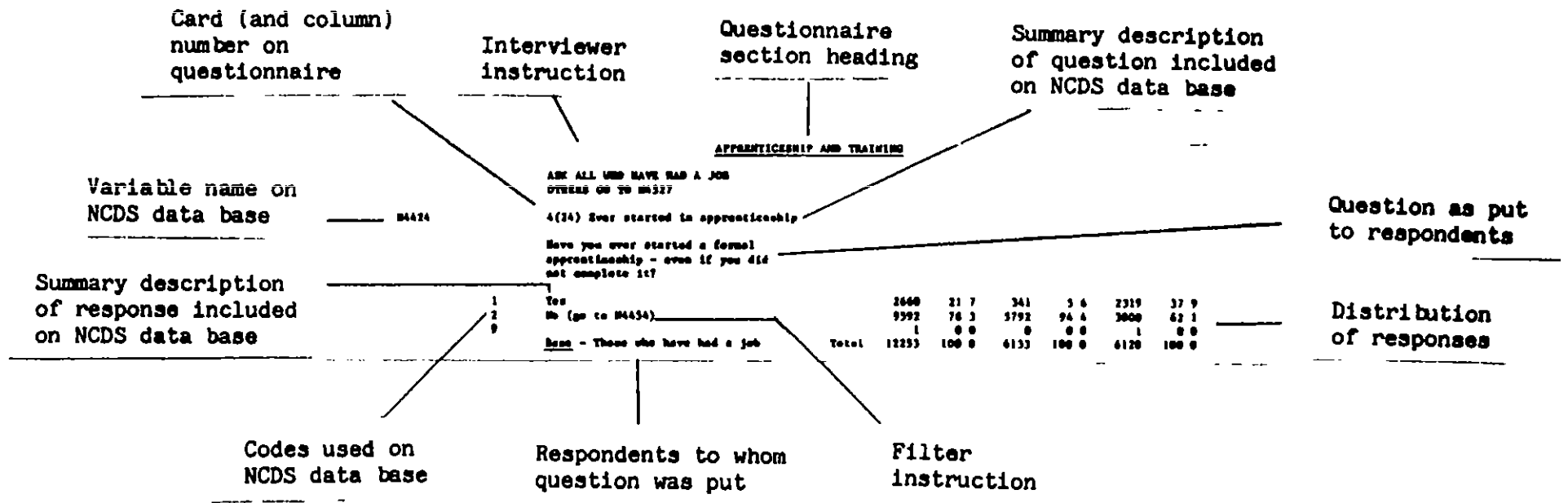
$N(40 + \text{punched card number})(\text{column position})$

Thus, for example, the question 'have you ever started a formal apprenticeship . . .?' is allocated to punched card number 4 and column position 24,. The variable name is therefore $N(40 + 4)(24) = N4424$.

Where a questionnaire variable is allocated more than one column the variable name is derived with reference to the first column position only. Thus, for example, the question to establish "usual net pay in current job" is allocated to columns 62-66 on punched card number 2 and has a variable name N4262 ie. $N(40 + 2)(62)$.

4.5 A guide to the format of the presentation of information in this section of the data dictionary is to be found in Figure 4.4

Figure 4.1 Guide to presentation of details of questions and distribution of responses



Note on 4 QUESTIONNAIRE VARIABLES

The detailed description of the questions and the distribution of responses is not available here.

Please consult the National Children's Bureau if you require further information.

12.12.89

TER/TE

5. GEOGRAPHIC LOCATION AND OTHER AREA DATA

5.1 Following the completion of the 1981 survey, area data relating to the address of each respondent at the time of the survey, and at the time of the 1974 survey were obtained. These data, based on the Small Area Statistics of the 1971 Census, were provided by CACI International. They include a classification of the residential neighbourhood (ACORN) at enumeration district level, and details of local authority, county and region as well as a number of other descriptive ratios of 1971 Census variables at both enumeration district and local authority level. Further details of this data are outlined in table 5.1.

Table 5.1 Area data bn the NCDS4 data base

The following 50 variables are available for both 1974 and 1981 address :

Postcode
OPCS Census District
OPCS Enumeration District
ACORN
Constituency ID number
Constituency type
Ward
Post-1974 County
Post-1974 District
Pre-1974 County
Pre-1974 District
Standard Region

For Enumeration District and Pre-1974 Local Authority :

Sick or seeking work / All economically active people
Married females working / Females aged 25- 64
People in Mining or Manufacture / people working
People in Agriculture / People working
Professional & Managerial / All economically active people
Non-manual / All economically active people
Skilled / All economically active people
Semi-skilled / All economically active people
Unskilled / All economically active people
Aged 0 - 4 / Total population
Owner occupied households / All households
Council tenant households / All households
Unfurnished tenant households / All households
Furnished tenant households / All households
Persons in households / Rooms in households
Households sharing some amenities / All households
Households with no inside WC / All households
Households sharing or lacking a bath / All households
Immigrants / All people

ACORN type - this is a classification of OPCS enumeration districts into 36 residential neighbourhood types. The classification is based on 40 census variables covering demographic structure, household composition, housing, socio-economic structure and residents' employment Characteristics. These ACORN neighbourhood types can in turn be classified into just 11 ACORN groups:

6. DERIVED VARIABLES

THIS SECTION NOT YET AVAILABLE

7. OTHER DOCUMENTARY SOURCES OF INFORMATION ON NCDS

7.1 The description of the background to and conduct of the NCDS4 survey provided above has been necessarily brief. Copies of the NCDS4 questionnaire, the showcards and the interviewer instructions used during the survey are included as an appendix. Further details are available as follows:

NCDS4 survey methodology:

O'BRIEN, J. and PRESCOTT-CLARKE, P. (1982) 'Methodological report of the National Child Development Study - Stage IV' *
NOP/SCPR

NCDS4 survey response:

ADES, A. (1983) 'Comparing NCDS4 to the 1981 Census.'
NCDS4 Working Paper 11 *

IYER, R. (1983) 'Analysis of response' NCDS4 Working Paper 24 *

NCDS4 other analyses:

The results of analyses based on NCDS4 data are available in the unpublished NCDS4 Working Papers *

Published results are to be found in:

SIMONITE, V. (1983) Literacy and numeracy: evidence from the National Child Development Study Adult Literacy & Basic Skills Unit

* These documents are available from NCB.

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NCDS earlier surveys:

Birth survey - BUTLER, N.R. and ALBERMAN, E.D.(1969)
Perinatal problems E & S Livingstone

NCDS1 - DAVIE, R. et al (1972) From birth to seven
Longman in association with NCB

NCDS2 - WEDGE, P. (1969) 'The second follow-up of the
NCDS.', Concern 3 34-39

NCDS3 - FOGELMAN, K. (ed) (1983) Growing up in Great Britain:
papers from the National Child Development Study
Macmillan

A complete list of publications arising from NCDS is available
from NCB on request.

Area data:

CACI (no date) ACORN: a new approach to market analysis
CACI

WEBBER, R. (1979) Census enumeration districts: a socio-economic
classification. OPCS Occasional Paper 14

8. CONTACT POINTS FOR FURTHER INFORMATION

8.1 For further information concerning NCDS4 data and NCDS in general contact:

KEN FOGELMAN
Assistant Director (Research)
National Children's Bureau
8 Wakley Street
LONDON EC1V 7QE

Tel: (01) 278-9441

8.2 for further information concerning access to NCDS4 or other NCDS data via the ERSC Data Archive contact:

ESRC Data Archive
University of Essex
Wivenhoe Park
Colchester
ESSEX CO4 3SQ

Tel: (0206) **872001**

QUESTIONNAIRE

CONFIDENTIAL

SERIAL No.
LABEL
HERE

National Child Development Study Stage IV — 1981

TIME AT START
OF INTERVIEW

INTERVIEWER NUMBER

(35)(36)(37)(38)

INTRODUCTION

I am carrying out a survey on behalf of the National Children's Bureau. As you may remember, when you were at school you took part in the National Child Development Study - an important study which has been following the lives of all those who, like yourself, were born between the 3rd and 9th of March 1958.

The reason for this survey is to see how you are getting on as an adult. I want to get a picture of all the things you have done since you left school - for example, when you were working, in education, unemployed, doing housework or something else SHOW DIARY. In order to do this I want to establish a few facts first.

Q 1a) SHOWCARD G The Government runs schemes to help young people. Have you ever been on any of these schemes?

Yes

A SEE b)

No . . .

B GO TO Q 2

1b) EXPLAIN TO RESPONDENT THAT YOU WANT TO INCLUDE PERIODS ON THESE GOVERNMENT SCHEMES AS JOBS WHEN FILLING IN THE DIARY

Q 2 The survey includes a number of people who are handicapped or disabled in some way. Can I just check, are you registered as a disabled person?

Yes

1 GO TO Q.4

No. . .

2 ASK Q 3

Don't know

8

(39)

Q 3 Do you have any longstanding illness, disability or infirmity which limits your activities in any way compared with people of your own age?

Yes... .

1 ASK Q 4

No

2 NOW COMPLETE
8 THE DIARY

Don't know.

(40)

Q 4 Many handicapped or disabled people work in ordinary factories or offices. Those that cannot, because of the nature or severity of their condition, often find work in sheltered workshops - run by Remploy or the local council or voluntary organisations. Have you ever been employed in a sheltered workshop?

Yes

1 ASK Q 5

No ..

2 NOW COMPLETE
8 THE DIARY

Don't know .

(41)

Q 5 Are you currently employed in a sheltered workshop?

Yes

1

No

2

Don't know

8

(42)

EXPLAIN TO RESPONDENT THAT YOU WANT TO INCLUDE PERIODS IN A SHELTERED WORKSHOP AS JOBS WHEN FILLING IN THE DIARY. THEN COMPLETE THE DIARY.

EMPLOYMENT

INTERVIEWER REMINDER

A JOB is a period of time with the same employer or a period self-employed
DO NOT INCLUDE - holiday jobs while at school or in full-time education
 - jobs which did not last for at least one month
 - part-time jobs done at the same time as full-time education
 - part-time jobs done at the same time as a full-time job
TEMPS the job is the period spent working as a temp for one or more agencies NOT each employer worked for on a temporary basis.

INTERVIEWER CHECK BACK TO DIARY

Has the respondent had any jobs since leaving school?

Yes -----

No -----

1 RECORD JOB DETAILS BELOW

2 GO TO 'EDUCATION SINCE SCHOOL' ON PAGE 22

(43)

Q.1 TOTAL NUMBER OF JOBS WHICH LASTED ONE MONTH OR MORE EXCLUDING VACATION JOBS

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

(44)

COLLECT DETAILS OF UP TO FOUR JOBS. IF RESPONDENT HAS HAD FIVE OR MORE JOBS, COLLECT FIRST THREE AND LATEST ONE.

Can I just check some details about the jobs you have done. By a job I mean a period of time with the same employer even though you may have done different work during that period or, if you were self-employed, a period of time doing the same self-employed work.

Q.2 CHECK START DATE

DON'T KNOW
CAN'T REMEMBER =98

MONTH

YEAR 19

JOB 1

(45)(46)

 (47)(48)

JOB 2

(54)(55)

 (56)(57)

JOB 3

(63)(64)

 (65)(66)

JOB 4 OR LATEST JOB

(72)(73)

 (74)(75)

(45
80)

Q.3 Job was ..

full-time (30 hrs or more) -- 1 ----- 1 ----- 1 ----- 1

part-time (less than 30 hrs) - 2 ----- 2 ----- 2 ----- 2

Q.4 CHECK END DATE

IF STILL IN
JOB CODE 00 01
(DK = 98)

MONTH

YEAR 19

(50)(51)

 (52)(53)

(59)(60)

 (61)(62)

(68)(69)

 (70)(71)

(77)(78)

 (79)(80)

NOW GO TO FIRST JOB

FOR OFFICE USE ONLY

ESTABLISH FROM
DIARY IF 5 OR
MORE JOBS

- Total duration of full-time jobs to nearest month
- Total duration of full-time jobs since marriage to nearest month
- Total duration of full-time jobs since

FIRST JOB SECTION
ASK ALL WHO HAVE HAD A JOB

PC 02

1 I would like to ask you about the first job you did after leaving school - the sort of work you were doing when you first started with that employer.

) What was the name or title of your first job when you started it? INCLUDE RANK OR GRADE

) What kind of work did you do most of the time? PROBE Did you use any machinery or special materials? IF YES What?

) Were you READ OUT .

An employee ----- 1 GO TO (f)

Working as a temp for an Agency ----- 2 GO TO (j) (13)

or Self-employed? ----- 3 ASK (d)

) Was this with a firm belonging to your family?

Yes ----- 1 (14)

No ----- 2

) Did you employ any other people? IF YES
How many?

None ----- 1

1 - 24 ----- 2 GO TO Q 5 (15)

25+ ----- 3

) What was made or done by the organisation you worked for?

NEW
CARD

DUP
(1-10)

(11-12)

02

g) Was this a private firm, a limited company or some other type of organisation?

Private/Limited Company ----- 1

Other type ----- 2 (16)

Don't know ----- 8

h) How many people were employed by your employer at the place where you worked?

10 or less ----- 1 ASK

11 - 24 ----- 2 (1)

25 - 99 ----- 3

100 - 499 ----- 4 GO TO (17)

500 or more ----- 5 (j)

Don't know/Varies ----- 8

i) Was the place you worked at a branch of a larger organisation or not?

Yes, branch ----- 1

No ----- 2 (18)

Don't know ----- 8

j) Were there any particular skills, training or qualifications that were normally required for this job?

No ----- A

Yes (WRITE IN)

k) When you first started did you have any management responsibilities or did you supervise the work of others at all?

Yes (INCLUDE FOREMAN) A ASK (m)

No/Neither/Don't know. B GO TO Q.2

m) In what ways did you manage or supervise?

ASK ALL

Q.2 SHOWCARD A On this card are a list of ways of hearing about a job vacancy. Thinking about your first job which one of the ways on this card best describes how you heard about your first job?

(19-20)

Approached employer direct -----	01	
Through Jobcentre/ Employment Office -----	02	GO
Through PER -----	03	TO
Through Careers Office/ Youth Employment Office -----	04	Q.4
Through College Careers Office -----	05	
From friend/relative -----	06	ASK Q.3
From an advertisement -----	07	
Through a Trade Union -----	08	
Approached by employer -----	09	
Previously worked there -----	10	GO
Private Employment Agency -----	11	TO
Another way -----	12	Q.4

Don't know -----	98	

Q.3 Did this friend/relative just tell you about the job, or did they actually speak to the firm or organisation to try and get you the job?

Just told about the job -----	1
Spoken up for -----	2
Don't know -----	8

(21)

Q.4 Was this job the first one you were offered or did you have other job offers before this one?

First job offered -----	1
Had other offers -----	2
Don't know -----	8

(22)

Q.5 How much were you paid when you first started work in this job, including any overtime, bonus, commission, tips, etc. that you usually received?

CODE TO THE NEAREST £ - PROBE FOR
ESTIMATE IF NECESSARY

a) Amount (23)(24)(25)(26)
NEAREST £

b) Period Per day ----- 1
Per week ----- 2
Per 2 weeks ----- 3
Per month ----- 4
Per 3 months ----- 5
Per 6 months ----- 6
Per year ----- 7
Other period (WRITE IN)- 9

c) Deductions Was this ...READ OUT ...
your take home pay ----- 1
or your pay before any
deductions? ----- 2
(No deductions were made)----- 3
(Don't know)----- 8

d) Accuracy
Amount is exact ----- 1
Amount is estimated ----- 2

e) IF NO DETAILS
Refused to say ----- 3
Don't know/Can't remember ---- 4
Other reason ----- 5

NOW CHECK FILTER
AT TOP OF PAGE 5

ASK ALL

INTERVIEWER CHECK

(a) Has respondent had more than one job?

Yes. . . A ASK (b)

No. . . B ASK (d)

(b) Was this first job temping with an Agency?

Yes . . A GO TO Q 12

No. . . B ASK (c)

(c) Was respondent self-employed in this first job?

Yes... A GO TO FILTER BELOW Q.12

No . . B GO TO Q 6

(d) Is respondent currently working?

Yes . . A GO TO 'CURRENT JOB', Q 1, ON A PAGE 6

No . . B GO TO 'LAST JOB', Q 1, ON ON PAGE 12

Q 6 Did you get any training of any kind in your first job?

Yes . . . 1 GO TO Q 8

No. . . 2 ASK Q 7 (30)

Don't know/
Can't remember 8

Q 7 Were there any opportunities for getting training or qualifications for people doing the same sort of work as you?

Yes . . . 1

No . . . 2 GO TO Q.10 (31)

Don't know.. 8

Q 8 Was this training just showing you what the job was when you first started or was it more than this?

Just what the job was when started

1 GO TO Q 10

More than this

2 ASK Q 9

Don't know ...

8 GO TO Q.10 (32)

Q 9 Did you go on a training course either at a college or a training centre? This could include a training centre at your place of work

Yes. . . 1

No 2 (33)

Don't know 8

Q.10 Were you promoted while you were with your first employer?

Yes. 1 (34)

No. 2

Q 11 During the time you spent with your first employer did you do the same job throughout or did you change to do a different job from the one you have already told me about?

Same job throughout . . 1

Changed to a different job. 2 (35)

Don't know. 8

Q 12 I would like to ask you how your first job came to an end. Did it come to an end because
READ OUT CODE ONE ONLY

- it was a temporary job. 1

- the firm closed down 2

- you were made redundant... . 3

- you were sacked. . 4 CHECK (36)

or did you leave of your own accord? 5 FILTER

(Other) . . . 9 5 BELOW

(Refused) . 7

(Don't know). . . 8

FILTER INSTRUCTION

Is respondent working at the moment?

Yes . . . GO TO 1 Q 3 ON PAGE 6 (37)

No 2 GO TO Q 3 ON PAGE 12

CURRENT JOB

Only ask those who are in work at the moment - If respondent has had more than one job start at Q.3. If respondent has had only one job start at Q.1.

I would like to ask you about the job you are actually doing now.

.1 Are you doing the same type of work as when you started in this job?

Yes.....

GO TO FILTER
BEFORE Q.4
1 PAGE 7

(38)

No

2 ASK Q.2

.2 Can you tell me about the work you are actually doing now?

) What is the name or title of your job?
INCLUDE RANK OR GRADE

) What kind of work do you do most of the time? PROBE: Do you use any machinery or special materials? IF YES: What?

NOW GO TO Q.3d) IF SELF EMPLOYED
OR Q.3j) IF EMPLOYEE

.3 Can you tell me about the work you are actually doing now?

) What is the name or title of your job?
INCLUDE RANK OR GRADE

) What kind of work do you do most of the time? PROBE: Do you use any machinery or special materials? IF YES: What?

) Are you ... READ OUT

... an employee.....

1 GO TO f

... working as a temp for an agency.....

2 GO TO j

(39)

... self-employed?.....

3 ASK d

) Is this with a firm belonging to your family?

Yes.....1

No.....2

(40)

e) Do you employ any other people? How many?

None.....

1

1-24.....

2 GO TO Q.10

25+.....

3

f) What is made or done by your organisation?

g) Is this a private firm, a limited company or some other type of organisation?

Private/Limited company.....1

Other type.....2

Don't know8

h) How many people are employed by your employer at the place you work?

10 or less.....

1 ASK i

11-25.....

2

26-99.....

3

100-499.....

4 GO TO j

500+.....

5

Don't know/Varies.....

8

i) Is the place you work at a branch of a larger organisation or not?

Yes, branch.....1

No.....2

Don't know8

j) Are there any particular skills, training or qualifications that are normally required for the work you do now?

No A

Yes (WRITE IN)

k) Do you have any management responsibilities or supervise the work of others at all?

Yes (INCLUDE FOREMAN).....

A ASK m

No/Neither/Don't know.....

B GO TO Q.4

m) In what ways do you manage or supervise?

IF SELF-EMPLOYED GO TO Q.10
IF EMPLOYED ASK Q.4 - Q.9

Q.4 Have you been promoted while you have been with your present employer?

Yes ----- 1
No ----- 2

(45)

Q.5 Have you had any training of any kind while working for your present employer?

Yes ----- 1 GO TO Q.7
No ----- 2 ASK Q.6

(46)

Q.6 Are there any opportunities for getting training or qualifications for people doing the same sort of work as you?

Yes ----- 1 GO TO
No ----- 2 Q.9
Don't know ----- 8

(47)

Q.7 Was this training just showing you what the job was when you first started or was it more than this?

Just what the job was when started ----- 1 GO TO Q.9
More than this ----- 2 ASK Q.8
Don't know/Can't remember ----- 8

(43)

Q.8 Did you go on a training course either at a college or a training centre? This could include a training centre at your place of work.

Yes ----- 1
No ----- 2

(49)

Q.9 Are your wages or salary or conditions of service negotiated by a Trade Union or Staff Association?

Yes ----- 1
No ----- 2 GO TO Q.16
Don't know ----- 8

(50)

ASK ALL SELF-EMPLOYED-OTHERS GO TO Q.16

Q.10 Have you had any training of any kind in this job?

Yes ----- 1
No ----- 2
Don't know/Can't remember ----- 8

(51)

Q.11 Can I just check, does your business have assets, such as property, machinery, vehicles, stocks or materials?

Yes ----- 1 ASK Q.12
No ----- 2 GO TO Q.13

(52)

Q.12 If you were to sell your business as a going concern, how much do you think you would get for it?

(53) (54) (55) (56) (57)
NEAREST £

(53-57)

£100,000 or more 99996
Refused ----- 99998
Don't know ----- 99997

Q.13 Do you pay a National Insurance Contribution?

Yes ----- 1 ASK Q.14
No ----- 2 GO TO Q.15
Don't know ----- 8

(58)

Q.14 Do you pay just the flat rate Class 2 contribution or do you also pay a profits related Class 4 contribution?

Flat rate (Class 2) only ----- 1
Flat rate and profits related (Class 4) ----- 2
Don't know ----- 8

(59)

Q.15 Do you receive an income on a regular basis from this work?

Yes ----- 1 ASK Q.16
No ----- 2 GO TO Q.19
Don't know ----- 8

(60)

ASK ALL EMPLOYEES AND SELF-EMPLOYED WITH REGULAR INCOME

Q.16 I would now like to ask you some questions about income from work. On the last occasion you were paid was the amount you received - that is your take home pay - the amount you usually receive?

Yes ----- 1 ASK Q.17 VERSION A
ASK Q.18 VERSION A
No, usually different ----- 2 ASK Q.17 VERSION B
ASK Q.18 VERSION B
Don't know ----- 8

(61)

VERSION A

Q.17 On the last occasion you were paid what was your take home pay - your pay after any deductions for tax and National Insurance, including any overtime, bonus, commission or tips?

VERSION B

What is your usual pay after any deductions for tax and National Insurance, including any overtime, bonus, commission or tips etc. that you usually receive?

CODE TO THE NEAREST £ - PROBE FOR ESTIMATE IF NECESSARY.
 ASK RESPONDENT TO CONSULT PAY SLIP IF POSSIBLE.

a) Amount (62)(63)(64)(65)(66)

NEAREST £

--	--	--	--	--	--

(62-66)

b) Period

per day -----	1
per week -----	2
per 2 weeks -----	3
per month -----	4
3 months -----	5
6 months -----	6
per year -----	7
Other period (WRITE IN)	9

(67)

c) Accuracy

Amount is exact and consulted pay slip ----- 1

Amount is exact but did not consult pay slip ----- 2

Amount is an estimate ----- 3

IF NO DETAILS

Refused to give details	4	GO TO Q.19	
Don't know/Can't remember details -----	5	ASK Q.18 VERSION A OR B AS AT Q.17	(68)
Other reason for giving no details -----	6		
Respondent has no usual amount of pay -----	7	GO TO Q.19	

VERSION A

Q.18 On the last occasion what was your pay before deductions for tax and National Insurance: including any overtime, bonus, commission, tips?

VERSION B

And what is your usual pay before any deductions for tax and National Insurance, including any overtime, bonus, commission, tips, etc., that you usually receive?

CODE TO THE NEAREST £ - PROBE FOR ESTIMATE IF NECESSARY.
 ASK RESPONDENT TO CONSULT PAY SLIP IF POSSIBLE

a) Amount (69)(70)(71)(72)(73)

NEAREST £

--	--	--	--	--	--

b) Period

per day -----	1
per week -----	2
per 2 weeks -----	3
per month -----	4
3 months -----	5
6 months -----	6
per year -----	7
Other period (WRITE IN)-	9

c) Accuracy

Amount is exact and consulted pay slip ----- 1

Amount is exact but did not consult pay slip ----- 2

Amount is an estimate ----- 3

IF NO DETAILS

Refused to give details -----	4
Don't know/Can't remember -----	5
Other reason for giving no details -----	6

Q.19 I am going to read out some things which affect how people feel about their job. Can you tell me how satisfied or dissatisfied you feel with each one in your present job?
SHOWCARD 8 Please use one of the answers from this card.

INTERVIEWER. READ OUT EACH ITEM IN TURN AND CODE BELOW

	Very satis- fied	Satis- fied	Neither	Dissat- isfied	Very dissat- isfied	Don't know/ Doesn't Apply	
a) Your usual take home pay -----	1	2	3	4	5	8	(1)
b) Your prospects -----	1	2	3	4	5	8	(1)
c) The people you work with -----	1	2	3	4	5	8	(1)
d) Your physical working conditions -----	1	2	3	4	5	8	(1)
e) The way your firm or organisation is run -----	1	2	3	4	5	8	(1)
f) The way your abilities are used -----	1	2	3	4	5	8	(1)
g) The interest and skill involved in your job -----	1	2	3	4	5	8	(1)
h) And finally, taking everything into consideration, how satisfied or dissatisfied are you with your job as a whole? -----	1	2	3	4	5	8	(2)
Q.20 Would you describe the type of work you do as offering a career with the prospects of promotion in the years to come?						Yes ----- 1 No ----- 2 Not applicable because self-employed ----- 3 Don't know ----- 8	(2)
Q.21 How secure would you say your current job is ... READ OUT						Very secure ----- 1 Fairly secure ----- 2 or Not very secure? ----- 3 (Don't know) ----- 8	(2)
Q.22 In a year from now do you expect to be READ OUT					 Working for the same employer as now ----- 1 GO TO Q.25 Working for a different employer ----- 2 ASK Q.23 or Not working at all? ----- 3 GO TO Q.24 (Don't know what I will be doing) ----- 8 GO TO Q.25	(2)
Q.23 Is this because ... READ OUT						.. You want to change your job ----- 1 .. Your job is only temporary ----- 2 GO or You expect to be made edundant? ----- 3 TO (Other, none of these) ----- 4 Q.25 (Don't know) ----- 8	(2)

Q.24 What do you expect to be doing in a year's time? READ OUT

CODE ONE ONLY

- ..Full-time housework or child care ----- 1
..Unemployed and looking for work--- 2
..In full-time education ----- 3
or doing something else? ----- 4
(Don't know) ----- 8

(25)

ASK ALL

Q.25 I would now like to ask you about your working week. Does your job involve your working regularly ... READ OUT ...

Yes No

- a) In the evening any time between 6-10 p.m. ----- 1 --- 2 (26)
b) at night any time after 10 p.m. ----- 1 --- 2 (27)
c) early in the morning any time before 7 a.m. -- 1 --- 2 (28)
d) At any time on Saturdays -- 1 --- 2 (29)
e) At any time on Sundays ---- 1 --- 2 (30)

"REGULAR" - IF NECESSARY PROMPT
By regular I mean at least 2 days a week or 2 weekends a month

Q.26 How many hours of paid work do you actually do in an average week - including any paid overtime you usually do, but excluding meal-breaks?

CODE TO THE NEAREST FULL HOUR
IF 96 HOURS OR MORE CODE 96

(31) (32)

31
- 32)

Varies too much to say ----- 97

FILTER

IF NUMBER OF HOURS IS 30 OR MORE
GO TO Q.29

IF NUMBER OF HOURS IS LESS THAN 30
ASK Q.27

IF NUMBER OF HOURS IS "VARIES TOO MUCH"
ASK Q.27

Q.27 Do you think of yourself as working full-time or part-time?

- Full-time ----- 1 GO TO Q.29
Part-time ----- 2
Don't know ----- 8 ASK Q.28

(33)

Q.28 Are you looking for regular full-time work at the moment?

- Yes ----- 1 GO TO Q.32
No ----- 2
Don't know ----- 8 ASK Q.29

(34)

Q.29 Does the number of hours suit you or would you rather work more or fewer hours?

- Hours suit me ----- 1 GO TO Q.32
Prefer more ----- 2 ASK Q.30
Prefer fewer ----- 3 GO TO Q.31
Don't know ----- 8 GO TO Q.32

(35)

Q.30 Is the reason why you don't work more hours because ... CODE ONE ONLY
READ OUT ...

- No more are available ----- 1
or your personal circumstances don't allow it?----- 2 GO
(Both) ----- 3 TO
(Neither) ----- 4 Q32
(Don't know) ----- 8

(3)

Q.31 Would you still like to work fewer hours if it meant earning less money?

- Yes ----- 1
No ----- 2
Don't know ----- 8

(3)

ASK ALL

Q.32 Do you earn any money from other jobs, odd jobs, or work that you do from time to time, apart from the job we have been talking about?

- Yes ----- 1 ASK Q.33
No ----- 2 GO TO
Refused to answer ----- 3 'APPRENTICE-
Don't know ----- 8 SHIP AND
ON PAGE 16

(3)

Q.33 Do you get a regular income from this work?

- Yes ----- 1 ASK Q.34
No ----- 2 GO TO 'APPRENTICESHIP AND TRAINING' ON PAGE 16

Q.34 In this work are you
READ OUT

- ... an employee.....1
or self-employed?.... 2 (40)
(Don't know).....8

Q.35 How much do you normally earn
after deductions for tax and
National Insurance, but
including any overtime, bonus,
commission or tips that you
usually receive?

CODE TO THE NEAREST £ - PROBE FOR
ESTIMATE IF NECESSARY

a) Amount (41)(42)(43)(44) (41-44)
NEAREST £

b) Period
per day 1
per week.....2
per 2 weeks.....3
per month.....4
3 months.. 5
6 months.. 6 (45)
per year7
other period (WRITE IN)... 9

c) Accuracy
Amount is exact and con-
sulted pay slip.....1
Amount is exact but did not
consult pay slip.....2
Amount is an estimate.....3 (46)
IF NO DETAILS
Refused to give details....4
Don't know/Can't remember..5
Other reason for giving
no details 6

NOW GO TO APPRENTICESHIP AND
TRAINING ON PAGE 16

LAST JOB

Only ask those who have had a job but are not in work at the moment. If respondent has had more than one job start at Q.3. If respondent has had only one job start at Q.1.

I would like to ask you about the last job you did.

Q.1 Were you doing the same type of work when you left as when you started in your last job?

Yes.....

GO TO FILTER
1 BEFORE Q.4

 (47)

No.....

2 ASK Q.2

Q.2 Can you tell me about the work you were doing just before you left.

a) What was the name or title of your job?
INCLUDE RANK OR GRADE

b) What kind of work did you do most of the time? PROBE: Did you use any machinery or special materials? IF YES: What?

NOW GO TO Q.3d) IF SELF EMPLOYED
OR Q.3j) IF EMPLOYEE

Q.3 Can you tell me about the work you did in your last job?

a) What was the name or title of your job?
INCLUDE RANK OR GRADE

b) What kind of work did you do most of the time? PROBE: Did you use any machinery or special materials? IF YES: What?

c) Were you ... READ OUT

... an employee.....

1 GO TO f

... working as a temp for an agency.....

2 GO TO j

 (48)

... self-employed?.....

3 ASK d

d) Was this with a firm belonging to your family?

Yes..... (3)

No.....

e) Did you employ any other people? How many?

None.....

1
2 GO TO Q.10
3

1-24.....

25+.....

f) What was made or done by your organisation?

g) Was this a private firm, a limited company or some other type of organisation?

Private/Limited company.....1

Other type.....2

Don't know.....8

h) How many people were employed by your employer at the place you worked?

10 or less.....

1 ASK i

11-25.....

2

26-99.....

3

100-499.....

4 GO TO j

500+.....

5

Don't know/eried.....

8

i) Was the place you worked at a branch of a larger organisation or not?

Yes, branch.....1

No.....2

Don't know.....8

j) Were there any particular skills, training or qualifications that were normally required for the work you did?

NoA

Yes (WRITE IN)

k) Did you have any management responsibilities or supervise the work of others at all?

Yes (INCLUDE FOREMAN).....

A ASK m

No/Neither/Don't know.....

B GO TO Q.4

m) In what ways did you manage or supervise?

IF SELF-EMPLOYED GO TO Q 10
IF EMPLOYEE ASK Q.4 - Q.9

Q.4 Were you promoted while you were with your last employer?

Yes ----- 1 (54)
No ----- 2

Q.5 Did you have any training of any kind while working for your last employer?

Yes ----- 1 GO TO Q.7
No ----- 2 ASK Q.6 (55)

Q.6 Were there any opportunities for getting training or qualifications for people doing the same sort of work as you?

Yes ----- 1
No ----- 2 GO TO Q 9 (56)
Don't know ----- 8

Q.7 Was this training just showing you what the job was when you first started or was it more than this?

Just what the job was when started ----- 1 GO TO Q.9
More than this ----- 2
Don't know/Can't remember ----- 8 ASK Q.8 (57)

Q.8 Did you go on a training course either at a college or a training centre? This could include a training centre at your place of work.

Yes ----- 1
No ----- 2 (58)

Q.9 Were your wages or salary or conditions of service negotiated by a Trade Union or Staff Association?

Yes ----- 1
No ----- 2 GO TO Q.14 (59)
Don't know ----- 8

ASK ALL SELF-EMPLOYED-OTHERS GO TO Q.14

Q.10 Did you have any training of any kind in this job?

Yes ----- 1
No ----- 2
Don't know/Can't remember ----- 8

Q.11 Did you pay a National Insurance Contribution?

Yes ----- 1 ASK Q.12
No ----- 2 GO TO Q.13
Don't know ----- 8

Q.12 Did you pay just the flat rate Class 2 contributions or did you also pay a profits related Class 4 contribution?

Flat rate (Class 2) only ----- 1
Flat rate and profits related (Class 4) ----- 2
Don't know ----- 8

Q.13 Did you receive an income on a regular basis from this work?

Yes ----- 1 ASK Q.14
No ----- 2 GO TO Q.16
Don't know ----- 8

1.14 What was your usual pay after any deductions for tax and National Insurance, including any overtime, bonus, commission or tips etc. that you usually received?

CODE TO THE NEAREST £ - PROBE FOR ESTIMATE IF NECESSARY.
ASK RESPONDENT TO CONSULT PAY SLIP IF POSSIBLE.

a) Amount (64)(65)(66)(67)(68)
NEAREST £

(64 - 68)

b) Period per day ----- 1
per week ----- 2
per 2 weeks ----- 3
per month ----- 4
3 months ----- 5
6 months ----- 6
per year ----- 7
Other period (WRITE IN)- 9

(69)

c) Accuracy
Amount is exact and consulted pay slip ----- 1
Amount is exact but did not consult pay slip ----- 2
Amount is an estimate ----- 3

(70)

IF NO DETAILS

Refused to give details	4	GO TO Q. 16
Don't know/Can't remember details	5	ASK Q. 15
Other reason for giving no details	6	
Respondent had no usual amount of pay	7	GO TO Q. 16

Q.15 And what was your usual pay before any deductions for tax and National Insurance, including any overtime, bonus, commission, tips, etc., that you usually received?

CODE TO THE NEAREST £ - PROBE FOR ESTIMATE IF NECESSARY.
ASK RESPONDENT TO CONSULT PAY SLIP IF POSSIBLE

a) Amount (71)(72)(73)(74)(75)
NEAREST £

b) Period per day ----- 1
per week ----- 2
per 2 weeks ----- 3
per month ----- 4
3 months ----- 5
6 months ----- 6
per year ----- 7
Other period (WRITE IN)- 9

c) Accuracy
Amount is exact and consulted pay slip ----- 1
Amount is exact but did not consult pay slip ----- 2
Amount is an estimate ----- 3

IF NO DETAILS

Refused to give details	4
Don't know/Can't remember	5
Other reason for giving no details	6

Q.16 I am going to read out some things which affect how people feel about their job. Can you tell me how satisfied or dissatisfied you felt with each one in your last job.
SHOWCARD B Please use one of the answers from this card.

INTERVIEWER READ OUT EACH ITEM IN TURN AND CODE BELOW.

	Very satis- fied	Satis- fied	Neither	Dissat- isfied	Very dissat- isfied	Don't know/ Doesn't Apply	
a) Your usual take home pay -----	1	2	3	4	5	8	()
b) Your prospects -----	1	2	3	4	5	8	()
c) The people you worked with -----	1	2	3	4	5	8	()
d) Your physical working conditions ---	1	2	3	4	5	8	()
e) The way your firm or organisation was run -----	1	2	3	4	5	8	()
f) The way your abilities were used ---	1	2	3	4	5	8	()
g) The interest and skill involved in your job -----	1	2	3	4	5	8	()
h) And finally, taking everything into consideration, how satisfied or dissatisfied were you with your last job as a whole? -----	1	2	3	4	5	8	()

Q.17 How many hours of paid work did you actually do in an average week in your last job - include any paid overtime you usually did but exclude mealbreaks?

CODE TO THE NEAREST FULL HOUR ----- (21)(22)
 IF 96 HOURS OR MORE CODE 96

Varied too much to say .. 97

Don't know... .. 98

Q.18 I would like to ask you how your last job came to an end. Did it come to an end because . READ OUT

CODE ONE ONLY

- . it was a temporary job ----- 1
- . the firm closed down ----- 2
- . you were made redundant ----- 3
- .. you were sacked ----- 4
- or did you leave of your own accord? ----- 5
- (Other) ----- 9
- (Refused) ----- 7
- (Don't know) ----- 8

APPRENTICESHIP AND TRAINING

ASK ALL WHO HAVE HAD A JOB
OTHERS GO TO EDUCATION SINCE SCHOOL
ON PAGE 22

Q.1 Have you ever started a formal apprenticeship - even if you did not complete it?

Yes ----- 1 ASK Q.2
No ----- 2 GO TO Q.20 ON PAGE 18 (24)

Q.2 Did you or your parents sign articles of apprenticeship?

Yes ----- 1
No ----- 2 (25)
Don't know ----- 8

Q.3 Did you just start one apprenticeship or more than one?

One ----- 1
Two ----- 2 (26)
Three or more ----- 3

Q.4 Have you ever started an apprenticeship with a firm which you did not complete with that firm? This could be because you stopped doing it, you changed to a different employer or you changed to a different trade.

Yes ----- 1 ASK Q.5
No ----- 2 GO TO (27)
Don't know ----- 8 Q.11

Q.5 Thinking of the apprenticeship which you didn't complete, what trade were you learning?
PROBE FOR DETAILS. WRITE IN FULLY

Q.6 When did you start this apprenticeship?

WRITE IN CODES

DON'T KNOW }
CAN'T REMEMBER } = 98

MONTH (28)(29)

YEAR .. 19 (30)(31)

Q.7 When did you stop or change it?

WRITE IN CODES

DON'T KNOW }
CAN'T REMEMBER } = 98

MONTH (32)(33)

YEAR .. 19 (34)(35)

Q.8 Did you stop or change because your employer terminated your original contract or was it for other reasons? ONE ANSWER ONLY

Employer terminated ----- 1 ASK Q.9
Other reasons ----- 2 GO TO Q.10 (3)

Q.9 Was this because READ OUT

... you were made redundant ----- 1
... you were sacked ----- 2
... your firm closed down ----- 3
... or for some other reason? ----- 4
... (Refused) ----- 7
... (Don't know) ----- 8 (3)

Q.10 At that stage was the apprenticeship ... READ OUT

... changed to a different trade -- 1
... transferred to a different employer ----- 2
... or abandoned completely? ----- 3
... (Don't know) ----- 8 (3)

Q.11 (Can I just check) have you successfully completed an apprenticeship or are you still on one?

Yes completed ----- 1
Yes still on one ----- 2 ASK Q.12
No further ----- 3 GO TO Q.13

Q.12 What trade were/are you learning?
PROBE FOR DETAILS. WRITE IN FULLY

Q.13 When did you start this apprenticeship?
WRITE IN CODES

DON'T KNOW)
CAN'T) = 98
REMEMBER)

MONTH . . . (40)(41) (40-41)
YEAR .. 19 (42)(43) (42-43)

Q.14 When did you/(do you expect to) complete it?
WRITE IN CODES

DON'T KNOW)
CAN'T) = 98
REMEMBER)

MONTH (44)(45) (44-45)
YEAR .. 19 (46)(47) (46-47)

Q.15 SHOWCARD C Have you got any qualifications as part of your apprenticeship training?

IF YES ASK FOR CODE NUMBER OF QUALIFICATIONS. IF MORE THAN ONE MENTIONED, CODE THE ONE WITH THE HIGHEST NUMBER

QUALIFICATION CODE (48)(49) (48-49)
No/none ----- 88

Q.16 Did you attend a day release or block release course as part of your apprenticeship?

CODE ONE ONLY

Yes - day release only ----- 1
Yes - block release only --- 2 ASK Q.17
Yes - both ----- 3
No - neither ----- 4 GO TO Q.18
Don't know ----- 8

Q.17 Was this mainly at READ OUT

CODE ONE ONLY

... a college ----- 1
... an employers training centre -- 2
... an Industry Training centre --- 3
... or somewhere else? ----- 5
(Some combination of these) --- 6
(Don't know) ----- 8

Q.18 How do you now think your apprenticeship has affected your long term job prospects? Has it ...
READ OUT

.. improved them a lot ----- 1
.. improved them a little ----- 2
.. made no difference ----- 3
or would you have been better off not doing the apprenticeship? - 4
(Don't know) ----- 8

Q.19 I would now like to check whether, during any of your jobs, you have been on other training courses. I don't want to include training you did as part of an apprenticeship or any very short training courses but if you have been on a TOPS course I would like to include that here.

So have you been on any other training courses which involved at least 14 days or 100 hours attendance either at a college, training centre or skill centre? Include training centres at your place of work and any course you did not complete.

A series of training courses which form part of a single training programme or qualification should be treated as a single training course.

Yes. 1 GO TO Q.21
No 2 GO TO Q.52 ON PAGE 21

TRAINING

Q.20 I would like to check whether you have been on any training courses during any of your jobs. I don't want to include any very short courses but if you have ever been on a TOPs course I would like to include that here.

So have you ever been on any training courses which involved at least 14 days or 100 hours attendance either at a college, training centre or skill centre? Include training centres at your place of work and any courses you did not complete.

A series of training courses which form part of a single training programme or qualification should be treated as a single training course.

Yes ----- 1 ASK Q.21
No ----- 2 GO TO 'EDUCATION SINCE SCHOOL' ON PAGE 22 (54)

Q.21 Can I check details of these training courses. Firstly how many training courses involving at least 14 days or 100 hours attendance have you been on, including any you did not complete?

INTERVIEWER: DO NOT INCLUDE TRAINING COURSES ALREADY COVERED IN APPRENTICESHIPS

RING NUMBER OF COURSES

1 ---- 2 ---- 3 ---- 4
5 ---- 6 ---- 7 ---- 3+ (55)

INTERVIEWER: NOW COLLECT DETAILS FOR FIRST TRAINING COURSE. REMEMBER NOT TO INCLUDE ANY TRAINING ALREADY COVERED IN APPRENTICESHIPS

FIRST TRAINING COURSE

Now I want to ask about the first of these training courses.

Q.22 When did this training course start?
WRITE IN CODES

(56)(57)
MONTH ..
(58)(59)
YEAR .. 19

DON'T KNOW)
CAN'T } = 98
REMEMBER }

Q.23 How long did the course last?

Less than 2 weeks ----- 1
2 - 4 weeks ----- 2
Over 1 month - 3 months ----- 3
Over 3 months - 6 months ----- 4
Over 6 months - 1 year ----- 5
Over 1 year - 2 years ----- 6
Over 2 years ----- 7
Still doing it ----- 9
Don't know/Can't remember ----- 8

Q.24 Was this course ...

READ OUT

CODE ONE ONLY

.... full time ----- 1 ASK Q.25
.... block release ----- 2
or day release? ----- 3 GO TO Q.26
(a mixture of these) --- 4
(Other) ----- 5
(Don't know) ----- 8

Q.25 Was this a "TOPS" course?

Yes ----- 1
No ----- 2
Don't know ----- 8

Q.26 Was it mainly at

READ OUT

CODE ONE ONLY

.... a college ----- 1
.... an employer's training centre --- 2
.... an Industry Training Centre --- 3
.... a Government Skill Centre ----- 4
.... somewhere else? ----- 5
(Some combination of these) --- 6
(Don't know) ----- 8

Q.27 Did you complete the course?

Yes----- 1 GO TO Q.29
 Still on it----- 2
 No----- 3 ASK Q.28

(64)

Q.28 Why was this? PROBE FULLY -
WRITE IN

Q.29 What was this course called?
 What skill were you training for?
 PROBE FOR EXACT NAME OF COURSE
 INCLUDING *SUBJECT* AND *LEVEL*.
 WRITE IN FULLY.

Q.30 SHOWCARD C On this course did
 you obtain any qualifications?

IF YES ASK FOR CODE NUMBER OF QUALI-
 FICATIONS. IF MORE THAN ONE
 MENTIONED, CODE THE ONE WITH
 THE HIGHEST NUMBER

(65)(66)

QUALIFICATION CODE-----
 No/none-----88

(65-66)

Q.31 How do you now think this period
 of training affected your long
 term job prospects? Has it ..
 READ OUT

... improved them a lot-----1
 .. improved them a little-----2
 .. made no difference-----3
 or would you have been better off
 not doing the training?-----4
 (Don't know)-----8

(67)

INTERVIEWER CHECK BACK TO Q 21

Has respondent had more than one
 training course?

Yes----- 1 ASK 'SECOND TRAINING'
 No----- 2 GO TO Q 52
 ON PAGE 21

(68)

SECOND TRAINING COURSE

Now I would like to ask about your
 second training course.

Q.32 When did this training course
 start? WRITE IN CODES

DON'T KNOW)
 CAN'T) = 98
 REMEMBER)

MONTH ...

(69)(70)

(69-70)

(71)(72)

(71-72)

YEAR ..19

Q.33 How long did the course last?

Less than 2 weeks-----1
 2 - 4 weeks-----2
 Over 1 month - 3 months-----3
 Over 3 months - 6 months-----4
 Over 6 months - 1 year-----5
 Over 1 year - 2 years-----6
 Over 2 years-----7
 Still doing it-----9
 Don't know/Can't remember-----8

(73)

Q.34 Was this course
READ OUT

CODE ONE ONLY

.. full-time----- 1 ASK Q.35
 .. block release----- 2
 or day release?----- 3
 (a mixture of both)---- 4 GO TO
 (other)----- 5 Q.36
 (Don't know)----- 8

(74)

Q.35 Was this a "TOPS" course?

Yes ----- 1
 No ----- 2
 Don't know ----- 8

(75)

Q.36 Was it mainly at ..

READ OUTCODE ONE ONLY

.. a college-----1
 .. an employer's training centre-----2
 .. an Industry Training Centre-----3
 ... a Government Skill Centre-----4
 or somewhere else-----5
 (Some combination of these)-----6
 (Don't know)-----8

(76)

Q.37 Did you complete the course:

Yes----- 1 GO TO Q.39
Still on it----- 2 (77)
No----- 3 ASK Q.38

Q.38 Why was this? PROBE FULLY -
WRITE IN

Q.39 What was this course called?
What skill were you training for?
PROBE FOR EXACT NAME OF COURSE
INCLUDING SUBJECT AND LEVEL.
WRITE IN FULLY.

Q.40 SHOWCARD C On this course did you
obtain any qualifications?

IF YES ASK FOR CODE NUMBER OF QUALI-
FICATIONS. IF MORE THAN ONE
MENTIONED CODE THE ONE WITH
THE HIGHEST NUMBER

(78)(79) (78-
79)
QUALIFICATION CODE-----
No/none-----88

Q.41 How do you now think this period of
training affected your long term
job prospects? Has it ...
READ OUT

... improved them a lot-----
... improved them a little-----2
... made no difference-----3 (80)
... or would you have been better off
not doing the training?-----4
... (Don't know)-----8

INTERVIEWER CHECK BACK TO Q.21

Has respondent had more than two
training courses?

Yes----- ASK "THIRD TRAINING"
No----- (13)

THIRD TRAINING COURSE

Now I would like to ask about your
third training course.

Q.42 When did this training course
start? WRITE IN CODES

DON'T KNOW)
CAN'T) = 98
REMEMBER)
MONTH ... (14)(15)
(16)(17)
YEAR .. 19

Q.43 How long did the course last?

Less than 2 weeks ----- 1
2 - 4 weeks ----- 2
Over 1 month - 3 months ----- 3
Over 3 months - 6 months ----- 4
Over 6 months - 1 year ----- 5
Over 1 year - 2 years ----- 6
Over 2 years ----- 7
Still doing it ----- 9
Don't know/Can't remember ---- 8

Q.44 Was this course .. READ OUT
CODE ONE ONLY

... full time ----- 1 ASK Q.45
... block release ----- 2
... or day release? ----- 3
... (a mixture of both) ----- 4 GO TO
... (Other) ----- 5 Q.46
... (Don't know) ----- 8

Q.45 Was this a "TOPS" course?

Yes ----- 1
No ----- 2
Don't know ----- 8

Q.46 Was it mainly at ...
READ OUT

CODE ONE ONLY

... a college ----- 1
... an employer's training centre -- 2
... an Industry Training Centre --- 3
... a Government Skill Centre ----- 4
... or somewhere else? ----- 5
... (Some combination of these) --- 6
... (Don't know) ----- 8

Q.47 Did you complete the course?

Yes----- 1 GO TO Q.49
Still on it----- 2
No----- 3 ASK Q 48

- 21 -

Q.48 Why was this? PROBE FULLY -
WRITE IN

(22)

Q.49 What was this course called?
What skill were you training for?
PROBE FOR EXACT NAME OF COURSE
INCLUDING SUBJECT AND LEVEL.
WRITE IN FULLY.

Q.50 SHOWCARD C On this course did you
obtain any qualifications?

IF YES ASK FOR CODE NUMBER OF QUALI-
FICATIONS IF MORE THAN ONE
MENTIONED, CODE THE ONE WITH
THE HIGHEST NUMBER

(23)(24) (23-
24)

QUALIFICATION CODE-----

No/none-----88

Q.51 How do you now think this period
of training affected your long
term job prospects? Has it ..
READ OUT

.. improved them a lot-----1
.. improved them a little-----2
.. made no difference-----3
or would you have been better off (25)
not doing the training?-----4
(Don't know)-----8

Q.52 SHOWCARD C Apart from things you
did on the training courses you
have told me about, since you left
school have you attempted to get
any other qualifications?

Yes----- 1 GO TO Q.2, 'EDUCATION
SINCE SCHOOL' ON P.22
No----- 2 GO TO 'OTHER EDUCA-
TION' ON P 28

(26)

EDUCATION SINCE SCHOOL

Q.1 SHOWCARD C Since leaving school have you attempted to get any qualifications?

Yes. 1 GO TO Q.2
No.. 2 GO TO OTHER EDUCATION ON PAGE 28

(27)

Q.2 SHOWCARD C And have you actually obtained any qualifications since leaving school? (PROMPT IF NECESSARY Apart from those you got on training courses that you have already told me about)

Yes..... 1 ASK Q.3
No..... 2 GO TO Q.5
Awaiting results..... 3 GO TO Q.6

(28)

Q.3 SHOWCARD C What is the highest qualification you have achieved since leaving school? (PROMPT IF NECESSARY apart from those you got on training courses that you have already told me about).

INTERVIEWER:

Probe for the code number of the qualification that the respondent thinks is the highest. If respondent is not sure which is their highest, then take the most recent obtained qualification from those he/she is not sure about

(29)(30)

QUALIFICATION CODE

(29 - 30)

Q.4 SHOWCARD C And are you currently taking a course for any qualifications? (IF NECESSARY PROMPT apart from any training course which you have told me about already).

Yes.. 1 GO TO Q.6
No... 2 GO TO 'HIGHEST QUALIFICATION', ON PAGE 23 AND ASK ABOUT THE QUALIFICATION CODED AT Q.3 ABOVE

(31)

Q.5 SHOWCARD C And are you currently taking a course for any qualifications? (IF NECESSARY PROMPT apart from any training course which you have told me about already).

Yes..... 1 ASK Q.6
No..... 2 GO TO Q.7

(3)

Q.6 SHOWCARD C Which qualifications are you now attempting to obtain?

INTERVIEWER

Probe for the code number of the qualification. If more than one qualification is mentioned take the one with the highest number

(33)(34)

QUALIFICATION CODE

INTERVIEWER

NOW GO TO Q.2, 'HIGHEST QUALIFICATION' ON PAGE 23 AND ASK ABOUT THE COURSE CURRENTLY BEING TAKEN FOR THE QUALIFICATION CODED AT Q.6

Q.7 Can I just check, since leaving school, you have started at least one course but have not gained any qualifications.

Yes..... GO TO Q.22 ON PAGE 25
No..... INTERVIEWER CHECK 8 ANSWERS AND FILTERS AT Q.1, 2 AND 5

HIGHEST QUALIFICATION OR CURRENT COURSE

THIS SECTION IS ABOUT THE COURSE LEADING TO THE HIGHEST QUALIFICATION GAINED SINCE LEAVING SCHOOL, OR THE COURSE CURRENTLY ON.

THOSE CURRENTLY ON A COURSE START AT Q.2

Q 1 Now I want to ask you about the course which led to the highest qualification you have just told me about. REFER TO Q 3 ON PREVIOUS PAGE
What was the full title of the course including the subject?
PROBE FOR EXACT NAME OF COURSE INCLUDING SUBJECT AND LEVEL.
WRITE IN FULLY

NOW GO TO Q 3

Q 2 I want to ask you about the course you are now doing What is the full title of the course including the subject?
PROBE FOR EXACT NAME OF COURSE INCLUDING SUBJECT AND LEVEL.
WRITE IN FULLY

Q 3 When did the course start?
WRITE IN CODES

DON'T KNOW
CAN'T
REMEMBER } = 98

MONTH.

(35)(36)

(37)(38)

YEAR

19

(35-36)

(37-38)

Q 4 When did/does the course finish?
WRITE IN CODES

DON'T KNOW
CAN'T
REMEMBER } = 38

MONTH

(39)(40)

(41)(42)

YEAR.

19

(39-40)

(41-42)

Q 5 Did you take this course with a particular job or type of work in mind?

Yes, particular job or work ----- 1

No ----- 2 (43)

Don't know ----- 8

Q 6 SHOWCARD D Which of these types of course was it? CODE ONE ONLY

Full time course ----- 1 GO TO

Sandwich course/course with work experience ----- 2 Q.9

Open University course ----- 3

Correspondence course ----- 4 ASK Q 7

Evening course in your own time ----- 5

Part time or weekend course ----- 6 (44)

Other type of course ----- 7 GO TO

Don't know ----- 8 Q 17

Q 7 Did you want to do a full time course at the time?

Yes ----- 1 ASK Q 8a)

No ----- 2 GO TO (45)

Don't know ----- 8 Q 17

Q 8a) Was there any particular reason why you didn't do the course full-time?

Yes ----- 1 ASK b)

No ----- 2 GO TO Q.17 (46)

Don't know ----- 8

b) What reasons? WRITE IN

NOW GO TO Q.17

Q.9 Did you get any grant while doing the course?

Yes ----- 1 GO TO Q.11
 No ----- 2 ASK Q.10 (47)
 Don't know ----- 8

Q.10 Did you apply for a grant for this course?

Yes ----- 1
 No ----- 2 GO TO Q.14 (48)
 Don't know ----- 8

Q.11 Where did you get your grant from?

IF MORE THAN ONE GRANT PROBE FOR LARGEST GRANT - CODE ONE ONLY

Local Education Authority ----- 1
 Central Government Department-- 2
 SSRC/SRC/MRC ----- 3
 Professional organisation ----- 4
 Charitable organisation ----- 5
 TIPS/MSO allowance ----- 6 (49)
 Employer ----- 7
 Other (WRITE IN AND RING) ----- 9

 Don't know ----- 8

Q.12 While you were studying on this course did you regularly get money from your parents?

Yes ----- 1 ASK Q.13
 No ----- 2 GO TO (50)
 Not applicable ----- 3 Q.13
 Don't know ----- 8

Q.13 Did this bring your income up to or above the full grant level?

No, below full grant level -- 1
 Yes, up to full grant level-- 2 GO TO (51)
 Yes, above full grant level-- 3 Q.15
 Don't know ----- 8

Q.14 While you were studying on this course, did you regularly get money from your parents?

Yes ----- 1
 No ----- 2 (52)
 Not applicable ----- 3
 Don't know ----- 8

Q.15 Did you regularly get money from your husband/wife or partner?

Yes ----- 1
 No ----- 2
 Not applicable ----- 3
 Don't know ----- 8

Q.16 Did you get regular income from working during term time while you were doing the course? I don't mean vacation jobs.

Yes ----- 1
 No ----- 2
 Don't know ----- 8

Q.17 Did you have any serious financial problems while you were on the course?

Yes ----- 1
 No ----- 2
 Don't know ----- 8

Q.18 Did you have any serious problems with your studies on the course?

Yes ----- 1
 No ----- 2
 Don't know ----- 8

Q.19 SHOWCARD E From this card please tell me who organised the course? (57-58)

Technical College ----- 01
 Teacher Training College or College of Education ----- 02
 Further Education College ----- 03
 Tertiary College ----- 04
 Institute of Higher Education -- 05
 Polytechnic or Central Institute ----- 06 (55)
 University/Open University ----- 07
 School or 6th form college ----- 08
 Adult Education Centre ----- 09
 Government Skill Centre ----- 10
 Private or Commercial College -- 11
 Other ----- 12
 Don't know ----- 98

Q.20 How do you now think this course has affected your long term job prospects? Has it READ OUT

- .. improved them a lot ----- 1
- .. improved them a little ----- 2
- ... made no difference ----- 3
- or would you have been better off not
doing the course?----- 4 (59)
- (Don't know) ----- 8

Q.21 SHOWCARD C Since leaving school have you done any other courses of study for any qualifications, not counting any courses we have already talked about?

- Yes ----- 1 ASK Q.22
- No ----- 2 GO TO 'OTHER EDUCATION' (60)
ON PAGE 28

Q.22 How many of these courses have been full-time courses? Not counting any we have already talked about.

RING CODE 0 --- 1 --- 2 --- 3 --- 4 --- 5 --- 6 --- 7 --- 8+ (61)

INTERVIEWER NOTE

- (a) If a qualification was obtained through a series of modules or sub-courses - treat as a single course.
- (b) If more than one qualification was obtained through one course of study - treat as a single course (e.g. 2 or more O levels or O and A at same time)
- (c) Otherwise a series of qualifications (e g. O levels THEN A levels) should be treated as separate courses

Q.23 How many of these courses have been part-time courses? Again not counting any we have already talked about.

RING CODE 0 --- 1 --- 2 --- 3 --- 4 --- 5 --- 6 --- 7 --- 8+ (62)

INTERVIEWER Add together the number of courses mentioned at Q 22 and Q.23 and record answer below

Q.24 Total number of full-time or part-time courses

1 --- 2 --- 3 --- 4 --- 5 --- 6 --- 7 --- 8+ (63)

INTERVIEWER

You must now record on the next page details of up to three of these courses. If there are more than three, then take the first three undertaken. REMEMBER you should not be including any courses already covered in APPRENTICESHIP or TRAINING or HIGHEST QUALIFICATION

FOR OFFICE USE ONLY

IF Q.24 CODED 4 OR MORE, THEN CHECK DIARY FOR TOTAL DURATION OF FULL-TIME EDUCATION COURSES

SUMMARY OF OTHER COURSES

NEW CARD

DUP (1 - 10)

(11-12) (06)

PC 05/0

	FIRST OTHER COURSE	SECOND OTHER COURSE	THIRD OTHER COURSE
Q.1 When did the course start?	(64)(65)	(13)(14)	(25)(26)
Month -----	<input type="text"/>	<input type="text"/>	<input type="text"/>
(DON'T KNOW) CAN'T REMEMBER } = 98	(66)(67)	(15)(16)	(27)(28)
Year -----19	<input type="text"/>	<input type="text"/>	<input type="text"/>
Q.2 And when did you finish it?	(68)(69)	(17)(18)	(29)(30)
Month -----	<input type="text"/>	<input type="text"/>	<input type="text"/>
(DON'T KNOW) CAN'T REMEMBER } = 98	(70)(71)	(19)(20)	(31)(32)
Year -----19	<input type="text"/>	<input type="text"/>	<input type="text"/>
Q.3 Was the course ..			
<u>READ OUT</u>	(72)	(21)	(33)
full-time -----	1	1	1
or part-time -----	2	2	2
(a mixture) -----	3	3	3
Q.4 What was the full title of the course, including the subject? <u>WRITE IN</u>	COURSE AND SUBJECT	COURSE AND SUBJECT	COURSE AND SUBJECT
Q.5 SHOWCARD C What qualifications were you studying for?			
PROBE: for code number of the qualification. If more than one mentioned then take the one with the highest code number.	(73)(74)	(22)(23)	(34)(35)
ENTER QUALIFICATION CODE -----	<input type="text"/>	<input type="text"/>	<input type="text"/>
Q.6 Did you pass <u>all</u> the qualifications you were studying for on this course?	(75)	(24)	(36)
Yes -----	1	1	1
No -----	2	2	2
Awaiting results/			
Don't know -----	8	8	8

FILTER INSTRUCTION

Q. Looking at the answers to Q.6 above, have you coded the answer "No" --- (2) for any of them?

Yes -----

No -----

YOU MUST ASK FIRST UNSUCCESSFUL COURSE SECTION ABOUT THE FIRST COURSE CODED --- (2) AT Q.6
GO TO OTHER EDUCATION ON PAGE 46

FIRST UNSUCCESSFUL COURSE

REFER BACK TO PAGE 26 TO GET
START MONTH AND QUALIFICATION

Now I want to ask you about the course
for ... (READ OUT TITLE OF COURSE) which
you started in ... (READ OUT MONTH).

Q.1 Firstly did you take this course
with a particular job or type of
work in mind or not?

Particular job or work ----- 1
No ----- 2
Don't know ----- 8

(37)

Q.2 SHOWCARD D Which of these types
of course was it?

Full-time course ----- 1
Sandwich course/Course
with work experience ----- 2
Open University ----- 3
Correspondence course ----- 4
Evening course in your
own time ----- 5
Part-time or weekend
course ----- 6
Other type of course ----- 7
Don't know ----- 8

ASK
Q.3

GO

TO

Q.9

(38)

Q.3 Did you get any grant while doing
this course?

Yes ----- 1
No ----- 2
Don't know ----- 8

GO TO Q.5

ASK Q.4

(39)

Q.4 Did you apply for a grant for this
course?

Yes ----- 1
No ----- 2
Don't know ----- 8

NOW GO
TO Q.6

(40)

Q.5 Where did you get your grant from?

IF MORE THAN ONE GRANT PROBE FOR
LARGEST GRANT, CODE ONE ANSWER ONLY

Local Education Authority ----- 1
Central Government Department ----- 2
SSRC/SRC/MRC ----- 3
Professional organisation ----- 4
Charitable organisation ----- 5
TOPS/MSC Allowance ----- 6
Employer ----- 7
Other (WRITE IN AND RING) ----- 9

(41)

Don't know ----- 8

Q.6 While you were studying on this
course did you regularly get money
from your parents?

Yes ----- 1
No ----- 2
Not applicable ----- 3
Don't know ----- 8

(42)

Q.7 Did you regularly get money from
your husband/wife or partner?

Yes ----- 1
No ----- 2
Not applicable ----- 3
Don't know ----- 8

(43)

Q.8 Did you get regular income from
working during term time while you
were doing the course? I don't mean
vacation jobs

Yes ----- 1
No ----- 2
Don't know ----- 8

(44)

Q.9 Did you have any serious financial
problems while you were on the
course?

Yes ----- 1
No ----- 2
Don't know ----- 8

(45)

Q.10 SHOWCARD = From this card please tell me who organised the course.

(46-47)

- Technical college ----- 01
 Teacher Training College or
 College of Education ----- 02
 Further Education College ----- 03
 Tertiary College ----- 04
 Institute of Higher Education ----- 05
 Polytechnic or Central Institute-- 06
 University/Open University ----- 07
 School or 6th form College ----- 08
 Adult Education Centre ----- 09
 Government Skill Centre ----- 10
 Private or Commercial College ---- 11
 Other ----- 12
 Don't know ----- 98

Q.11 Did you stay until the end of the course or did you leave before that?

- Stayed to the end ----- 1 GO TO Q.13
 Left before ----- 2 ASK Q.12 (48)

Q.12 Why was this? WRITE IN

Q.13 Did you take any examinations which you failed, or did you leave without taking examinations?

- Failed all examination(s) ----- 1
 Failed some examination(s) -
 passed other(s) ----- 2
 Left without taking exam-
 ination(s) ----- 3 (49)
 Not applicable - no exams ----- 4

Q.14 How do you now think this course has affected your long-term job prospects? Has it ... READ OUT ...

- ... Improved them a lot ----- 1
 ... Improved them a little ----- 2
 ... Made no difference ----- 3
 or would you be better off not
 doing the course ----- 4 (50)
 (Don't know) ----- 8

OTHER EDUCATION

ASK ALL

Q.1 REFER TO DIARY AND RECORD DATE WHEN RESPONDENT FIRST LEFT SCHOOL OR 6th FORM COLLEGE.

(51) (52)
 Month
 (53) (54)
 Year 19

Now I would just like to check some details about any O levels you got either at school or since leaving school.

Q.2 Firstly, have you passed any O levels, Scottish O grades, or C.S.E. grade 1's at all, including O level passes at A level?

- Yes ----- 1 ASK Q.3
 No ----- 2 GO TO Q.6 (5)

Q.3 How many O level passes, Scottish O grades, or C.S.E. grade 1's have you got in total, including O level passes at A level? RING NUMBER

----- 2 ----- 3 ----- 4
 ----- 6 ----- 7 ----- 8 ----- 9+ (5)

Q.4 Have you passed any A levels or Scottish H grades at all?

- Yes ----- 1 ASK Q.5
 No ----- 2 GO TO Q.6 (5)

Q.5 How many A level passes or Scottish H grades have you passed? RING NUMBER

----- 2 ----- 3 ----- 4
 ----- 6 ----- 7 ----- 8 ----- 9+ (5)

Q.6 As you probably know, thousands of adults have difficulties with reading or writing at one time or another. It would help us if you could answer some questions about your own experience of reading and writing.

	Yes	No	Don't know	Refused
(a) Since leaving school have you had problems with reading? -----	1	2	8	7
(b) and since leaving school have you had problems with writing or spelling? -----	1	2	8	7

IF RESPONDENT HAS HAD ANY PROBLEMS WITH READING, WRITING OR SPELLING SINCE LEAVING SCHOOL ASK Q.7, IF NOT GO TO Q.9

Q.7 Do these problems now make anything difficult for you in your everyday life?

Yes -----	1	ASK Q.8
No -----	2	GO TO Q.9
Don't know -----	8	

Q.8 What things in particular are made difficult for you? WRITE IN

ASK ALL

Q.9 Since leaving school have you had problems with number work or basic maths?

Yes -----	1	ASK Q.10
No -----	2	GO TO FILTER AT
Don't know -----	8	FOOT OF PAGE

Q.10 Do these problems now make anything difficult for you in your everyday life?

Yes -----	1	ASK Q.11
No -----	2	GO TO FILTER AT
Don't know -----	8	FOOT OF PAGE

Q.11 What things in particular are made difficult for you? WRITE IN

NOW GO TO Q.12

INTERVIEWER CHECK

Have you coded yes at Q.6a) or Q.6b) or at Q.9?

Yes -----	A	ASK Q.12
No -----	B	GO TO Q.14

Q.12 Is there anything that you would like to do that you feel lack of reading or number skills prevents you from doing?

Yes -----	1 ASK Q.13
No -----	2 GO TO Q.14
Don't know -----	8

Q.13 What things in particular are you prevented from doing?

ASK ALL

Q.14 I would now like to ask you about any classes or courses you have done since leaving school which did not lead to formal educational qualifications - I am interested in any courses you have done - evening classes, courses you have followed on television, courses organised by a Trade Union and so on. Since leaving school, have you ever taken any READ OUT EACH ITEM BELOW:

IF NECESSARY PROMPT I don't mean courses which led to formal qualifications

	Yes	No	Don't know
a) Courses or classes to get better at reading or writing -----	1 -----	2 -----	8 -----
b) Courses or classes to get better at figures or arithmetic -----	1 -----	2 -----	8 -----
c) Courses or classes to help you do your job or get a better job -----	1 -----	2 -----	8 -----
d) Courses or classes to develop physical fitness or skill in sport -----	1 -----	2 -----	8 -----
e) Courses or classes to help you learn more about a hobby or handicraft -----	1 -----	2 -----	8 -----
f) Any other type of course or class that did not lead to a formal qualification -----	1 -----	2 -----	8 -----

IF YES
ASK g)

g) What subjects have you done in this/ these other courses or classes?

EDUCATION PLANS

ASK ALL

Q 1 At the moment are you seriously considering taking any (other) educational or training courses of any kind?

Yes ----- 1 GO TO Q 3
No/not sure ----- 2 ASK Q.2

(71)

Q.2 You say you are not considering taking any (other) courses. Is this because you just don't want to or would you like to but for some reason can't do any at present?

Don't want to ----- 1
Want to but can't ----- 2 GO TO Q 4
Don't know ----- 8

(72)

Q.3 Have you applied or are you about to apply for any courses?

Yes have applied ----- 1 GO TO Q.9
Yes about to apply ----- 2
No not applied ----- 3 ASK Q.4
Don't know ----- 8

(73)

Q.4 Since leaving school have you ever applied to do an education or training course which you did not actually go ahead and start?

Yes ----- 1 ASK Q 5
No ----- 2 GO TO 'UNEMPLOYMENT' ON PAGE 32

(74)

Q.5 Thinking about the last course you applied for but did not start, was it a course which would have led to qualifications which you do not now hold?

Yes ----- 1 ASK Q.6
No ----- 2 GO TO Q.7
Don't know ----- 8

(75)

Q.6 SHOWCARD C What qualification was the course for?

PROBE FOR CODE NUMBER FROM THE SHOWCARD. IF MORE THAN ONE MENTIONED, TAKE THE ONE WITH THE HIGHEST NUMBER

QUALIFICATION CODE

(76)(77)

(76-77)

Don't know ----- 98

Q.7 What was the main reason you did not go ahead with the course? PROBE FOR MAIN REASON, WRITE IN

Q 8 Do you feel you need any advice about what education and training courses are available?

Yes ----- 1 NOW GO TO
No ----- 2 'UNEMPLOYMENT'
Don't know ----- 8 ON PAGE 32

(78)

Q.9 SHOWCARD C Will it lead to any qualifications?

IF YES PROBE FOR CODE NUMBER FROM THE SHOWCARD. IF MORE THAN ONE THEN TAKE THE ONE WITH THE HIGHEST NUMBER

(79)(80)

(79-80)

QUALIFICATION CODE

No/none ----- 88

Don't know ----- 98

Q 10 What is the full title of the course including subject? PROBE FOR EXACT NAME OF COURSE INCLUDING SUBJECT AND LEVEL. WRITE IN FULLY

NEW CARD
DUP
(1-10)

(11-12)

07

Q.11 SHOWCARD F Which of these types of course is it? CODE ONE ONLY

TOPS course ----- 9
Full time course ----- 1
Sandwich course/course with work experience ----- 2
Open University Course ----- 3
Correspondence Course ----- 4
Evening course in your own time ----- 5
Part time or weekend course ----- 6
Other type of course ----- 7
Don't know/Combination of these ----- 8

(13)

Q.12 Are you taking this course with a particular job or type of work in mind?

Yes particular job/type of work ----- 1
No ----- 2
Don't know ----- 8

(14)

UNEMPLOYMENT

INTERVIEWER REMINDER - UNEMPLOYMENT means being out of work AND wanting work. You do not have to be registered as unemployed.
DO NOT INCLUDE - holidays or vacations while in full-time education.

INTERVIEWER CHECK BACK TO DIARY

Has the respondent had any periods of unemployment since leaving school?

Yes -- 1 COLLECT DETAILS BELOW
 No -- 2 GO TO 'OUT OF LABOUR FORCE' ON PAGE 37

Can I now collect some details about any periods of unemployment you have had since leaving school.

Q.1 Firstly, how many periods of unemployment have you had? REFER TO DIARY

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

COLLECT DETAILS ON TO FOUR PERIODS OF UNEMPLOYMENT
 IF RESPONDENT HAS FIVE OR MORE COLLECT FIRST THREE AND LATEST PERIOD

Q.2 Check Start Date

DON'T KNOW
 CAN'T REMEMBER } = 98

MONTHS

YEAR 19

PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4 OR LATEST PERIOD
(17)(18)	(23)(24)	(29)(30)	(35)(36)
(19)(20)	(25)(26)	(31)(32)	(37)(38)
(21)(22)	(27)(28)	(33)(34)	(39)(40)

Q.3 Check Duration in months

ROUND TO THE NEAREST MONTH.
 IF LESS THAN 2 WEEKS CODE 00.
 IF 2 - 8 WEEKS CODE 01
 IF STILL DOING, ENTER 99

FOR OFFICE USE ONLY

IF FIVE OR MORE PERIODS OF UNEMPLOYMENT

TOTAL DURATION OF UNEMPLOYMENT

DURATION OF LONGEST PERIOD

Q.4 **SHOWCARD G** The Government runs schemes to help young people. Can I just check, have you ever been on any of these schemes?

Yes ----- 1 GO TO Q.6
 No ----- 2 ASK Q.5

Q.5 Have you ever been offered a place on one?

Yes ----- 1 GO TO FILTER AFTER Q.11
 No ----- 2 PAGE 33

Q.6 How many of these schemes have you been on?

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

Q.7 When did you start your (last) scheme?

DON'T KNOW)
CAN'T REMEMBER) = 98

(44)(45)
MONTH ----- (4
4
(46)(47)
YEAR ----- 19 (4
4

Q.8 And when did you finish?

DON'T KNOW)
CAN'T REMEMBER) = 98
STILL DOING = 00 01

(48)(49)
MONTH ----- (4
4
(50)(51)
YEAR ----- 19 (5
5

Q.9 Did you leave this scheme before it ended?

Yes ----- 1 ASK Q.10
No ----- 2 GO TO (5
Still doing --- 3 Q.11

Q.10 Was this because you were offered a job or for some other reason?

Offered job ----- 1
Other reason ----- 2 (5
Don't know ----- 8

Q.11 How do you now think this scheme has affected your long term job prospects?
Has it READ OUT

.... improved them a lot ----- 1
.... improved them a little ----- 2 (5
.... made no difference ----- 3
or would you have been better off not doing
the scheme?----- 4
(Don't know) ----- 8

INTERVIEWER CHECK

Q A. Is respondent unemployed
and wanting work at the
moment?

Yes ----- 1 GO TO 'CURRENT
JOB SEARCH' ON
PAGE 34
No ----- 2 ASK Q.B. (5
Waiting to take up a job ----- 3 GO TO 'LATEST JOB
SEARCH' ON PAGE
36

Q B Has the respondent had any
period of unemployment in
the last twelve months?

Yes ----- 1 GO TO 'LATEST JOB
SEARCH' ON PAGE
36
No ----- 2 GO TO 'OUT OF
LABOUR FORCE' ON
PAGE 37 (5

CURRENT JOB SEARCH

ASK ALL WHO ARE CURRENTLY
UNEMPLOYED AND WANTING WORK

Q.1 Are you registered with either a Jobcentre or Government Employment Office as looking for work?

Yes ----- 1
No ----- 2 (57)
Don't know ----- 8

Q.2 Are you looking for full-time or part-time work?

Full-time ----- 1
Part-time ----- 2
Either/Not bothered ----- 3 (58)
Don't know ----- 8

Q.3 Have you considered applying for a job which would mean moving house?

Yes ----- 1
No ----- 2
Don't know ----- 8 (59)

INTERVIEWER CHECK DIARY

Q.4 Has the respondent had a paid job since leaving school?

Yes ----- A ASK Q.5
No ----- B GO TO Q.7

Q.5 Have you considered applying for a job with less take home pay than your last job?

Yes ----- 1
No ----- 2 (60)
Don't know ----- 8

Q.6 Have you considered applying for a job which involved a lower level of skill or qualification than your last job?

Yes ----- 1
No ----- 2 (61)
Don't know -----

Q.7 During your period of unemployment have you had any contact with the Job Centre, Government Employment Office, or Professional and Executive Recruitment - P.E.R.?

Yes ----- 1 ASK Q.8
No ----- 2 GO TO Q.10

Q.8 Did you get to know of any specific job vacancies from them?

Yes ----- 1 ASK Q.9
No ----- 2 GO TO Q.10

Q.9 Did you apply for any of these?

Yes ----- 1
No ----- 2

Q.10 How many jobs have you applied for in all during your period of unemployment?

None ----- 0 GO TO Q.15
One ----- 1
Two ----- 2
3 - 4 ----- 3
5 - 10 ----- 4 ASK Q.11
11 - 20 ----- 5
21+ ----- 6
Don't know how many ----- 8
Don't know if applied -- 9 GO TO Q.15

Q.11 Thinking about the jobs you applied for since you became unemployed, would any have meant moving house?

Yes ----- 1
No ----- 2
Don't know ----- 8

12 INTERVIEWER CHECK Q.4

Has the respondent had a paid job since leaving school?

Yes ----- A ASK Q.13
No ----- B GO TO Q.15

Q.13 Were any of the jobs you applied for, jobs with less take-home pay than your last job?

Yes -----	1	
No -----	2	
Don't know -----	8	(67)

Q.14 Did any of the jobs involve a lower level of skill or qualification than your last job?

Yes -----	1	
No -----	2	
Don't know -----	8	(68)

Q.15 During the period you have been looking for work, have you been offered any jobs?

Yes -----	1 ASK Q.16	
No -----	2 GO TO Q.18	(69)
Don't know -----	8	

Q.16 Did you accept or refuse the last offer you had?

Accepted -----	1 GO TO Q.18	
Refused -----	2 ASK Q.17	
Still considering -----	3 GO TO Q.18	(70)
Don't know -----	8	

Q.17 What was the main reason you refused that job? PROBE
FOR MAIN REASON WRITE IN FULLY.

INTERVIEWER SUMMARY CODE

In answering Q.17 did the respondent mention housing or housing problems as the reason for refusing the job?	Yes -----	1	
	No -----	2	(71)
	Not sure/Don't know ---	8	

Q.18 Before today had you heard of the Government's .. READ OUT

CODE FIRST THAT APPLIES

Special Temporary Employment Programme - the "Step" Scheme -----	1 NOW GO TO 'OUT OF THE LABOUR FORCE' ON PAGE 37	(72)
The Community Enterprise Programme - the "Sep" Scheme -----	2	
or neither of these -----	3	

LATEST JOB SEARCH

ASK THOSE WHO HAVE BEEN UNEMPLOYED
IN THE LAST TWELVE MONTHS BUT ARE
NOT UNEMPLOYED NOW

NEW

DUP

(11-

Q.1 The last time you were unemployed, were you registered with either a Jobcentre or Government Employment Office as looking for work?

Yes ----- 1
No ----- 2
Don't know ----- 8
(73)

Q.2 Were you looking for full time or part time work?

Full time ----- 1
Part time ----- 2
Either ----- 3
Don't know ----- 8
(74)

Q.3 Has the job you took up involved you moving house?

Yes(or about to do so)----- 1
No ----- 2
Don't know ----- 8
Not applicable - did not get a job after last period of unemployment----- 3
(75)

INTERVIEWER CHECK DIARY

Q.4 Did the respondent have a paid job before the last period of unemployment?

Yes ----- A ASK Q.5
No ----- B GO TO Q.7

Q.5 Does the job you took up pay you less than your last job?

Yes ----- 1
No ----- 2
Don't know ----- 8
(75)

Q.6 Does the job you took up involve a lower level of skill or qualification than your last job?

Yes ----- 1
No ----- 2
Don't know ----- 8

Q.7 While you were unemployed did you have any contact with the Job Centre, Government Employment Office or Professional and Executive Recruitment - P.E.R.?

Yes ----- 1 ASK Q.8
No ----- 2 GO TO Q.10
Don't know ----- 8

Q.8 Did you get to know of any specific job vacancies from them?

Yes ----- 1 ASK Q.9
No ----- 2 GO TO Q.10

Q.9 Did you apply for any of these?

Yes ----- 1
No ----- 2

Q.10 How many jobs did you apply for in all while you were unemployed the last time?

None ----- 0
One ----- 1
Two ----- 2
3 - 4 ----- 3
5 - 10 ----- 4
11 - 20 ----- 5
21+ ----- 6
Don't know how many ----- 8
Don't know if applied ----- 9

OUT OF LABOUR FORCE

INTERVIEWER: CHECK BACK TO DIARY

Has respondent had any periods out of the labour force?

Yes -----

1 ASK Q.1

No -----

2 GO TO 'SCHOOL AND WORK' ON PAGE 39

(17)

Q 1 TOTAL NUMBER OF PERIODS OUT OF THE LABOUR FORCE

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

(18)

RECORD DETAILS OF PERIODS OUT OF LABOUR FORCE FROM DIARY IF MORE THAN THREE RECORD FIRST THREE AND LATEST ONE. FOR EACH ONE ASK. What were you actually doing during this period?

Q 2 CHECK START DATE

DON'T KNOW) = 98
CAN'T REMEMBER)

MONTH

PERIOD 1
(19)(20)

PERIOD 2
(28)(29)

PERIOD 3
(37)(38)

PERIOD 4
OR LATEST
PERIOD
(46)(47)

YEAR 19

(21)(22)

(30)(31)

(39)(40)

(48)(49)

Q 3 CHECK END DATE

DON'T KNOW) = 98
CAN'T REMEMBER)
IF STILL DOING
CODE 00 01

MONTH

(23)(24)

(32)(33)

(41)(42)

(50)(51)

YEAR 19

(25)(26)

(34)(35)

(43)(44)

(52)(53)

(19
-
54)

Q.4 What were you actually doing during this period?

(27)

(36)

(45)

(54)

Housework ----- 1 ----- 1 ----- 1 ----- 1

Prison/borstal ----- 2 ----- 2 ----- 2 ----- 2

Unable to work due to long-term sickness/disability or handicap ----- 3 ----- 3 ----- 3 ----- 3

Extended holiday ----- 4 ----- 4 ----- 4 ----- 4

Other ----- 5 ----- 5 ----- 5 ----- 5

FOR OFFICE USE ONLY - IF MORE THAN FOUR PERIODS ESTABLISH FROM DIARY

TOTAL DURATION OF OUT OF LABOUR FORCE

INTERVIEWER CHECK

A. Is respondent currently out of the labour force?

Yes -----

1 ASK B

No -----

2 GO TO 'SCHOOL AND WORK' ON PAGE 39

(55)

B. Recode from Q.4 what the respondent is currently doing

Housework -----

Prison/Borstal -----

Unable to work/sick

disabled/handicapped -

Extended holiday -----

Other -----

1 GO TO Q.7

2 GO TO 'SCHOOL AND WORK' ON PAGE 39

3 ASK Q 5

4 GO TO Q.8

5 GO TO Q 7

(56)

Q.5 Do you expect to take up paid employment at any time in the future?

Yes.....	1 GO TO Q.9	(57)
No.....	2 ASK Q.6a)	
Don't know.....	8	

Q.6a) Do you regularly attend any training centre, workshop or day centre for the handicapped or disabled?

Yes.....	1 ASK Q.6b)	(58)
No.....	2 GO TO Q.4 OF 'SCHOOL AND WORK' ON PAGE 39	

b) Can you tell me the name of the place you go to and the sort of things you do there? WRITE IN

NOW GO TO Q.4 OF 'SCHOOL AND WORK' ON PAGE 39

Q.7 Are you not working at present because you have to look after children or other people who need day time care, or is it for some other reason?

Yes, reasons include day time care.....	1	(59)
or other reasons only.....	2	
Don't know.....	8	

Q.8 Do you expect to take up paid employment at any time in the future?

Yes.....	1 ASK Q.9	(60)
.....	2 GO TO Q.4 OF 'SCHOOL AND WORK' ON PAGE 39	
Don't know.....	3 GO TO Q.1 OF 'SCHOOL AND WORK' ON PAGE 39	

Q.9 When do you expect to do so?

Within a month.....	1	(61)
Within 3 months.....	2	
Within a year.....	3	
Within 2 years.....	4	
Within 5 years.....	5	
Over 5 years.....	6	
Not sure/don't know.....	8	
Not at all/never....	7	

GO TO Q.1 ON 'SCHOOL AND WORK' ON PAGE 39

SCHOOL AND WORK

Q.1 Please look at this list (SHOWCARD H) If you were looking for a job now what would be most important to you in choosing a job?

Q.2 And what would be second most important?

CODE ONE ONLY IN EACH COLUMN

Q.3 And what would be third most important?

	<u>Q.1</u> <u>First</u> (62-63)	<u>Q.2</u> <u>Second</u> (64-65)	<u>Q.3</u> <u>Third</u> (66-67)
Convenient hours and conditions -----	01	01	01
Variety -----	02	02	02
Chance of promotion -----	03	03	03
The chance of being in charge of other people -----	04	04	04
The chance to be your own boss -----	05	05	05
A clean job -----	06	06	06
The opportunity of helping others -----	07	07	07
Not too much responsibility at first -----	08	08	08
Job security -----	09	09	09
Working with your hands -----	10	10	10
The need to use your head/to think -----	11	11	11
Outdoor work -----	12	12	12
Good pay -----	13	13	13
A friendly place to work -----	14	14	14
Don't know -----	98	98	98

(62-67)

ASK ALL

Q 4 SHOWCARD I I am going to read you some statements that people sometimes make about work. Thinking about your own experience and feelings can you please tell me how much you agree or disagree with each statement in turn.

	<u>Strongly</u> <u>agree</u>	<u>Agree</u>	<u>Neither</u> <u>agree nor</u> <u>disagree</u>	<u>Dis-</u> <u>agree</u>	<u>Strongly</u> <u>disagree</u>	
(a) Work is the most important thing in life -----	1	2	3	4	5	(68)
(b) In this country black people have as much chance as anybody else of getting a decent job -----	1	2	3	4	5	(69)
(c) People think you are nobody, if you are unemployed -----	1	2	3	4	5	(70)
(d) Having an enjoyable social life is more important than having an enjoyable job -----	1	2	3	4	5	(71)
(e) Having a job gives people a sense of purpose -----	1	2	3	4	5	(72)
(f) Most jobs are dull and boring -----	1	2	3	4	5	(73)
(g) Any job is better than being unemployed-	1	2	3	4	5	(74)
(h) If a woman wants to, she can get ahead as easily as a man -----	1	2	3	4	5	(75)
(i) The only reason for going out to work is the money -----	1	2	3	4	5	(76)

Q.5 Have you ever had any careers advice about which job would be suitable for you?

Yes ----- 1 ASK Q.6
No ----- 2
Don't know ----- 8 GO TO Q.7

Q.6 SHOWCARD J Which, if any, of these sources of careers advice influenced you most? PROBE FOR ONE ANSWER

CODE ONE ONLY

(78-79)

Teacher at school.....01
Govt. Careers Service/Youth Employment Officer visiting school.....02
Govt. Careers Service/Youth Employment Officer outside school.....03
College/university Careers Service.....04
Careers consultant at Jobcentre including Occupational Guidance Unit.....05
Careers Advice at Government Skill Centre.....06
Private Careers consultant.....07
Personnel Manager at work.....08
Informal advice from family/friends.....09
Other advice (WRITE IN AND RING).....10

None of these.....11
Don't know.....98

INTERVIEWER CHECK BACK TO DIARY

Did the respondent leave school before May 1976?

Yes..... A ASK Q.7
No..... B GO TO Q.8

NEW

DUP (

(11-12

Q.7 Looking back, do you now feel you would have been better off if you had stayed on longer at school, or not?

Yes ----- 1 GO TO Q.10
No ----- 2 GO TO Q.11
Don't know -- 8

Q.8 Looking back, do you now feel you would have been better off if you had left school earlier and started work earlier, or not?

Yes ----- 1 GO TO Q.10
No ----- 2 ASK Q.9
Don't know -- 8

Q.9 Do you think you would have been better off if you had left school earlier and continued your education elsewhere, or not?

Yes ----- 1 ASK Q.10
No ----- 2 GO TO Q.11
Don't know -- 8

Q.10 Is there anything in particular which stopped you doing this at the time?

Yes (WRITE IN AND RING) ----- 1

No ----- 2

Don't know ----- 8

2.11a) I'd like to ask you about your secondary schooling. I'm going to read out some of the things that people say schools should do. I'd like you to tell me whether you think it is the job of schools to ..
 READ OUT ITEMS (i) - (vii) IN TURN AND CODE AT a) BELOW.
 IF CODE 'A' AT a) ASK b)

b) Thinking about it now, how well did your school (READ OUT ITEM CODED 'A' AT a)) or weren't you taught that at all? CODE AT b) BELOW

		a)			b)							
		No, not school's job	Don't know	Yes, is school's job	Very well	Quite well	Not well	Didn't do it at all	Don't know			
i)	Prepare you for the day to day experiences of work?	----- 1	----- 2	A	3	---	4	----	5	----- 6	----- 8	(17)
ii)	Teach you about economic and political issues, the world of industry, commerce and government?	----- 1	----- 2	A	3	---	4	----	5	----- 6	----- 8	(18)
iii)	Prepare you for managing your own household?	----- 1	----- 2	A	3	---	4	----	5	----- 6	----- 8	(19)
iv)	(Is it the job of schools to) prepare you for being a parent?	----- 1	----- 2	A	3	---	4	----	5	----- 6	----- 8	(20)
v)	Help you develop skills in sports and games?	----- 1	----- 2	A	3	---	4	----	5	----- 6	----- 8	(21)
vi)	Help you make the most of your spare time?	----- 1	----- 2	A	3	---	4	----	5	----- 6	----- 8	(22)
vii)	Teach you mathematics or arithmetic?	----- 1	----- 2	A	3	---	4	----	5	----- 6	----- 8	(23)

CHECK THAT YOU HAVE ASKED PART b) FOR EACH ITEM CODED A ABOVE

NATURAL CHILDREN

INTERVIEWER - CHECK BACK TO DIARY

A. Has the respondent had any children? - Yes.....
No.....

1 ASK B

2 GO TO 'HOUSEHOLD COMPOSITION' P.44

B. I'd like to ask you a few questions about the child(ren) you have had. Can I just check, you have had (READ OUT TOTAL NUMBER OF CHILDREN FROM DIARY) child(ren) of your own, including stillbirths or children who are no longer alive? (EXCLUDE MISCARRIAGES. COUNT TWINS AS '2').

RING CODE BELOW

1 ... 2 ... 3 ... 4 ... 5 ... 6 ... 7 ... 8+

COMPLETE GRID FOR ALL CHILDREN MARKED ON DIARY. ENTER TWINS IN SEPARATE COLUMNS. IF MORE THAN FOUR CHILDREN, ENTER DETAILS OF LAST BORN CHILD UNDER 'FOURTH CHILD'. COMPLETE COLUMN FOR EACH CHILD IN TURN.

		First or only child	Second child	Third child	Fourth or most recent child
Q.1	MONTH OF BIRTH	(26)(27)	(39)(40)	(52)(53)	(65)(66)
		(28)(29)	(41)(42)	(54)(55)	(67)(68)
	AGE	19			
		(30)	(43)	(56)	(69)
Q.2	SEX OF CHILD	Boy.....1.....	1.....1.....	1.....1.....	1.....1.....
		Girl.....2.....	2.....2.....	2.....2.....	2.....2.....
		Don't know.....8.....	8.....8.....	8.....8.....	8.....8.....
Q.3	What did the child weigh at birth?	(31)(32)	(44)(45)	(57)(58)	(70)(71)
	LBS	(33)(34)	(46)(47)	(59)(60)	(72)(73)
	OZ				
	Don't know	9998	9998	9998	9998
Q.4	Is the child still alive?	(35)	(48)	(61)	(74)
	Yes.....1.....	1.....1.....	1.....1.....	1.....1.....	1.....1.....
	No.....2.....	2.....2.....	2.....2.....	2.....2.....	2.....2.....
IF YES ASK Q.5. IF NO GO TO Q.7					
Q.5	Is the child living with you now?	(36)	(49)	(62)	(75)
	Yes.....1.....	1.....1.....	1.....1.....	1.....1.....	1.....1.....
	No.....2.....	2.....2.....	2.....2.....	2.....2.....	2.....2.....
IF YES GO TO NEXT CHILD. IF NO ASK Q.6					
Q.6	How long has the child lived away from you?	(37)	(50)	(63)	(76)
	Less than 6 months.....1.....	1.....1.....	1.....1.....	1.....1.....	1.....1.....
	6 months or more.....2.....	2.....2.....	2.....2.....	2.....2.....	2.....2.....
GO TO NEXT CHILD					
Q.7	How old was the child when he/she died?	(38)	(51)	(64)	(77)
	Stillborn.....1.....	1.....1.....	1.....1.....	1.....1.....	1.....1.....
	Less than 24 hours.....2.....	2.....2.....	2.....2.....	2.....2.....	2.....2.....
	Less than 1 week.....3.....	3.....3.....	3.....3.....	3.....3.....	3.....3.....
	Less than 1 month.....4.....	4.....4.....	4.....4.....	4.....4.....	4.....4.....
	Less than 1 year.....5.....	5.....5.....	5.....5.....	5.....5.....	5.....5.....
	Year or more.....6.....	6.....6.....	6.....6.....	6.....6.....	6.....6.....
WHEN DETAILS ENTERED FOR ALL CHILDREN, GO TO Q.8					
GO TO NEXT CHILD					

Q 8 Was the child born in
(READ OUT DATE OF BIRTH
OF MOST RECENT CHILD)
ever breast-fed?

Yes

1 ASK Q 9

No

2

(78)

Child still-
born

3 GO TO Q 10

Don't know

8

Q.9 How long altogether, was
this child breast-fed?

*Include preast-feeding in com-
bination with bottle feeding,
and after weaning onto solid
food.*

Less than one month . 1

1 month, less than 3. . 2

3 months, less than 6 . 3

6 months, less than 9 . 4

9 months or more . . 5

Still breast feeding. . 6

Don't know/can't remember 8

(79)

Q.10 Now I want to ask you about
lone parenthood - I mean
having to bring up a child
on your own because a rela-
tionship with a husband/wife
or partner has broken down
or ended.

Have you ever been a lone
parent for a continuous
period of one month or more?

Yes ...

1 ASK Q 11

No

2 GO TO 'HOUSEHOLD
COMPOSITION' PAGE 44

(13)

Q 11 How many times have you
been a lone parent for one
month or more?

Once 1

Twice. 2

Three or more times. . 3

(14)

Q 12 When did the (longest) period
as a lone parent start and
end? IF STILL CONTINUING,
ENTER '00 01' IN 'ENDED'
BOXES

STARTED

Month

(15)(16)

Don't
know 98

(17)(18)

Year 19

(19-
20)

ENDED

Month

(19)(20)

Don't
know 98

(21)(22)

Year 19

(21-
22)

INTERVIEWER CHECK

IF CURRENTLY LONE PARENT
('00 01' IN 'ENDED BOXES') GO
TO 'HOUSEHOLD COMPOSITION'
PAGE 44 ALL OTHERS ASK Q 13

Q 13 Can I just check, are you
currently a lone parent?

Yes....

1 ASK Q 14

No....

2 GO TO 'HOUSEHOLD
COMPOSITION' PAGE 44

(23)

Q.14 When did the current period
as a lone parent start?

Don't
know 98

Month

(24)(25)

(26)(27)

Year 19

(26-
27)

HOUSEHOLD COMPOSITION

Q.1 I want to check where you normally live. Is it at this address or elsewhere? SEE DEFINITIONS BELOW AND PROBE AS NECESSARY BEFORE CODING.

This address.....1

Elsewhere.....2

DEFINITIONS OF 'NORMAL' ADDRESS

STUDENTS

take term-time address. If no current term-time address, take current vacation address.

TEMPORARILY WORKING AWAY FROM HOME

take home address.

IN HOSPITAL/PRISON FOR STAY OF:

- LESS THAN 6 MONTHS

take home address

- 6 MONTHS OR MORE

take hospital/prison address.

IN ARMED FORCES/MERCHANT NAVY STATIONED AWAY FROM HOME FOR 6 MONTHS OR MORE

take current Armed Forces/Merchant Navy address.

IF MORE THAN ONE ADDRESS

address respondent considers to be main address.

Q.2 INTERVIEWER CLASSIFY RESPONDENT'S 'NORMAL' ADDRESS:

Private

Private residence (include 'tied to employment').....

1 GO TO Q.4

Sheltered housing.....

2

Institutional

Hotel/Boarding House/Residential hostel (e.g. YMCA).....

3

Hostel for homeless/Women's Refuge/night shelter etc.....

4 ASK Q.3

Barracks, Room in Nurse's Home/Student Hall of Residence, Navy or Merchant Navy boat, etc.....

5

Room (only) at workplace.....

6

Prison or Remand Centre.....

7 GO TO 'CHILDRENS HEALTH' PAGE 46

In-patient in hospital/nursing home.....

8

Q.3 Can I just check, do any of your family live here (at your 'normal' address) with you or are you on your own?
FAMILY: Spouse/Partner/Children

Yes, spouse, partner or children.....

1 GO TO Q.8

No.....

2 GO TO 'CHILDRENS HEALTH' PAGE 46

Q.4 I would now like to collect a few facts about the people you live with.

Do you live on your own or
with other people?

On own

1 GO TO 'CHILDREN'S
HEALTH' PAGE 46

(31)

With other people.. . . .

2 ASK Q.5

Q.5 Do you share a living or sitting room with any of these people?
(NOTE Including kitchens used as living room)

Yes

1 GO TO Q.7

(32)

No.....

2 ASK Q.6

Q.6 Do you share at least one meal a day with any of these people, that
is a meal prepared for you even if you don't eat it at the same time?

Yes....

1 ASK Q 7

(33)

No.. . . .

2 GO TO 'CHILDREN'S
HEALTH' PAGE 46

Q.7 ASCERTAIN NUMBER OF OTHER PEOPLE IN RESPONDENT'S HOUSEHOLD
COUNT ONLY PERSONS WHO 'Share a living room with respondent'
AND/OR 'Share a meal a day with respondent'.

(34)(35)

(34

Q 8 RECORD NUMBER OF OTHER PEOPLE IN RESPONDENT'S HOUSEHOLD →

(35)

35

NOTE IF IN HOTEL/BOARDING HOUSE/OSTEL Count spouse/partner/children only

Q.9 COMPLETE GRID FOR EACH HOUSEHOLD MEMBER OTHER THAN RESPONDENT.

NAME OR INITIALS -											
a)	<u>RELATIONSHIP TO RESPONDENT</u>	(36)	(39)	(42)	(45)	(48)	(51)	(54)	(57)	(60)	(63)
	Spouse/partner (cohabitee)	1	1	1	1	1	1	1	1	1	1
PROBE FOR DET- AILS	Son/daughter by birth/adoption	2	2	2	2	2	2	2	2	2	2
	Spouse's/Partner's son/daughter	3	3	3	3	3	3	3	3	3	3
	Fostered son/daughter	4	4	4	4	4	4	4	4	4	4
	Parent/step-parent	5	5	5	5	5	5	5	5	5	5
	Parent-in-law/Partner's parent	6	6	6	6	6	6	6	6	6	6
	Other relative/in-law/partner's relative	7	7	7	7	7	7	7	7	7	7
	Non-relative (<u>NOT</u> cohabitee)	8	8	8	8	8	8	8	8	8	8
b)	<u>SEX</u>	(37)	(40)	(43)	(46)	(49)	(52)	(55)	(58)	(61)	(64)
	Male	1	1	1	1	1	1	1	1	1	1
	Female	2	2	2	2	2	2	2	2	2	2
c)	<u>AGE LAST BIRTHDAY</u>	(38)	(41)	(44)	(47)	(50)	(53)	(56)	(59)	(62)	(65)
	0-4	1	1	1	1	1	1	1	1	1	1
	5-10	2	2	2	2	2	2	2	2	2	2
	11-16	3	3	3	3	3	3	3	3	3	3
	17-21	4	4	4	4	4	4	4	4	4	4
	22-29	5	5	5	5	5	5	5	5	5	5
	30-59	6	6	6	6	6	6	6	6	6	6
	60-64	7	7	7	7	7	7	7	7	7	7
	65+	8	8	8	8	8	8	8	8	8	8

CHILDREN'S HEALTH

A. INTERVIEWER CODE - CHECK 'NATURAL CHILDREN' GRID PAGE 42.

Does the respondent have any living children?

(ANY CODE 1 RINGED AT Q.4 IN 'NATURAL CHILDREN' GRID)

Yes

1 GO TO Q.1

No

2 CHECK 8

B. INTERVIEWER CODE - CHECK 'HOUSEHOLD COMPOSITION' GRID PAGE 45.

Are there any adoptive/spouse's/partner's/foster children in the respondent's care?

(ANY CODES 2, 3 OR 4 RINGED AT Q.9a) IN 'HOUSEHOLD COMPOSITION' GRID)

Yes

1 GO TO Q.5

No

2 GO TO
'MARRIAGE AND
COHABITATION'
PAGE 47

Q.1 Does any child born to you have any longstanding illness, disability or infirmity?

Yes

1 ASK Q.2

No

2 GO TO Q.4

Q.2 What is the name of the illness or disability?

IF MORE THAN ONE HANDICAP/HANDICAPPED CHILD,
ENTER FULL DETAILS OF MOST SEVERE HANDICAP.

Q.3 Does the child with (READ OUT CONDITION AT Q.2) normally live with you?

Code 'Yes' if child at home at
weekends or in school holidays.

Yes 1

No 2

Q.4 Can I just check, are there any other children living with you and in your care, apart from those born to you?

Yes.....

1 ASK Q.5

No

2 GO TO
'MARRIAGE AND
COHABITATION'
PAGE 47

Q.5 Do any of the (other) children who are living with you and in your care have any longstanding illness, disability or infirmity?

Yes 1

No 2

MARRIAGE AND COHABITATION

Q.1 Now I'd like to ask you some questions about marriage and living as married. First, can I just check your marital status. Are you .
READ OUT ..

NEW
CARD

DUP
(1-10)

(11-12)

(11)

Single. . . 1 ASK Q 2

Legally married and normally living with your husband/wife . 2 GO TO Q 12 PAGE 48

Separated. 3

Divorced . 4 GO TO Q 6

or Widowed? . 5

(13)

'Separated' means marriage has broken down.

Q 2 Do you want to get married some time in the future?

Yes.

No . . . 2 GO TO Q 4

Don't know 3

(14)

Q.3 At the moment do you have definite plans to marry within the next 12 months?

Yes 1

No 2

Don't know 8

(15)

Q 4 Are you living with someone as married at present?

Yes. 1 PAGE 48

No 2 ASK Q.5

(16)

Q.5 Have you ever lived with someone as married for six months or more?

Yes.. 1 GO TO Q 42 PAGE 51

No. . 2 GO TO Q 48 PAGE 52

(17)

Q.6 How many times have you been married?

Once.... . 1 GO TO Q.9

Twice..... 2

Three times..... 3 ASK Q.7

Four times. 4

(18)

Q 7 What was the date of your most recent marriage?

Don't know 98

MONTH

(19)(20)

(21)(22)

YEAR 19

(19)
20

(21)
22

Q 8 And when did you and your last husband/wife stop living together?

Don't know 98

MONTH

(23)(24)

(25)(26)

YEAR 19

(23)
24

(25)
26

Q.9 Do you want to get married again some time in the future?

Yes..... 1 ASK Q.10

No 2 GO TO Q.11

Don't know . . . 8

(27)

Q.10 At the moment do you have definite plans to marry within the next 12 months?

Yes 1

No 2

Don't know 8

(28)

Q.11 Are you living with someone as married at present?

Yes... . 1 PAGE 48

No.... . 2 GO TO Q.33 PAGE 51

(29)

PRESENT MARRIAGE

Q.12 How old were you when you and your husband/wife met for the first time? (30)(31) (30-31)
AGE IN YEARS

Q.13 And how old was your husband/wife on his/her last birthday? (32)(33) (32-33)
AGE IN YEARS

Q.14 When did you and your husband/wife marry? (34)(35) (34-35)
Don't know: 98 MONTH
(37) (36-37)

Q.15 When you married, was husband/wife ... READ OUT ...
Single.....1
Divorced.....2
or Widowed?.....3 (38)

Q.16 Did you live together before you were married?
Yes..... 1 ASK Q.17 (39)
No..... 2 GO TO Q.19

Q.17 When did you first start living together? (40)(41) (40-41)
Don't know: 98 MONTH
(42)(43) (42-43)
YEAR 19

Q.18 When you first started living together was your husband/wife ... READ OUT ...
Single.....1
Married.....2
Divorced.....3
Widowed.....4
or Legally separated?.....5
(Don't know).....3 (44)

Q.19 Does your husband/wife have any children from a previous relationship?
Yes..... 1
No..... 2 GO TO Q.25
Don't know..... 8

PRESENT COHABITATION

Q.20 How old were you when you and your partner met for the first time? (46)(47)
AGE IN YEARS

Q.21 When did you first start living together? (48)(49)
Don't know: 98 MONTH
(50)(51)
YEAR 19

Q.22 And how old was your partner on his/her last birthday? (52)(53)
AGE IN YEARS

Q.23 When you first started living together, was your partner ... READ OUT ...
Single.....1
Married.....2
Divorced.....3
Widowed.....4
or Legally separated?.....5
(Don't know).....8

Q.24 Does your partner have any children from a previous relationship?
Yes.....1
No.....2
Don't know.....3

Q.25 How old was your husband/wife/partner when he/she finished his/her full-time education?

	(56-57)	
Under 16.....	01	
16.	02	
17....	03	
18.....	04 ASK Q.26	(5
19.....	05	5
20-23.....	06	
24 or over.....	07	
Still in full-time education..	08 GO TO Q.27	
Don't know.....	98 ASK Q.26	

Q.26 Is he/she in paid employment at the present time?

Working full-time (30 hours +).....	1	
Working part-time (under 30 hours)	2 GO TO Q.28	
Unemployed and seeking work.....	3	
Temporarily sick/disabled (up to 6 months)..	4	
Permanently sick/disabled.....	5 ASK Q.27	(5
Full-time housewife..	6	
Other	7	

Q.27 Has he/she been in paid employment within the last 3 months, apart from vacation jobs?

Yes.....	1 ASK Q.28	
No.....	2 GO TO FILTER	(5
Don't know.....	3 BEFORE Q.30	

Q.28 What is/was his/her present/
last job?

a) What is/was the name or title
of his/her job? INCLUDE RANK
OR GRADE.

b) What kind of work does/did he/
she do most of the time?
PROBE: Does/did he/she use
any machinery or special
materials? IF YES, What?

c) Is/was he/she ... READ OUT
UNTIL 'YES' ...

... an employee...	1 GO TO f)	
... working as a temp for an agency.....	2 GO TO h)	(60)
... or self- employed?.....	3 ASK d	
(Don't know...)	8 GO TO ...	

d) Does/did he/she employ any
other people? IF YES, How
many

None.....	1	
1-24.....	2	
25 or more	3	(61)
Don't know.....	4	

Does/did he/she receive an
income on a regular basis from
this work?

Yes.....	GO TO Q.29	
No.....	GO TO FILTER	(62)
Don't know.....	BEFORE Q.30	

f) What is/was made ... by
the organisation where he/she
worked for?

g) How many people are/were
employed by his/her employer
where he/she works. worked?

1-24.....	1	(63)
25 or more.....	2	
Don't know.....	3	

h) Are/were there any particular
skills, training or qualifi-
cations that are/were normally
required for this job?

No/DK.....A

IF YES, WRITE IN:

i) Does/did he/she have any manage-
ment responsibilities or does/
did he/she supervise the work
of other people at all?

Yes (INCLUDE
'FOREMEN').....

A ASK j)

No/Neither.....

B GO TO Q.29

Don't know.....

C

j) In what ways does/did he/she
manage or supervise?

Q.29 What is/was his/her usual take-
home pay - pay after deductions
for tax and National Insurance
but including any over-time,
bonus, commission, tips, etc.?

CODE TO NEAREST £ - PROBE FOR
ESTIMATE IF NECESSARY

a)

AMOUNT TO	(64)	(65)	(66)	(67)	(68)
NEAREST £					

No usual amount/varies ...99996

Refused.....99997

Don't know.....99998

b) PERIOD

Per day.....1

Per week.....2

Per 2 weeks.....3

Per month.....4

Per 3 months.....5

Per 6 months.....6

Per year.....7

Other period (WRITE IN).....9

Don't know.....8

		- 31 -	
		NEW CARD	
INTERVIEWER - CHECK Q.1		DUP (1-10)	
Respondent is.		(11-12)	
Single	A GO TO Q 31	(12)	
Married and living with spouse.....	B ASK Q 30		
Separated, divorced or widowed.....	C GO TO Q 33		
Q 30 Before your present marriage had you ever been married before?			
Yes..	1 GO TO Q.32	(13)	
No.	2 ASK Q.31		
Q.31 Did you live with anyone else for six months or more before you started living with your husband/wife/present partner?			
Yes	1 GO TO Q 42	(14)	
No...	2 GO TO Q.48 PAGE 52		
Q.32 How many times have you been married? RING CODE 2.....3.....4		(15)	
FIRST MARRIAGE			
Q.33 Thinking now about your (first) marriage, when were you married?		(16-17)	
Don't know 98	MONTH	(18)(19)	(18-19)
	YEAR 19		
Q.34 How old was your (first) husband/wife when you married?		(20)(21)	(20-21)
	AGE IN YEARS		
Q.35 When you married was he/she .. READ OUT ...			
Single	1	(22)	
Divorced..	2		
or Widowed?....	3		
Q.36 How old were you when you and your (first) husband/wife met for the first time?		(23)(24)	(23-24)
	AGE IN YEARS		
Q 37 Did you live together before you were married?			
Yes.....	1 ASK Q.38	(25)	
No.	2 GO TO Q 39		
Q.38 When did you first start living together?		(26)(27)	(26-27)
Don't know: 98	MONTH	(28)(29)	(28-29)
	YEAR 19		
Q.39 Did your (first) marriage end in divorce, widowhood or are you currently separated?			
Divorced	1		
Widowed.....	2	(30)	
Separated.....	3		
Q.40 When did you stop living together (your husband/wife die)?		(31)(32)	(31-32)
Don't know: 98	MONTH	(33)(34)	(33-34)
	YEAR 19		
Q.41 Did you live with anyone else for six months or more before you started living with your (first) husband/wife?			
Yes.....	1 ASK Q.42	(35)	
No.....	2 GO TO Q.47 PAGE 52		
FIRST COHABITATION			
Q.42 Can we talk a little about the first person you ever lived with for six months or more. How old were you when you and your first partner met for the first time?		(36)(37)	(36-37)
	AGE IN YEARS		
Q.43 When did you and your first partner start living together?		(38)(39)	(38-39)
Don't know: 98	MONTH	(40)(41)	(40-41)
	YEAR 19		
Q 44 And how old was your first partner when you started living together?		(42)(43)	(42-43)
	AGE IN YEARS		

Q.45 When you started living together, was your first partner ... READ OUT ...

- Single.....1
- Married.....2
- Divorced.....3
- Widowed.....4
- or Legally separated?.....5
- (Don't know).....8

(44)

Q.46 When did you and your first partner stop living together?

(45)(46) (45-46)

Don't know: 98 MONTH

(47)(48) (47-48)

YEAR 19

Q.47 Apart from anyone you subsequently married, how many people have you lived with as married for six months or more? INCLUDE CURRENT PARTNER IF LIVED WITH FOR 6 MONTHS OR MORE. RING CODE

- 0...1...2...3...4...5...6...7+
- Refused.....9
- Don't know/Can't remember.8

(49)

FAMILY PLANS

Q.48 Can we talk about the future now. As far as you know, are you personally able to have (more) children of your own?

- Yes..... 1 GO TO Q.51
- No..... 2 ASK Q.49
- Don't know.... 8 GO TO Q.51

(50)

Q.49 Are you unable to have children because you have been sterilised/had a vasectomy, or is there some other reason?

- Respondent is female and been sterilised.... 1 GO TO Q.63
- Respondent is male and had vasectomy..... 2 GO TO Q.63
- Some other reason..... 3 ASK Q.50

(51)

Q.50 Have you been advised by a doctor ... READ OUT ...

PRIORITY CODES

- ...that you are unable to have children
- ...or that you should not have children for health reasons?.....
- (Neither)....

1 GO TO Q.57

GO TO FILTER
2 BEFORE
3 Q.56

Q.51 Would you like to have any (more) children of your own?

- Yes..... 1 ASK Q.52
- No..... 2 GO TO Q.55
- Don't know... 8 GO TO FILTER BEFORE Q.56

(5)

Q.52 How many children would you like altogether? RING CODE

1...2...3...4...5...6...7+

Don't know/uncertain.....8

(5)

IF LIVING WITH SPOUSE/PARTNER ASK Q.53, ALL OTHERS GO TO Q.57

Q.53 When would you like to have a/another child of your own?

- Respondent pregnant now.....
- Wife/partner pregnant now.....
- In next 2 years.....
- In next 3-5 years...
- In over 5 years.....
- Don't know when.....

1 ASK Q.54
2

3
4 GO TO
5 Q.56
8

(55)

Q.54 When is the baby due? ENTER MONTH DUE (JANUARY = 01 ETC)

(56)(57)

(56 57)

NOW GO TO Q.56

Q.55 Why don't you want any (more) children? PROBE FULLY. RECORD VERBATIM.

IF LIVING WITH SPOUSE/PARTNER
ASK Q. 56. ALL OTHERS GO TO
Q. 57.

Q. 56 Some people think it is
important to plan the number
of children they have while
others don't.

SHOWCARD K Would you look
at this card and read out
the number of the method of
birth control you and your
husband/wife/partner use.

IF MORE THAN ONE METHOD, PROBE
FOR MAIN OR MOST FREQUENTLY
USED METHOD. IF RESPONDENT
OR PARTNER PREGNANT, PROBE
FOR METHOD NORMALLY USED.

CODE ONE ONLY

(58-59)
Withdrawal, being
careful..... .01
Sheath/condom/Durex/
French letter..02
Safe period/rhythm method.03
Going without sexual
intercourse.....04
Cap/diaphragm/Dutch cap.. 05
Pill.06
Coil/loop/IUD....07
Foam/jelly/cream.....08
Birth control injection...09
Husband/partner/respondent
has had vasectomy.....10
Wife/partner/respondent
has been sterilised.....11
Something else.....12
Do not use any method at
the moment - trying to
have a child.13
Never use any method..... 14
(Refused)..97
(Don't know)...98

Q. 57 INTERVIEWER CODE

Respondent is.-

Female. . . .

Male

1 ASK Q. 58

2 GO TO Q 63

(60)

Q. 58 Have you ever had a pregnancy
that ended in a miscarriage or
an abortion?

Yes.

No.....

Don't know....

Refused..

1 ASK Q. 59

2

8 GO TO Q. 63

7

(61)

Q. 59 Was this ... READ OUT ...

... a miscarriage

... an abortion..

or have you
had both a
miscarriage
and an
abortion?....

(Refused) ..

1 ASK Q. 60

2 GO TO Q. 62

3 GO TO Q. 61

7 GO TO Q. 63

(62)

Q. 60 How many miscarriages have
you had?

RING 1....2....3 ...4....5.. .6+

CODE

Don't know.....8

Refused.....7

(63)

NOW GO TO Q 63

Q. 61 How many miscarriages have
you had?

RING 1....2....3....4....5....6+

CODE

Don't know..8

Refused.....7

(64)

Q. 62 How many abortions have you had?

RING 1....2....3....4....5....6+

CODE

Don't know.....8

Refused...7

(65)

INTERVIEWER CODE FOR ALL

Q. 63 CHILDREN, MARRIAGE,
FAMILY PLANS SECTIONS (P.42-53)
conducted:

.. with respondent and interviewer
alone (no-one else aged 3+) ..1

.. in presence of other(s) over
age of 3 years 2

(66)

HOUSING

NEW
CARD

DUP
(1-10)

(11-12)

(13)

I want to talk now about housing.

Q.1 At how many different addresses have you lived since you became 16 in March 1974, including the address you were living at then?

	GO TO FILTER
One address....	1 BELOW Q.2
Two addresses..	2
Three addresses	3
Four addresses..	4
Five addresses..	5 ASK Q.2
6-9 addresses..	6
10 or more addresses.....	7
Can't remember.	8

Q.2 When did you start living at your present address (IF 'NORMAL' ADDRESS ELSEWHERE, that is your home at ... QUOTE 'NORMAL' ADDRESS)?

Don't know: 98	(14)(15)	(14-15)
MONTH		
	(16)(17)	(16-17)
YEAR 19		

INTERVIEWER SUMMARISE 'NORMAL' ADDRESS FROM PAGE 44

Private residence..	A ASK Q.3
Sheltered housing..	B
Hotel/Boarding House/Residential Hostel.	C
Hostel for homeless etc.	D
Barracks, Nurses/Students Home, etc.	E GO TO Q.23 PAGE 56
Room (only) at workplace.....	F
Prison/Remand Centre.....	G
In-patient in Hospital/Nursing Home.....	H GO TO Q.70 PAGE 61

Q.3 I want to talk about the accommodation you (and your household - that is the people we talked about earlier) live in.

Type of accommodation occupied by respondent's household:
CHECK WITH RESPONDENT

Whole house.....	1 GO TO
Bungalow.....	2 Q.5
Purpose-built flat or maisonette.....	3
Self-contained flat or maisonette in converted house.....	4 ASK Q.4
Room(s) (not self-contained)/lodging..	5
Caravan/mobile home/houseboat.....	6 GO TO
Other.....	7 Q.5

Q.4 Floor level of front door:

CODE ONE ONLY

Below street level.....	1
At street level/ground floor	2
1st floor.....	3
2nd-3rd floor.....	4
4th-9th floor.....	5
10th floor or higher.....	6

Q.5 Do you have the use of a fixed bath or a fixed shower with hot water supply?

Yes.....	1
No.....	2

Q.6 Do you have the use of a flush toilet?

Yes.....	1 ASK Q.7
No.....	2 GO TO Q.8

Q.7 Is the entrance to it ... READ OUT ... (CODE FIRST THAT APPLIES)

... inside your accommodation?.....	1
... outside your accommodation but inside the building?..	2
... outside the building?.....	3

Q.8 How many bedrooms do you have, including bed sitting rooms and spare bedrooms?
RING NUMBER

1..2..3. 4 5..6..7 .8+

(23)

Q 9 Are any of them used by your household for cooking in - like a bed sitting room for example?

Yes.. .. 1

No.. .. 2

(24)

Q.10 (Apart from that) do you have a kitchen, that is a room in which you cook?

Yes. . . . 1 ASK Q 11

No 2 GO TO Q 13

(25)

Q 11 Is the narrowest side of the kitchen $6\frac{1}{2}$ feet wide from wall to wall?

Yes, $6\frac{1}{2}$ feet or more . 1

No, less than $6\frac{1}{2}$ feet . 2

(26)

Q 12 Do (any of) you ever eat meals in it or use it as a sitting room?

Yes 1

No 2

(27)

Q 13 What other rooms do you have? LIST LIVING ROOMS BUT EXCLUDE BEDROOMS, BEDSITTING ROOMS, BATHROOMS, LAVATORIES, KITCHENS, GARAGES, HALLS, ETC.

Q.14 RING NUMBER OF LIVING ROOMS LISTED AT Q.13.

0 1..2 3 .4 5 .6..7 8+

(28)

Q 15 Do you share any of the rooms or the bath/shower or flush toilet with any other household?

Yes 1

No.. . . . 2

(29)

Q.16 When moving between any of your rooms do you have to use a hall, stairs, passage or landing that is also used by another household?

Yes... .. 1

No 2

(30)

Q 17 Is the accommodation you live in owned or rented in . . READ OUT UNTIL 'YES' .

. your name only? 1

. . in yours and your husband/wife/partner's name? 2

. in yours and someone else's name? 3

in your husband/wife/partner's name but not yours? 4

in someone else's name? (include parents)

(Squatting) 6

1

2

ASK Q 18

GO TO 5 Q 20

GO TO 6 Q.62 P 60

(31)

Q 18 Apart from yourself (and your husband/wife/partner), does anyone else living in your household make a contribution towards the cost of the accommodation?

Yes 1

No 2

(32)

Q 19 Do you (Does your husband/wife/partner) own or rent this accommodation?

Own (including buying) 1

Equity share... .. 2

Rent (include 'tied').... . 3

Rent free.... . 4

Squatting... .. 5

1 GO TO Q.27

2 GO TO Q.24

3 GO TO Q.44

4 PAGE 58

5 GO TO Q.62 PAGE 60

(33)

IF SOMEONE ELSE'S ACCOMMODATION

Q 20 Is the accommodation owned or rented by the person responsible for it?

Owned... .. 1

Rented 2

Don't know.8

(34)

Q.21 Is the person who owns/rents this accommodation related to you by birth or marriage? IF RELATIVE, PROBE FOR DETAILS.

Parent.....1
 Parent-in-law/partner's parents.....2
Include 'in-laws' and 'partners' { Grandparents.....3
 Brother/sister.....4
 Other relatives.....5
 Non-relatives (incl. foster parents).....6

(35)

Q.22 SHOWCARD L Which of the ways on this card best describes your situation in this household? CODE ONE ONLY

Living with parents.....1
 Sharing with friends or relatives.....2
 Lodging or boarding in someone's home:
 with meal(s) provided.....3
 with no meals provided....4
 Living on own.....5

(36)

Q.23 At the present time do you pay rent or board or the equivalent of rent or board?

Yes.....1 GO TO Q.62
 No.....2 PAGE 60

(37)

EQUITY SHARERS

Q.24 Is your landlord a housing association, a local council or a New Town Development Corporation?

Housing Association.....1
 Local Council (include GLC).....2
 New Town Development Corporation.....3
 Other(WRITE IN).....4

(38)

Q.25 In which year did you (or your husband/wife/partner) buy the equity in this property?

YEAR OF PURCHASE 19.....
 Don't know.....

(39-40)

Q.26 How much did you (or your husband/wife/partner) pay for a share in this property?

(41)(42)(43)(44)(45)

£

Refused.....99997

Don't know.....99998

INTERVIEWER: NOW GO TO Q.36

OWNERS

Q.27 Is this property leasehold or freehold?

Leasehold.....1 ASK Q.28
 Freehold.....2 GO TO Q.29
 Don't know.....8

Q.28 How many years were left on the lease when you bought it?

Less than 5 years.....1
 5 years, but less than 15...2
 15 years, but less than 21...3
 21 years, but less than 50 years.....4
 50 years, but less than 75 years.....5
 75 years, but less than 100 years.....6
 100 years or more.....7
 Don't know/Can't remember...8

INTERVIEWER: CHECK Q.17 PAGE 55

Q.29 In whose name is the property owned?

Respondent only.....A
 Respondent and husband/wife/partner B ASK Q.30
 Respondent and someone else.....C
 Husband/wife/partner (not with respondent) D GO TO Q.31

Q.30 Is this property the first home you personally have owned?

Yes.....1 GO TO Q.33
 No.....2

(4)

Q.31 Did your husband/wife/partner move into this property at an earlier date than yourself?

Yes 1
No.... 2 (49)

Q.32 Is this property the first home your husband/wife/partner has owned?

Yes..... 1
No2 (50)
Don't know.. 8

Q 33 In which year did you (or your husband/wife/partner) purchase this property? TAKE YEAR IN WHICH CONTRACTS EXCHANGED

YEAR OF PURCHASE 19

Refused . . 97 ASK Q.34 (51-52)
Don't know .. 98

INHERITED PROPERTY (all or in part) .

96 GO TO Q.43

Q.34 What was the purchase price of this property?

(53)(54)(55)(56)(57)
£

£100,000 or more 99996 (53-57)
Refused99997
Don't know99998

Q 35 Did you (or your husband/wife/partner) rent this property before owning it? IF YES, PROBE FOR DETAILS

No.1
Yes, from Local Authority/
New Town Corporation..... 2
Yes, from Housing
Association..... 3 (58)
Yes, from Charitable Trust 4
Yes, from employer..... .5
Yes, from relatives/
friends. 6
Yes, from private landlord 7

Q.36 SHOWCARD M From which of the sources on this card did you (or your husband/wife/partner) obtain funds to buy this property? First, tell me the largest sources of your funds.

CODE ONE ONLY LARGEST SOURCE OF FUNDS (59-60)

Building Society Mortgage/Loan.....01
Bank Mortgage/Loan.....02
Local Authority Mortgage/
Loan 03
Insurance Company Mortgage/
Loan. 04 (59-60)
Finance Company Mortgage/
Loan.. 05
Private loan from parents..06
Other private loan...07
Gift. 08
Sale of previous property..09
Government Homeloan Scheme 10
Savings11
Another way 12
(Refused).. .. .97
(Don't know)98

Q 37 SHOWCARD M From which other sources did you obtain financial assistance? ENTER CODES IN BOXES FOR TWO NEXT LARGEST SOURCES.

(61)(62) (61-62)
SECOND SOURCE
No second source.....96
(63)(64) (63-64)
THIRD SOURCE
No third source.....96

IF HAD MORTGAGE/LOAN (CODES 01-07 AT Q.36 OR Q.37) ASK Q.38 OTHERWISE GO TO Q.40

Q 38 What was the size of your mortgage/loan when you first received it? IF MORE THAN ONE, TAKE LARGEST (65)(66)(67)(68)(69) (65-69)

£

Refused99997
Don't know.99998

Q.39 Do you have an Option Mortgage?

Yes.....1
No.....2
Don't know.....8

(70)

Q.40 Before today had you heard of the Government's Homeloan scheme to help first time buyers?

Yes..... 1 ASK Q.41
No..... 2 GO TO Q.43
Don't know.... 8

(71)

Q.41 Did you (or your husband/wife/partner) get any financial help under the Government's Homeloan scheme?

Yes..... 1 GO TO Q.43
No..... 2 ASK Q.42

(72)

Q.42 Why did you not get financial help through the scheme?
DO NOT PROMPT: CODE ONE ONLY

Not enough savings to
IF MORE qualify.....1
THAN
ONE Not saved for at least 2
APPLIES, years.....2
CODE Didn't register that I was
FIRST saving with the scheme.....3
IN LIST Bought property more
expensive than scheme
allows.....4
Did not apply for other
reason.....5
Never looked into it.....6
Don't know8

(73)

Q.43 Do you get a rate rebate from the local council?

Yes..... GO TO Q.47
No..... PAGE 61
Refused 7

(74)

RENTERS

Q.44 Who is this accommodation rented from?

Local authority or New Town Corporation (Include GLC)	(75) CODE INTERVIEWER CHECK BOX BELOW
Housing Association	02
Employer (PROBE):	
- rent free.....	03
- pay rent (include deducted from pay)	04
Charitable Trust...	05
Educational Establishment/Student Accommodation.....	06
Parent.....	07
Other relative.....	08
Other private landlord:	
- company.....	09
- individual.....	10 GO TO Q.49
Don't know.....	98

INTERVIEWER CHECK 0.17 PAGE 55

In whose name is the property rented?

In respondent's name... (INCLUDE IF JOINT TENANT CODES 1, 2 OR 3)	A ASK Q.45 VERSION A
In spouse's/partner's name - not respondent's (CODE 4).....	ASK Q.45 B VERSION B

Q.45 VERSION A How long have you personally rented accommodation from a Council/New Town Corporation/Housing Association? RING CODE BELOW.

VERSION B How long has your husband/wife/partner rented accommodation from a Council/New Town Corporation/Housing Association? RING CODE BELOW

Less than 6 months.....1
6 months, less than 1 year..2
1 year, less than 3 years...3
3 years, less than 5 years..4
5 years or more.....5
Don't know/Can't remember...8

Q.46 Do you get any rebates on your rent or rates?

Yes.....1
No.....2
Don't know.....8
Refused7

Q.47 Have you ever seriously considered buying your present home from the Council/ Development Corporation/ Housing Association?

Yes.	1 Q 48	(79)
No, not interested.	2	
No, never considered.....	3 GO TO	
No, other reason...	4 Q.62	
Not available to buy.....	5	

Q.48 What have you done about it?
RING FIRST CODE THAT APPLIES

In process of buying..	1	(80)
Applied to Council /NT/HA to buy ..	2 GO TO Q.65 PAGE 61	
Made enquiries and still considering	3	
Made enquiries and dropped idea.	4	
Nothing.....	5 GO TO	
Other (WRITE IN).	6 Q.62	
Don't know.....	8	

PRIVATE RENTERS

Q.49 Does your landlord live in this building?

Yes..	1	(13)
No.....	2	

Q.50a) Is your accommodation rented furnished or unfurnished?

Furnished/partly furnished.	1	(14)
Unfurnished.	2	

b) Is the rent registered with the Rent Officer or Rent Tribunal?

Yes...	1	(15)
No, definitely not.	2	
Don't know/have no idea....	8	

Q.51 Do you (or your husband/wife/partner) have a written agreement for this accommodation?

Yes...	1 ASK Q.52	(16)
No.....	2 GO TO Q 53	

Q 52 Is the agreement for ...
READ OUT

a holiday let ..	1	(17)
a non-exclusive occupation or sharing licence. .	2	
or, some other kind of arrangement? (WRITE IN)..	3	

(Have agreement but don't know type).8

Q.53 Do you pay your rent weekly, fortnightly or what?

Rent free... ..	1 GO TO Q.55	(18)
Paid by someone outside household (incl Social Security). .	2	
Weekly.	3	
Fortnightly	4	
Monthly	5 ASK	
Quarterly.	6 Q.54	
Half-yearly.	7	
Yearly..	8	
Other (WRITE IN)....	9	

Q 54 How much rent do you (and your husband/wife/partner) pay each time? IF SHARED HOUSING, RESPONDENT'S AND SPOUSE/ PARTNER'S SHARE OF RENT.

(19)(20)(21)(22)

RECORD TO NEAREST £					(19-22)
49p or less.0000	
Refused..				9997	
Don't know.....				9998	

Q 55 Does your rent include any heating?

Yes	1	(23)
No.....	2	
Don't know.....	8	

Q.56 Does your rent include any hot water?

Yes.....1
No.....2 (24)
Don't know.....8

Q.57 Do you make a separate payment to cover the general rates?

Yes..... 1 ASK Q.58
No..... 2 GO TO Q.62 (25)
Don't know.... 8

Q.58 Do you make payments, monthly, half yearly or what?

Weekly.....
Fortnightly.....
Ten times per year.....3
Monthly.....4 (26)
Quarterly.....5
Half-yearly.....6
Yearly.....7
Other (WRITE IN).....9
Don't know.....8

Q.59 How much do you (and your husband/wife/partner) pay each time? IF SHARED HOUSING, RESPONDENT'S AND SPOUSE/PARTNER'S SHARE OF RATES.

(27)(28)(29) (27-29)
RECORD TO NEAREST £
Refused.....997
Don't know.....998

Q.60 Do you (or your husband/wife/partner) get a rent allowance or a rate rebate from the local Council?

Yes..... 1 ASK Q.61
No..... 2 GO TO Q.62 (30)
Don't know.... 8
Refused 7

Q.61 How much allowance or rebate do you get? IF RECEIVE BOTH, ADD TOGETHER

(31)(32)(33)

RECORD TO NEAREST £

Refused.....997

Don't know.....998

PERIOD COVERED

Weekly1
Fortnightly2
Ten times per year3
Monthly4
Quarterly.....5
Half-yearly.....6
Yearly.....7 (3)
Other (WRITE IN).....9
Don't know.....8

BUYING YOUR HOME

Q.62 (I want to talk about buying a home). Do you think you will ever want to buy a place of your own?

Yes..... 1 ASK Q.63
No..... 2
Already bought something.... 3 GO TO FILTER BELOW Q.66 (3)
Don't know... 8

Q.63 In your present circumstances, would you prefer to buy or rent?

Buy..... 1 ASK Q.64
Rent..... 2 GO TO Q.65 (3)
Don't know.... 8

Q.64 At the present time are you actively looking for a place to buy? IF YES, PROBE FOR DETAILS

Yes, in process of buying...1
Yes, looking for place to buy.....2 (3)
No.....3

Q.65 Before today, had you heard of the Government's Home loan Scheme to help first time buyers?

Yes... 1 ASK Q.66

No..... 2 GO TO FILTER

Don't know.. 8 BEFORE Q.67

(38)

Q.66 Have you registered as saving under the Government's Home loan Scheme?

Yes.....1

No..2

Don't know..8

(39)

INTERVIEWER CHECK Q.44 PAGE 58. Respondent is:

a local authority/
new town/housing
association tenant
something else..

GO TO
1 Q.70

2 ASK
Q.67

(40)

Q.67 Have you ever tried to get accommodation from a Council, New Town Corporation, or Housing Association?

Yes..... 1 ASK Q.68

No.. 2 GO TO Q.70

Don't know.... 8

(41)

Q.68 Which did you try? (CODE ALL THAT APPLY)

Council... 1

(42)

New Town Corporation.. 2

(43)

Housing Association.....3

(44)

Q.69 Is your (or your husband/wife/partner's) name currently on any Council, New Town Corporation or Housing Association housing waiting list?

Yes.. .. 1

No..... 2

Don't know.8

(45)

ASK ALL

Q.70 When you became 16 in March 1974 were you living with your parents or with someone else? IF WITH SOMEONE ELSE, PROBE FOR DETAILS.CODE ONE ONLY

In private residence with

Parents.....

Grandparents... ..

Other relatives...

Foster parents.....

Other people.

In an institution

Hospital... ..

Children's home. ..

Other.....

Lived on own....

(46-47)

01

02 GO TO

03

04

05

ASK

06 Q.71

07

08

09 GO TO

Q.84

P.63

(46-47)

Q.71 Have you ever moved away from ... (NAME WHO LIVED WITH AT 16)?

Yes....

1 GO TO Q.76

No.

2 GO TO Q.73

(48)

Q.72 Have you ever moved away from your parent's/grandparents'/relatives' (NAME WHO LIVED WITH AT 16) home?

Yes.....

GO TO

1 Q.75

No, still living with parents etc....

ASK

2 Q.73

No, parent etc. died /moved away.....

GO TO

3 Q.84

P.63

(49)

Q.73 Have you ever tried to find accommodation away from

(NAME WHO LIVED WITH AT 16)?

Yes.....1

No.....2

(50)

Q.74 SHOWCARD N Which of the phrases on this card best describes how satisfied you are with living with
(NAME LIVED WITH AT 16)?

Very satisfied.....	1	
Satisfied.....	2	
Neither satisfied nor dissatisfied...	3	GO TO Q.84
Dissatisfied.....	4	(51)
Very dissatisfied..	5	

Q.75 Have you ever gone back to live with your parents/grandparents/relatives (NAME WHO LIVED WITH AT 16) for six months or more?

Yes.....	1	
No.....	2	(52)

Q.76 SHOWCARD O Which one of these reasons best summarises why you first moved away from your parents/grandparents/relatives?
CODE ONE ONLY

To get married/live as married	1	
To set up home on own	2	
To undertake an educational or training course	3	
To take up a job or look for work	4	
Wanted to leave because of friction at home	5	(53)
Was asked to leave because of friction at home	6	
No longer allowed to stay there	7	
Another reason (WRITE IN)...	9	

Q.77 When did you first leave ... (NAME WHO LIVED WITH AT 16) to live elsewhere?

Don't know: 98	MONTH	(54)(55)	(54-55)
		(56)(57)	
	YEAR 19		(56-57)

Q.78 Did you move to your present address or to somewhere else?

To present address.....	1	GO TO Q.84
To somewhere else.....	2	ASK Q.79

Q.79 What sort of place did you move to?

<u>Private Residence</u>	(59-60)
Whole house.....	01
Bungalow.....	02
Purpose built flat or maisonette.....	03
Self-contained flat or maisonette in converted house....	04
Rooms (not self contained or lodgings..	05
Caravan/mobile home houseboat	06

Hostel type accommodation

Hotel/boarding house/residential hostel.	07
Hostel for homeless, Women's Refuge, night shelter, etc.	08
Barracks, Room in Nurses' Home/Student Hall of Residence, Navy or Merchant Navy boat, etc.....	09
	GO TO Q.83

Closed institution

Prison, hospital etc.....	10
---------------------------	----

<u>Room at workplace</u>	11
--------------------------------	----

<u>Other (WRITE IN)</u>	12
-------------------------------	----

Q.80 Who did you live with when you first moved there? CODE ALL THAT APPLY

Lived on own.....	1	(6)
Friends or other non-relatives sharing accommodation.....	2	(6)
Spouse or partner.....	3	(6)
Child(ren).....	4	(6)
Parents/Partner's parents/in-laws.....	5	(6)
Other relatives.....	6	(6)

Q.81 Did you become one of the people responsible for owning or renting that accommodation or was it someone else's household?

Responsible for owning/renting (include flat sharing).....

ASK
1 Q 82

In someone else's household (include lodging/boarding)..

2 GO TO
3 Q.83

Squatting..

(67)

Q 82 Did you own or rent that accommodation?

(68-69)

Own/buying/equity sharing ..01

Rented from -

- Local Authority/New Town Corporation 02

- Housing Association . . .03

- Charitable Trust 04

- Employer - rent free 05

- paid rent . . . 06

- Private landlord

- furnished 07

- unfurnished 08

Other tenure 09

(68-69)

Q.83 Thinking now of your present address, why did you leave your last place to move to it?
PROBE AND RECORD FULLY

ASK ALL

Q.84 SHOWCARD N Which of the phrases on this card best describes your feelings about your present accommodation?

Very satisfied.....1

Satisfied.2

Neither satisfied nor dissatisfied.....3

Dissatisfied.. . . . 4

Very dissatisfied.. . . .5

(70)

Q.85 Have you ever had to move out of a place and had nowhere permanent to go?

Yes

No.

1 ASK Q.86

2 GO TO
'FAMILY
INCOME' P.64

(71)

Q 86 Why did you move out of that accommodation? IF HOMELESS MORE THAN ONCE, TAKE FIRST OCCASION PROBE AND RECORD FULLY

Q.87 Where did you spend the time while you were looking for somewhere to live, please tell me all the places? CODE AS MANY AS APPLY

Sleeping rough.. . . .1 (72)

Squatting.....2 (73)

At a friend's place..... 3 (74)

At a parent's/relative's place.4 (75)

Night shelter5 (76)

Hostel for homeless.....6 (77)

Bed & Breakfast/Hotel Accommodation.....7 (78)

Other place8 (79)

Q.88 Did you ask the council for help as a homeless person?

Yes1

No2

(80)

FAMILY INCOME

Q.1 I now want to talk about income from sources other than work. SHOWCARD P At present are you (or your husband/wife/partner) receiving any of the state benefits or payments shown on this card?

Yes..... 1 ASK Q.2
No..... 2
Don't know..... 8 GO TO Q.3
Refused..... 7

Q.2a Which of these are you (or your husband/wife/partner) receiving? PROBE: 'Any others?' UNTIL FINAL 'No'. ENTER NAME AND CODE OF EACH RECEIVED IN GRID BELOW. IF RESPONDENT AND SPOUSE/PARTNER RECEIVE SEPARATELY SAME BENEFIT, ENTER ONCE ONLY.

FOR EACH RECEIVED ASK b-d) AND RECORD IN GRID

b) How much was the last payment of ... (BENEFIT)? IF BOTH RESPONDENT AND SPOUSE/PARTNER RECEIVE THIS SEPARATELY, COMBINE AMOUNTS. (DON'T KNOW: ENTER 998; REFUSED: ENTER 997)

c) What period did that cover?

d) IF LIVING WITH SPOUSE/PARTNER

IF NOT LIVING WITH SPOUSE/PARTNER

Do you or does your husband/wife/partner receive this benefit?
RING CODE UNDER 'WHO RECEIVED'

RING CODE '1' UNDER 'WHO RECEIVED'.

NAME OF BENEFIT/ ALLOWANCE	BENEFIT CODE	AMOUNT OF LAST PAYMENT (to nearest £)	PERIOD COVERED									WHO RECEIVED?		
			Weeks			Months						Resp only	Spouse/ partner only	Both
			1	2	3	1	2	3	6	12	DK			
	(14)(15)	(16)(17)(18)									(19)			(20)
		£	1	2	3	4	5	6	7	8	9	1	2	3 (14)
	(21)(22)	(23)(24)(25)									(26)			(27)
		£	1	2	3	4	5	6	7	8	9	1	2	3 (21)
	(28)(29)	(30)(31)(32)									(33)			(34)
		£	1	2	3	4	5	6	7	8	9	1	2	3 (28)
	(35)(36)	(37)(38)(39)									(40)			(41)
		£	1	2	3	4	5	6	7	8	9	1	2	3 (35)
	(42)(43)	(44)(45)(46)									(47)			(48)
		£	1	2	3	4	5	6	7	8	9	1	2	3 (42)

SHOWCARD P

CODE	STATE BENEFITS OR ALLOWANCES
01	Unemployment Benefit
02	Supplementary Benefit
03	Unemployment Benefit and Supplementary Benefit combined in one payment
04	Sickness Benefit
05	Invalidity Benefit
06	Industrial Injury Benefit/Pension
07	Attendance Allowance
08	Non-Contributory Invalidity Pension
09	Mobility Allowance
10	Family Income Supplement
11	Child Benefit
12	Child Benefit Increase/One Parent Benefit
13	Maternity Allowance
14	Any other State Benefit or allowance (WRITE IN NAME IN GRID)
98	(Don't know)
97	(Refused)

ASK ALL

Q.3 SHOWCARD Q Do you (or your husband/wife/partner) currently receive a regular payment from any of the sources shown on this card?

Yes.....	1 ASK Q.4
No.. ..	2 GO TO
Don't know.. ..	8 INSTRUCT-
Refused.....	7 BEFORE Q.5

Q.4a From which of the sources are you (or your husband/wife/partner) receiving payments? PROBE 'Any others?' UNTIL FINAL 'No'. ENTER NAME AND CODE OF EACH RECEIVED IN GRID BELOW. IF RESPONDENT AND SPOUSE/PARTNER RECEIVE SEPARATELY SAME BENEFIT, ENTER ONCE ONLY

FOR EACH RECEIVED ASK b)-d) AND RECORD IN GRID

b) How much was the last payment of ... (INCOME SOURCE)? IF BOTH RESPONDENT AND SPOUSE/PARTNER RECEIVE THIS SEPARATELY, COMBINE AMOUNTS. (DON'T KNOW ENTER 998; REFUSED ENTER 997)

c) What period did that cover?

d) IF LIVING WITH SPOUSE/PARTNER

IF NOT LIVING WITH SPOUSE/PARTNER

Do you or does your husband/wife/partner receive this benefit?
RING CODE UNDER 'WHO RECEIVED'

RING CODE '1' UNDER 'WHO RECEIVED'

NAME OF INCOME SOURCE	SOURCE CODE	AMOUNT OF LAST PAYMENT (to nearest £)	PERIOD COVERED									WHO RECEIVED?			
			Weeks			Months					DK	Resp only	Spouse/partner only	Both	
			1	2	3	1	2	3	6	12					
	(50)(51) <div></div>	(52)(53)(54) £ <div></div>	1	2	3	4	5	6	7	8	9	(55)		(56)	
	(57)(58) <div></div>	(59)(60)(61) £ <div></div>	1	2	3	4	5	6	7	8	9	(62)	1	2	3
	(64)(65) <div></div>	(66)(67)(68) £ <div></div>	1	2	3	4	5	6	7	8	9	(69)	1	2	3
	(71)(72) <div></div>	(73)(74)(75) £ <div></div>	1	2	3	4	5	6	7	8	9	(76)	1	2	3

SHOWCARD Q

CODE OTHER SOURCES OF INCOME APART FROM WORK

- | | |
|----|---|
| 01 | Educational grant/studentship or work training grant |
| 02 | Pension from former employer |
| 03 | Income from trade union, friendly society or charitable organisation |
| 04 | Maintenance allowance or other regular payments from a former husband or wife |
| 05 | Regular cash help from parents |
| 06 | Regular cash help from other relatives or friends outside the household |
| 07 | Rent from boarders, lodgers or sub-tenants |
| 08 | Other income from organisations, relatives or friends outside the household
(WRITE IN DESCRIPTION IN GRID) |
| 09 | Annuity payments |
| 10 | Payments from a trust fund |
| 98 | (Don't know) |
| 97 | (Refused) |

ASK ALL

INTERVIEWER NOTE

IF LIVING WITH SPOUSE/PARTNER

AT Q.6 AND Q.8:

DO NOT COMBINE SAVINGS/INVESTMENTS HELD IN SEPARATE NAMES BY RESPONDENT AND SPOUSE/PARTNER. ENTER COMBINED AMOUNT(S) ONLY IF HELD IN JOINT NAMES.

Q.5 SHOWCARD R At the moment do you (or your husband/wife/partner) have any money saved in any of the places mentioned on this card?

Yes.....	1 ASK Q.6
No.....	2
Don't know.....	8 GO TO Q.7
Refused.....	7

Q.6a In which of these places do you (or your husband/wife/partner) have savings? PROBE: 'Any others?' UNTIL FINAL 'No'. ENTER NAME AND CODE OF EACH APPLYING IN GRID OPPOSITE.

FOR EACH FORM OF SAVING THAT APPLIES ASK b) & c) AND RECORD IN GRID OPPOSITE

b) At the present time, how much do you (or your husband/wife/partner) have saved in ... (NAME FORM OF SAVING)?
(DON'T KNOW: ENTER 99998; REFUSED: ENTER 99997)

c) Are these savings in your name alone, (in your husband's/wife's/partner's name alone) or are they joint savings? IF JOINT, PROBE FOR DETAILS.

ASK ALL

Q.7 SHOWCARD S Do you (or your husband/wife/partner) have any money invested in any of the things mentioned on this card?

Yes.....	1 ASK Q.8
No.....	2
Don't know.....	8 GO TO Q.9
Refused.....	7 PAGE 68

Q.8a In which of these do you (or your husband/wife/partner) have money invested? PROBE: 'Any others?' UNTIL FINAL 'No'. ENTER NAME AND CODE OF EACH APPLYING IN GRID OPPOSITE.

FOR EACH FORM OF INVESTMENT THAT APPLIES ASK b) & c) AND RECORD IN GRID OPPOSITE

b) What do you estimate is the current value of this investment?
(DON'T KNOW: ENTER 99998; REFUSED: ENTER 99997)

c) Is this investment in your name alone (in your husband's/wife's/partner's name alone) or is it owned jointly? IF OWNED JOINTLY, PROBE FOR DETAILS.

NAME OF SAVINGS/ INVESTMENT	SAVINGS/ INVEST- MENT CODE	AMOUNT/CURRENT VALUE (to nearest £)	IN WHOSE NAME?					
			One name		Joint names			
			Respon- dent	Spouse/ partner	Respon- dent and spouse/ partner	Respon- dent and other	Spouse/ partner and other	
	(15)(16) [][]	(17 18 19 20 21) £ [][][][][]	1	2	3	4	5	(22)
	(23)(24) [][]	(25 26 27 28 29) £ [][][][][]	1	2	3	4	5	(30)
	(31)(32) [][]	(33 34 35 36 37) £ [][][][][]	1	2	3	4	5	(38)
	(39)(40) [][]	(41 42 43 44 45) £ [][][][][]	1	2	3	4	5	(46)
	(47)(48) [][]	(49 50 51 52 53) £ [][][][][]	1	2	3	4	5	(54)
	(55)(56) [][]	(57 58 59 60 61) £ [][][][][]	1	2	3	4	5	(62)
	(63)(64) [][]	(65 66 67 68 69) £ [][][][][]	1	2	3	4	5	(70)
	(71)(72) [][]	(73 74 75 76 77) £ [][][][][]	1	2	3	4	5	(78)
								NEW CARD DUP (1-11) (11-12)
	(13)(14) [][]	(15 16 17 18 19) £ [][][][][]	1	2	3	4	5	(20)
	(21)(22) [][]	(23 24 25 26 27) £ [][][][][]	1	2	3	4	5	(28)

Q.6 SHOWCARD R		Q.8 SHOWCARD S	
CODE	SAVINGS	CODE	INVESTMENTS
11	Building Society	21	Company Shares or Securities
12	National Savings Certificates	22	Unit Trusts or Investment Trusts
13	Post Office Savings Bank	23	Government Stocks and Securities
14	Bank Deposit or Savings Account	24	Local Authority Bonds and Securities
15	Trustee Savings Bank/Savings Account	25	Property (Bricks and Mortar) other than main residence
16	Government Save As You Earn(SAYE) Scheme	26	Any other investments (WRITE IN NAME IN GRID)
17	Premium Bonds		
18	Any other savings (WRITE IN NAME IN GRID)		

Q.9 Have you (or your husband/wife/partner) ever inherited or received as a gift from another person, money, property or other goods to the value of £500 or more?

Yes.....
No.....
Don't know.....
Refused.....

GO TO FILTER
1 BEFORE Q.10

2
8 GO TO 'HEALTH'
PAGE 69
7

(29)

IF LIVING WITH SPOUSE/PARTNER ASK Q.10
ALL OTHERS GO TO Q.12

Q.10 Is it ... READ OUT ...

IF RECEIVED JOINT GIFT/
INHERITANCE: CODE 'BOTH'

... just you personally who has
received a gift or inheri-
tance.....
.. just your husband/wife/partner
... or have you both received a
gift or inheritance?.....

1 GO TO Q.12

2

3 ASK Q.11

(30)

Q.11 I want to ask you now about the largest inheritance or gift you or your husband/wife/partner have received. IF TWO OF EQUAL AMOUNT ARE LARGEST, TAKE MOST RECENT.

Was the largest inheritance or gift given ... READ OUT ...

... to you1
... to your husband/wife/partner.....2
... or to you both jointly?.....3

(31)

Q.12 Thinking about the largest inheritance or gift you have/*your husband/wife/partner has* received, when did you/*he/she* receive it?

IF TWO OF EQUAL AMOUNT ARE LARGEST, TAKE MOST RECENT.

(32)(33)

YEAR 19

(32-33)

Don't know/Can't remember.....98

Q.13 What was the approximate value of the inheritance or gift at the time you/*he/she* received it?

IF RECEIVED JOINTLY BY RESPONDENT AND SPOUSE/PARTNER,
ENTER COMBINED AMOUNT.

(34)(35)(36)(37)(38)

TO NEAREST £

(34-38)

Over £100,000.....99996

Refused.....99997

Don't know/Can't remember.....99998

HEALTH

I want to talk now about your health

Q.1 How would you describe your health generally?
Would you say it is .. READ OUT ...

excellent.....1
good.2
fair..3
or poor?4
(Don't know).8

(3)

Q.2 Can I just check, do you have any
longstanding illness, disability or
infirmity which limits your activities
in any way compared with people of your
own age?

Yes.... . 1 ASK Q 3
No.. 2 GO TO Q.11
Don't know 8 PAGE 71

(4)

Q 3 What is it? PROBE FOR Name of
condition IF NOT KNOWN, OR UNCLEAR,
PROBE FOR DESCRIPTION OF CONDITION

Q.4 How old were you when you got this?
IF DON'T KNOW, PROBE. 'When do you
first remember knowing about it?'

(41)(42)
AGE IN YEARS
From birth.. ..00
Don't know98

(4)

Q.5 Are you under medical supervision for
this/these condition/s?

Yes 1 ASK Q 6
No 2 GO TO Q.7

(4)

Q.6 NAME AND ADDRESS OF DOCTOR OR HOSPITAL.
TAKE NAME OF SPECIALIST (NOT G P) IF
SPECIALIST SEEN.

- Q.7 SHOWCARD T How much does your condition limit your activities? From this card, please tell me how much difficulty, if any, you have in ...
READ OUT IN TURN ...

	No difficulty	Some difficulty	A great deal	Can't do at all	
... washing or dressing yourself?	1	2	3	4	(
... getting about the house?	1	2	3	4	(
... doing housework?	1	2	3	4	(
... getting out of the house on your own?	1	2	3	4	(
... leading your social life?	1	2	3	4	(

- Q.8 Does your condition mean you are unable to do the sort of work you would like to do?
Yes.....1
No.....2
Don't know.....8

- Q.9 Can I just check, are you in paid employment at the present time?
(INCLUDE SHELTERED EMPLOYMENT)

Yes..... 1 ASK Q.10
No..... 2 GO TO Q.11

- Q.10 SHOWCARD T How much does your condition limit you in your job? From this card, please tell me how much difficulty, if any, you have in doing your job?

No difficulty.....1
Some difficulty.....2
A great deal.....3
Can't do at all.....4

ASK ALL

Q.11 How tall are you without shoes?

(52) (53)(54) (52-54)
FEET INCHES
Don't know..... 998

Q.12 What is your present weight without clothes on? (IF PREGNANT, WEIGHT BEFORE PREGNANCY)

(55)(56) (57)(58) (57-58)
STONES LBS
Don't know.....9998

Q.13 Would you say you were ... READ OUT ...

... About the right weight...1
... Underweight.....2
... Slightly overweight.....3 (59)
... or Very overweight?....4
(Don't know).....8

Q.14 Do you wear glasses or contact lenses at all?

Yes, both glasses and contact lenses 1 (60)
Yes, glasses only . 2 ASK Q.15
Yes, contact lenses only..... 3
No, do not wear either GO TO 4 Q.16

Q.15 Why do you need to wear them?

CODE ONE ONLY

Short sight (distant vision).1
Long sight (near vision)...2
Both short and long sight..3 (61)
Astigmatism.....4
Other (SPECIFY).....5
Don't know.8

Q.16 Since your sixteenth birthday have you suffered from migraine or recurrent sick headaches?

Yes..... 1 ASK Q.17
No..... 2 GO TO Q.18

Q.17 Have you had an attack in the last 12 months?

Yes.....1
No.....2
Don't know/Can't remember...8

Q.18 Since your sixteenth birthday have you ever had any form of fit, convulsions, long faints or loss of consciousness?

Yes..... 1 ASK Q.19
No..... 2 GO TO Q.24
Don't know..... 8

Q.19 Have any of these attacks been called epileptic?

Yes.....1
No.....2
Don't know.....8

Q.20 How old were you when you had your most recent attack?

RING CODE 16..17..18..19..20..21..22...23
Can't remember.....98

Q.21 Do you take any prescribed medicines to help control these attacks?

Yes.....1
No.....2
Don't know... ..8

Q.22 Are you under medical supervision for these attacks?

Yes..... 1 ASK Q.23
No..... 2 GO TO Q.24

Q.23 NAME AND ADDRESS OF DOCTOR OR HOSPITAL. TAKE NAME OF SPECIALIST (NOT G.P.) IF SPECIALIST SEEN.

Q.24 Since your sixteenth birthday have you had an attack of asthma or wheezy bronchitis?

Yes.....	1 ASK Q.25	(70)
No.....	2 GO TO Q.29	
Don't know.....	8	

Q.25 Have you had an attack in the last 12 months?

Yes.....	1	(71)
No.....	2	

Q.26 Do you take any prescribed medicines to help control these attacks?

Yes.....	1	(72)
No.....	2	
Don't know.....	8	

Q.27 Are you under medical supervision for any of these attacks?

Yes.....	1 ASK Q.28	(73)
No.....	2 GO TO Q.29	

Q.28 NAME AND ADDRESS OF DOCTOR OR HOSPITAL. TAKE NAME OF SPECIALIST (NOT G.P.) IF SPECIALIST SEEN.

Q.29 Do you usually cough first thing in the morning in the winter?

COUNT A COUGH WITH FIRST SMOKE OR ON FIRST GOING OUT OF DOORS. EXCLUDE CLEARING THROAT OR A SINGLE COUGH.

Yes.....	1	(74)
No.....	2	

Q.30 Do you usually cough during the day or at night in the winter? IGNORE AN OCCASIONAL COUGH

Yes.....	1	(75)
No.....	2	

Q.31 Do you usually bring up any phlegm from your chest first thing in the morning in the winter?

COUNT PHLEGM WITH THE FIRST SMOKE OR ON FIRST GOING OUT OF DOORS. EXCLUDE PHLEGM FROM THE NOSE. COUNT SWALLOWED PHLEGM.

Yes.....	1	(76)
No.....	2	

Q.32 Do you usually bring up any phlegm from the chest during the day or night in the winter?

Yes.....	1	(77)
No.....	2	

Q.33 In the last 12 months have you suffered from:

a) Eczema?

Yes.....	1	(78)
No.....	2	
Don't know.....	8	

b) Hay fever?

Yes.....	1	(79)
No.....	2	
Don't know.....	8	

REGULAR MEDICAL SUPERVISION

Q.34 At the present time, do you have any regular medical supervision for any condition other than the ones we have already spoken about? (IF FEMALE, and apart from regular ante-natal care or post-natal care.)

NOTE. Regular = have consultations or check-ups with doctor/hospital at least once a year.

Yes 1 ASK Q 35a)
No. 2 GO TO Q.36
Don't know .. 8

Q.35a What conditions are you under regular medical supervision for? LIST IN GRID BELOW.
PROBE. "Any other conditions?" UNTIL "No"

FOR EACH CONDITION LISTED

b) Are you under the regular supervision of someone at a hospital or clinic or is it just your GP you see regularly?

IF HOSPITAL OR CLINIC

c) OBTAIN NAME AND ADDRESS OF SPECIALIST AND HOSPITAL/CLINIC.

(a) CONDITION	(b) WHO SUPERVISES	(c) NAME AND ADDRESS OF SPECIALIST AND HOSPITAL/CLINIC
	(14) Hospital/Clinic 1 → GP only 2	
	(15) Hospital/Clinic 1 → GP only 2	
	(16) Hospital/Clinic 1 → GP only 2	
	(17) Hospital/Clinic 1 → GP only 2	

ACCIDENTS

Q.36 Since your 16th birthday have you been admitted to hospital or attended a hospital outpatient or casualty department as a result of any kind of accident to you?

Yes... 1 ASK Q.37
No..... 2 GO TO Q.41
Don't know..... 8 PAGE 75

Q.37 Since your 16th birthday, how many accidents have you had which involved going to hospital?

(19)(20)

WRITE IN

(19)
20

Can't remember.....98

Q.38 COMPLETE GRID BELOW FOR EACH SUCH ACCIDENT. START WITH MOST RECENT AND WORK BACKWARDS.

FOR 'TYPE OF ACCIDENT' SHOWCARD U AND ASK: "Which of these things on this card best describes your accident?" ENTER APPROPRIATE CODE IN GRID BELOW AS FOLLOWS:

1. Road accident as pedestrian
2. Road accident as driver/passenger in motor vehicle /pedal cycle etc.
3. Accident at work
4. Accident at home
5. Sports accident
6. Other

	AGE WHEN ACCIDENT OCCURRED	TYPE OF ACCIDENT (CODE NUMBER FROM CARD)	Were you admitted overnight or treated as an outpatient only? ADMITTED OUT- PATIENT ONLY	TYPE OF INJURY (WRITE IN)	
(21)	<input type="text"/>	<input type="text"/>	1 2(24)		(21-2)
(25)	<input type="text"/>	<input type="text"/>	1 2(28)		(25-2)
(29)	<input type="text"/>	<input type="text"/>	1 2(32)		(29-3)
(33)	<input type="text"/>	<input type="text"/>	1 2(36)		(33-3)
(37)	<input type="text"/>	<input type="text"/>	1 2(40)		(37-4)
(41)	<input type="text"/>	<input type="text"/>	1 2(44)		(41-4)
(45)	<input type="text"/>	<input type="text"/>	1 2(48)		(45-4)
(49)	<input type="text"/>	<input type="text"/>	1 2(52)		(49-5)

Q.39 Has this (have any of these) accident(s) resulted in any permanent disability?

Yes.....

1 ASK Q.40

(53)

No.....

2 GO TO Q.41

Q.40 What is this disability? WRITE IN DETAILS.

IN-PATIENT ADMISSION

Q.41 Since your sixteenth birthday, apart from any accidents, have you been admitted to a hospital or clinic for an overnight or longer stay (IF FEMALE, apart from a routine childbirth)?

EXCLUDE School sick days
INCLUDE. All complications with childbirth

Yes. 1 ASK Q 42 (54)
 No... 2 GO TO Q 44
 Can't remember..... 8

Q.42 Since your sixteenth birthday, on how many different occasions (IF FEMALE, apart from routine childbirth) have you been admitted to a hospital or clinic for an overnight or longer stay? RING CODE

NUMBER OF OCCASIONS 1 .. 2 ... 3 ... 4 ... 5 ... 6 ... 7+ (55)
 Can't remember 8

Q 43 COMPLETE GRID BELOW FOR EACH ADMISSION. IF ADMITTED MORE THAN ONCE DURING PREGNANCY FOR SAME REASON, TAKE FIRST ADMISSION ONLY START WITH MOST RECENT ADMISSION AND WORK BACKWARDS.

AGE WHEN ADMITTED (RING AGE CODE)	REASON FOR ADMISSION	NAME AND ADDRESS OF HOSPITAL/CLINIC	
16 .17 18 19 .20.. 21 22..23 (56-57)			(56-
16. 17 18 19 .20 21 22 23 (58-59)			(58-
16. 17 18 .19..20. 21 22..23 (60-61)			(60-
16 .17 18. 19 20 21 22 .23 (62-63)			(62-
16..17 18 .19..20.. 21 22. 23 (64-65)			(64-
16 17 .18. 19..20 . 21. 22 23 (66-67)			(66-
16 17 18. 19 .20. 21 22..23 (68-69)			(68-

EMOTIONAL PROBLEMS

Q.44 Apart from anything you have already told me about, since your sixteenth birthday have you seen a specialist for depression or any other emotional or psychological problem?

Yes..... 1 ASK Q.45
No..... 2
Don't know.... 8 GO TO Q.48
Refused..... 7

(70)

Q.45 How old were you when you last saw a specialist for this reason?

RING 16..17..18..19..20..21..22..23
CODE Can't remember.....98
Refused.....97

(71-72)

Q.46 On that occasion, what was the problem? RECORD DETAILS.

Q.47 NAME AND ADDRESS OF SPECIALIST LAST CONSULTED.

ASK ALL

Q.48 Do you have any other medical condition or problem concerning your physical or mental health that hasn't already been mentioned?

Yes..... 1 ASK Q.49
No..... 2 GO TO 0.52

(73)

Q.49 What is this? RECORD DETAILS.

Q.50 Are you under medical supervision for this/these condition(s)?

Yes..... 1 ASK Q.51
No..... 2 GO TO Q.52

(74)

Q.51 NAME AND ADDRESS OF DOCTOR OR HOSPITAL. TAKE NAME OF SPECIALIST (NOT G.P.) IF SPECIALIST SEEN.

ASK ALL

Q.52 When did you last consult a GP about your own health, apart from having a check-up required for work or insurance or for a vaccination?

... Less than 6 months ago?...1
... 6 months, but less than 1 year ago?.....2
CODE FIRST THAT APPLIES ... 1 year, but less than 5 years ago?.....3
... 5 years, but since your 16th birthday 4
Not since 16th birthday...5
(Can't remember).....8

(75)

INTERVIEWER CHECK

Is any name or address of doctor/specialist or hospital/clinic recorded at:

Q.6 PAGE 69
OR Q.23 PAGE 72
OR Q.28 PAGE 72
OR Q.35 PAGE 73
OR Q.43 PAGE 75
OR Q.47 PAGE 76
OR Q.51 PAGE 76

Yes..... 1 TICK 'CONSENT FORM' BOX BELOW
No..... 2 GO TO 'LEISURE' PAGE 77

(76)

CONSENT FORM REQUIRED ☒ GO TO 'LEISURE' PAGE 77

LEISURE SECTION

Q.1 We are interested in the things people do in their leisure time, when they are not working, or at college, or looking after the house and family.

SHOWCARD V I'm going to read out a list of activities. Please tell me from this card, how often you have done each one over the past 4 weeks.

READ OUT EACH ACTIVITY AND CODE IN TURN.

	5 times a week or more often	3 or 4 times a week	Once or twice a week	2 or 3 times in the last 4 weeks	Once in the last 4 weeks	Not at all in the last 4 weeks
a) Watched T.V.?	1	2	3	4	5	6
b) Read books, not including textbooks or magazines?	1	2	3	4	5	6
c) Gone to parties, dances or discos?	1	2	3	4	5	6
d) Played sport of any kind, including keep fit, yoga and similar exercise?	1	2	3	4	5	6
e) Visited friends or relatives or had them come to see you?	1	2	3	4	5	6
f) Gone to the cinema, theatre, opera, ballet or concerts, including pop concerts?	1	2	3	4	5	6
g) Played bingo, done the pools, gambled or placed bets of any kind?	1	2	3	4	5	6

Q.2 How often do you usually have an alcoholic drink of any kind ... READ OUT ...

... most days....	1	(20)
... around once or twice a week.....	2 ASK Q.3	
... less often...	3	
... or only on special occasions?...	4 GO TO Q.8	
(Never).....	5	

Q.3 In the last seven days, that is not counting today but starting from last ... (NAME PRESENT DAY OF WEEK), how much beer, stout, lager or cider have you had?

RECORD IN PINTS (21) (22) (21-22)

Q.4 In the last seven days how many measures of spirits have you had?

MEASURES OF SPIRITS (23) (24) (23-24)

Q.5 In the last seven days how many glasses of wine have you had? (TAKE 1 BOTTLE = 6 GLASSES)

GLASSES OF WINE (25) (26) (25-26)

Q.6 In the last seven days how many glasses of martini, vermouth or similar drinks have you had?

GLASSES OF MARTINI ETC. (27) (28) (27-28)

Q.7 As far as the amount you drink is concerned, would you say the last seven days were ... READ OUT ...

... fairly typical.....	1	(29)
... you normally drink more.....	2	
... or, you normally drink less?.....	3	

Q.8 Have you ever smoked a cigarette, a cigar or a pipe?

Yes.....	1 ASK Q.9	(30)
No.....	2 GO TO Q.20	

Q.9 Do you smoke cigarettes at all nowadays?

Yes.....	1 GO TO Q.12	(31)
No.....	2 ASK Q.10	

Q.10 Have you ever smoked cigarettes regularly? By regularly, I mean at least one cigarette a day for 12 months or more.

Yes.....	1 ASK Q.11	(32)
No.....	2 GO TO Q.20	

Q.11 How old were you when you last smoked a cigarette?

AGE IN YEARS (33) (34) - GO TO Q.13 (33-34)

Q.12 How many cigarettes a day do you usually smoke? IF VARIES, TAKE AVERAGE OVER A WEEK

NUMBER SMOKED A DAY (35) (36) (35-36)
Less than one a day.....00

Q.13 SUMMARISE:

Respondent is male.....	1 GO TO Q.20	(37)
Respondent is female and:		
has had a child.....	2 ASK Q.14	
has not had a child.....	3 GO TO Q.20	

Q.14 Did you smoke cigarettes in the 12 months before you became pregnant with the child born in (READ OUT DATE OF BIRTH OF MOST RECENT CHILD FROM DIARY)?

Yes..... 1 ASK Q.15
No..... 2 GO TO Q.20
Can't remember 8

(38)

Q.15 In the 12 months before this pregnancy how many cigarettes a day did you usually smoke? IF VARIED, TAKE AVERAGE.

(39) (40)

NUMBER SMOKED A DAY (39-40)
Less than one a day.....00
Can't remember how many...98

Q.16 Did you change your smoking habits during pregnancy?

Yes..... 1 ASK Q.17
No..... 2 GO TO Q.20
Can't remember 8

(41)

Q.17 In what month of your pregnancy did you make this change?

(42) (43)

ENTER MONTH OF PREGNANCY (42-43)
Can't remember.....98

Q.18 Did you give up smoking altogether or did you cut down or increase the number you smoked?

Gave up altogether.... 1 GO TO Q.20
Cut down..... 2 ASK Q.19
Increased.... 3

(44)

Q.19 How many cigarettes a day did you usually smoke after you made this change? IF VARIED, TAKE AVERAGE.

(45) (46)

NUMBER SMOKED A DAY (45-46)
Less than one a day.....00
Can't remember how many.. 98

Q.20 Do any of the people you live with, apart from yourself, smoke cigarettes at home?

Yes..... 1 ASK Q.21
No..... 2 GO TO Q.23
Lives on own... 3

Q.21 Who smokes cigarettes at home? CODE ONE ONLY
PRIORITY CODES

Spouse/partner. 1 ASK Q.22
Other person... 2 GO TO Q.23

Q.22 Thinking of a normal week would you say your wife/husband/partner smokes ... READ OUT UNTIL 'Yes' ...

... less than 10 cigarettes a day?.....1
... 10 but less than 20 cigarettes a day?.....2
... 20 but less than 30 cigarettes a day?.....3
... 30 but less than 40 cigarettes a day?.....4
... 40 or more cigarettes a day. 5
(Don't know)..... 8

CODE FIRST THAT APPLIES

ASK ALL

Q.23 We are interested in the voluntary work that people do, that is, work for which they are not paid, which is of service to others apart from their immediate family.

SHOWCARD W Here are some examples of the type of activity we mean. Have you done any of the things on this card, or any similar work, in the past 12 months, that is since ... 1980 (QUOTE CURRENT MONTH)?

Yes..... 1 ASK Q.24
No..... 2 GO TO Q.27

Q.24 Please tell me something about the one voluntary activity that has taken up most of your time over the last 12 months.

RECORD FULLY THE MAIN TYPE OF WORK. NAME AND TYPE OF ORGANISATION, IF ANY.

Q.25 Have you done any other voluntary work, apart from this, over the last 12 months?

Yes.....1

No.....2 (51)

Q.26 SHOWCARD V Last month may not be typical but, over the last 4 weeks, how often have you done any voluntary work?

5 times a week or more often.....1

3 or 4 times a week.....2 (52)

Once or twice a week.....3

2 or 3 times in last 4 weeks.....4

Once in last 4 weeks.....5

Not at all in last 4 weeks.....6

ASK ALL

Q.27 SHOWCARD X At the moment, do you have anything to do with any of the organisations on this card?

Yes..... 1 GO TO Q.29

No..... 2 ASK Q.28 (53)

Q.28 SHOWCARD X Have you ever had anything to do with any of the organisations on this card?

Yes..... 1 ASK Q.29

No..... 2 GO TO Q.30 (54)

Q.29 SHOWCARD X Have you ever been a voluntary or paid helper with any of the organisations on this card?

Yes.....1

No.....2 (55)

ASK ALL

Q.30 Do you normally read any daily newspaper at least 3 times a week?

Yes..... 1 ASK Q.31

No..... 2 GO TO Q.32 (56)

Q.31 Which one do you usually read? IF MORE THAN ONE, ASK: 'Which one do you read most frequently?' IF STILL MORE THAN ONE, ASK: 'Which one would you read if you could only read one?'

CODE ONE ONLY

Daily Express.....01

Daily Mail.....02

Daily Star.....03

Daily Telegraph.....04 (57-5)

Financial Times.....05

Guardian.....06

Mirror.....07

Sun.....08

Times.....09

Morning Star/Newsline.....10

Scottish/Welsh/regional or local daily (MORNING) paper 11

EVENING daily paper.....12

Other.....13

ASK ALL

Q.32 Did you vote in the last General Election in May 1979?

Yes..... 1 ASK Q.33
No... .. 2 GO TO Q.34 (59)
DK/CR.. 8

Q.33 Which party did you vote for?

(60 - 61)

Conservative.....01
Labour.....02
Liberal..... .03
Welsh Nationalist.....05
Scottish Nationalist.... .06
National Front.....07
Communist.....08 (60-61)
Socialist Workers Party...09
Workers Revolutionary
Party.....10
Other party11
DK/Can't remember.. . . 98
Refused..97

Q.34 SHOWCARD Y Supposing there was a General Election tomorrow please tell me which party you would be most likely to vote for, assuming a candidate for that party was standing in your constituency?

(62 - 63)

Vote Conservative.....01
Vote Labour.....02
Vote Liberal.....03
Vote Social Democrat.....04
Vote Welsh Nationalist....05 (62-63)
Vote Scottish Nationalist.06
Vote National Front. . .07
Vote Communist.....08
Vote Socialist Workers
Party.09
Vote Workers Revolution-
ary Party.....10
Vote for some other candi-
date.....11
Spoil the ballot paper....12
Would not vote.....13
(Don't know/undecided)....98
(Refused).....97

ASK ALL

Q.35 I should like to ask you some questions about Trade Union activities not including activities as part of a Students Union.

Have you ever been a member of a union or staff assoc-
iation?

Yes..... 1 ASK Q.36
No..... 2 GO TO Q.38

Q.36 READ OUT AND CODE FIRST 'YES'.
Have you ever ... READ OUT
UNTIL 'YES'...

... served as a local
union official or shop
steward?1
... stood in a picket line?..2
... put forward a proposal
or motion at a union or
staff association
meeting?.....3
CODE
FIRST
THAT
APPLIES
... gone on strike?.....4
... voted in a union or
staff association
meeting?.....5
... been to a union or
staff association
meeting?.....6
(None of these).....7

Q.37 Are you now a member of a Trade Union or staff association?

Yes.....1
No.....2
Don't know8

ASK ALL

Q.38 Do you regard yourself as belonging to any particular religion? IF CHRISTIAN, PROBE FOR DENOMINATION.

	(67-68)	GO TO 'PARENTS' PAGE 83
No, no religion.....	01	
Christian, no denomination.....	02	
Roman Catholic.....	03	
Church of England/Anglican.....	04	
United Reformed Church (URC)/Congregational....	05	
Baptist.....	06	
Methodist.....	07	ASK Q.39
Other Christian (WRITE IN) _____	08	

Hindu.....	09	
Jew.....	10	
Muslim.....	11	
Sikh.....	12	
Buddhist.....	13	
Other non-Christian (WRITE IN) _____	14	

(6)

Q.39 How often, if at all, do you attend services or meetings connected with your religion? Do you attend ... READ OUT ...

... once a week or more.....	1
... once a month or more.....	2
... sometimes, but less than once a month.....	3
... never or very rarely?.....	4

(6)

PARENTS

Q.1 Turning now to your parents.
Can I check, is your father
still alive? (FATHER IS
WHOEVER WAS 'FATHER FIGURE'
AT AGE 16 - MAY HAVE BEEN
STEP/FOSTER/ADOPTIVE FATHER)

Yes.....	1 ASK Q 2	(70)
No.....	2	
Don't know.....	8 GO TO Q.3	
Refused.....	7	

Q.2 Is your father in paid
employment at the present
time?

(71-72)

Working full-time (30 hrs+).....	01
Working part-time (under 30 hrs).....	02
Unemployed and seeking work.....	03
Temporarily sick/disabled (up to 6 months).....	04
Wholly retired from work..	05
Permanently sick/disabled.	06
Full-time housewife.....	07
Full-time student.....	08
Other.	09
Don't know.....	98

(71-72)

Q.3 Is your mother still
alive? (MOTHER IS WHO-
EVER WAS 'MOTHER FIGURE'
AT AGE 16 - MAY HAVE BEEN
STEP/FOSTER/ADOPTIVE
MOTHER)

Yes.....	1 ASK Q.4
No.....	2 GO TO 'IN
Don't know.....	8 CARE'
Refused.....	7 PAGE 84

Q.4 Is your mother in paid
employment at the present
time?

(74-75)

Working full-time (30 hrs+).....	01
Working part-time (under 30 hrs).....	02
Unemployed and seeking work.....	03
Temporarily sick/disabled (up to 6 months).....	04
Wholly retired from work..	05
Permanently sick/disabled..	06
Full-time housewife.....	07
Full-time student.....	08
Other.....	09
Don't know.....	98

IN CARE

Q.1 Were you ever, to your knowledge,
"in care" as a child?

NOTE: "in care" of a local
authority social services/
children's department or
voluntary children's soc-
iety. Children can be "in
care" but live at home or
with relatives.

Yes.....
No.....
Not sure.....

1 ASK Q.2
2 GO TO 'INTERVIEWER'
8 PAGE 85

(7

Q.2 How old were you when you first
went into care?

(77)(78)

AGE IN YEARS

(7
7

Don't know.....98

Q.3 How old were you when you finally
stopped being in care?

(79)(80)

AGE IN YEARS

(7
8

Don't know.....98

INTERVIEWER

CONSENT FORM

SEE 'HEALTH' PAGE 76.

Q.1 IS CONSENT FORM REQUIRED?
(IS THERE A TICK IN THE BOX
AT THE BOTTOM OF PAGE 76)

Yes..... 1 GO TO Q.2
No..... 2 GO TO Q.3

Q.2 RECORD RESPONDENT'S SERIAL NUMBER
ON CONSENT FORM.
ASK RESPONDENT TO SIGN, DATE AND
RECORD NAME AND ADDRESS.

Consent form signed by respondent Yes.....1
No.....2

YOUR HEALTH

Q.3 ASK RESPONDENT TO COMPLETE 'YOUR HEALTH'
QUESTIONNAIRE.
HAND OVER QUESTIONNAIRE: DO NOT TEAR OFF
BACK SHEET. RESPONDENT SHOULD COMPLETE
UNAIDED.

COLLECT BACK AND CODE:

Respondent completed unaided.....1
Interviewer aided respondent as could not read/write
adequately.....2
Interviewer aided respondent for other reason.....3
Not completed as refused.....4
Not completed, other reason (WRITE IN).....5

CONTACT SHEET

Q.4 COMPLETE SECTION ON ADDRESSES ON PAGE 2
OF CONTACT SHEET.

YOUR HEALTH

Please read the questions set out below and TICK either the 'Yes' or the 'No' box ☒ for each one.

1.	Do you often have back-ache?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	(16)
2.	Do you feel tired most of the time?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	(17)
3.	Do you often feel miserable or depressed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	(18)
<hr/>						
4.	Do you often have bad headaches?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	(19)
5.	Do you often get worried about things?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	(20)
6.	Do you usually have great difficulty in falling or staying asleep?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	(21)
<hr/>						
7.	Do you usually wake unnecessarily early in the morning?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	(22)
8.	Do you wear yourself out worrying about your health?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	(23)
9.	Do you often get into a violent rage?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	(24)
<hr/>						
10.	Do people often annoy and irritate you?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	(25)
11.	Have you at times had a twitching of the face, head or shoulders?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	(26)
12.	Do you often suddenly become scared for no good reason?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	(27)
<hr/>						
13.	Are you scared to be alone when there are no friends near you?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	(28)
14.	Are you easily upset or irritated?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	(29)
15.	Are you frightened of going out alone or of meeting people?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	(30)
<hr/>						
16.	Are you constantly keyed up and jittery?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	(31)
17.	Do you suffer from indigestion?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	(32)
18.	Do you often suffer from an upset stomach?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	(33)
<hr/>						
19.	Is your appetite poor?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	(34)
20.	Does every little thing get on your nerves and wear you out?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	(35)
21.	Does your heart often race like mad?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	(36)
<hr/>						
22.	Do you often have bad pains in your eyes?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	(37)
23.	Are you troubled with rheumatism or fibrositis?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	(38)
24.	Have you ever had a nervous breakdown?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	(39)

N. C. D. S. IV

STICK
SERIAL No.
LABEL
HERE

DIARY 1974 ~ 81

I would now like to go through the things you have been doing from the time you left school until today.

For each month from leaving school till today establish what the respondent was doing. Each month should be covered by one activity only: Job, Education, Unemployment, Out of Labour Force or Fill-in Time. ASK:

"What did you do after you left school?"

"When did that go on till?"

"What did you do next?" etc.

Mark start and end month of each activity with a cross, join with a line, and write activity code (see over) above it.

X ——— J1 ——— X ——— U1 ——— X ——— J2 ——— X

Unless the respondent has ceased an activity just before the interview, there must be a current activity. This cannot have an end date, and you should mark this by putting an arrow in the month of interview.

————— J4 —————>

Key Dates

- Q.1 When did you first leave secondary school (or sixth form college)?
- Q.2 Have you ever been married?
- Q.3 Have you been married once or more than once?
- Q.4 Have you ever had any children of your own, including stillborn children, and those that have since died?

Enter date with an 'x' in key dates row and in main activity row.

Yes 1 Ask Q3
No 2 Go to Q4

Once 1 Code month of each marriage
More 2 with an 'M' in key dates row

Yes 1 Code month of each child birth with a 'C' in key date row.
— if child born before March '74 enter 'C' in 'Pre MAR '74' box.
— if twins enter 'C/2', triplets 'C/3'

No 2

Add any further key dates as necessary to assist recall.

Main Activity — codes and definitions

Jobs Activity Code: J1, J2, etc.

Include any employment which lasted over a month

- Except** — fill-in work between school and further education ie. where the respondent entered further education in same year as leaving school. Mark this time 'F1', 'F2', etc
- fill-in work of students waiting to take up a job already offered. Mark this time 'F1', 'F2', etc
- vacation, work experience or sandwich jobs of students. Include these in education
- part-time jobs while the respondent's main activity was full-time employment, full-time education or unemployed.
- casual jobs while on holiday

Include as a job — part-time jobs, ie. jobs for 29 hours or less, when these are respondent's main activity. Mark these as 'P/J1' etc

— work in sheltered workshops. Mark these with a 'S/J1', etc

— Government special schemes

Include in jobs — time on training courses

— periods of maternity leave, sick and education leave where the respondent returned to the same employer or intends to do so

Notes — a change of job occurs only when there is a change of employer

— working as a temp. in a succession of jobs with one or more agencies counts as one job

— if the respondent has left any job to have a baby, ask 'Can I just check, did you take maternity leave — leave your job temporarily, intending to return — or did you give up your job?'

Full-time Education Activity Code: E1, E2, etc.

Include — all full-time courses for qualification followed for more than 1 month even if uncompleted

— TOPS courses, mark as 'TOPS'

— time spent on sandwich/work experience jobs and vacations

Notes — a course can be for more than one qualification where these are taken together (eg. 'O' levels and 'A' levels taken at the same time)

— a series of qualifications (eg. 'O' levels then 'A' levels) should be treated as separate courses

— if any one qualification is obtained through a series of sub-courses or modules undertaken consecutively, this should be treated as a single course.

Unemployment Activity Code: U1, U2, etc.

Include — all periods when respondent was not in employment or full-time education and was wanting work, even if a period lasted less than a month. Mark with a 'U'.

Note — respondent need not be registered as unemployed.

Out of labour force Activity Code: OLF1, OLF2, etc.

Include — periods of at least one month when the respondent was not doing any of the above e.g. doing housework, extended holiday, long-term sick, in prison etc.

Fill-in Time Activity Code: F1, F2, etc.

Include — periods of at least one month in a series of short-term jobs or in fill-in work as student.

Pre MAR '74	Key dates	1974	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
			16th birthday									
			main activity									

1975	Key dates	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
				17th birthday									
		main activity											

1976	Key dates	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
				18th birthday									
		main activity											

1977	Key dates	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
				19th birthday									
		main activity											

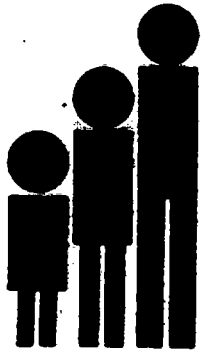
1978	Key dates	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
				20th birthday									
		main activity											

1979	Key dates	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
				21st birthday									
		main activity											

1980	Key dates	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
				22nd birthday									
		main activity											

1981	Key dates	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
				23rd birthday									
		main activity											

EXPLANATORY LETTER MEDICAL CONSENT FORM



National Children's Bureau

A Company limited by guarantee, registered in London Registered Office,
8 Wakley Street Islington London EC1V 7QE

Registration No. 152111
01-278 9441-7

Autumn 198

As you may remember, when you were at school you took part in the National Child Development Study - an important study which has been following the lives of all those who, like you, were born between 3 and 9 March 1958.

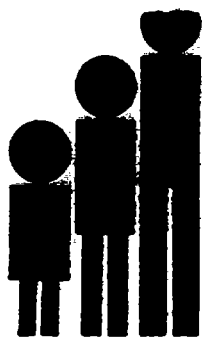
Your help in the past has already led to a better understanding of children and young people, their needs and problems. We would now like to continue our study to see how you are getting on as adults - for example, where you live now, what jobs you have had, what you do in your spare time, how healthy you are, if you are married or have any children.

We have asked Social and Community Planning Research and NOP Market Research Limited to carry out the survey on our behalf by seeking to interview you in your home. I do hope that you will help us again with our study by agreeing to be interviewed. Any information which you give will be treated in the strictest confidence by the research team at the Bureau and those carrying out the survey on our behalf.

Thank you for your help.

Yours sincerely

Peter H. Shepherd
Senior Research Officer



National Children's Bureau

A Company limited by guarantee, registered in London. Registered Office.

8 Wakley Street Islington London EC1V 7QE

Registration No. 932711

01-278 9441

Autumn 1981

NATIONAL CHILD DEVELOPMENT STUDY IV

MEDICAL CONSENT FORM

SERIAL NUMBER

--	--	--	--	--	--	--

TO: ALL HOSPITALS/DOCTORS CONCERNED

I have been interviewed as part of the National Child Development Study in 1981.

During the course of this interview I gave details of medical consultations hospital attendance since age 16, including the name and address of each doctor or hospital.

I understand that the National Children's Bureau may wish to obtain further information about my contact with each doctor or hospital. I give permission for you to release the information requested by the Bureau.

I have been assured that all the information will be treated in the strictest confidence. None of it will be released outside the National Children's Bureau except in the form of a summary report. Neither will my name or address be identified with the results in any way.

Signature _____

Name in Capitals _____

Full Address _____

Date _____ / _____ / 81

SHOWCARDS

SHOWCARD A

- | | |
|---|-------------------------------|
| 1. APPROACHED EMPLOYER DIRECT | 7. FROM AN ADVERTISEMENT |
| 2. THROUGH A JOBCENTRE OR
EMPLOYMENT OFFICE | 8. THROUGH A TRADE UNION |
| 3. THROUGH PROFESSIONAL AND
EXECUTIVE RECRUITMENT - PER | 9. APPROACHED BY AN EMPLOYER |
| 4. THROUGH THE CAREERS OFFICE
OR YOUTH EMPLOYMENT OFFICE | 10. I WORKED THERE BEFORE |
| 5. THROUGH COLLEGE CAREERS OFFICE | 11. PRIVATE EMPLOYMENT AGENCY |
| 6. FROM A FRIEND OR RELATIVE | 12. ANOTHER WAY |
-

SHOWCARD B

VERY SATISFIED

SATISFIED

NEITHER SATISFIED NOR DISSATISFIED

DISSATISFIED

VERY DISSATISFIED

SHOWCARD D

1. FULL TIME COURSE
2. SANDWICH COURSE OR COURSE INCLUDING
WORK EXPERIENCE
3. OPEN UNIVERSITY COURSE
4. CORRESPONDENCE COURSE
5. EVENING COURSE IN YOUR OWN TIME
6. PART TIME OR WEEKEND COURSE
7. SOME OTHER TYPE OF COURSE

SHOWCARD C

NCDS IV

CSE, GCE 'O' and 'A' LEVEL, SCE 'O' and 'H' GRADES

- 03 CSE
 - 04 GCE 'O' level
 - 05 Certificate of Extended Education (CEE)
 - 06 GCE 'A' level
 - 07 SCE 'O' grade
 - 08 SCE 'H' grade
 - 09 Scottish Leaving Certificate
 - 10 Scottish University Preliminary Exam
-

ROYAL SOCIETY OF ARTS (RSA) AWARDS

- 11 RSA - Stage 1
 - 12 RSA - Stage 2
 - 13 RSA - Stage 3
-

CITY & GUILDS and REGIONAL EXAMINING BOARD CERTIFICATES

- 14 Operative
 - 15 Craft/ Intermediate/ Ordinary/ Part I
 - 16 Advanced/ Final/ Part II or III
 - 17 Full Technological (FTC)
 - 18 Insignia Award in Technology (CGIA)
-

JOINT INDUSTRY BOARD (JIB), NATIONAL JOINT COUNCIL (NJC) and OTHER AWARDS

- 19 JIB/ NJC or other Craft/ Technician Certificate
-

NATIONAL DIPLOMAS AND CERTIFICATES

- 20 ONC/ OND (or SNC/ SND)
 - 21 HNC/ HND (or SHNC/ SHND)
-

TECHNICIAN and BUSINESS EDUCATION COUNCIL AWARDS

- 22 TEC/ BEC (or SCOTEC/ SCOTBEC) Certificate or Diploma
 - 23 TEC/ BEC (or SCOTEC/ SCOTBEC) Higher or Higher National Certificate or Diploma
-

OTHER TECHNICAL or BUSINESS QUALIFICATIONS

- 01 Other technical or business qualifications - including HGV, PSV, etc
-

PROFESSIONAL QUALIFICATIONS - including NURSING

- 24 Professional qualification - membership awarded by professional institution
 - 25 Nursing qualifications - including Nursery Nursing (NNEB)
-

UNIVERSITY, POLYTECHNIC and CNA A AWARDS

- 26 Polytechnic (or Central Institute) Diploma or Certificate (NOT CNA A VALIDATED)
 - 27 University or CNA A Diploma or Certificate - including Dip HE and Teaching Cert.
 - 29 University or CNA A First Degree - including B Ed
 - 30 University or CNA A Post Graduate Diploma
 - 31 University or CNA A Higher Degree - MSc, PhD, etc
-

ANY OTHER QUALIFICATION

SHOWCARD E

- | | |
|--|-----------------------------------|
| 1. TECHNICAL COLLEGE | 7. UNIVERSITY/OPEN UNIVERSITY |
| 2. TEACHER TRAINING COLLEGE
OR COLLEGE OF EDUCATION | 8. SCHOOL OR 6TH FORM COLLEGE |
| 3. FURTHER EDUCATION COLLEGE | 9. ADULT EDUCATION CENTRE |
| 4. TERTIARY COLLEGE | 10. GOVERNMENT SKILL CENTRE |
| 5. INSTITUTE OF HIGHER EDUCATION | 11. PRIVATE OR COMMERCIAL COLLEGE |
| 6. POLYTECHNIC OR CENTRAL INSTITUTE | 12. OTHER |
-

SHOWCARD F

9. FULL TIME TOPS COURSE
1. OTHER FULL TIME COURSE
2. SANDWICH COURSE OR COURSE WITH WORK EXPERIENCE
3. OPEN UNIVERSITY COURSE
4. CORRESPONDENCE COURSE
5. EVENING COURSE IN YOUR OWN TIME
6. PART TIME OR WEEKEND COURSE
7. SOME OTHER TYPE OF COURSE
-

SHOWCARD G

- JCP - JOB CREATION PROGRAMME
- STEP - SPECIAL TEMPORARY
EMPLOYMENT PROGRAMME
- CEP - COMMUNITY ENTERPRISE
PROGRAMME
- WEP - WORK EXPERIENCE PROGRAMME
- COMMUNITY INDUSTRY

SHOWCARD H

- | | |
|--|---|
| 1. CONVENIENT HOURS AND CONDITIONS | 8. NOT TOO MUCH RESPONSIBILITY AT FIRST |
| 2. VARIETY | 9. JOB SECURITY |
| 3. CHANCE OF PROMOTION | 10. WORKING WITH YOUR HANDS |
| 4. THE CHANCE OF BEING IN CHARGE OF OTHER PEOPLE | 11. THE NEED TO USE YOUR HEAD/ TO THINK |
| 5. THE CHANCE TO BE YOUR OWN BOSS | 12. OUTDOOR WORK |
| 6. A CLEAN JOB | 13. GOOD PAY |
| 7. THE OPPORTUNITY OF HELPING OTHERS | 14. A FRIENDLY PLACE TO WORK |
-

SHOWCARD I

I STRONGLY AGREE

I AGREE

I NEITHER AGREE NOR DISAGREE

I DISAGREE

I STRONGLY DISAGREE

SHOWCARD J

- | | |
|--|--|
| 1. TEACHER AT SCHOOL | 6. CAREERS ADVICE AT A GOVERNMENT SKILL CENTRE |
| 2. OFFICER OF THE GOVERNMENT CAREERS SERVICE OR YOUTH EMPLOYMENT SERVICE <u>VISITING YOUR SCHOOL</u> | 7. PRIVATE CAREERS CONSULTANT |
| 3. OFFICER OF THE GOVERNMENT CAREERS SERVICE OR YOUTH EMPLOYMENT SERVICE <u>OUTSIDE SCHOOL</u> | 8. PERSONNEL MANAGER AT WORK |
| 4. COLLEGE OR UNIVERSITY CAREERS SERVICE | 9. INFORMAL ADVICE FROM YOUR FAMILY OR FRIENDS |
| 5. CAREERS CONSULTANT AT THE JOBCENTRE INCLUDING OCCUPATIONAL GUIDANCE UNIT | 10. SOME OTHER FORM OF ADVICE |

SHOWCARD K

<u>No.</u>	
1	WITHDRAWAL, BEING CAREFUL
2	SHEATH/CONDOM/DUREX/FRENCH LETTER
3	SAFE PERIOD/RHYTHM METHOD
4	GOING WITHOUT SEXUAL INTERCOURSE
5	CAP/DIAPHRAGM/DUTCH CAP
6	PILL
7	COIL/LOOP/IUD
8	FOAM/JELLY/CREAM
9	BIRTH CONTROL INJECTION
10	HAVE HAD A VASECTOMY/HUSBAND OR PARTNER HAS HAD A VASECTOMY
11	HAVE BEEN STERILISED/WIFE OR PARTNER HAS BEEN STERILISED
12	SOMETHING ELSE
13	DO NOT USE ANY METHOD AT THE MOMENT - TRYING TO HAVE A CHILD
14	NEVER USE ANY METHOD

SHOWCARD L

LIVING WITH PARENTS

SHARING WITH FRIENDS OR RELATIVES

LODGING OR BOARDING IN SOMEONE'S HOME:

- WITH MEAL(S) PROVIDED
 - WITH NO MEALS PROVIDED
-

SHOWCARD M

<u>CODE</u>	
01	BUILDING SOCIETY MORTGAGE/LOAN
02	BANK MORTGAGE/LOAN
03	LOCAL AUTHORITY MORTGAGE/LOAN
04	INSURANCE COMPANY MORTGAGE/LOAN
05	FINANCE COMPANY MORTGAGE/LOAN
06	PRIVATE LOAN FROM PARENTS
07	OTHER PRIVATE LOAN
08	GIFT
09	SALE OF PREVIOUS PROPERTY
10	GOVERNMENT HOMELoAN SCHEME
11	SAVINGS
12	ANOTHER WAY

SHOWCARD N

1. VERY SATISFIED
 2. SATISFIED
 3. NEITHER SATISFIED NOR DISSATISFIED
 4. DISSATISFIED
 5. VERY DISSATISFIED
-

SHOWCARD O

CODE

- 1 TO GET MARRIED OR TO LIVE AS MARRIED
 - 2 TO SET UP HOME ON OWN
 - 3 TO UNDERTAKE AN EDUCATIONAL OR TRAINING COURSE
 - 4 TO TAKE UP A JOB OR LOOK FOR WORK
 - 5 WANTED TO LEAVE BECAUSE OF FRICTION AT HOME
 - 6 WAS ASKED TO LEAVE BECAUSE OF FRICTION AT HOME
 - 7 NO LONGER ALLOWED TO STAY THERE
 - 9 ANOTHER REASON (PLEASE EXPLAIN TO THE INTERVIEWER)
-

SHOWCARD P

<u>CODE</u>	<u>STATE BENEFITS OR ALLOWANCES</u>
01	UNEMPLOYMENT BENEFIT
02	SUPPLEMENTARY BENEFIT
03	UNEMPLOYMENT BENEFIT AND SUPPLEMENTARY BENEFIT <u>COMBINED IN ONE PAYMENT</u>
04	SICKNESS BENEFIT
05	INVALIDITY BENEFIT
06	INDUSTRIAL INJURY BENEFIT/PENSION
07	ATTENDANCE ALLOWANCE
08	NON-CONTRIBUTORY INVALIDITY PENSION
09	MOBILITY ALLOWANCE
10	FAMILY INCOME SUPPLEMENT
11	CHILD BENEFIT
12	CHILD BENEFIT INCREASE/ONE PARENT BENEFIT
13	MATERNITY ALLOWANCE
14	ANY OTHER STATE BENEFIT OR ALLOWANCE (PLEASE EXPLAIN TO THE INTERVIEWER)

SHOWCARD Q

OTHER SOURCES OF INCOME APART FROM WORK

CODE

- 01 EDUCATIONAL GRANT/STUDENTSHIP OR WORK TRAINING GRANT
 - 02 PENSION FROM FORMER EMPLOYER
 - 03 INCOME FROM TRADE UNION, FIRENDLY SOCIETY OR CHARITABLE ORGANISATION
 - 04 MAINTENANCE ALLOWANCE OR OTHER REGULAR PAYMENTS FROM A FORMER HUSBAND OR WIFE
 - 05 REGULAR CASH HELP FROM PARENTS
 - 06 REGULAR CASH HELP FROM OTHER RELATIVES OR FRIENDS OUTSIDE THE HOUSEHOLD
 - 07 RENT FROM BOARDERS, LODGERS OR SUB-TENANTS
 - 08 OTHER INCOME FROM ORGANISATIONS, RELATIVES OR FRIENDS OUTSIDE THE HOUSEHOLD (PLEASE EXPLAIN TO THE INTERVIEWER)
 - 09 ANNUITY PAYMENTS
 - 10 PAYMENTS FROM A TRUST FUND
-

SHOWCARD R

SAVINGS

CODE

- 11 BUILDING SOCIETY
 - 12 NATIONAL SAVINGS CERTIFICATES
 - 13 POST OFFICE SAVINGS BANK
 - 14 BANK DEPOSIT OR SAVINGS ACCOUNT
 - 15 TRUSTEE SAVINGS BANK/SAVINGS ACCOUNT
 - 16 GOVERNMENT SAVE AS YOU EARN (SAYE) SCHEME
 - 17 PREMIUM BONDS
 - 18 ANY OTHER SAVINGS (PLEASE EXPLAIN TO THE INTERVIEWER)
-

SHOWCARD S

INVESTMENTS

CODE

- 21 COMPANY SHARES OR SECURITIES
- 22 UNIT TRUSTS OR INVESTMENT TRUSTS
- 23 GOVERNMENT STOCKS AND SECURITIES
- 24 LOCAL AUTHORITY BONDS AND SECURITIES
- 25 PROPERTY (BRICKS AND MORTAR) OTHER THAN MAIN RESIDENCE
- 26 ANY OTHER INVESTMENTS (PLEASE EXPLAIN TO THE INTERVIEWER)

SHOWCARD T

MY CONDITION MEANS THAT:

I have no difficulty doing it

I have some difficulty doing it

I have a great deal of difficulty doing it

I can't do it at all

SHOWCARD U

TYPE OF ACCIDENT

1. ROAD ACCIDENT AS PEDESTRIAN
 2. ROAD ACCIDENT AS DRIVER/PASSENGER IN MOTOR VEHICLE/PEDAL CYCLE ETC.
 3. ACCIDENT AT WORK
 4. ACCIDENT AT HOME
 5. SPORTS ACCIDENT
 6. OTHER KIND OF ACCIDENT
-

SHOWCARD V

IN THE PAST 4 WEEKS

5 TIMES A WEEK OR MORE OFTEN

3 OR 4 TIMES A WEEK

ONCE OR TWICE A WEEK

2 OR 3 TIMES IN THE LAST 4 WEEKS

ONCE IN THE LAST 4 WEEKS

NOT AT ALL IN THE LAST 4 WEEKS

SHOWCARD W

RAISING MONEY FOR A GOOD CAUSE

GIVING DIRECT HELP OR ADVICE TO SOMEONE

e.g. the sick or handicapped

elderly people

youth clubs, play groups, guides and scouts

alcoholics, drug addicts, vagrants

adult illiterates

ASSISTING PUBLIC SERVICES

e.g. hospitals, schools

the police

working as a JP or a school governor

IMPROVING THE ENVIRONMENT

e.g. building a playground

clearing a canal

GIVING PROFESSIONAL SERVICES FREE OF CHARGE

e.g. electrician, plumber

lawyer, doctor, teacher

WORKING FOR COMMUNITY GROUPS OR PRESSURE GROUPS

e.g. local residents' or community groups

women's groups

prison reform

SERVING ON A VOLUNTARY COMMITTEE

HELPING TO ORGANISE ANY OF THESE ACTIVITIES

SHOWCARD X

YOUTH CLUB

YOUTH COUNCIL

YOUTH ORGANISATION (e.g. Scouts, Guides, Church
or other religious youth group)

SHOWCARD Y

WOULD BE MOST LIKELY TO:

VOTE CONSERVATIVE

VOTE LABOUR

VOTE LIBERAL

VOTE SOCIAL DEMOCRAT

VOTE WELSH NATIONALIST

VOTE SCOTTISH NATIONALIST

VOTE NATIONAL FRONT

VOTE COMMUNIST

VOTE SOCIALIST WORKERS PARTY

VOTE WORKERS REVOLUTIONARY PARTY

VOTE FOR SOME OTHER CANDIDATE

SPOIL THE BALLOT PAPER

WOULD NOT VOTE

INTERVIEWER INSTRUCTIONS

NATIONAL CHILD DEVELOPMENT STUDY IV

INTERVIEWER INSTRUCTIONS

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1. SURVEY BACKGROUND

The survey is officially known as the National Child Development Study, Stage 4, or NCDS IV. It is being sponsored by several government departments, and conducted by the National Children's Bureau (a charity).

NCDS dates back to 1958 when a special study of perinatal mortality - children who die within a few weeks of birth - was carried out by the National Birthday Trust. They took as a sample all the children born during the week of March 3rd-9th 1958, and monitored their development over the first weeks of their lives. When the children in the sample were seven a follow-up study was carried out, this time by the Children's Bureau, and a further follow-up took place four years later. The children's progress at school was measured, as were their health and physical development. A third follow-up took place when the sample members were 16, and apart from a few special groups, that was the last time they were interviewed in the study.

To take the study a stage further, the Bureau is going back to all the sample members, now aged 23, to see how their background and schooling have affected their early years of adult life. In total there are just over 16,000 members of the sample including some who moved to this country before they were 16, and they are spread over the whole country.

2. SUMMARY OF SURVEY PROCEDURES

It is important to bear in mind on this survey that your tasks will involve detective work, in tracking down some respondents, as well as the usual interviewing tasks.

You will be expected to:

1. TRACE THE RESPONDENT

You will have an address for each sample member. Most of these addresses are up-to-date and were checked out last autumn. But with a sample of 16,000, there will be a substantial number of sample members who are no longer living at the last address the Children's Bureau has for them.

It is vital that we do succeed in tracing the sample members. Each time the sample members are followed up, a small number cannot be traced. These people are irreplaceable. The essence of a 'follow-up' is that exactly the same people are interviewed at each stage, so we really need your help in ensuring that none of the sample are lost in this round, and better still that we find some of those lost in earlier rounds!

Details of how you go about tracing are given later in these notes.

2. CONTACT THE RESPONDENT AND ARRANGE THE INTERVIEW

The members of the sample are generally aware of the importance of the study, and of the unique role each one of them plays in it. This means that they are usually very keen to be involved in the study, and will be much more prepared to give up their time to be interviewed than a respondent on a normal survey. Once you have succeeded in locating a sample member, you will almost certainly get an interview.

Again, we must stress the irreplaceability of the sample members. Make every effort to ensure that the sample member does agree to be interviewed, and bear in mind, during all your contacts with the respondent (and during the interview), that a further follow-up may be conducted in the future and that it is vital that the respondent is left feeling co-operative towards the study. We will, in fact, be sending from the office a 'thank you' letter to all those you interview.

Information on introducing the survey and contacting respondents is given later in these notes.

3. COMPLETE A DIARY

You will be asked to complete a diary, with the aid of the respondent, which maps out what has happened to the respondent since leaving school.

The purpose of the diary is both to assist you in setting the scene for the questionnaire, and also to give us valuable and detailed information on the respondent's main activities (eg. jobs, education since leaving school etc.)

4. COMPLETE THE QUESTIONNAIRE

The interview will last about 1½ hours and will cover a wide range of topics. On the pilot surveys, we found that respondents found the topics interesting and enjoyed taking part in the interview.

3. SURVEY DOCUMENT SUMMARY

The list below gives all the documents you will use during the course of this survey. A description of how to use each document is given later in these notes.

- * Questionnaire
- * Diary
- * Consent Form
- * Cards A-Y
- * Introductory Letter
- * 'Your Story' Booklet
- * Sample Labels
- * Sample List
- * Contact/Record Sheet
- * 'Moved' Respondent Sample Sheet
- * Change of address letter (green)
- * 'My New Address' form
- * These instructions

4. INFORMING THE POLICE

It is very important that you notify the police before starting work in any sampling area by calling at the nearest police station in that area. Tell them what the survey is about, give them a copy of the introductory letter for respondents, and explain how long you will be working in the area. Then present your identity card and leave your name and home telephone number. If you have a car, give details including the registration number. Ensure that all the details you have given are recorded in the day book at the station desk if that station has one. Make a note of the name of the officer to whom you speak and the date of your call so that in the event of any query or complaint to the police, you are fully covered. It is reassuring for suspicious informants to be told that the police know about you and about the survey, and that they can check with the police station.

YOU MUST NOT START WORK UNTIL YOU HAVE DONE THIS.

5. THE SAMPLE AND SAMPLE LABELS

THE SAMPLE

The names and addresses of cohort members are stored on computer. At the start of the survey the computer will print out for each interviewer the names and addresses of those cohort members he or she is being asked to cover. Each interviewer will be given this information in two forms:

- * a complete list of the names and addresses of all respondents in her quota;
- * a set of peel-off adhesive labels for transferring to survey documents.

SAMPLE LIST

On this list are the names and addresses of all the people in your quotas that you are required to interview. This list is to help you keep an account of all the calls and appointments you make and to note the final outcome for each respondent as far as you are concerned. When you have completed a quota of respondents, return the list to the office with your final batch of Contact Sheets (see page 27). This can be used to check out any queries that might arise later.

You should make a note beside each name and address of whether you attempted to make contact with the respondent by telephone, personal call, or letter.

IDENTITY CODE (CHECK LETTER)

Every respondent is uniquely identified by a 6-digit Identity Code followed by a Check Letter (eg 201653G). It is this code that links all the information that has been collected about the respondent from birth to the present day. It is, therefore, essential that it is correctly recorded on all documents.

You will be given for each respondent a set of pre-printed labels bearing his or her Identity Code. These will be transferred to the main survey documents, thus helping to avoid possible clerical error during transfer. However, there will be times when we ask you to write out the Identity Code. Whenever you do this, please be very careful to check that you have entered it correctly. For example,

201653

G

The Check Letter is important also. This is part of a computerised checking system to ensure that the correct identity code is recorded.

SAMPLE LABELS

Three different labels will be produced for each respondent, and each has to be transferred by the interviewer to a particular survey document. It is very important that the right labels are transferred to the right place. They have been designed to minimise the extent to which wrong Identity Codes are given to a respondent and to provide you, the interviewer, with information to help you contact that respondent.

The labels are printed out in rows and are given the following titles:

Name and Address	Label 2	Label 3
------------------	---------	---------

1. Name and Address Label

Before you start to make contact with the respondent this name and address label must be placed in the Address 1 box on the first page of the yellow Contact Sheet.

This label contains: Interviewer Identity Number
Respondent Identity Code and Check Letter
Respondent's Name and Address

2. Label 2

Before you start to make contact with the respondent Label 2 must be placed in the box in the top right-hand corner of the first page of the green Record Sheet. This label contains:

- (i) Respondent Identity Code and Check Letter
- (ii) Address Status
- (iii) Month/Year of Address Status
- (iv) Marital Status of Respondent
- (v) Respondent's Surname at 16

Rows (ii) and (iii) tell you how 'good' is the address that you have been given. Row (ii) tells you what the National Children's Bureau knows about the address you have been given.

For example:

Confirmed	- respondent lived at this address in September 1980.
Parents	- the respondent's parents address.
Temporary Address	- known to be a temporary address only.
Gone away/Empty	- returned by the GPO to this effect.
Demolished	- ditto.
Forces	- a forces address.
Refused	- respondent, or someone else on his/her behalf, has indicated that they do not wish to be interviewed.
Untraced/ Unconfirmed	- no information about the respondent and where he/she lives.

Row (iii) tells you when the Bureau established the status of the address.

Rows (iv) and (v) may help you to find the respondent if he or she is not at the address you have been given.

3. Label 3

Before you try to make contact with the respondent Label 3 should be pinned (still stuck to the backing) to the first page of Contact/Record Sheet. This label contains two identity numbers and check codes. Immediately before you start an interview you should divide this label in two. The right-hand side is headed 'Q'aire' and is to go on the front page of the questionnaire. The part of the label headed 'Diary' is to go on the front page of the diary.

MOVED RESPONDENT SAMPLE SHEET

During the fieldwork interviewers outside your area may discover that respondents have moved to an address within your area. When this happens, you will be sent a pink MOVED RESPONDENT Sample Sheet from the office, giving the Identity Codes, names and addresses of respondents to be contacted. For each respondent you will also receive a Contact/Record Sheet which has been filled out by the previous interviewer. You should continue to use these same Contact/Record Sheets as if the respondents had been included in your original sample. The outcome of all calls should be summarised on the Moved Respondent Sample Sheet.

6. TRACING

Your starting point for tracing each respondent is the address you have been given. It is likely that in most instances you will find the respondent living at that address (see Contacting Respondent, page 20). However, tracing respondents who are not resident at the address you are given for them is just as important as obtaining an interview with those that are. You are expected, therefore, to spend as much effort and time as is necessary to obtain a new address for a moved or untraced respondent. If you do not appear to have made a full attempt to do this for a respondent, you will be asked to try again.

Tracing may be necessary for two reasons, because the respondent has moved away from the address you are given or because the address you are given is insufficient to immediately locate it.

We hope that in most such instances you will be able to provide us with the respondent's new address in full. There will, however, be some cases where you can only provide us with clues as to the respondent's whereabouts (eg. "parents have moved to Hull, bought a house there, respondent believed to be at Essex University doing Sociology degree"), and in some cases you may come up with nothing at all.

If you come up with nothing at all after having done everything reasonable, we shall pass the information back to the National Children's Bureau who will then ask the National Health Service if they can trace the respondent as well as following up other possible clues. If you can provide us with some clues, although not a full address, we might ask another interviewer to follow these clues up (such as contacting Essex University) or we may decide to refer the respondent back to the Bureau. You may yourself, of course, be an interviewer who is sent a set of clues and asked to try and find out where the respondent lives.

Overleaf is a check list of the main places and people you should try when trying to obtain a good address for a respondent. This list is far from being a comprehensive list of all possible sources. You should not limit yourself to this list only but use your initiative to follow up any useful ways of getting the information you require.

We wish to know the tenure of the address at which a respondent previously lived as this can be a valuable clue when tracing later.

You should use the front page of the Contact Sheet (see page 12) to record all your attempts at tracing a respondent and for recording a new address, where one is obtained.

TRACING CHECK LIST

IF YOU ARE GIVEN AN INCOMPLETE ADDRESS, HAVE YOU:

- * checked with the post office to get a full address
- * checked in local directories
- * checked in telephone directories

IF YOU CANNOT FIND THE ADDRESS, HAVE YOU:

- * checked the telephone directory
- * looked in local street guides
- * consulted the post office
- * consulted the police
- * asked local shops, such as a newsagent
- * checked at the local library

IF THE RESPONDENT HAS MOVED OR YOU HAVE ESTABLISHED BEYOND REASONABLE DOUBT THAT THE RESPONDENT NEVER LIVED AT THE ADDRESS, HAVE YOU DONE THE FOLLOWING:

- * asked the present occupants for the respondent's whereabouts
- * asked the neighbours
- * followed up any local friends/relatives you are told might be able to help
- * noted the tenure of the address the respondent no longer lives at
- * followed up any other useful leads

7. FOLLOWING UP RESPONDENTS

During your tracing efforts you could find that you need to travel some distance when following up new addresses or leads.

When you are given a new address to try for the respondent you should first check that it is in your sample area.

Your sample area is: the geographical area delimited by the postal districts given for the respondents on your Sample List.

NEW ADDRESS FOR A RESPONDENT

Should you obtain a new address for a respondent, record it as a new address on the Contact Sheet (see page 12 of these notes). Then follow the rules below:

- a) Address lies within your sample area or 5 miles of your home, if you live in the city, or 10 miles of your home, if you live elsewhere

You should follow the respondent to this address and attempt to interview him or her. No references to the office should be made.

- b) Address lies outside of area at a) but within 20 miles of your home

You should telephone your Supervisor/Field Controller and ask whether or not you should tackle this address.

If she decides that it should be done by another interviewer, you should return the Contact/Record Sheet to the office for reallocation.

If she would like you to follow it up, she will ask you to do so.

Please do not return such addresses to the office without having made this telephone check.

- c) Address lies outside your sample area and 20 miles or more away from your home

Return the Contact/Record Sheet to the office for reallocation.

- d) Address is outside England, Wales and Scotland area

Return the Contact/Record Sheet to the office.

ADDRESSES OF RELATIVES OR FRIENDS

If you are given an address of a relative or friend of the respondent who is likely to know the respondent's present whereabouts, you should deal with it as explained below.

- a) Address lies within your sample area or 5 miles of your home, if you live in a city, or 10 miles of your home, if you live elsewhere

You should not treat such an address as a new address. It should be tackled as part of your normal tracing work in establishing the respondent's present whereabouts. You should make contact with that person by telephone or by a personal visit.

Record the person's address in the space to the right of the sample address (noting as well the relationship of that person to the respondent). You will not be eligible for a second Contact Fee for any such addresses you have to follow up.

- b) Address lies outside of area at a) but within 20 miles of your home

The first thing you should do is to attempt to make a telephone call to the person concerned in order to establish a new address for the respondent. If you then obtain a new address for the respondent, enter this on the Contact/Record Sheet and follow it up yourself or return it to the office following the rules given on page 9. If the person does not know the respondent's address continue tracing, if at all possible, or if not possible, return it to the office.

If, however, you are unable to establish a telephone number for this person or cannot get a reply, having tried several times, you should then speak to your Supervisor/Field Controller to ascertain whether or not you should make a personal visit to the address. Make sure that, if you are told to return it to the office, you have clearly stated on the Contact/Record Sheet whose address it is.

If you are asked to visit that address, you should enter it as a new address on your Contact Sheet.

- c) Address 20 miles or more away from your home

Enter this as a new address on the Contact/Record Sheet. Make sure you clearly state on your Contact Sheet notes whose address it is.

Return the Contact/Record Sheet to the office.

FORWARDING ADDRESS NOT GIVEN TO YOU

If you call at an address and find that the respondent has moved to a new address which the occupier refuses to divulge to you please ask them to forward a letter on your behalf (see page 25). If possible try to persuade the occupier to make contact with the respondent by phone.

8. CONTACT AND RECORD SHEETS

The yellow Contact Sheet and the green Record Sheet are stapled together. There is one Contact/Record Sheet for each respondent, regardless of whether he or she is eventually interviewed. You have already placed Label 1 (Name and Address) on the first page of the yellow Contact Sheet and Label 2 on the first page of the green Record Sheet before you started to contact each respondent in your quota.

It is very important that you take care to complete all the Contact/Record Sheets carefully and fully. Another interviewer may have to work from these documents and the Bureau and Office will need all the information you have about each respondent. Therefore, it is important to make sure that someone unfamiliar with your handwriting can read all the entries you make. Instructions on how to fill in the Contact/Record Sheets are given below.

THE YELLOW CONTACT SHEET

(a) Page 1 of Contact/Record Sheet

This sheet contains confidential information, (eg. name and address, previous addresses, how the respondent may be traced). Whenever an interview is obtained this sheet will be detached from the green Record Sheet and sent back separately to the Office (see Returning Work to the Office, page 27).

The first page of this sheet is divided into four sections, providing room for up to four addresses and any information you obtain at each address. For example, if a call at Address 1 (on the Name and Address Label) reveals that the respondent has moved away and you are given a new address, the new address will be recorded as Address 2, and so on.

You may find that the address printed on the Name and Address Label which you have on this page contains errors (eg. the name of the respondent, street or town is incorrectly spelt) or part of the address is missing. If so, correct the Address Label and draw attention to your correction with an X beside it in the left-hand column. The office can then amend their records when you return the Contact Sheets. Make corrections by striking through errors lightly and entering the correction above the error.

When you call at each address on the first page of the Contact Sheet you should summarise the final outcome of your call under the heading 'Outcome' below each address. The final outcome is the stage you have reached when (a) you have obtained a full or partial interview with the respondent, or (b) you have fully completed all attempts to contact the respondent at that address (see Tracing and Following Up Respondents). You will find the Outcome Codes you should enter in the 'Outcome' boxes in the left-hand column of the first page of the green Record Sheet. DO NOT ring the Outcome Codes on that page.

Explanations of each Outcome Code, and examples of the situations you may find are given below.

Outcome Code for a Productive Interview

A - Ring this code if you interviewed the respondent at an address, regardless of whether it was a full or partial interview. Then complete the right-hand column of the first page of the green Record Sheet (see page 16).

Outcome Codes for Unproductive Outcomes

Moved/No Trace Outcome

The first set of Outcome Code boxes is labelled 'Moved/No Trace'. A code should be entered in these boxes in these instances where a respondent cannot be interviewed at the address because he has moved away, he never lived there, there is no evidence he ever lived there, or there is no trace of the address having existed. These are the Outcome Codes 03-09 listed on the Record Sheet.

If you enter one of these codes, you must give a full explanation in the right-hand column of all the tracing attempts you made to find a new address for the respondent (or to find the address at all), who you spoke to, any useful leads given to you and so on.

If you are given a new address for the respondent, you should record this address in full in the address space below the address you have been tackling. Thus, if you have been tackling Address 1 and obtain a new address for the respondent, record this new address under Address 2.

It is possible that when you call at the address given to you you will find that the respondent has never lived at that address. It is quite likely that this will be because there has been some error in recording the address for the respondent. You may well discover that the respondent lives close by in another and very similar address (you must always, of course, do your tracing to find out if this is the case or not). If the address error is obviously a clerical transfer error and the correct address is still within your Sample Area, you should simply alter the address on the Contact Sheet (indicating that you have done this by an X in the margin) and then follow the respondent to that address. Should, however, the address be further afield you should treat it as a new address.

Code

03 - use this code if you ascertain from the present occupants or from neighbours that the respondent no longer lives at the address. If you obtain the information from neighbours because you cannot make contact at the address itself, you must use this code only if you are certain they know what they are talking about. If the neighbours have doubts, or you doubt their information, use code 12 instead (see below). Code 03 only applies if the address is occupied.

04 - use this code if the address is occupied but information provided by the present occupants makes it look very likely that the respondent never lived at the address. For example, if the information given to you on Label 2 (at the top of the Record Sheet), states that the last time contact was made with the respondent at that address was in 1974, but the present occupants have lived there since, say, 1968, then it is likely that there is something wrong with the address you have been given.

Should you come across such instances you must, of course, do all necessary tracing.

05 - as described on Record Sheet.

06 - this code applies in those cases where you can find no trace of the address but local informants tell you that it has been demolished.

07 - as described on Record Sheet.

08 - use this code when you find the address you have been given is insufficient to allow you to locate the address. If you are able to ascertain what the full address should be, alter the name and address label on the Contact Sheet to show the full address and attempt to interview at it. You should not record this as a new address (unless the address you find for the respondent is a completely different one).

09 - only use this code if you can find no trace of the address and no-one you ask (including the post office/newsagent) is able to provide any information as to its previous existence. If the address has been demolished use code 06.

Other Unproductive Outcome

If the reason you are unable to interview the respondent at an address is covered by one of the Outcome Codes 10-23 listed on the Record Sheet, you should enter the appropriate code in the second of the two sets of Outcome Code boxes beneath the address. You should also summarise all that happened in your attempts to obtain an interview at the address. If, for instance, the respondent is away on holiday or in hospital and will not be back home until after the last date you have been given to complete your interviews, give his or her expected date of return.

Code 10

Use if you discover that the respondent is dead.

Codes 11, 12, 13

These codes cover the situation where you cannot tell us whether or not the respondent lives at the address. This could be because you are unable to make contact at the address after 5 or more visits. You should then try to ascertain the situation from neighbours and so forth. If you learn that the respondent definitely lives at the address, use Code 11. If you learn that the respondent has definitely moved from the address, use Code 03. If you are unable to learn anything about the respondent or are unsure as to whether or not he or she lives at the address, use Code 12 (your summary in the right-hand column of page 1 of the Contact Sheet should include a description of what you have done and what little, if anything, you have learned).

Should you be unable to ascertain whether or not the respondent lives at the address because someone at the address refused to disclose this information, then you should use Code 13. Should you learn that the respondent does live there but are refused access to him or her, use Code 17 or 18 instead.

Codes 14-23

Use one of these codes when you know the respondent lives at the address but you are unable to carry out an interviewing with him or her.

Code

- 14 - use this code if the address is a private home.
- 15 - use this code if the address is an institution of any kind, including a residential hostel such as a YMCA.
- 16 - only use if it is the respondent himself who refused to be interviewed.
- 17/ 18 - use these codes if someone other than respondent refused you the interview. This could be by denying you access to the respondent or because they are acting on behalf of the respondent. Distinguish between refusals made by occupants of private homes or those made by persons in an institution of any kind.
- 19 - as described in Record Sheet.
- 20 - only use this code if you are unable to interview the respondent for this reason because he or she is ill throughout the whole of the period you are given to conduct your work in.
- 21 - record on the Contact Sheet the respondent's expected date of return. You should, of course, attempt the interview yourself on his or her return if it is within your work period.

- 22 - use this code if the respondent is not capable of being interviewed. You should give a full explanation of why this is on the Contact Sheet. Remember that if you come across a respondent with mental problems, you should follow the routine detailed on page 22 of these notes.
- 23 - if you cannot fit the reason why you did not conduct an interview into any of the other categories, use this code. But give a full explanation on the Contact Sheet.

(b) Page 2 of Contact/Record Sheet

This page forms part of the questionnaire and is the last thing you will do during an interview.

- I. This provides the National Children's Bureau with an up-to-date record of the respondent's present normal address. It is laid out to allow a punch-card operator to transfer it directly to punched card. So please make your entries in capital letters and neatly.

The address recorded here MUST be the respondent's present normal address as defined on page 44 of the questionnaire. You should enter this address even if the respondent is about to move or knows he cannot be easily contacted at the address. The Bureau will be using this information to classify current addresses into type of areas and so the present normal address is essential.

Should your respondent wish to notify the Bureau of an address he knows he is going to move to or feels that a parent's address would provide a better address for making future contacts with him, ask him to complete the back page of 'Your Story'. Enter on this his Identity Code and Check Letter and clip the page to the Contact Sheet. This information will then be recorded for the respondent by the Bureau.

When recording name and address at I and at IV you should leave a space between each word and record each element of the address on a different row. Enter the name of the town in the row labelled 'Town', the County in the row labelled 'County' and the Postcode in the row labelled 'Postcode'. For example:

[illegible]

Only record the postcode in the boxes if the respondent is sure of it. Otherwise write in what he thinks it is in the space to the right of the boxes.

THE GREEN RECORD SHEET

(a) Page 3 of Contact/Record Sheet

The left-hand column of this page is purely for reference when completing Outcome Codes on the Contact Sheet. Never ring a code here.

If you have ringed Code A on the first page of the yellow Contact Sheet and summarised the outcome at the address you should then complete the right-hand column A-H on this page.

- A. Ring Code 01 if you obtain a full interview. Ring Code 02 if your respondent, for any reason, did not give you a full interview.

If the only missing pieces of information are refused questions or part sections (such as income questions), count this as a full interview. A partial interview is where you are unable to complete the interview because the respondent becomes bored or has to go out and you cannot fix an appointment to come back and complete the questionnaire.

- B. If the pre-printed Name and Address label correctly gives both:
- * the respondent's present name
 - * the respondent's present normal address

ring Code 1.

If there have been any changes to either, that is you have had to amend the label because of errors or you interviewed the respondent at another address, ring Code 2.

Ignore Code 3.

- C. Enter here all the addresses recorded on page 1 of the Contact Sheet. Look down that page and enter the number of the last address entered on that page (ie. if the last entered address is Address 3, enter 3).
- D. Enter here the date on which you made the interview. If the interview took place on two separate occasions, enter the last time you saw the respondent.
- E. Calculate in minutes how long your interview took. You should have recorded on page 1 of the questionnaire the time at which you started asking the questionnaire and on page 2 of the Contact Sheet the time you completed the interview. Do not add on any time you spent contacting the respondent, establishing yourself on the doorstep or any time you spend with the respondent after the interview was completed. We want to know the length of the actual questionnaire.
- F. Ring a code to show how you made your first contact with the respondent. Do not include making contact with other people at the address.
- G. If you carry out the interview in one session ring Code 1. Otherwise ring Code 2.
- H. Ring Code 2 if the respondent needed to be helped by another person when answering the questionnaire. Do not use this code in situations where spouses, relatives or friends keep chipping in unnecessarily or are referred to by the respondent to check a date or to ascertain information like income or inheritances. It would apply where a respondent is mentally backward and tends to get confused so that, say, a parent, has to help him or her understand questions and give meaningful answers.

Ring Code 3 only in those instances where you are instructed by the Bureau to obtain information from someone in loco parentis.

Do NOT complete the OFFICE USE ONLY block at the foot of this column.

(b) Page 4 of Contact/Record Sheet

- I. If you obtain an interview, you should complete this section. Record here any problems you had with the interview. Make a note of all questions or sections the respondent refused to answer, any questions or sections you inadvertently missed during the interview and any questions you had to write notes beside because you were not sure which codes to ring. By doing this we can easily check out any problems and decide what to do about them.

Any other relevant information regarding the interview should be entered here.

- J. An entry in this section should be made after every personal visit you make to an address listed on the Contact Sheet or after every telephone call you make that succeeds in making contact with the respondent's household. Other telephone calls should not be listed here.

It is very important that you remember to keep a running record here. It is from this that we shall summarise the amount of personal visits or successful telephone calls that were made for a respondent.

If you are the first interviewer to tackle this respondent, your first personal visit/successful telephone call will be call number 01. Ring this number. Then enter the number of the address you contacted (enter 1 if it is the one given on the Address Label, 2 if it is Address 2, and so on). Enter the date of that call (eg 2/9/81). Put a tick (✓) to indicate whether the call was a personal visit or a telephone call. Then summarise the outcome of that call (eg. N/R if no reply; Appt made; Refusal; Ill; On holiday, etc). There is no need to go into any further detail. You will be keeping full details on your Sample List or 'Moved Respondent' Sample Sheet. Do the same for all subsequent calls you make, ringing the call number at the head of each column. If you are the second, third, etc interviewer to tackle the respondent, you should carry on where the previous interviewer left off. Thus if the interviewer before you finished her calls at Call Number 03, you start your entries in column headed 04.

Remember to record here the call which obtained you the interview.

- K. If you obtain an interview, before you return it to the office you must sign here to confirm that you have made all the entries required of you on the Contact/Record Sheet and have thoroughly checked the questionnaire.

This section should only be signed, if you are returning a completed questionnaire.

- L. If your interview is supervised, you should make sure the supervisor signs here.

SUMMARY OF HOW TO USE CONTACT/RECORD SHEET

(a) Productive Interview Summary

- i) Ring Code A on page 1 (yellow Contact Sheet). Summarise outcome at address.
- ii) Complete sections A-H on page 3 (green Record Sheet).
- iii) Complete section I on page 4 (green Record Sheet).
- iv) Check that you have made an entry for all your calls, including your last one, at J at page 4 (green Record Sheet).
- v) Put your signature at K on page 4 (green Record Sheet).
- vi) Separate the Record Sheet from the Contact Sheet.
- vii) Pin the Record Sheet securely to the front of the Questionnaire and return to office.
- viii) If you are given the change of address sheet from 'Your Story' and/or you have had the Consent Form signed, pin these documents behind the Contact Sheet. Return the Contact Sheet (and these documents if you need to use them) to the office separately from the questionnaire. It can, however, be returned with other questionnaires.

(b) Unproductive Outcome Summary

- i) Enter appropriate Outcome Code on page 1. Give all relevant information in the space beside the address.
- ii) Check that you have made an entry for all your calls, including your last one, at J on page 4 (green Record Sheet).
- iii) Return the Contact/Record Sheet still stapled together to the office.

9. CONTACTING RESPONDENTS

ESTABLISHING CONTACT

1. Make your initial contact with a respondent by telephone or by a personal visit at the address given on the Contact Sheet. Wherever possible you should attempt to make your first contact by telephone rather than by a visit.

You should be able to find numbers for most respondents in your local telephone directory. But remember that some respondents will be living at home with their parents and their initials will not be listed by their surname in the telephone directory.

If anyone expresses reluctance on the telephone to agree to be interviewed you can always say something like 'let me call on you, explain the survey a bit more and then you can decide whether we can make a date to meet again or not'. If making telephone calls turns out to be a hindrance rather than a help, then use them with discretion.

2. If you find that you are unable to contact the respondent in person, despite repeated phone calls or visits, then write a letter. In your letter explain the purpose of your visit, arrange an appointment or time when you can be contacted by phone, and enclose an introductory letter for the respondent's information.

APPOINTMENTS

If you have to make an appointment with a respondent, confirm this in writing, by using your appointment cards in the usual way if you are an SCPR interviewer, or by writing the date and time on the Bureau's introductory letter if you are an NOP interviewer. Give the respondent your name and phone number in case they need to contact you over the appointment.

INTERVIEWING IN ONE OR TWO SESSIONS

In some instances you may have to split the interview into two separate sessions. If you can, try to avoid doing this, it may help to tell the respondent that the average interview lasts 90 minutes. If you have to split an interview, please give the reason on the green Record Sheet at Section I.

10. WHO TO INTERVIEW AND WHERE

Members of the cohort will be living in a variety of circumstances. Not all will live in a house or flat for example, some will live in residential hostels like the YMCA, others will live in student accommodation, yet others will work in places like hotels where they are provided with a room of their own, others could be in hospital for a long time, a few will be in prison, some could be in a squat and some we know live in army barracks. You should try to interview everyone, regardless of where they live. The only exceptions are cohort members who no longer live in England, Wales, Scotland or the outlying islands.

INTERVIEWING ALONE

Wherever possible you should try to interview the respondent on his or her own. You should, therefore, discourage the presence of other people. The interview is about almost all aspects of someone's life from age 16-23 and there may be parts of the interview that the respondent would rather not answer if others are around. However, we realise that it may not always be possible to interview someone on their own. At one point in the questionnaire we ask you to record the presence of other people during the interview.

WHERE TO INTERVIEW

You may interview a respondent wherever he or she finds it convenient. This could, for instance, be at a parent's home rather than at the respondent's own flat. You should not interview someone at work, in a pub or any other public place.

INSTITUTIONS

Obtaining an interview with someone in an institution may sometimes be difficult. However, if the respondent is in a hostel (eg. YMCA), or a Women's Refuge, you should be able to make direct contact with the respondent, by a visit or telephone call. Sometimes you may need to speak to the warden (or equivalent) before you can do this.

DO NOT attempt to obtain an interview, or seek permission to interview the respondent, if he or she is in:

- (a) a prison
- (b) a hospital
- (c) an Army or RAF camp

If you find a respondent in these circumstances you should refer the problem to the office, who will ask the National Children's Bureau to obtain permission for you to interview the respondent.

If a person in charge of any other sort of institution wishes a formal approach to be made, then refer this back to the office who will ask the National Children's Bureau for their help.

RESPONDENTS WHO ARE KNOWN TO YOU

We do not want you to interview anyone you know personally, such as a friend, a neighbour or the son or daughter of a friend. Refer such cohort members back to the office immediately.

RESPONDENTS NOT CAPABLE OF A STANDARD INTERVIEW

A few of the cohort members will be disabled in some way. If you are told that the respondent will not be able to understand or answer your questions, you should contact the National Children's Bureau and ask for advice on how to proceed. You should telephone:-

(01) 278 9441

and ask to speak to Peter Shepherd. You will be asked to give:

your name
telephone number
times when you can be reached
the Identity Code of the respondent you are telephoning about
a brief description of the problem

Peter, or another member of the NCDS team, will telephone you back.

It is likely that outside of the Bureau's normal office hours you will be asked to leave this message on an answering machine. This is for your benefit so that you can telephone at times convenient to yourself.

You may be asked to ask the respondent just a few questions or to obtain some information from a parent. You should follow the advice given to you.

11. INTRODUCING THE SURVEY

When you introduce the survey you should explain:

a) Who you are and who the survey is for

I work for Social and Community Planning Research/NOP Market Research Ltd. and am carrying out a survey of the National Children's Bureau.

Show your identity card at all addresses and to anyone who asks to see it.

b) What the survey is about

Start by explaining the purpose of the survey:

As you may remember, when you were at school you took part in the National Child Development Study - an important study which has been following the lives of all those who, like yourself, were born between the 3rd and 9th of March 1958.

The reason for this survey is to see how you are getting on as an adult. I want to get a picture of all the things you have done since you left school - for example, when you were working, in education, unemployed, doing housework or something else.

This explanation is given on the front page of the questionnaire.

12. INTRODUCTORY LETTER AND 'YOUR STORY' BOOKLET

You will be provided with supplies of an explanatory letter on National Children's Bureau headed paper. This letter must be given to each respondent either before or after the interview. We suggest that you do not, as a general rule, leave the letter in advance of the interview. You may, of course, do so to convince someone of the genuineness of the survey or to record on it an appointment time.

You will also be given supplies of a booklet produced by the Children's Bureau entitled 'Your Story'. This booklet describes the purpose of the National Child Development Study and outlines what has been learned to date from the study. This booklet must be left with each person you interview. It is, in fact, the last thing you are asked to do as part of the actual interview. However, if you make an appointment to call back another time to carry out the interview, you can hand it over in advance.

If your respondent asks for more information about the survey and its purpose, you should use the explanation given in the centre pages of the 'Your Story' booklet. DO NOT hand it over prior to the actual interview or when you are introducing yourself on the doorstep - this could lead to lengthy discussion and you spending a lot of extra time.

If someone like a parent would like a copy, you may give them one. But do not be too free with them or copies will run out before every respondent gets one.

13. ANSWERING QUESTIONS ABOUT THE SURVEY

WHAT IS THE PURPOSE OF THE SURVEY?

In most cases it will not be necessary to give any more information than that suggested above.

However, if your respondent asks for more information about the survey and its purpose you should use the explanation given in the centre pages of the 'Your Story' booklet.

WHO IS PAYING FOR THE SURVEY?

A number of government departments are contributing towards the cost of this survey. Each department has a different interest depending on its responsibilities. The departments who have given money are:

The Department of Health and Social Security

The Department of Education and Science

The Department of the Environment

The Department of Employment

The Manpower Services Commission

WILL THESE DEPARTMENTS SEE MY REPLIES?

No, they will not know who said what. The names and addresses of those interviewed in this survey are known only to Social and Community Planning Research, NOP Market Research Limited and the researchers at the National Children's Bureau. Your questionnaire does not have your name and address on it, only an anonymous Identity Code which will link it to all the Bureau's surveys you have taken part in. Your name and address are kept quite separately from the questionnaire.

Your name and address will never be revealed without your permission and no one's replies can be personally identified outside of the Bureau without this.

HOW CAN I BE SURE YOU ARE A GENUINE INTERVIEW?

I have shown you my identity card. Also I have here a letter from the National Children's Bureau explaining about the survey. The police have been told of this survey and, if you like, you can check with them.

WILL THERE BE A MEDICAL EXAMINATION?

When most respondents were last interviewed in 1974 they went through an extensive medical examination. Many of them disliked this and we, therefore, anticipate that you will be asked if there will be a similar examination this time. The answer is:

No there will not be any form of medical examination. All we want you to do is to answer a number of questions about your life since you left school.

WHY DO YOU WANT TO KNOW WHERE ... (THE RESPONDENT) HAS MOVED TO?

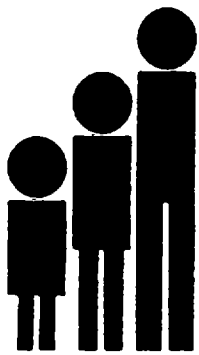
You will be asking neighbours to help you locate respondents who have moved or to let you know if he or or she still lives at the address you are trying to contact. You could be asked why they should give you this information. You should, of course, explain the purpose of the

survey to the person you are speaking to and say how important it is that you get in touch with everyone in it so that they can decide whether to take part again or not. A copy of the booklet might help in some circumstances.

It is possible that someone who knows a respondent's new address may be unwilling to disclose it to you because they feel they may be doing something the respondent would dislike. To overcome this problem, we have devised a letter and a New Address Form which you should ask your informant to pass on to the respondent. In addition, you should give the person your telephone number and ask them to pass it on to the respondent so that he, or she can telephone you for further information.

A copy of this letter, printed on green paper, is shown overleaf. You should, as exemplified overleaf, write in the date, the name of the respondent (using first and second name), and the name of your informant. You should then make out a 'My New Address' form by entering the respondent's name, his Identity Code and Check Letter, your Interviewer Number and putting your name, address and telephone number in the 'RETURN TO' space. An example of a form ready to go off is shown below.

<u>NCDS IV</u>		MY NEW ADDRESS								
NAME	<u>JOHN SMITH</u>	IDENTITY CODE	<table border="1"><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>K</td></tr></table>	1	2	3	4	5	6	K
1	2	3	4	5	6	K				
		INTERVIEWER CODE	<table border="1"><tr><td>8</td><td>8</td><td>9</td><td>9</td></tr></table>	8	8	9	9			
8	8	9	9							
Present Address	<hr/> <hr/> <hr/> <hr/>									
Telephone Number (if any)	<hr/>									
RETURN TO:	<u>SARAH PATTERSON</u> <u>18 WILLOWDENE ROAD,</u> <u>TAUNTON, SOMERSET</u>	OR:	<u>Peter Shepherd</u> <u>National Children's Bureau</u> <u>8 Wakely Street</u> <u>London</u> <u>EC1V 7QE</u>							
Telephone Number	<u>TAUNTON (0823) 4570</u>									



National
Children's
Bureau

- 26 -

A Company limited by guarantee, registered in London. Registered Office.

8 Wakley Street Islington London EC1V 7QE

Registration No. 952117

01-278 9441-7

11 September, 1981

Dear John Smith

As you may remember, when you were at school you took part in the National Child Development Study - an important study which has been following the lives of all those who, like you, were born between the 3rd and 9th March, 1958.

We are now continuing with our study and would like to be able to contact you so that we can find out what has been happening to you since we were last in touch. We have asked Social and Community Planning Research and NOP Market Research Limited to carry out a survey on our behalf and an interviewer called today at the address we have on our files only to learn that you now live elsewhere.

The interviewer spoke to *your mother* who did not wish to give your new address without your permission but did agree to forward this letter to you on our behalf.

I would be most grateful if you could let us have your present address, wherever it is you live now. You should complete the enclosed form and return it to the interviewer or, if you prefer, to me. Alternatively you can telephone the interviewer if you wish.

Can I stress that by giving us your address you are not committing yourself to be interviewed. You can decide that when an interviewer contacts you to explain the interview and asks you to take part in the survey.

I enclose a stamped envelope for your reply. The interviewer's address and telephone number are given on the form as well as those of the Bureau.

We look forward to hearing from you soon.

Thank you very much for your help.

Yours sincerely,

Peter M Shepherd
Senior Research Officer

Put the letter, the form and an envelope with a 14p stamp on it in an envelope on which you have written the respondent's name. Stamp it with a 14p stamp and pass it to your informant to complete the address and post to the respondent. Should you receive a reply, enter this as a new address on your Contact Sheet and then follow the rules set out below. If the form is sent to the Bureau, it will be sent to you as soon as it is received.

14. RETURNING WORK TO THE OFFICE

RETURNING PRODUCTIVE QUESTIONNAIRES

Before you return a productive questionnaire to the office you must separate that respondent's Contact Sheet and Record Sheet.

In one envelope return pinned together:

The green Record Sheet

The Questionnaire

In another envelope return:

The yellow Contact Sheet

pinning to it the Consent Form and 'Your Story' change of address slip if these have been completed.

You can return Contact Sheets for one batch of questionnaires along with your next batch of questionnaires. But they must never be returned with their own questionnaires.

RETURNING UNPRODUCTIVE CONTACT/RECORD SHEETS

If you do not obtain an interview with a respondent for whatever reason, you should return to the Office the Contact/Record Sheet still stapled together. These can be sent in the same envelope as productive questionnaires or in an envelope with the Contact Sheets relating to productive questionnaires.

Do not hang on to respondents you cannot trace. Return these as soon as you have done all that is expected of you. We want to allow as much time as possible for the Bureau to trace these respondents and for the next interviewer to contact them.

SAMPLE LISTS AND 'MOVED RESPONDENT'S' SAMPLE SHEET

When you have completed your work for a quota of respondents return to the office your sample list and 'Moved Respondent' Sample Sheets. These should come back separately from any productive questionnaires. 169

15. COMPLETING THE DIARY

At the start of the interview you will be asked to complete a diary which maps out what has happened to the respondent since he or she left school.

The first page of the questionnaire carries an introduction to the interview and a few preliminary questions which will help you and the respondent know what to include on the diary.

You should then complete the diary.

When completing the diary try to sit somewhere where you can put the diary on a flat surface, so that it is easy to fill it in, and also where both you and the respondent can look at it together. If the respondent feels involved in helping you build up an accurate history of events, you will feel under less pressure and it will be easier for you to take your time and refer to the instructions and notes whenever necessary. It may also help the respondent remember all the things they have been doing, and in what order.

There are two parts to the diary - a left-hand page containing the instructions and the definitions of the various types of main activity, and the right-hand page which is the diary itself. This consists of 7 separate lines, one for each year from 1974 to 1981. Each line is divided into 12 boxes, one for each month, except that instead of boxes for the period before March 1974 there is a special box labelled "Pre-March 1979". The box for each month is further sub-divided into two sections. The top shaded section is for key dates, such as marriage, while the lower part is for the main activity - employment, education and so on.

The first thing you fill in is the date the respondent left school, by putting an 'X' in both sections of the relevant month. Then fill in dates of marriage and childbirth, where appropriate, with an M or a C in the key dates section.

After this you should fill in the main activity section of the diary. You should start by asking "What did you do after you left school?" "For how long did you do that?" "What did you do then?" and so on. Mark the beginning and end months with an X, and draw a line to join them up. Write above the line the activity code - J for Job, E for Education - and a number - 1 for first job, 2 for second and so on.

Five types of main activity can be coded:

- Jobs (Activity Code: J1, J2 etc.)
- Full-time Education (Activity Code: E1, E2 etc.)
- Unemployment (Activity Code: U1, U2 etc.)
- Out of Labour Force (Activity Code: OLF1, OLF2 etc.)
- Fill-In Time (Activity Code: F1, F2 etc.)

There are entries in the Glossary under *Job*, *Full-time Education*, *Unemployment*, *Out of Labour Force* and *Fill-In Time* to explain exactly what can be included under those codes. You must have an X or a line in every month from the time they left school to the present month. Apart from an overlap month when one activity ends and another begins, it is not possible to have two different main activities at the same time. See Glossary: '*Main Activity*' if you have difficulty deciding which activity was the main one at any time.

In some cases the respondent will not immediately be able to remember all the exact dates of each job or period of housework, particularly if they have done a lot of different things since leaving school. There are two ways of getting over this problem. Firstly, if the respondent gives the details for a few years and then gets a bit stuck, try working backwards from the present time. Ask "What are you doing now?" "When did you start doing that?" "What are you doing before that?" and so on. In this way it may be possible to work from both ends and meet in the middle. The other way to resolve any difficulty over dates is to make use of the key dates lines. You will already have their birthdays marked on it, and also any dates of marriage or childbirth. These can be used to assist you by asking "Did you start that job before your birthday?" "Did you become unemployed before or after your son was born?" and so on. If necessary you can probe for any other key dates which may be useful, such as spouse's birthday, going on a long holiday and other similar dates. You will find that for each respondent you will need to vary slightly the way in which you complete the diary.

THERE IS NO PAGE 30

16. THE QUESTIONNAIRE

USING THESE NOTES

This section covers:

- A. General instructions on coding the questionnaire.
- B. A Glossary of terms and definitions used throughout the questionnaire. Terms and definitions are listed in alphabetical order. The Glossary is printed on yellow paper.
- C. Instructions and additional definitions for each section. These are listed by Question Number within each section. The instructions for a particular question will often refer you to a definition in the Glossary. The word or phrase for which you should look will appear in italics eg. '*School*' - see Glossary; or '*Marriage*' - see Glossary '*Marital Status*'. Don't forget the words and phrases are listed in alphabetical order.

A. GENERAL INSTRUCTIONS

- (i) Filtering Filter instructions are shown on the right-hand side of codes and are boxed. If no filter is indicated at the right-hand side of the code, ask the next question. If at any time you are not sure which question to ask next, go back to the last ringed code and follow the instructions from there.
- (ii) Only one code may be ringed, unless otherwise indicated.
- (iii) Sometimes you will be required to ring the first code that applies. This will be indicated:
 - either by 'PRIORITY CODES' - these are precodes and the highest up the list should be coded, if more than one code applies to the respondent;
 - or by 'READ OUT UNTIL YES' - you should ring a code and stop reading out as soon as the respondent says 'Yes' to one of the precodes.
- (iv) Throughout the questionnaire there are 'READ OUT' questions with a list of answers for you to read out to the respondent. Unless the instruction specifically says 'READ OUT UNTIL YES', you must read down the whole list until you come to an answer with brackets round it. Otherwise the respondent may not be aware of all the options which are available. You must not read out any answer with a bracket round it - they are just there for you to code if necessary.

- (v) Brackets are sometimes placed round a word or phrase in a question. The section in brackets applies to some but not all respondents. You should adjust the wording as appropriate.

Brackets are also placed round a precode to indicate that it should not be read out or that it is not shown on the showcard. (eg. Don't know)

- (vi) Capital letters are used to indicate Interviewer Instructions. Phrases in capitals should not be read out.

- (vii) Italics are used:

- a) for phrases in boxes:
 - either to indicate important filter instructions which might otherwise be missed;
 - or to supply a definition which may be needed if the respondent asks for clarification;
- b) for phrases within questions, to indicate alternative question wording - for example the question may apply either to the respondent or to the respondent's spouse or partner.

- (viii) Coding of numbers Whenever you are required to enter numbers in boxes:

- a) WRITE THE NUMBERS LEGIBLY.
- b) Use leading zeros where appropriate (eg. } £10.05p should be coded:
amounts of money)
- c) Enter amounts to the nearest £ } £

0	0	0	1	0
---	---	---	---	---
- d) Enter 'Don't know', 'Refused' codes etc., where appropriate. Either these codes will be shown in a box at the side and should be entered, or the codes will be shown below the number boxes and should be ringed.

Occasionally no such codes will be shown eg. Q.5, page 4. In these cases a code is provided later in the question (eg. at e)).

- (ix) Completion of grids Whenever you are required to complete a grid (eg. Natural Children, Household Composition), you should work downwards, completing each column in turn.

B. GLOSSARY

ACTIVITY STATUS

(Definition used for Parents and Spouse/Partner, not for respondent.)

- Working full-time part-time

Include those on holiday
on strike
laid off (less than 6 months)
off sick (less than 6 months)
if they have a job to go back to

- Unemployed and seeking work

Means actively looking for work although not necessarily registered.

Include long-term unemployed, if registered.

Exclude those looking for full-time work if currently working part-time (Code under working part-time)

- Temporarily sick/disabled

Off work for less than 6 months and no job to go back to.

- Wholly retired from work

People who have at some time worked in a paid occupation, who are no longer seeking work and who have reached retirement age.

- Permanently sick/disabled

Off work for 6 months or more and no job to go back to.
If actively looking for work, code as 'Unemployed and seeking work'.
If never worked, code as 'Other'.

- Full-time Housewife

Applies to women only.
Men who correspond to the description below should be coded as 'Other'.

Include women who perform the duties of housewife and who do not have a paid job.

Exclude women in paid employment (code as 'Working')
women who worked until retirement age (code as 'Wholly retired').

- Full-time Student

People following full-time educational courses (school, college, university etc.)

Include full-time students with part-time or holiday jobs.

Exclude students in paid occupation where training also given (eg. apprentices, student nurses) or on day release or sandwich courses. (Code as 'Working')

- Other Includes:

Trainees in government training establishments; Men who have never worked (eg. because of a handicap) and are not seeking work.
Women living with their mothers or daughters. who do not come

APPRENTICESHIP

- Apprenticeships are a special kind of Training (see entry under '*Training*' below).

Apprentices are employed and learn how to do a trade as part of this employment.

A formal apprenticeship should be one in which a formal contract (Articles of Apprenticeship) is signed between the apprentice (or the apprentice's parents on his/her behalf) and the employer. If respondent says no such agreement was signed but considers they have served/are serving an apprenticeship, they should be coded '1' at Q.1 p.16 and the 'Apprenticeship' section of the questionnaire should be completed.

An apprenticeship is for a fixed term, usually about three years.

An apprenticeship may include some periods of block or day release at a college: these should be treated as part of the apprenticeship and not as separate training periods. (See entry under '*Release Courses*' below.)

Start date of an apprenticeship is when a person starts work as an apprentice or attends full-time training as an apprentice (ie. having signed the formal apprenticeship papers). (Start date of work and start date of apprenticeship are not necessarily the same: the respondent may have undergone a probationary period or switched to an apprenticeship after working for the firm.)

CAREERS ADVICE

- The Youth Employment Service is now called the Careers Service. It aims to interview each school pupil about their future work. This interview, or a series of interviews, might take place on the school premises or at the local Careers Service office. Careers Service officers are employed by the local authority through the Careers Service, not through the schools.

Careers advice may also be given by teachers within the school, usually called Careers Teachers.

Careers advice may be given, during further education, by a College Careers Service or University Careers Service.

CHILDREN

- Natural Children - children to whom the respondent has actually given birth (or fathered), ie. does not include fostered or adopted children.
- Foster children - may include children related to the respondent (eg. nephews, nieces etc.) if fostered.
- Children in respondent's care
 - include children normally living with respondent and for whose care the respondent is responsible. ie. includes children born to or adopted by spouse or partner from a previous relationship, foster children if normally living with respondent (N.B. See entry under 'Normally living with Respondent' below.)
 - exclude children in the household for whose care the respondent is not responsible eg. younger brothers and sisters.

EDUCATION

1. Diary Definition

To be counted as a course on the diary, respondent must be:

following a full-time course (21 hours per week or more);

AND following the course for at least a month, even if the respondent did not complete the course;

AND the course must be for a qualification of some kind.

Include - TOPS courses (see entry under '*TOPS*' below). (Mark as '*TOPS*' on the diary and enter details in the Training section of the questionnaire, not in the Education section. See Q.19, p.17 and Q.20, p.18 of the questionnaire.)

- Sandwich courses (see entry under '*Sandwich Course/Job*' below).

Exclude - Courses not leading to any qualification (treat as '*Out of Labour Force*' if main activity).

- Block release or Day release courses (see entry under '*Release Courses*' below).

2. Education - Not on the Diary

'Education', when not being used as a diary definition, can include any courses other than Training Courses (ie. other than courses taken as part of employment). (See entry under '*Training*' below.)

Education Since School (p.22 of questionnaire) covers education:
for qualifications

AND undertaken since leaving school.

Other Education (p.28-30 on questionnaire) covers education:

(i) At Q.1-Q.5

for qualifications

AND regardless of whether undertaken at school or since leaving school.

(ii) At Q.14

not for qualifications

AND undertaken since leaving school.

Education Plans (p.31 on questionnaire) covers any courses of any kind, whether for qualifications or not, and whether as part of employment or not.

EDUCATION COURSE

1. Duration of the Course/What counts as one course

- (i) 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 eg. RSA Stage 1.
- (ii) If any one qualification is obtained through a series of sub-courses or modules undertaken consecutively, this should be treated as a single course. ie. there is no officially named part of the qualification which is obtained through one of the sub-courses. (See (i) above.)
- (iii) A course can be for more than one qualification where these are taken simultaneously, (eg. 'O' levels and 'A' levels taken together).
- (iv) If one course for a qualification is taken after another (eg. '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 separate course.
- (v) If a course involves work placement or a sandwich job (see entry under *Sandwich course/Job*' below) 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 one course.
- (vi) Periods on vacation during a course are part of the course.
- (vii) Periods of placement abroad whilst on a language course are part of the course.
- (viii) Periods of sickness or maternity leave which did not interrupt the course (ie. did not involve delaying the completion date) are:

part of the course, if for less than 6 months;

not part of the course, if for 6 months or more
(Treat as 'Out of the Labour Force').

2. Education Course - Full-time v. Part-time

A full-time education course is for 21 hours per week or more.
A part-time education course is for less than 21 hours per week.

3. Course Types

Full-time course - 21 hours per week or more.

Sandwich course - see entry under '*Sandwich Course/Job*' below.

Open University course - a course taken at home, mainly involving a correspondence course, but with additional TV, radio and tutoring support offered by the Open University. They can be at a degree level or lower and some short courses are also offered. Open University units towards a degree should be treated as one course if taken consecutively.

Correspondence course - any correspondence course other than Open University. Correspondence courses are taken at home, using material sent by post.

Evening course in your own time - not Open University or correspondence courses.

Part-time or weekend course - not Open University or correspondence courses.

EQUITY SHARE/EQUITY

- The Equity Sharer Scheme was introduced to help young first-time buyers buy their own homes. Equity sharers are people who live in council property. The property is owned jointly by the equity sharer and the council. Equity sharers take out a mortgage or loan in order to buy their share of the property. They continue to pay rent to the council for the share of the property which the council still owns. After a period of time, equity sharers have the option of buying the council's share of the property as well. If this is done the equity sharer becomes an owner-occupier in the normal way and no longer pays any rent.

N.B. In a few cases, the property may originally have been owned by a New Town Development Corporation or Housing Association, rather than the local council.

FILL-IN TIME

- Fill-In Time is:

EITHER fill-in work between school and further/higher education;
fill-in work of students waiting to take up a job already offered;

OR a period of working:

which lasted at least one month

AND in which no single job lasted for as long as a month.
(For jobs which lasted as long as a month see entry under 'Job' below.)

GOVERNMENT SPECIAL SCHEMES

- Government special schemes aim to provide temporary jobs for unemployed people, particularly young unemployed people. While on these schemes people are paid a fixed allowance, or a wage equivalent to the current rate for the job.

5 types of scheme are shown on Showcard G. Respondents could have been on one or more of these schemes.

- JCP - Job Creation Programme (ended in December 1978). Aimed at unemployed aged 16-24 and 50+. Provided work of benefit to the local community with emphasis on the environment.
- STEP - Special Temporary Employment Programme. Aimed at unemployed aged 19-24 (if 6 months unemployed) or 25+ (if 12 months unemployed). Provided temporary project work of benefit to the local community with emphasis on the environment.
- CEP - Community Enterprise Programme. Aimed at unemployed aged 18-24 (if 6 months unemployed) or 25+ (if 12 months unemployed). Provided temporary project work of community benefit.
- WEP - Work Experience Programme (now called WEEP - Work Experience on Employer's Premises). Aimed at 16-18 year olds unemployed for 6 weeks or more. Provided 6-month course, giving realistic introduction to the requirements, disciplines and satisfactions of working life.
- Community Industry - Aimed at under 18's who are personally or socially disadvantaged. Prepared participants for permanent employment through undertaking practical, worthwhile work in the community as members of project teams for up to 12 months.

GRANT

- A grant is money to cover living expenses while on a course.

Exclude: money from parents, relatives etc.

Include: 'scholarships' from an employer, provided that respondent is now working full-time for that employer while doing the course.

The full grant level is a yearly amount of money, set by the Government, which every student qualifying for a grant is supposed to receive. This is usually paid by the Local Education Authority or by a Government Research Council.

If parents of a full-time student earn more than a certain amount, only part of the student's grant will be paid by Central or Local Government and the parents are supposed to make up the student's income to the full grant level.

Sources of grant:	SSRC = Social Science Research Council
(for postgraduate	SRC = Science Research Council
courses only)	MRC = Medical Research Council

HOMELOAN SCHEME

- The Government Homeloan Scheme is designed to help first-time buyers. The help provided is:

(i) a loan of £600 interest free for up to 5 years.

(ii) a maximum cash bonus of £10.

In order to qualify buyers must comply with the following conditions:

- (a) have been saving with a recognised savings institution (eg. bank, building society) for 2 years running;
- (b) have saved £300 in the first year of saving, and £600 by the time they apply;
- (c) register in advance that they are saving under the scheme;
- (d) buy their property with a mortgage loan;
- (e) buy a property which does not exceed a price specified by the Government.

HOUSEHOLD MEMBERS

- Members of the Respondent's household are those people who normally live with the respondent at their normal address AND who 'share a living room with respondent' AND/OR 'share a meal a day with respondent'. (N.B. See entry under 'Normally living with Respondent' below.)
- Lodgers are people who rent a room in the accommodation but whose meals are not provided. Lodgers are single person households.
- Boarders are people who pay rent for a room in the accommodation and for whom meal(s) are provided. Boarders are included as members of the household, unless four or more boarders are living in the same

JOB

(As in First Job, Current Job, Last Job)

1. A job is:

EITHER a period of time working for one employer, including changes in the actual work done (see 3. 'A change of job' for when a change in the work done would constitute a change of job).

OR a period working as self-employed, doing the same line of work throughout the period.

A JOB MUST LAST A MONTH TO BE COUNTED AS A JOB UNLESS CURRENT JOB.

Exclude - fill-in work between school and further education ie. where the respondent entered further education in same calendar year as leaving school; (Code as 'Fill-In Time')

- fill-in work of students waiting to take up a job already offered; (Code as 'Fill-In Time')
- vacation, work experience or sandwich jobs of students; (Code as 'Full-time Education')
- part-time jobs (less than 30 hours per week), while the respondent's main activity was a full-time job (30 hours or more per week), full-time education (21 hours or more per week), or respondent considered himself/herself to be unemployed and wanting work
- casual jobs while on holiday ('Working holidays' eg. fruit picking, count as jobs if one month or more and respondent went with the intention of working; casual jobs picked up while on holiday do not count. (Code as 'Out of the Labour Force'))

Include - part-time jobs (29 hours per week or less), when these are the respondent's main activity;

- paid work done at home: baby-sitting, dressmaking etc. if main activity;
- voluntary work (CSV, VSO), if main activity;
- unpaid work for a family business if main activity;
- period in Armed Forces;
- work abroad, except casual jobs done while on holiday or travelling;
- time spent on a training course, block release or day release course, provided the respondent was in employment throughout the period.

2. Part-time Jobs

A full-time job is 30 hours or more per week.

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.)

The respondent can consider their main activity as being unemployed, even though they are in part-time work. You should take the respondent's view as to whether their main activity was 'Working part-time' or 'Unemployed'. If the respondent is in doubt, count the part-time job as the main activity.

If the respondent has more than one part-time job at any time and no other main activity, take the part-time job with the most hours per week. If two part-time jobs with equal hours, take whichever the respondent considers to be the main part-time job.

If a part-time job starts before a period of full-time employment or education, or continues after such a period, record on the diary only that period for which the part-time job was the main activity.

3. A change of job

Include - any change of employer other than the take-over of a firm (except 'Temps' - see 6. below):

- becoming self-employed, if currently an employee;
- becoming an employee, if currently self-employed;
- being self-employed and completely changing line of work;
- changes to a completely different type of work with the same employer. (This must be a radical change eg. from a manual to a junior management post, not just a promotion in the same line of work.)

Exclude - minor changes in the type of work done, or promotion, while with the same employer.

4. End of job

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

5. First Job

The respondent's first job is the first job which counted as a main activity (ie. excluding jobs done while in full-time education).

- See: 1. 'A job is' for other exclusions.
2. 'Part-time jobs' for when to count part-time work as 'Jobs'.

6. Temps

If doing temporary work, a 'Job' is a continuous period of time working as a temp, for at least a month. Within that continuous period it does not matter how many employers or agencies the respondent worked for.

LONE PARENTHOOD

- Lone parenthood means bringing up a child on your own, without a spouse or partner.
 - *count as lone parenthood* living with others (eg. parents, friends, etc) but without a spouse/partner; 'unmarried mothers/fathers' who may have been lone parents since the birth of the child; cases in which the spouse/partner is in prison or borstal, even if the relationship has not broken down; cases in which the relationship has broken down, even if the spouse/partner shares in bringing up the children;
 - *do not count* periods of living apart temporarily when the relationship has not broken down. See entry under '*Marital status - separated*' below for more details. (N.B. prison separations should be coded as lone parenthood.)

MAIN ACTIVITY

1. Each month on the diary should be covered by ONE main activity. Possible main activities are:

Jobs (Activity code: J1, J2 etc.)

Including: Part-time jobs (P/J1, P/J2 etc.)

Work in sheltered workshops (S/J1, S/J2 etc.)

N.B. Each 'job' entered on the diary as a main activity receives a separate digit. Job codes could therefore run: J1, P/J2, J/3, S/J4.

Full-time Education (Activity code: E1, E2 etc.)

Including: TOPS courses (marked 'TOPS')

Unemployment (Activity code: U1, U2 etc.)

Out of labour force (Activity code: OLF1, OLF2 etc.)

Fill-in Time (Activity code: F1, F2 etc.)

2. Definitions of each of these main activities are covered in the Glossary under the following headings:

Job

Education

Unemployment

Out of the Labour Force

Fill-In Time

3. Deciding which activity is the ONE main activity at any time

Full-time Education (21 hours or more per week) would always be the main activity (provided it met the conditions laid down in the entry under 'Education' above.)

A full-time job (30 hours or more per week) would always be the main activity (provided it met the conditions laid down under the entry 'Job' above).

AND provided: the respondent was not in full-time education.

A part-time job (less than 30 hours per week) is the main activity (provided it meets the conditions laid down in the entry under 'Job' above).

AND provided: the respondent is not in a full-time job
the respondent is not in full-time education
the respondent does not consider himself/herself
'unemployed and wanting work'.

Part-time education (less than 21 hours per week) is the main activity (provided it meets the conditions laid down in the entry under '*Education*' above).

AND provided: the respondent is not in a full-time job
the respondent is not in a part-time job
the respondent is not in full-time education
the respondent does not consider himself/herself
'unemployed and wanting work'.

If part-time education is the main activity it should be coded as 'Out of Labour Force' (OLF) on the Diary.

Unemployment is the main activity (provided it meets the conditions laid down in the entry under '*Unemployment*' below).

AND provided: the respondent is not in a full-time job
the respondent is not in full-time education.

Unemployment can be the main activity, even if the respondent is doing part-time work, part-time education, housework etc. if the respondent considers himself/herself as unemployed and wanting work.

Out of the Labour Force can only be the main activity provided:

the respondent is not in a full-time job
the respondent is not in a part-time job
the respondent is not in full-time education
the respondent does not consider himself/herself
'unemployed and wanting work'.

(See entry under '*Out of the Labour Force*' below for the kind of activities included.)

Fill-In Time can only be the main activity if the respondent was in jobs which did not meet the conditions necessary for coding as main activity. (See entry under '*Fill-In Time*' above for more details.)

MARITAL STATUS

- Throughout the questionnaire 'married' means that a legal marriage must have taken place.
- 'Living as married' means common law marriage, cohabitation etc. The respondent and partner should be/have been sharing accommodation and living in all respects as a married couple. (Exclude situations in which one partner maintained separate accommodation in which he or she stayed regularly eg. during the week, at weekends.) The respondent may regard him/herself as 'Living as married' with someone of the same sex.
- 'Separated' does not necessarily mean legal separation when referring to the respondent. (Marriage and Cohabitation Q.1, Q.39). At these questions it means that the respondent and spouse are not normally living together because the marriage has broken down. Living apart temporarily for other reasons (eg. work, in hospital, looking for new accommodation, separate holidays, armed services, education or training, prison sentence) should be coded as married and normally living with spouse, if the marriage has not broken down.
- 'Legally separated' means that a court hearing must have taken place. (Marriage and Cohabitation Q.18, Q.23, Q.45). At these questions separations which did not involve a court hearing should be coded as 'married'.

MEDICAL SUPERVISION

- The respondent must see a doctor or specialist at some time in connection with their condition. This may be very infrequently, for example: 'Only when I have an attack', annual check-up, 'Only when I go abroad', etc. ('Regular medical supervision' means supervision at least once a year.)

MISCARRIAGE AND STILLBIRTH

- Stillbirth is a delivery of a dead foetus at or after the 26th week of pregnancy.
- Miscarriage is the loss of a child earlier than the 26th week of pregnancy.

NORMAL ADDRESS

See definitions on page 44 of questionnaire.

- Private residence

- include armed forces married quarters, accommodation rented by National Health Service and Local Government workers, separate flats provided by the University for students, and all other non-hostel accommodation tied to employment or training;
- exclude hostel type accommodation eg. a room in a Nurses' Home, Students' Hall of residence or other place of work.
- Hotel/Boarding House/Residential hostel Hostels open to all young people 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' Home etc. Accommodation is of the hostel type but is tied to education, training or employment and is not open to all young people.
- Room (only) at workplace eg. if working in a hotel, in a Children's Home, special school or some other institution.

N.B. If no 'normal' address, take current address.

NORMALLY LIVING WITH RESPONDENT

- Establish the respondent's normal address by means of the rules on page 44 of the Questionnaire. This address is regarded as the respondent's 'home' in the definitions below.

Normally living with respondent:

- Children (under 16)

Include - children under 16 attending boarding school but returning home during school holidays;

- children away from home temporarily on holiday or in hospital (less than 6 months)

Exclude - children in care of local authority, in residential home or with foster parents;

- children in long-stay institution for the handicapped or disabled;
- children being brought up by friends, relatives or an ex-spouse or partner;
- children away from home on holiday or in hospital for 6 months or more.

- Adults (16 or over)

Include - adults away from home temporarily (less than 6 months continuously) for work reasons, on holiday, in hospital, in prison, in armed forces/Merchant Navy.

Exclude - children aged 16 or more attending boarding school;

- adults away from home for 6 months continuously or more on holiday, in hospital, in prison, in armed forces/Merchant Navy;
- students living away from home during term-time.

OCCUPATION INFORMATION

- At various points in the questionnaire, you will be asked to obtain full information on the respondent's First Job, Current or Last Job and, where appropriate, the respondent's spouse's/partner's job.

The information which you record at these questions will be used to classify these jobs into very fine categories. We really do need very detailed information in order to classify all these jobs correctly.

Listed below are hints of things to look out for in the various sections of the 'Job' questions:

(a) Name/title of job

Include rank or grade.

Make sure you obtain as much precision as possible.

A few examples of job titles which are too vague are:

'clerk' could be filing clerk, bank clerk etc.

'civil servant' could be anyone from a night porter to a Head of Department

'engineer' covers many different types of skill and levels of responsibility.

(b) Kind of work done

This question gives us additional material which is especially helpful if you have not given enough detail at a).

Machinery or special materials must be of a specialised nature, not just everyday office equipment.

For example: *exclude* telephones, typewriters, ordinary office photocopiers;

include telephone switchboards, telex machines, printing machinery.

(c) Employee v. Self-employed

If in doubt about whether someone is self-employed, obtain information on tax and National Insurance status. 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 as, for example, a self-employed taxi driver.

Temps - see entry under 'Temps' below.

(d) Family Firm

Take respondent's own definition of family - any blood relation or relation by marriage can be included.

(f) Made or Done by the Organisation

This can be different from the respondent's work. If respondent is a cook in a car-factory canteen, code 'car manufacture', not 'catering'.

If respondent works for a large company that makes different things - eg. ICI - write down what is made by the division the respondent works for eg. paints division.

Make sure you obtain sufficient detail: what product(s) is/are made or what services provided, not just eg. office work, building, local government work.

(g) Private Firm or Limited Company

Private firm/limited company means a firm in private ownership, either incorporated under the Company's Act ... XYZ Ltd. or a private family firm eg. C & A.

Private schools or hospitals should be included.

'Other types' include: Central, Local Government
Public Corporation - Gas Board, Electricity Board
Nationalised firm - British Steel, British Rail
Charity (which is not a private company).

(h) Place where you work

This means the establishment the respondent worked in - either a building, or a complex of buildings at the same address. ie. a 'department' is not an establishment unless it is a separate branch which is at an address on its own.

Part of a large organisation which is at an address of its own is an establishment eg. a branch, a shop, a school, an area office etc.

(i) Branch of a larger organisation

A branch of an organisation is subject to some administrative control from the larger organisation. If the establishment at which the respondent works is owned by a larger organisation but its running is quite independent do not count as a branch.

Examples of branches: branch of a chain of shops, area office of a local authority, branch plant of larger firm.

(j) Skills, training, qualifications normally required

This means entry qualifications normally required of anybody taking up the respondent's job. The qualifications listed in a job advertisement are a good indication.

The respondent may have skills, training, qualifications which are not relevant and should not be listed.

The respondent may not have the skills etc. normally required. In this case the normal requirements should still be listed.

(k) Management responsibilities

This means the taking of decisions which determines the work of other employees in some way or other.

OUT OF THE LABOUR FORCE

- This covers those periods of time when the respondent was not working, not undertaking full-time education and not unemployed and wanting work. This would include such things as undertaking part-time education (less than 21 hours per week), doing housework, having and looking after children, extended holidays, being unable to work because of a long illness or being in prison or in Borstal - provided that the respondent was not still employed at the time.

Extended holidays and travelling abroad count as 'Out of the Labour Force' even if the respondent found casual work from time to time.

'Working' holidays eg. fruit picking count as a job if the respondent set out with the intention of working (provided the 'job' complies with the conditions laid down for 'jobs'. See entry under 'Job' above).

PARTNER

- The word 'partner' is used throughout the questionnaire to refer to someone with whom the respondent is living, or has lived, as married. This may include someone of the same sex as the respondent. N.B. See entry under 'Marital Status', for definition of 'Living as Married'.

PROMOTED

- Promotion may be automatic but must involve a change of pay and status. A change of pay alone does not count (eg annual rise). A change of status alone does not count (eg. completing a probationary period would not count if it did not involve a change in pay).

RELEASE COURSES

- Release courses are forms of Training, undertaken while the respondent is employed, as part of that employment. (See entry under 'Training Course' below.)

Day release means at least one day a week of paid time spent on a course. It may include evening attendance in addition.

Block release means attending a course in a college or training centre (attended as part of the respondent's employment). Block release courses usually require a maximum of 18 weeks study in any one year. If more than 18 weeks, check that the respondent was sent on the course by an employer. (See entry under 'Sandwich course/Job' below.)

SANDWICH COURSE/JOB

- A sandwich course is a form of Education, which involves following a full-time course with periods of placement in a job or jobs. (See entry under 'Education Course' above.)

A sandwich course involves more than 18 weeks a year, on average, over the whole course, spent in full-time education.

Periods of work placement, as part of a sandwich course, should be treated as part of the sandwich course (ie. as full-time education).

SCHOOL

(as in date of leaving school)

- *Count as school:*

Any secondary school, or 6th form college. Any periods of secondary education undertaken at home (eg. for reasons of ill health or pregnancy). Secondary education at home would be compulsory for those under school-leaving age who, for some reason, were unable to attend school in the normal way.

- *Do not count as school:*

Tertiary college or college of further education.

- Date of leaving school

We want the date the respondent first left continuous secondary education. (Secondary education = 'school' as defined above.) ie. if the respondent left a school but continued secondary education (at another school, 6th form college or at home) this would not count as leaving school. BUT if there is a break in the respondent's secondary education (eg. respondent had a period of employment or unemployment after leaving school, then returned to school) take the date at the start of the break as the date of leaving school.

SHELTERED EMPLOYMENT

(including Workshops for the Blind)

- Many handicapped or disabled people work in ordinary factories or offices. Those that cannot, because of the severity or nature of their condition, often find work in sheltered workshops where their special needs can be catered for.

These workshops are run by Local Authorities, Voluntary Organisations or by Remploy Limited - a special company set up by the government.

The workshops normally operate as a commercial concern engaged in ordinary productive and trading activities but with the object of providing employment under conditions suitable for the severely disabled.

Those employed in sheltered workshops usually have a normal working week and conditions of service. They receive wages which, in the case of Remploy, have been negotiated by the trade unions concerned.

TEMPS

- If doing temporary work a 'job' is a continuous period of time working as a temp, for at least a month. Within that continuous period it does not matter how many employers or agencies the respondent worked for.

TOPS COURSE

- TOPS is the Training Opportunities Scheme, run by the Training Services Department of the Manpower Services Commission. Respondents are paid a TOPS allowance while on a TOPS course. Do not count pre-TOPS courses as a TOPS course, if no allowance is paid.

TRAINING

- Training as part of employment can cover:

- (i) training related to the particular job the respondent is doing. This may be:
 - (a) on-the-job training: teaching the respondent whilst actually doing the job;
 - (b) off-the-job training in the firm's premises: either in a training centre or at the respondent's ordinary work place, but not as part of actually doing the job;
 - (c) off-the-job training outside the firm's premises: eg. a block release or day release course at a college.
- (ii) training not related to the particular job the respondent is doing. This may be an induction course, introducing the respondent to the work of other departments, giving the respondent more information about the firm as a whole, if the respondent sees this as training.

TRAINING COURSE

- A training course is a course undertaken as part of employment. (See entry under 'Release Courses' above.)

- Duration of a Training Course/What is one Training Course?

A training course must last for the equivalent of 14 days or 100 hours to be included in the questionnaire.

Any training courses undertaken as part of an apprenticeship (eg. day release, block release) should be treated as part of the apprenticeship, not as separate training courses. Information on such courses should be entered in the section on 'Apprenticeships' (p.17 of questionnaire).

Any training courses undertaken whilst an apprentice, but not as part of the apprenticeship, count as separate courses. Details should be entered in the section on 'Training' (p.18-21 of questionnaire).

A series of training courses which form part of a single training programme or qualification should be treated as a single training course. (ie. if the whole course must be taken before any qualification or recognition for covering the course would be given.)

UNEMPLOYMENT

- Unemployed and wanting work means: ready and available to take up work, should suitable work be found. Unemployed and wanting work does not have to involve an active search for work - it may simply mean the respondent would like to work if suitable work were found.

A respondent who is unemployed but does not want to work should be treated as 'Out of the Labour Force'.

Registered as unemployed 'Registered' means 'signing on' as looking for work even if not registered for benefit. A respondent does not have to have registered at the Employment Office as unemployed, in order to be regarded as 'Unemployed and wanting work'.

Start date of unemployment is the date when the respondent is ready and available to take up work if offered, even if this is before they registered as unemployed.

Self-employed For self-employed respondents, 'Unemployed and wanting work' means ready and available to take up work with another employer. It does not mean that one's business is going through a slack period.

C. DIARY AND QUESTIONNAIRE INSTRUCTIONS

DIARY

Key Dates

Q.1 'School' - see Glossary.

Q.2 'Married' - see Glossary: 'Marital status'

Q.3 'Married' - See Glossary: 'Marital status'

Q.4 'Children of your own' = Natural children
See Glossary: 'Children'

'Stillborn' - see Glossary: 'Miscarriage and Stillbirth'.

Main Activity - see Glossary: 'Main Activity'

Education - see Glossary.

Education Course - see Glossary.

Fill-In Time - see Glossary.

Government special schemes - see Glossary.

Job - see Glossary.

Sandwich Jobs - see Glossary.

School - see Glossary.

Sheltered workshops - see Glossary.

TOPS course - see Glossary.

Training - see Glossary.

Training course - see Glossary.

Unemployment - see Glossary.

Working as a Temp - see Glossary: 'Temp'

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- Q.1 'Government schemes' - see Glossary: *'Government Special Schemes'*
- Q.3 Code respondent's answer to the question, regardless of any handicap you may have noticed.
- Q.4 *'Sheltered workshops'* - see Glossary.

EMPLOYMENT (P.2-15)

'Job' - see Glossary.

First Job (P.3-5)

'First Job' - see Glossary: *'Job'*

- Q.1 See Glossary: *'Occupation Information'*.
- Q.2 Careers Office)
Youth Employment Office) See Glossary: *'Careers Advice'*
College Careers Office)
- Q.6 *'Training'* - see Glossary.
- Q.7 'Opportunities for getting training' includes either training in the firm or opportunities for going on day release or block release courses.
'People doing the same sort of work as you' means people working for the same employer in a similar capacity eg. other typists, other laboratory technicians.
- Q.8 'Just what the job was when started' includes induction courses and being shown around the firm, if the respondent sees this as training.
'More than this' means some regular, prolonged and systematic training, whether on or off the job.
- Q.10 *'Promoted'* - see Glossary.
- Q.12 Temporary job - one which was known to be fixed term when begun.
Redundant - where the job ceased to exist.

Current Job (P.6-11)

'Current Job' - see Glossary: *'Job'*

- Q.2) See Glossary: *'Occupation Information'*
Q.3)
- Q.4 *'Promoted'* - see Glossary.
- Q.5 *'Training'* - see Glossary.

- Q.6 'Opportunities for getting training' includes either training in the firm or opportunities for going on day release or block release courses.
'People doing the same sort of work as you' means people working for the same employer in a similar capacity eg. other typists, other laboratory technicians.
- Q.7 'Just what the job was when started' includes induction courses and being shown around the firm, if the respondent sees this as training.
'More than this' means some regular, prolonged and systematic training, whether on or off the job.
- Q.9 The respondent does not have to belong to a Trade Union or Staff Association. Negotiation on the respondent's behalf includes any situation where there is a collective agreement between the employers and a Trade Union or Staff Association.
- Q.10 '*Training*' - see Glossary.
- Q.12 If the respondent owns the business jointly with others, obtain the respondent's estimate of his or her own share.
- Q.17 If deductions are made from salary for accommodation expenses or anything similar, enter the amount before these extra deductions are made.
- Q.19
b) The question is how satisfied the respondent is, not how good the
f) respondent's prospects are nor how much interest is involved in
g) the job etc. Code level of 'satisfaction'. A respondent may be satisfied with a job without prospects or a job which does not use their abilities.
- c) 'The people you work with' may include colleagues outside the respondent's organisation if they are people with whom the respondent has regular contact as part of his or her work.
- Q.20 The respondent's prospects need not be with the same firm. The question relates to 'type of work', not 'job'.
- Q.22 'Working for a different employer' could include:
becoming self-employed if currently an employee;
becoming an employee if currently self-employed;
being self-employed and changing line of work.
- Q.23 Temporary job - one which was known to be fixed term when begun.
Redundant - where the job ceased to exist.
- Q.24 'Full-time housework or child care' - read out for male, as well as female, respondents.
- Q.25 Any time worked regularly between the hours specified should be included even if it is only a short time. Include work done at home during these hours.

- Q.26 Exclude unpaid overtime or unpaid work done at home ie. only include work outside 'official' hours if it is paid for separately.
- Q.27 A respondent may consider themselves to be working full-time as a result of having more than one part-time job.
- Q.32 This includes any job for which money is earned: baby sitting, mail order, car repair, but do not include jobs for which no money is paid.
- Q.33 'Regular income' ie. not just a very occasional job.

Last Job (P.12-15)

'Last Job' - see Glossary: 'Job'.

- Q.2) see Glossary: 'Occupation Information'
- Q.3)
- Q.4 'Promoted' - see Glossary.
- Q.5 'Training' - see Glossary.
- Q.6 'Opportunities for getting training' includes either training in the firm or opportunities for going on day release or block release courses.
'People doing the same sort of work as you' means people working for the same employer in a similar capacity eg. other typists, other laboratory technicians.
- Q.7 'Just what the job was when started' includes induction courses and being shown around the firm, if the respondent sees this as training.
'More than this' means some regular, prolonged and systematic training, whether on or off the job.
- Q.9 The respondent does not have to belong to a Trade Union or Staff Association. Negotiation on the respondent's behalf includes any situation where there is a collective agreement between the employers and a Trade Union or Staff Association.
- Q.10 'Training' - see Glossary.
- Q.14 If deductions were made from salary for accommodation expenses or anything similar, enter the amount before these extra deductions were made.
- Q.16
- b) The question is how satisfied the respondent was, not how good
 - f) the respondent's prospects were nor how much interest was involved
 - g) in the job etc. Code level of 'satisfaction'. A respondent may have been satisfied with a job without prospects or a job which did not use their abilities.
- c) 'The people you worked with' may include people outside the respondent's organisation if they were people with whom the respondent

- Q.17 Exclude unpaid overtime or unpaid work done at home ie. only include work outside 'official' hours if it is paid for separately.
- Q.18 Temporary job - one which was known to be fixed term when begun.
Redundant - where the job ceased to exist.

APPRENTICESHIP AND TRAINING (P.16-21)

Apprenticeship - see Glossary.

Training - see Glossary.

- Q.1 'Formal apprenticeship' - see Glossary: '*Apprenticeship*'.
- Q.2 'Articles of apprenticeship' - see Glossary: '*Apprenticeship*'.
- Q.4) 'Trade': the occupation the respondent was training for.
- Q.5) Record as much detail as possible of the trade eg. if engineering apprentice, what kind of engineering?
- Q.6 'Start an apprenticeship' - see Glossary: '*Apprenticeship*'.
- Q.9 'Redundant' - where the job ceased to exist.
- Q.10 'Trade' - see Q.4.
- Q.12 'Trade' - see Q.4
- Q.13 'Start an apprenticeship' - see Glossary: '*Apprenticeship*'.
- Q.15 Showcard C: Remember there is a code for 'other' qualifications. The respondent may have a qualification other than those written out on the card. Include licenciateships and membership of professional bodies.
- Q.16 'Block release', 'Day release' - see Glossary: '*Release Courses*'.
- Q.17 'College': any public institution of further or higher education, including university.
'Employer's training centre' is a centre run by an employer (probably the respondent's own employer)
'Industrial Training Centre' is a centre run by a training board, an employers' training association or a professional association specifically for training in that industry. This could be a local or regional association.
- Q.19 '*TOPS course*' - see Glossary.
'*Training course*' - see Glossary.
- Q.20 '*TOPS course*' - see Glossary.
'*Training course*' - see Glossary.
- Q.23 'Duration of training course' - see Glossary: '*Training Course*'.

Q.24 'Block release', 'Day release' - see Glossary: *'Release Courses'*.

Q.25 *'TOPS course'* - see Glossary.

Q.26 See Q.17.

Q.30 See Q.15.

Q.33 'Duration of Training course' - see Glossary: *'Training Course'*.

Q.34 'Block release', 'Day release' - see Glossary: *'Release Courses'*.

Q.35 *'TOPS course'* - see Glossary.

Q.36 See Q.17

Q.40 See Q.15.

Q.43 'Duration of training course' - see Glossary: *'Training Course'*.

Q.44 'Block release', 'Day release' - see Glossary: *'Release Courses'*.

Q.45 *'TOPS course'* - see Glossary.

Q.46 See Q.17.

Q.50 See Q.15.

EDUCATION SINCE SCHOOL (P.22-28)

Q.1

Q.2

Q.3

Q.4

Q.5

Q.6

SHOWCARD C: Remember there is a code for 'other' qualifications. The respondent may have a qualification other than those written out on the card.

Include licenciateships and membership of professional bodies.

Q.1) Include here qualifications gained at school, but after a break
Q.2) from school. See Glossary: *'School'*.

Q.3 'Highest' qualification at this question is the respondent's view of which is highest, not necessarily the highest code number on the card.

Q.7 Include here courses undertaken at school, but after a break from school. See Glossary: *'School'*.

Highest Qualification or Current Course (P.23-25)

N.B. Include here qualifications gained at school, but after a break from school. See Glossary: '*School*'.

Q.3) Duration of course - see Glossary: '*Education course*'

Q.4) 'Having a type of work in mind' could be very specific: further training for a particular job. It might be less specific eg. useful background knowledge for a type of work - this would still count.

Q.5 'Types of course' - see Glossary: '*Education course*'

Q.6 'Full-time' = 21 hours or more per week.

Q.7 Code 'Yes' if any grant for any part of the course, '*Grant*' - see Glossary.

Q.8 '*Grant*' - see Glossary.

Q.9 'Grant sources' - see Glossary: '*Grant*'.

Q.10 'Regular' implies an income which could be relied on even if it was infrequently paid. The question does mean 'money', not just free board and lodging.

Q.11 'Full grant level' - see Glossary: '*Grant*'.

Q.12 See Q.12.

Q.13 See Q.12
Read out Q.15 even if the respondent is single. He or she may have been living with someone at the time of the course.

Q.14 Showcard C. Remember there is a code for 'other' qualifications. The respondent may have a qualification other than those written out on the card.
Include licenciateships and membership of professional bodies.

Q.15 'Full-time' = 21 hours or more per week.

Q.16 'Part-time' = less than 21 hours per week.

Summary of Other Courses (P.26)

Q.1) Duration of course - see Glossary: '*Education Course*'

Q.2) 'Full-time' = 21 hours or more per week.
'Part-time' = less than 21 hours per week.

- Q.5 Showcard C. Remember there is a code for 'other' qualification. The respondent may have a qualification other than those written out on the card.
Include licenciateships and membership of professional bodies.
- Q.6 Code 'No' if any part of the qualification(s) failed.
-

First Unsuccessful Course (P.27-28)

- Q.1 'Having a type of work in mind' could be very specific: further training for a particular job. It might be less specific eg. useful background knowledge for a type of work - this would still count.
- Q.2 'Types of course' - see Glossary: *'Education course'*.
- Q.3 Code 'Yes' if any grant for any part of the course.
'Grant' - see Glossary.
- Q.4 *'Grant'* - see Glossary.
- Q.5 'Grant sources' - see Glossary: *'Grant'*
- Q.6 'Regular' implies an income which could be relied on even if it was infrequently paid. The question does mean 'money', not just free board and lodging.
- Q.7 See Q.6.
Read out Q.7 even if the respondent is single. He or she may have been living with someone at the time of the course.
- Q.13 'Examinations' include any formal assessment eg assessed projects, essays, practical work, which count towards the final qualification..

OTHER EDUCATION (P.28-30)

- Q.1 'Date of leaving school' - see Glossary: *'School'*.
Code 'Yes' only if seriously considering taking a course, not just thinking about it.
- Q.2 CSE grade '1' are counted as equivalent to an '0' level. We regard '0' level grades 'A', 'B' or 'C' as a pass. We regard '0' level grades 'D' or 'E' as a fail. 'A' levels - take grades 'A', 'B', 'C', 'D' or 'E' as a pass.
- Q.6 These questions must be recorded from the respondent's point of view. For example, if the respondent cannot read, but does not regard this as a problem, code 'No' at Q.6 etc.
- Q.9 Number work or basic maths includes basic arithmetic eg. adding up.

- Q.14 Use the prompt: 'I don't mean courses which led to formal qualifications', wherever you have doubts, particularly after c). Include absolutely any other courses at this section eg. evening class, Adult Literacy classes, week-end courses as long as they did not lead to formal qualifications.

EDUCATION PLANS (P.31)

- Q.1 'Educational or training course' covers any courses of any kind, whether for qualifications or not, and whether as part of employment or not.
- Q.6 Showcard C. Remember there is a code for 'other' qualifications. The respondent may have a qualification other than those written out on the card.
Include licenciateships and membership of professional bodies.
- Q.8 See Q.1.
- Q.9 See Q.6.
- Q.10 } If more than one possible course with 'highest code number', take
Q.11 } course respondent would most like to do.
- Q.11 'Types of course' - see Glossary: *'Education course'*.
- Q.12 'Having a type of work in mind' could be very specific: further training for a particular job. It might be less specific eg. useful background knowledge for a type of work - this would still count.

UNEMPLOYMENT (P.32-36)

- 'Unemployment'* - see Glossary.
- 'Registered as unemployed' - see Glossary: *'Unemployment'*.
- 'Leaving School' - see Glossary: *'School'*.
- Q.2 'Start Date of Unemployment' - see Glossary: *'Unemployment'*.
- Q.4 *'Government special schemes'* - see Glossary.

Current Job Search (P.34-35)

- Q.1 'Registered' - see Glossary: *'Unemployment'*.
- Q.2 Full-time = 31 hours or more per week.
Part-time = less than 31 hours per week.

- Q.3 'Would mean moving house': this means that the job was outside the normal journey to work range, not that the respondent would have had to move into particular accommodation. If respondent considered applying for a job which might have meant moving, but is unsure, code 'Don't know'.
- Q.4 'Leaving school' - see Glossary: 'School'.
- Q.5 'Less take home pay': this means lower pay net of tax and national insurance but not net of travel and accommodation expenses.
- Q.7 'Contact' can include looking at job offered on notice board of Jobcentre, Employment Office etc.
- Q.9 'Apply' means completing an application form or sending a letter of application. Merely finding out whether a job exists or asking for further information should not be coded as having applied.
- Q.10 See Q.9.
- Q.11 See Q.9 'Applying for a job'.
See Q.3 'Meant moving house'.
- Q.13 See Q.5.
- Q.18 See Glossary: 'Government special schemes'.

Latest Job Search (P.36)

- 'Unemployed' - see Glossary: 'Unemployment'.
- Q.1 'Registered' - see Glossary: 'Unemployment'.
- Q.2 Full-time = 31 hours or more per week.
Part-time = less than 31 hours per week.
- Q.3 'Moving house' means that the job was outside the normal journey to work range, not that the respondent would have had to move into particular accommodation.
- Q.5 'Less pay' means lower pay net of tax and national insurance but not net of travel and accommodation expenses.
- Q.7 'Contact' can include looking at job offered on notice board of Jobcentre, Employment Office, etc.
- Q.9 'Apply' means completing an application form or sending a letter of application. Merely finding out whether a job exists or asking for further information should not be coded as having applied.
- Q.10 See Q.9.

OUT OF LABOUR FORCE (P.37-38)

'Out of Labour Force' - see Glossary.

Q.4 'Housework' includes looking after children, elderly relatives etc.

'Extended holiday' counts as 'out of the labour force' if the respondent's intention was to have a holiday/travel, even if some odd jobs were done during the extended holiday.

Going abroad to do a job, whether a formal job or a less formal job like fruit-picking, counts as a job.

SCHOOL AND WORK (P.39-41)

Q.5) See Glossary: 'Careers Advice'.
Q.6)

Q.8) At these questions, the respondent may feel there would have been
Q.9) some advantages and some disadvantages. In this case, read out the question again, saying 'overall' or something similar at the start.

Q.10 Probe for main reason.

NATURAL CHILDREN (P.42-43)

'Natural Children' - see Glossary: 'Children'.

B. 'Miscarriage and stillbirth' - see Glossary.

Q.3 If respondent can only give birth weight in kilos, write in at the side, indicating clearly to which child the weight refers. MAKE A NOTE ON THE RECORD SHEET, SECTION I.

Q.5 'Living with you now' - see Glossary: 'Normally Living with Respondent'.

Q.6 Code how long child has lived away on this occasion if happened more than once.

Q.8 Include any breast-feeding, even if only partial.

Q.10 'Lone parenthood' - see Glossary.

-14 'Partner' - see Glossary.

HOUSEHOLD COMPOSITION (P.44-45)

- Q.2 'Normal Address' - see Glossary.
- Q.3 'Partner' - see Glossary.
- Q.4 'People you live with' - see Glossary: 'Normally Living with Respondent'
- Q.7 'Household Members' - see Glossary.
- Q.9 Name or initials - this information is not required in the office. It is solely for the interviewer's use in identifying the household member for whom information is being collected.
- Q.9a Whenever a respondent mentions a 'son' or 'daughter' or 'child', probe for whether child by birth/adoption, spouse's/partner's child or fostered child. N.B. See Glossary: 'Children'.

CHILDREN'S HEALTH (P.46)

- A. 'Natural Children' - see Glossary: 'Children'. Include natural children whether or not currently living with respondent.
- B. 'Children in Respondent's Care' - see Glossary: 'Children'.
- Q.2 Only one illness or handicap should be entered. If more than one child is handicapped or child(ren) have multiple handicaps, enter full details of most severe handicap. If two children equally handicapped take one handicap of eldest child.
- Q.3 'Normally Living with Respondent' - see Glossary.
- Q.4 'Normally Living with Respondent' - see Glossary.
'Children in Respondent's Care' - see Glossary: 'Children'.

MARRIAGE AND COHABITATION (P.47-53)

- Q.1 'Marriage and living as married' - see Glossary: 'Marital Status'.
'Normally living with spouse' - see Glossary: 'Marital Status'.
'Separated' - see Glossary: 'Marital Status'.
- Q.3 Code 'Yes' only if date or period for marriage has been mutually agreed by respondent and his/her partner.
- Q.4 'Living as married' - see Glossary: 'Marital Status'.
- Q.8 Record date when stopped living as husband and wife/respondent or spouse/partner left the shared accommodation taking personal effects with them.
- Q.10 See Q.3.
- Q.11 'Living as married' - see Glossary: 'Marital Status'.

Q.12 Record age when met for first time (no matter how young), not age when started going out together.

Q.16 'Live together' = 'living as married' - see Glossary: '*Marital Status*'.

Q.17 See Q.16.

Q.18 'Legally separated' - see Glossary: '*Marital Status*'.

Q.19 This refers to any children born to, or adopted by, respondent's spouse/partner, whether within or outside marriage.

Q.20 See Q.12.
'Partner' - see Glossary.

Q.21 'Live together' = 'living as married' - see Glossary: '*Marital Status*'.

Q.23 'Legally separated' - see Glossary: '*Marital Status*'.

Q.24 See Q.19.

Q.25 Code age at which last full-time education was completed, whether at school or at a place of further education such as a technical college, a polytechnic or a university.

If respondent had a period out of education (eg. worked for a time) but then returned to do a further full-time course, take the age at which the last full-time course was completed, not the age at which respondent first left full-time education.

Q.26 See Glossary: '*Activity Status*'.

Q.28 See Glossary: '*Occupation Information*'.
N.B. Slightly different information is collected for spouse/partner than for respondent. The Glossary notes still apply, however, where appropriate.

Q.31 'Live with anyone' = 'living as married' - see Glossary: '*Marital Status*'.

Q.36 See Q.12.

Q.37 'Live together' = 'living as married' - see Glossary: '*Marital Status*'.

Q.39 'Separated' - see Glossary: '*Marital Status*'

Q.40 See Q.8.

Q.41 'Live with anyone' = 'living as married' - see Glossary: '*Marital Status*'.

Q.42 'Person lived with' = 'lived with as married' - see Glossary: '*Marital Status*'
'Met for the first time' - see Q.12.

- Q.43 'Live together' = 'living as married' - see Glossary: '*Marital Status*'.
'Partner' - see Glossary.
- Q.45 'Legally separated' - see Glossary: '*Marital Status*'.
- Q.46 See Q.8.
- Q.47 'Lived with' = 'living as married' - see Glossary: '*Marital Status*'.
This question refers to the number of different people the respondent has lived with outside marriage. Current partner should be included if lived with for 6 months or more.
- Q.48 This refers to the respondent only, not to the respondent's spouse/partner. Code 'No' if respondent has been told not to have children for health reasons, even if technically capable of becoming pregnant. DO NOT CODE 'No' if respondent is unable to have children solely for financial, housing or social reasons.
- Q.49 Adjust wording for sex of respondent. If respondent is male, read out 'had a vasectomy'. If respondent is female, read out 'been sterilised'.
- Q.52 Include children by birth or adoption. Exclude foster children.
- Q.58 '*Miscarriage*' - see Glossary.
- Q.59 '*Miscarriage*' - see Glossary.
- Q.60} '*Miscarriage*' - see Glossary. These questions are identical.
Q.61} They have been printed twice to assist filtering.

HOUSING (P.54-63)

- Q.2 '*Normal Address*' - see Glossary.
- Q.3 '*Household Members*' - see Glossary. If respondent is a lodger, ring code 5 (ie. respondent's accommodation is only one room). Bedsits with cooking facilities should be coded as flats (Code 3 or 4), even if the bathroom is on the landing.
- Q.5 'Have the use of' includes shared use.
- Q.6 See Q.5.
- Q.8 'You' = respondent's household. See Glossary: '*Household Members*'.
If lodger, ring code 1.
- Q.11 Code 'less than 6½ feet' if you can stand in the middle of the room with both arms outstretched and touch both walls.

- Q.13 'You' = respondent's household - see Glossary: *'Household Members'*.
'Living rooms' - exclude those listed at Q.13. Also exclude rooms used solely for business purposes, those not habitable throughout the year (eg. conservatories), those not normally used for living purposes (eg. cloakrooms, store rooms, pantries, cellars etc.). Lodgers will have no 'other' rooms.

A large room which can be divided by a sliding or folding fixed partition should count as two rooms. A room divided by curtains or portable screens into separate sections should count as one room. Rooms separated by an open archway count as only one room, not two.

- Q.16 This question refers only to moving between rooms used by respondent's household (eg. passage to kitchen, bathroom, living room, etc.). Do not count shared space in gaining access to the accommodation (eg. hallways in blocks of flats outside the respondent's unit of accommodation).

'Your rooms' - include kitchen, bathroom, toilet, even if these are shared with other household(s).

- Q.17 'Name' means the name on the rent book or on the deeds of the property.

- Q.18 See Glossary: *'Household Members'*.

- Q.19 *'Equity Share'* - see Glossary.

- Q.25 'Equity' - see Glossary: *'Equity Share'*.

- Q.29 This question is inserted as a filter for the following section (Q.30-Q.42). If the respondent owns all or part of the property (codes A, B or C), 'you' should be used throughout the section. The words 'husband/wife/partner' should be used only if the respondent does not own any of the property (code D).

- Q.38 Do not include any extensions to the mortgage, eg. for improvements. Code size of mortgage at time first taken out.

- Q.39 An Option Mortgage is one on which you do not receive tax relief on the interest payments. The interest is lower than it would be if tax relief were received.

- Q.40 *'Home Loan Scheme'* - see Glossary.

- Q.44 Code 03 or 04 for all forms of accommodation provided by respondent's/spouse's/partner's employer, ie. if employer is Charitable Trust or Educational Establishment, code 03 or 04, not 05 or 06. 'Employer' includes army, hotel, hospital, local authority, if accommodation is provided as part of job.

- Q.51 'Written agreement' is a lease or contract, not just a rent book.

- Q.60 Include only if obtained from the local council. Do not include rent allowances received from social security (DHSS).

Q.65 '*Home Loan Scheme*' - see Glossary.

Q.70 This question should be coded for the respondent's normal address at 16. If in hospital for stay of less than 6 months or at boarding school, code who lived with when at home. 'Lived on own' means living independently eg. living in YMCA or other residential hostel.

Q.71 'Moved away' means intending to move out permanently, even if the respondent later went back. If the respondent took an extended holiday away, from home, this counts as 'moving away' if for 6 months or more. Students who live away from home during term-time are counted as having moved away. Prison/Borstal/Hospital/Armed Forces/Merchant Navy counts as moving away if for 6 months or more.

Q.72 'Moved away' - see Q.71.

Q.79 See Glossary: '*Normal Address*'. Bedsits with cooking facilities should be coded as flats (code 03 or 04), even if the bathroom is on the landing.

FAMILY INCOME (P.64-68)

- Q.1) Showcard P. If a respondent names as an 'other' income something
Q.2) you know to be covered by showcard Q, tell him or her that you are about to talk about it and do not enter here. Otherwise record all 'other' sources named by respondent.

Child Benefit

Any respondent responsible for a child under 16 (or under 19 and still at school full-time) should be receiving Child Benefit at a rate of £4.50 per week for each child. Child Benefit was formerly called Family Allowance.

Child Benefit Increase/One Parent Benefit

Child Benefit Increase was first introduced in April 1977. It is payable to lone parents only and is a flat rate payment of £2.50 per week, regardless of the number of children.

- Q.3) Include maintenance payments from former partner/parent of child
Q.4) under code 04.

Q.5 Respondents may sometimes be uncertain whether something is a saving or an investment. If it is not shown on Showcard R or Showcard S, enter in the grid as either a saving or an investment (code 18 or 26) but enter a full description under 'Name of Savings/Investment' so that we can alter the coding later, if necessary.

- Q.6c Read out 'or are they joint savings' for ALL. Single respondents may be saving jointly with a friend, parent or relative.
- Q.7) see Q.6c). Read out 'or is it owned jointly' for ALL. Insurance policies should be coded '26' and written in. If respondent owns property (other than main residence), enter respondent's estimate of the value of his or her share, after repayment of any mortgage or loan on the property.
- Q.9 The gift or inheritance may be an item/items already covered as 'savings' or 'investments' at Q.5-Q.8.

HEALTH (P.69-76)

- Q.2 This is the same question as Q.3 on Page 1 of the questionnaire. It is repeated here to assist filtering. Code respondent's answer to the question, regardless of any handicap you may have noticed.
- Q.5 '*Medical supervision*' - see Glossary.
- Q.6 There are several places in this section where we ask for the name and address of a hospital or GP. This is because the Bureau may wish to contact doctors or hospitals concerned in order to obtain more detailed information. If the respondent is at all worried, stress that this will not be done without the respondent's permission. If an entry is made here, you should ask the respondent to complete a Consent Form at the end of the interview.
- Q.11 Accept respondent's estimate if cannot give exact height. Take height to nearest inch. If respondent can only give height in centimetres, write in at the side. **MAKE A NOTE ON THE RECORD SHEET, SECTION I.**
- Q.12 See Q.11
- Q.15 Short sight - glasses or contact lenses worn for going to the cinema, driving etc. Long sight - glasses or contact lenses worn for reading etc.
- Q.19 Code 'Yes' only if attacks have been called epileptic by a doctor or nurse.
- Q.21 Prescribed medicines - must be prescribed by a doctor, not just something bought from a chemist. The medicines may be taken all the time or may be taken only when an attack occurs.
- Q.22 '*Medical supervision*' - see Glossary.
- Q.23 See Q.6.
- Q.24 'Asthma' is pronounced 'Assma'.

Q.26 See Q.21.

Q.27 '*Medical supervision*' - see Glossary.

Q.28 See Q.6.

Q.31 'Phlegm' is pronounced 'Flem'.

Q.33 'Eczema' is pronounced 'Exma'.

Q.34 Include any supervision due to problems of pregnancy or childbirth.

Q.35 If more than 4 conditions, take first 4 mentioned. If respondent asks which conditions should be mentioned, ask for 4 most serious.

Q.35
c) See Q.6.

Q.38 If admitted overnight and treated as an outpatient, ring code '1'.

Q.41 Include all complications with childbirth (during pregnancy or at delivery) whether the complication was the reason for admission or developed after admission.

If complications or other conditions developed after routine admission for childbirth, enter details of complications or other conditions under 'Reason for Admission'.

Day wards should be excluded - respondent must have stayed in the hospital or clinic overnight.

Q.42 See Q.41.

Q.43 See Q.41.

See Q.6 regarding Consent Form.

If respondent admitted more than once for the same condition, code each admission separately and make it clear whether reason for admission was exactly the same or not.

Q.44 Code 'Yes' only if specialist seen, not just GP.

Q.45 Specialist means psychiatrist, not other non-medical people to whom respondent may have been referred by the psychiatrist.

Q.47 See Q.6.

Specialist means psychiatrist, not other non-medical people to whom respondent may have been referred by the psychiatrist.

Take name and address of specialist, if known. Otherwise name and address of any person (including non-medical) to whom referred by specialist.

Q.50 '*Medical supervision*' - see Glossary.

Q.51 See Q.6.

Q.52 Include consultations for ante-natal and post-natal care.

CONSENT FORM - the Consent Form may be completed by the respondent *either* at the end of the interview *or* at the end of the 'Health Section'.

It must not be completed at the time the first name and address of a doctor or hospital is recorded, since the respondent must know about all the possible doctors and/or hospitals which might be followed up, before signing the form. See page 77 of these notes for how to complete.

LEISURE (P.77-82)

Q.1 If respondent never does an activity at all, code 'Not at all in the last 4 weeks'. Respondents may say they do some of these activities at other times of the year (eg. playing sports). They should still be coded on the basis of their activities over the past 4 weeks.

Q.1a Include watching videotapes of any kind.

b Include reading non-fiction. Exclude work-related reading.

c Include parties in friend's houses and 'commercial' parties.

e Include 'just popping in' as well as more organised visits.

f Include film club attendance and any live 'performing arts' (community theatre, pub theatre, dance).

g Include card playing for money.

Q.3 Exclude non-alcoholic lager, shandy etc.

Q.4 Include cocktails. If someone drinks spirits at home, ask for an approximate number of measures - most people pour a double or treble measure when drinking at home. There are 32 measures in a standard bottle of spirits, so if someone said they drank about half a bottle over the week, the code is 16 measures.

Q.11 Age at which last smoked even one cigarette.

Q.14 Most recent date of birth may have been for a stillborn child or one that died since birth.

Q.17 If more than one change made in pregnancy, take details of first change (during pregnancy for most recent birth).

Q.18 See Q.17.

Q.19 See Q.17.

Q.23 Showcard W is merely a prompt to give the respondent some idea of what we are talking about - the range of possible activities is far wider than is shown on the card.

Include - statutory unpaid office eg. JP, school governor, etc.
- activities not involving an organisation eg. visiting sick neighbour, shopping for an elderly person.

Exclude - fostering children
- solely 'animal' charities eg. RSPCA, RSPB
- jury service
- giving blood
- things done for relatives, members of the household and close friends.

Q.24 Record details of one voluntary activity only, ie. if more than one activity done for the same organisation, record details of type of work which takes up most of respondent's time.

Q.27 Include any youth organisations mentioned by respondent if they catered for people of eleven years or older (perhaps in addition to younger children).

Q.28 See Q.27. Include those who dropped in on a casual basis, as well as members and helpers.

Q.29 See Q.27.

Q.33 Also code as National Front (07):

New National Front
British Movement
Constitutional Movement

Q.34 See Q.33. If a respondent wishes to vote for the 'Liberal/Social Democratic Alliance', probe for which party they would prefer to vote for.

Q.36 Picketing need not be at the respondent's workplace but must be part of industrial action. Include picketing and striking as part of industrial action even if the action was not made official.

Q.38 Take respondent's definition of 'belonging to a religion'.

Q.39 Services or meetings connected with religion should be those connected with worship, meditation, prayer, 'outreach' etc., not activities such as committee work and voluntary activities connected with the religion.

PARENTS (P.83)

Q.1) Do not read out the phrase in brackets. This should be used only
Q.3) if the respondent asks for clarification.

(We are hoping to obtain information about the people who completed the questionnaire as the respondent's 'father' and 'mother' when the respondent was aged 16.)

Q.2) See Glossary: 'Activity Status'.
Q.4)

IN CARE (P.84)

Children who are 'in care' may be placed in Residential Nurseries (0-3 years), Children's Homes (any age up to 18/19 years), Community Homes with Education (CHE's: formerly approved schools) (11 upwards), foster homes or even remain with their parents.

INTERVIEWER (P.85)

CONSENT FORM - The Consent Form may be completed by the respondent *either* at the end of the interview *or* at the end of the 'Health Section'.

It must not be completed at the time the first name and address of a doctor or hospital is recorded, since the respondent must know about all the possible doctors and/or hospitals which might be followed up, before signing the form.

If the respondent wishes to give consent for some but not all doctors or hospitals to be followed up, ask the respondent to state clearly on the Consent Form which doctors and hospitals are allowed to release information.

The Consent Form is required because it is possible that in the future the Bureau would like to contact the doctors or hospitals concerned in order to obtain more detailed information.

Before handing over this form you must remember to enter the respondent's Identity Code and Check Letter in the boxes provided in the top right-hand corner. Make sure that the respondent's name and address are legible after he or she has entered them. If not, please write in again clearly.

The Consent Form should be sent back to the office pinned to the Contact Sheet. It will thus be returned separately from the Questionnaire, since it contains the respondent's name and address.

YOUR HEALTH - Hand over the whole questionnaire (and pen!) for the respondent to complete the back page - do not tear off the back page.

The respondent should complete the 'Your Health' questionnaire unaided. You may only complete it as an interviewer-administered questionnaire if the respondent is unable to complete it alone (eg. because unable to read or write adequately, because of severe physical handicap etc.). If you do have to administer the questionnaire, you must read out each question and code in turn in the usual way. If respondent cannot answer 'Yes' or 'No' for any item, write in 'Don't know'.

Remember to code, at the foot of P.85, the way the 'Your Health' questionnaire was filled in.

FINAL NOTES AND CHANGES TO INSTRUCTIONS

FINAL NOTES AND CHANGES TO INSTRUCTIONS

Most of the briefing sessions have now been completed, and a lot of interviewers have returned their first two questionnaires, giving us a chance to see how things are going. The purpose of this short document is to draw your attention to errors in the questionnaire or instructions, and to point out some mistakes that are often being made by interviewers. It consists of four sections:-

1. Common mistakes being made in completing the questionnaire
2. Additional instructions to cover problems raised at briefings or in early interviews
3. Errors in the printed questionnaire
4. Changes to the interviewer instructions

There were some errors in the pre-briefing instructions, but the pre-briefing notes have now been superseded by the main interviewer instructions, and you should now throw away the pre-briefing notes and use only the interviewer instructions.

PLEASE READ THIS DOCUMENT CAREFULLY AND KEEP IT WITH YOUR INTERVIEWER INSTRUCTIONS. YOU SHOULD PUT A MARK ON THE INSTRUCTIONS TO SHOW WHERE CHANGES HAVE BEEN MADE.

1. COMMON MISTAKES BEING MADE

The general standard of returned work has been excellent. However, there do seem to be some mistakes that are made quite frequently. These are listed below in questionnaire order. Please check your questionnaires carefully in order to avoid these mistakes.

Contact Sheet Outcome Codes 14-23 are only to be used when it has been established that the respondent lives at the address and contact has been made with the respondent or someone else at that address.

Record Sheet The final call on which the interview is conducted is frequently not entered on the call record on the back of the record sheet.

Diary Questions 1 - 4 on the top left of the diary should have the answer codes circled. They are often left blank at the moment.

Page 2 - Interviewer check box - the answer yes or no must be coded. This also applies to unemployment, out of the labour force and natural children

- Don't forget to code whether a job is full time or part time.

- Job 1 is the first proper job, the one coded J1 on the diary

- Any Jobs coded as fill-in time must be completely ignored when coding Q 1 - total number of jobs and when filling in the grid of start and end dates

- Page 5 Interviewer check box before Q.6 - many interviewers are not following the filter instructions from Q.(c).
If the answer is "No" you must go to Q.6 and not to Q.(d).
- Page 21/22 If the respondent has had any full time education on the diary (Code E1, E2 etc.) then the answer to Q.52 (P.21) or Q.1 (P.22) must be yes.
- Page 41 Only ask Q.11(b) for those items coded (A) at Q.11(a)
- Page 44 Q.2 Codes 1 and 2 - the filter is very clear "GO TO Q 4"
However, many interviewers are asking Q 3
- Page 45 - Q.5 if the answer is Yes then go to Q.7
- Many of you forget to enter the total number of other household members in the boxes at Q.8.
- Page 46 INTERVIEWER CODE Q.A. again many interviewers are not following the filter instructions at Q.A.
- Page 57 A common mistake on this page is as follows
- Q 34 purchase price £10,000
Q.38 loan/mortgage £8,000
but at Q 37 no second source or third source
if this happens you must probe for the source of the balancing amount.
Point out codes 09, 11 and 12 on Showcard M.
- Page 61 Q 70 codes 01, 02 and 03 - another filter which is frequently followed wrongly - you should go to Q.72.
- Page 64/65 When recording period covered please be careful
Code 5 means 2 months
Code 6 means 3 months
Code 7 means 6 months
Do not use code 6 to mean 6 months
- Page 80 Q 31 despite all the prompts given in the question words interviewers are still recording more than one answer at this question

General

- (a) Some interviewers are returning yellow contact sheets and medical consent form in the same envelope as the questionnaire - you must send them back separately. Send the contact sheet and consent form with the next batch of questionnaires.
- (b) Do not send any questionnaires or contact sheets to the Children's Bureau - send all material to NOP or SCPR as appropriate.
- (c) When returning final non-contacts you must return also the third label for that respondent.
- (d) When writing numbers in boxes, put a number in every box including leading zeros. Write zeros carefully so that they do not end up looking like 6.
- (e) Qualification Codes If, on a training or education course, the respondent gained a qualification or certificate or diploma, then there must be a code on Showcard C that covers it - even if you only use code 02 "some other qualification".
- (f) Remember start and end time, and Interviewer Number.
- (g) Before you return work, check to ensure you have completed all relevant sections and that you have not missed any filters.
- (h) Send a pay claim with every envelope of returned work

2. PROBLEMS RAISED AT BRIEFINGS AND IN EARLY INTERVIEWS

Several problems cropped up at the briefing sessions or were pointed out by interviewers in their first interviews. Below are some notes to help you if you come up against these problems. You should also read Section 4 of this document for more notes and explanations.

- (a) When recording dates you should always check these with the Diary and with the respondent. If respondent says "Don't know" when asked about a date which is not recorded on the Diary (e.g. date of moving to present accommodation, date started living together and so on) use the key dates and main activity from the Diary to assist recall.
- (b) Page 6 of Questionnaire. The filter in the box above Q.3 applies only to those who have answered Q.2b. If you are following a filter which sends you to Q.3, you should start at Q.3a - do not follow the filter in the box above. The same applies to "last job" on Page 12.
- (c) Page 25 Q.21. If the respondent has started any other course of study for any qualification, then you should ring code 1 even if they did not complete the course or failed to get the qualification.
- (d) Page 26 Summary of other courses. Note that in the filter box at the foot of the page, you must ring code 'A' if you have rung code '2' anywhere at Q.6.
- (e) Page 30 Q.14. Remember that we are only interested in courses which did not lead to a qualification. It is probably best if you use the prompt "I don't mean courses which led to formal qualifications" every time you get a "Yes" answer to Q.14.

3. ERRORS ON THE QUESTIONNAIRE AND DIARY

In spite of our best efforts there are a few errors on the questionnaire and diary. These will have been pointed out to you in briefings, but please note:

DIARY

Current Main Activity You should include the respondent's current activity even if it has not yet been going on for a month. So if someone was unemployed until the end of August, but has been working for the last two weeks you would code that job on the diary, and include it in the employment grid on Page 2, and similarly with any current period of education or Out of the Labour Force.

Full-Time Education Code TOPS courses as "E1/TOPS" "E3/TOPS" etc.

Unemployment Respondent need not be registered as unemployed in order to be coded as unemployed on the diary, but anyone who is registered must automatically be coded as unemployed even if they say they are not wanting work.

QUESTIONNAIRE

P.40 Q.5 The filter beside codes 2 and 3 should read
- "GO TO FILTER BOX BEFORE Q.7"

P.61 FILTER This filter tells you to check the answer at Q.44. Some
AFTER people (those squatting, or living with parents for example)
Q.66 do not answer Q.44. If you check back and find Q.44 is
blank, then in the filter box after Q.66 you should ring
code 2 "Something else".

P.62 Q.79 Code 05 should read "Rooms (not self-contained) or lodgings".

P.71 Q.15 Codes 1 and 2 should read
Short-sight (bad distant vision)
Long-sight (bad near vision)

4. INTERVIEWER INSTRUCTIONS - AMENDMENTS AND ADDITIONS

There are one or two points of inaccuracy in the interviewer instructions, plus a few extra points we would like to bring to your attention. If you keep this document with your instructions, and mark them up with an asterisk to show where extra notes have been given, you will know whenever you look anything up whether you need to check the extra notes as well.

The first notes all concern Section B of the Instructions - The Glossary.

Page 33

Delete existing
notes and
replace by

Activity Status

Permanently sick/disabled

Those who have never worked because of sickness, disability or handicap and those off work for 6 months or more and no job to go back to.

If actively looking for work, code as "Unemployed and seeking work".

Unemployed and Seeking Work

Self-employed people are only unemployed when they are prepared to accept work from someone else AS AN EMPLOYEE.

Full-time Housewife

Applies to men and women.

Include all people who perform the duties of a housewife and who do not have a paid job.

Exclude women in paid employment (code as "Working") and women who worked until retirement age (code as "Wholly retired")

Page 36

Education

Diary Definition

Note that TOPS Courses should be coded E1/TOPS etc. on the Diary, not just TOPS, although they are filled in in the Training Section

Page 37

Delete last
sentence
Note now reads

Education Course

- (11) If say one qualification is obtained through a series of sub-courses or modules undertaken consecutively, this should be treated as a single course
- (v) There is one further point to note about work experience courses, and that is a special case where people do work experience before or after the course itself. The following note should be added to the end of point (v) to explain this
 - If the work experience takes place wholly before the start of the course, or wholly after completion of the taught course and is organised by the respondent themselves (not the college), treat this period as a job, even though the work experience may be required for full completion of the qualification

Page 41

Note the printing error, should read "not" rather than "now"

Grant

Include - "scholarships" from an employer, provided that the respondent is not working full-time for that employer while doing the course.

Page 43

Add to notes

A Change of Job

Include - changes from part-time to full-time work with the same employer or changes from full-time to part-time work.

Page 44

Delete first sentence and replace by

First Job

The respondent's first job is the first job, which is counted as a main activity, and is coded "J1" on Diary (i.e. excluding jobs done while in full-time education and full time jobs).

Page 44

Add to notes

Lone Parenthood

Lone Parenthood means bringing up a child of your own, without a spouse or partner. The child must be the respondent's natural child. Note that the partner need not be the other parent of the child. If a woman is a lone parent because her husband has left her, and she then remarries, she ceases to be a lone parent.

Page 45

Add to notes

Main Activity

Current activity (i.e. in the month of interview). The one month rule does not apply in this instance. You should record a main activity in the month of interview no matter how long its duration.

Page 53

Add to notes

Date of Leaving School

If respondent left school before the official date of end of term, enter the date he/she walked out.

Page 55

Add to notes

Training Course

A training course is a course undertaken as part of employment. (See entry under "Release Courses" above). The respondent need not have completed the course but in this case it should be treated as an uncompleted course at Q.27/Q.37/Q.47

Page 56

Add to notes

Unemployment

A respondent who is receiving unemployment benefit and/or is registered as unemployed should always be treated as unemployed, even if he says he does not want work. Any other "unemployed" respondent who does not want work should be treated as "Out of the Labour Force".

These next notes apply to Section C of the Interviewer Instructions - "Diary and Questionnaire Instructions"

<u>Page 64</u>	<u>Other Education</u> (Page 28-30)
Add to notes	Q.2/3 In Scotland "O" grade passes at "H" grade are known as "Compensatory O grades".
<u>Page 65</u>	<u>Current Job Search</u> (Page 34-35)
	Q 2 Full-time = 30 hours or more per week Part-time = Less than 30 hours per week
<u>Page 66</u>	<u>Latest Job Search</u> (Page 36)
-	Q.2 Full-time - 30 hours or more per week Part-time - Less than 30 hours per week
<u>Page 68</u>	<u>Household Composition</u>
Add to notes	Q 4 "Living on your own" means living without any other people or family.
<u>Page 70</u>	<u>Marriage and Cohabitation</u>
Add to notes	Q 56 If partner is of same sex as respondent, skip Q.56 Q 57 This question must be coded for <u>all</u> respondents If foam, jelly or cream (code 08) is used in combination with sheath, etc. (code 02) or cap, diaphragm, etc. (code 05) code 02 or 05 as appropriate.
<u>Page 71</u>	<u>Housing</u> (Page 54-63)
Add to notes	Q.19 If the respondent is in " <u>Co-ownership</u> ", treat as an "owner-occupier". If the respondent is in "Rental purchase" treat as "Renter".
Add to notes	Q 27 There is no leasehold in Scotland. Feu titles are to be treated as freehold
Add to notes	Q 52 A "non-exclusive occupation agreement" occurs in some shared accommodation; when the landlord makes a separate rental agreement with each person. This often means individuals cannot choose who they share with
<u>Page 73</u>	<u>Family Income</u> (Page 64-68)
Add to notes	Q.6c+8c If a respondent claims that there are some savings which are really his although they happen to be in someone else's name (eg parents) DO NOT INCLUDE as savings or investment Q 8/9 Wedding presents valued at over £500 are to be included as gifts.