

Next Steps Age 25 Survey

Appendix A: participant and interviewer survey documents



NatCen

Social Research that works for society



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Pre - advance mailing pack

Welcome back! Covering letter

Dear study member,

My name's Lisa and I'm the Director of Next Steps, a study you joined while you were in school. I'm very pleased to say that Next Steps is continuing, and I hope that you will carry on taking part in this important study well into the future.

Next Steps is following 16,000 people born in 1989-90 who are living across England. It is one of the biggest and most important studies of your generation anywhere in the world. The organisation that I work for is called the Centre for Longitudinal Studies and we're based at University College London. We've recently taken over the management of Next Steps from the Department for Education, who started the study when you were in school.

The help you've given so far has made a big difference. The enclosed booklet contains just a few examples of how findings from Next Steps have changed the way government, schools and others support young people and their families. You can also check out our new video about the study at nextstepsstudy.org.uk

The next survey will take place in 2015 when you're 25 years old. We'll be writing to you again to tell you about what the survey will involve. But for now, we wanted to send you some information to remind you what the study is all about, and why your role in it is so valuable. We've also included some small gifts as a thank you for all your help so far.

UPDATE YOUR CONTACT DETAILS

We need to know how to reach you in order to invite you to take part in Next Steps surveys. We'll be contacting you by post, email and phone, so please check the details below and let us know if they've changed with the enclosed change of details card.

This is the most recent information we have:



Address:



Phone:



Email:



FREEPOST RTHR-TUGG-UTCR
Next Steps
Centre for Longitudinal Studies
UCL Institute of Education
20 Bedford Way
London
WC1H 0AL

T 0800 977 4566 (Freephone)
E nextsteps@ioe.ac.uk
W nextstepsstudy.org.uk

Facebook: www.facebook.com/nextstepsstudy
Twitter: @nextstepsstudy



Scan the code below with your smartphone to visit our website.



With your continued help, we can find new ways of making life better for your generation and the next. When you were younger, the study collected information about your education, families and your hopes for the future. Now that you're adults, we're interested in how your lives have changed. Have you carried on in education? Have you found work? Have you had a family of your own?

And as it's a new beginning for the study, we've got a new look and a brand new website with lots of interesting information about what we've learned and how you've helped make a difference. Visit us at www.nextstepsstudy.org.uk. You can also follow us on Twitter @nextstepsstudy and Facebook www.facebook.com/nextstepsstudy

In order for us to contact you about the upcoming survey, it's very important that we have your up-to-date address, phone number and email address. The details we have for you are printed on the other side of this letter – please let us know if they have changed. You can do this using the enclosed change of details card, on the Next Steps website, or by contacting us on Freephone 0800 977 4566 or nextsteps@ioe.ac.uk.

Best wishes,



Lisa Calderwood
Study Director



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Next Steps
Centre for Longitudinal Studies
UCL Institute of Education
20 Bedford Way
London
WC1H 0AL

T 0800 977 4566 (Freephone)
E nextsteps@ioe.ac.uk
W nextstepsstudy.org.uk

Facebook: www.facebook.com/nextstepsstudy
Twitter: @nextstepsstudy

Welcome back! Change of details card

CHANGE OF DETAILS CARD



**NEXT
STEPS**
LEARNING FROM YOUR GENERATION

YOUR DETAILS

Please complete using
BLOCK CAPITALS

YOUR REFERENCE NUMBER:

(printed on the letters we send you)

TITLE:

FIRST NAME:

SURNAME:

DATE OF BIRTH (DD/MM/YY):

CURRENT ADDRESS:

POSTCODE:

DATE YOU MOVED HERE (MM/YY):

HOME TEL. NO:

MOBILE TEL. NO:

EMAIL ADDRESS:

Once complete please moisten edges, fold on the dotted line, seal and return. No stamp is needed. You can also update your details online at **nextstepsstudy.org.uk** or by contacting us on Freephone: **0800 977 4566** or email **nextsteps@ioe.ac.uk**.



FREEPOST RTHR-TUGG-UTCR
Next Steps
Centre for Longitudinal Studies
UCL Institute of Education
20 Bedford Way
London
WC1H 0AL

Welcome back! Study member booklet

The background of the entire page is a light teal color. Scattered across this background are numerous black silhouettes of people in various poses: walking, running, and cycling. These silhouettes are of different sizes and are positioned at various angles, creating a sense of movement and activity. The silhouettes are more densely packed in the lower half of the page, which has a darker teal background, and more sparse in the upper half.

NEXT STEPS

LEARNING FROM YOUR GENERATION

WELCOME BACK.
IT'S BEEN A
WHILE...

A STUDY FOLLOWING

16,000

PEOPLE IN ENGLAND

IT ALL BEGAN IN

2004

WHEN YOU WERE
IN YEAR 9

NEXTSTEPSSTUDY.ORG.UK

NEXT STEPS IS BACK. AND IT'S BIGGER AND BETTER THAN EVER.

Next Steps is one of the biggest and most important studies of your generation anywhere in the world. It began following 16,000 young people born in 1989–90, who were in Year 9 in 2004 at state or independent secondary schools across England.

Just recently, Next Steps received funding for another survey when you are 25 to find out what your lives are like now. We hope to continue following you throughout your adult lives, building a complete picture of what life is like for your generation.

From the time you turned 14, the study has gathered information on a number of different aspects of your lives, including family,

friends, health, housing, education, jobs, how you spend your spare time, your neighbourhoods, and your hopes for the future.

As you get older, we will continue to ask you about those things, as well as your careers, finances, whether or not you get married or have children, and your attitudes and beliefs.

All this information helps researchers understand:

- how our experiences as teenagers affect how we turn out later on
- how things like health, wealth, family, education and employment are linked
- how these aspects of life vary for different people and across generations.

MANAGEMENT AND FUNDING

From 2004 to 2013, the Department for Education ran Next Steps. In 2013, the Centre for Longitudinal Studies at University College London began managing the study. We run other similar surveys – following people born in 1958, 1970 and 2000–01. Find out more at www.cls.ioe.ac.uk.

An organisation called the Economic and Social Research Council funds the study. It is one of seven independent research funders in the UK. Find out more at www.esrc.ac.uk.





FOLLOWING THE
GENERATION BORN IN

1989-90

YOUR LIVES HAVE CHANGED. SO HAVE WE.

Life for the Millennial generation – born between 1980 to 2000 – has been full of changes.

Technology has changed.

The first major advances in the internet, social media and new technology were all during your lifetime.

Society has changed.

You grew up with globalisation and cultural diversity, but also greater inequality than your parents' generation.

The economy has changed.

You entered the workforce during the worst economic recession since the Great Depression.

And so we've changed too.

When it started, Next Steps was designed to study young people's experiences through secondary school, and into further education, training or the workforce. But your lives and the world around you have changed in important ways. So now Next Steps is focused on understanding what your adult lives are like, both now and in the future.

YOU'RE THE VOICE OF YOUR GENERATION

Each of you brings something unique to Next Steps, and together, you represent the diversity of your generation. That's why we need people from all different backgrounds to take part. Without you, the picture isn't complete.

You also bring something unique to the story of Britain. Studies like Next Steps have been following different generations since 1946.

FIND OUT MORE AT...
nextstepsstudy.org.uk

HERE'S HOW IT WORKS

START...

THE FIRST SURVEY

In 2004, around 16,000 of you took part in the first survey of Next Steps.



KEEPING IN TOUCH

As you went through secondary school, you were surveyed every year because your lives were changing quickly. As you get older, we'll get in touch less often.



TAKING PART

We would like everyone to take part in every survey, but the choice is yours. If you miss a survey, you can always take part next time.



HAVEN'T TAKEN PART IN A WHILE?

Even if you haven't taken part for several years, you can still participate at age 25. There's still a lot we can learn from how you've changed since Year 9 or 10, even if we don't have all the details of your life in between.

WHAT WE ASK YOU



We ask you about things that are relevant to your lives. When you were younger, we asked you about school, friends, family and your hopes for the future. As you get older, we'll ask you about things like work, health, whether you have children, and your plans for retirement.

YOUR FAMILY



We also talk to the important people in your lives. When you were at school we spoke to your parents. As you get older, we may ask to speak to people like your partner or children (if you have them).

THE NEXT SURVEY
WILL START IN
2015

WHEN YOU ARE
25
YEARS OLD

DATA SECURITY



All the information you give us is then separated from your name, contact information and any other details that may identify you.

COMPLETING THE PICTURE



Your anonymised information is put together with the information from all the other study members to provide a complete picture of your generation.

KEEPING YOUR DATA SAFE

We have security measures in place to ensure that no one else can access your name or contact information. We keep these personal details separate from the other information you give us, so you can't be identified from your answers. All the information we collect is treated in accordance with the Data Protection Act 1998.

LEARNING FROM YOUR GENERATION



Researchers use the information to learn how people's experiences in early life affect their choices and outcomes later on.

...REPEAT!

THE NEXT SURVEY

The next survey will be in 2015 when you are 25 – a point in your lives when many face big decisions about careers, housing, families or finances.

A company called NatCen will be conducting the survey this time around. We'd like you to do the survey online, but you can choose to be interviewed over the phone or in person if you prefer. We'll be in touch nearer the time to let you know more.

UPDATE YOUR CONTACT DETAILS

We need complete, up-to-date contact info for everyone, including email, phone number and address. Please update your information on the website, or using the change of details card that came with this booklet.

FIND OUT MORE AT...
nextstepsstudy.org.uk

WHAT WE'VE LEARNED FROM YOU...



...AND HOW IT'S MADE A DIFFERENCE

Next Steps plays an important role in identifying what factors can influence children and young people's chances in life.

Government, teachers, charities and others use what we learn from you to develop services and policies that help improve people's education, development and wellbeing. These pages list just a few of the things we've learned and how they've helped make a difference.

By taking part in Next Steps, you're helping make life better for people your age, as well as younger generations.

IMPORTANCE OF FAMILY

Findings from Next Steps have shown that those of you who got on with your parents and had strong family support also had better mental health and did better in school. Family support also affected whether or not you liked school, and whether or not you applied to university.

AT AGE 16-17 NEARLY

50%

OF YOU WOULD TALK TO YOUR FAMILY IF THINGS WERE TROUBLING YOU



DID YOU KNOW?

Half of young people who ate a meal with their family six or seven times a week gained eight or more A*-C GCSEs, compared to less than a third of teenagers who never ate with their families.



25%

OF YOU WOULD TALK TO A FRIEND AT SCHOOL



10,000

FEWER PUPILS ARE
BULLIED DAILY SINCE
YOU WERE IN YEAR 9

AT AGE 14 ALMOST

50%

OF YOU REPORTED
BEING BULLIED

BULLYING

Bullying can be very harmful to young people's wellbeing. Next Steps has played a major part in understanding the risks of bullying. At age 14, almost half of you reported being bullied, but it was girls, young people with special educational needs and those living in care who were most likely to be affected.



HELPING THE NEXT GENERATION

Findings from Next Steps have been used in several anti-bullying campaigns and initiatives, as well as in guidance for teachers and schools about how to stop bullying. A recent study has shown that secondary school pupils today are less likely to be bullied than your generation.



FIND OUT MORE AT...
nextstepsstudy.org.uk

WHAT WE'VE LEARNED FROM YOU...



EDUCATION

Next Steps has helped shed light on the factors that influence young people's performance at school.

Findings have shown that poverty and disadvantage can affect educational achievement. Pupils from disadvantaged backgrounds did less well in school than their more advantaged peers, and were also more likely not to be in education, employment or training by age 17.

However, Next Steps has also shown that this is partly due to the fact that disadvantaged young people are less likely to believe in their own ability and have lower aspirations for their futures.



Aspirations, self-belief and behaviour explain a quarter of the educational attainment gap between rich and poor pupils.



Next Steps has helped identify what types of young people are most likely to struggle at school. This helped schools target their support at those who needed it most.

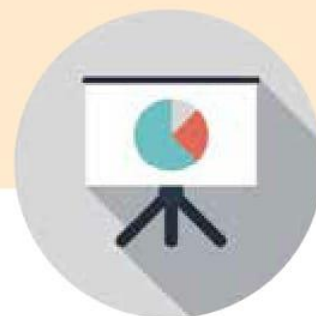


Findings from Next Steps were used in setting up the Educational Maintenance Allowance, a scheme to help young people from low-income families with the costs of travel, books or equipment for school or college.



Only 40% of your generation had a job at age 18, compared to 74% of the generation born in 1958.





CASE STUDY: HOW YOU'VE HELPED IMPROVE VOCATIONAL EDUCATION FOR YOUNG PEOPLE

After finishing school, some people choose to continue their education or training. But for many years, practical qualifications and apprenticeships – referred to as ‘vocational’ education – have not been successful in helping young people get the secure jobs they want.

In 2011, the Department for Education asked Professor Alison Wolf to investigate vocational education in the UK, and recommend how to improve it for future generations. Professor Wolf used information from Next Steps to show that your generation was actively seeking work, but that around a third to a half of you struggled to find appropriate courses and jobs, and as a result changed occupations frequently and spent periods of time not in work, education or training.

Based on these findings, Professor Wolf was able to make 27 specific recommendations of how to improve practical education and training opportunities for young people that will help them to get jobs with good opportunities for progression.

The government has committed to acting on **all** of the recommendations in Professor Wolf's report.

**IF WE ARE GOING TO GIVE
ALL OUR YOUNG PEOPLE THE
OPPORTUNITIES THEY DESERVE
WE MUST GET IT RIGHT. THANKS
TO PROFESSOR WOLF WE NOW
HAVE A GUIDE TO GET US THERE.”**

— Michael Gove, Former Secretary
of State for Education

FIND OUT MORE AT...
nextstepsstudy.org.uk

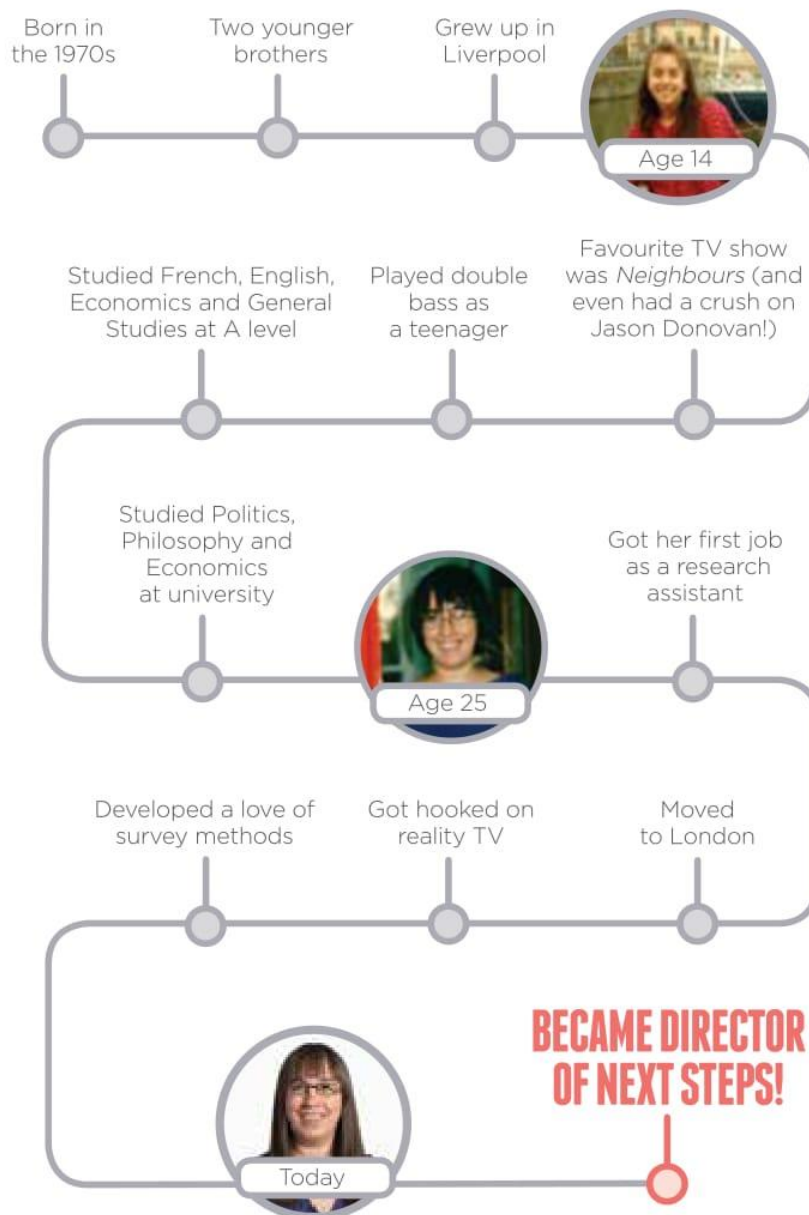
MEET THE TEAM

LISA CALDERWOOD

Director of Next Steps

Lisa is the Director of Next Steps. She's responsible for all the big decisions about the study, in particular deciding what topics we cover at each survey.

Lisa has specialised in managing surveys for studies like Next Steps for 15 years. She is interested in improving the methods we use to collect information from study members.



THE WIDER TEAM

Managing a study this big requires many different jobs – including researchers, survey specialists, data managers and communications staff. Marie, Matt and Mandy put together the questions we ask you.

Mary, George, Denise and Tony work on keeping your contact information up to date and secure. Sarab takes care of your survey answers, and Lorraine and Morag use it to find out more about your generation.

EMMA SAVILLE Communications Officer

Emma is responsible for providing study members with information about Next Steps. She puts together the mailings we send you, and keeps the website up to date.

Born in the 1980s in Keighley, West Yorkshire

One younger sister and one older half brother

Grew up in Sheffield



Age 14

Favourite TV show was *Buffy the Vampire Slayer*

Liked travelling and making cakes as a teenager

Studied Biology, English Language, Psychology and General Studies at A level



Age 25

Got really into action films

Joined a semi-pro salsa group

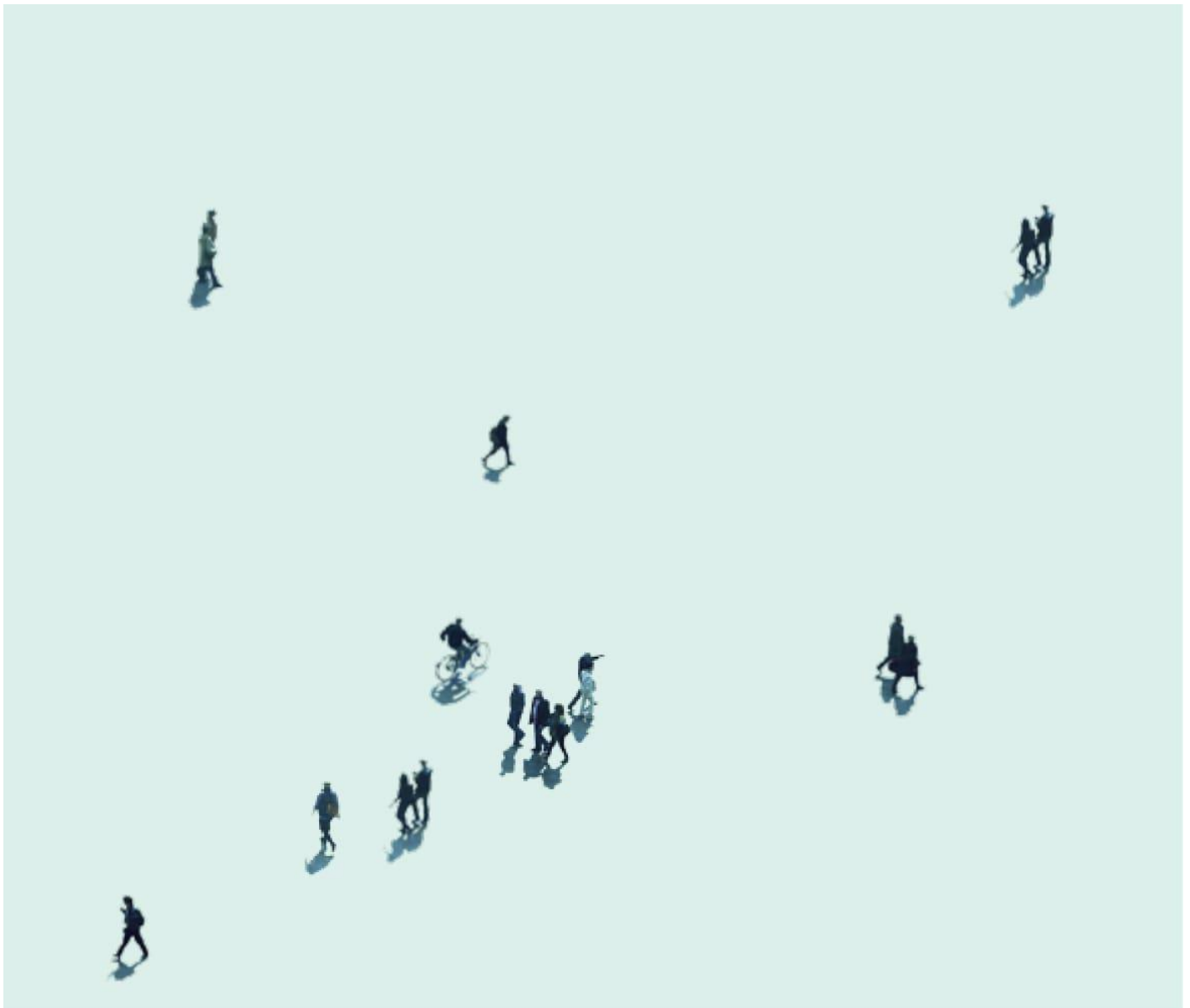
Moved to London



Today

**BECAME
COMMUNICATIONS
OFFICER FOR NEXT STEPS!**

FIND OUT MORE AT...
nextstepsstudy.org.uk



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Centre for Longitudinal Studies
Institute of Education
20 Bedford Way
London
WC1H 0AL



Freephone: 0800 977 4566



Email: nextsteps@ioe.ac.uk
Web: www.nextstepsstudy.org.uk
Facebook: www.facebook.com/nextstepsstudy
Twitter: [@nextstepsstudy](https://twitter.com/nextstepsstudy)

Welcome back! Timeline

NEXT STEPS

LEARNING FROM YOUR GENERATION

SEE HOW FAR YOU'VE COME



**NEXT STEPS
LAUNCHED
IN 2004**

**TAKE A LOOK
BACK OVER THE
LAST 10 YEARS...**

NEXTSTEPSSTUDY.ORG.UK



**FACEBOOK
IS LAUNCHED**

58%

OF YOU CHOSE
YOUR GCSE SUBJECTS
BECAUSE YOU WERE
INTERESTED IN THEM

34%

OF YOU CHOSE YOUR
SUBJECTS BECAUSE
YOU WANTED TO DO
WELL IN YOUR EXAMS

2004 YEAR 09

35%

OF YOU READ FOR
PLEASURE MOST DAYS

79%

OF YOUR PARENTS
WANTED YOUR
EDUCATION TO BE
BETTER THAN THEIRS



**THE US TV
SITCOM
FRIENDS
ENDS**



**YOUTUBE
IS LAUNCHED**



**DOCTOR WHO
RETURNS
TO TV**

1 IN 7

OF YOU WATCHED 4 TO
6 HOURS OF TV A DAY

2005 YEAR 10

24%

OF YOU REPORTED GOING OUT
WITH FRIENDS 6 OR MORE
TIMES A WEEK

9 IN 10

OF YOU HAD YOUR
OWN MOBILE PHONE
AT AGE 15



**TONY BLAIR
WINS THIRD
SUCCESSIVE
TERM**

MORE THAN

2 IN 5

OF YOU SAID YOU NEVER
OR HARDLY EVER ARGUED
WITH YOUR PARENTS
AT AGE 16

MORE THAN

4 IN 5

OF YOU PLANNED TO STAY
IN FULL-TIME EDUCATION
AFTER THE AGE OF 16

2006 YEAR 11 GCSES

**THE VERB
'TO GOOGLE'
ENTERS
OXFORD
ENGLISH
DICTIONARY**



ALMOST

1 IN 3

OF YOU HAD A PAID JOB
DURING TERM TIME

MORE THAN

1 IN 5

OF YOU DIDN'T GET ANY
POCKET MONEY



**THE ONE
BILLIONTH
SONG IS
PURCHASED
FROM
ITUNES**



2007 YEAR 12

THIS YEAR...

Smoking in public places
is banned in the UK.

FIRST IPHONE RELEASED BY APPLE



RIHANNA'S *UMBRELLA* IS TOP OF THE MUSIC CHARTS



AROUND

2 IN 5

OF YOU SAID YOU DIDN'T
HAVE A RELIGION AT
AGE 17

ABOUT

4 IN 5

OF YOU AGREED THAT YOUR
SCHOOL WORK WAS USUALLY
WORTH DOING





**BARACK
OBAMA
BECOMES
THE FIRST
BLACK US
PRESIDENT**



**BORIS
JOHNSON
ELECTED
MAYOR OF
LONDON**

THIS YEAR...

Team GB wins 19 gold medals at the Summer Olympics in Beijing, China.

**2008 YEAR 13
A LEVELS**



83%

**OF THOSE OF YOU WHO
PLANNED TO GO TO UNI
SAID BIG DEBTS PUT
PEOPLE OFF**

33%

**OF YOU RECEIVED
THE EDUCATIONAL
MAINTENANCE
ALLOWANCE**



**MICHAEL
JACKSON
DIES**

28%

**OF YOU WERE STUDYING
AT UNIVERSITY**

51%

**OF YOU WERE ON A
GAP YEAR AT AGE 18**

2009

THIS YEAR...

UK officially enters
a recession.



1 IN 10

**OF YOU HAD 2 OR
MORE JOBS AT AGE 18**

**SLUMDOG
MILLIONAIRE
AND UP
RELEASED IN
UK CINEMAS**

23%

OF YOU LIVED WITH
YOUR PARTNER

68%

OF THOSE OF YOU WITH
A LICENSE HAD YOUR
OWN VEHICLE

2010



**FIRST IPAD
RELEASED**



**THE FIRST
SERIES OF
*THE GREAT
BRITISH
BAKE OFF*
COMES TO
TV SCREENS**



NEXTSTEPSSTUDY.ORG.UK

[FACEBOOK.COM/NEXTSTEPSSTUDY](https://www.facebook.com/NEXTSTEPSSTUDY)

[@NEXTSTEPSSTUDY](https://twitter.com/NEXTSTEPSSTUDY)



**ARAB SPRING
SPREADS
ACROSS THE
MIDDLE EAST**



**MAJOR
EARTHQUAKE
AND TSUNAMI
HITS JAPAN**

2011

THIS YEAR...

British forces begin to
withdraw from Afghanistan.



**PRINCE
WILLIAM
MARRIES
KATE
MIDDLETON**



**GLOBAL
POPULATION
REACHES
7 BILLION**

THIS YEAR...

James Bond's *Skyfall*, *The Hobbit: An Unexpected Journey* and *The Twilight Saga: Breaking Dawn - Part 2* hit UK cinemas.



BRADLEY WIGGINS BECOMES THE FIRST BRIT TO WIN THE TOUR DE FRANCE



THE SHARD, THE TALLEST BUILDING IN EUROPE, OPENS IN LONDON

2012

DIAMOND JUBILEE OF QUEEN ELIZABETH II

THIS YEAR...

Neil Armstrong, the first man to walk on the moon, dies.





**'SELFIE'
IS ADDED
TO OXFORD
ENGLISH
DICTIONARY**



**HAPPY BY
PHARRELL
WILLIAMS
REACHES NO.1
IN THE UK**

THIS YEAR...

Marriage Act comes into force, giving same-sex couples the same rights as heterosexual married couples.

THIS YEAR...

Andy Murray wins Wimbledon.



**NELSON
MANDELA
DIES**

2013



2014



**ARCTIC
MONKEYS
WIN A BRIT
AWARD
FOR BEST
BRITISH
GROUP**

THIS YEAR...

Facebook reaches
850 million active
users per day.



**SCOTLAND
VOTES
'NO' TO
INDEPENDENCE**

THE NEXT SURVEY
WILL TAKE PLACE IN
2015 WHEN YOU ARE

25

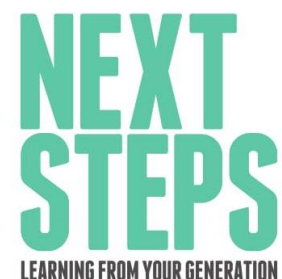
2015 YOU REACH A QUARTER OF A CENTURY!



**NEXT STEPS IS
RE-LAUNCHED**

Advance materials

Advance letter £10 incentive



<FF_CM_FIRSTNAME> <FF_CM_SURNAME>
<FF_ADDRESSLINE1>
<FF_ADDRESSLINE2>
<FF_ADDRESSLINE3>
<FF_COUNTY>
<FF_TOWN>
<FF_POSTCODE>

Our Ref: <NCSerial>
Your unique log-in: <FF_LOGIN>

BE THE VOICE OF YOUR GENERATION.

Hello there, <FF_CM_FIRSTNAME>,

You may remember taking part in a research study called Next Steps a few years ago, which you first joined when you were at school. The next survey is happening right now and we really hope you can take part again. You'll receive a £10 shopping voucher to thank you for your help.

Next Steps is a major research study following the lives of 16,000 people in England born in 1989-90. Back in 2004 we got in touch with you and other young people in schools across the country to ask questions about your education, family life, and hopes for the future. Since then there have been six more surveys with Next Steps study members to see how your lives have changed. We're keen to find out where you are now and what you've been doing since we last spoke to you.

Find out more about Next Steps by watching our video: www.nextstepsstudy.org.uk

This time around, the Next Steps survey is being carried out by NatCen Social Research, on behalf of the Centre for Longitudinal Studies at University College London.

The two booklets which accompany this letter, 'Why we need your help' and 'Adding other information about you', give you more details about what the survey involves.



HOW YOU CAN HELP

We would like you to complete a survey about what your life is like now and how things have changed for you over the past few years. We will ask about your health, housing and family life, your education and work, as well as what you do in your spare time. We will also ask your permission to add some other information to your survey responses, as explained in the accompanying booklet 'Adding other information about you'.

All the information we collect will be treated in accordance with the Data Protection Act 1998. Your personal details will be kept strictly confidential and separate from the answers you give, so you can't be identified.



NatCen Social Research
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101-135 Kings Road
Brentwood
Essex
CM14 4LX

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E nextsteps@natcen.ac.uk
W nextstepsstudy.org.uk

Facebook: www.facebook.com/nextstepsstudy
Twitter: @nextstepsstudy



By taking part you can help us to find new ways to make life better for your generation and the next. Taking part is entirely voluntary but we do hope you will be able to find the time to help us.



WHAT NEXT?

We'd like you to do the survey online as it's quicker and easier for you, and cheaper for us. But, if we do not hear from you, we will also try contacting you by telephone or in person.

To get started, visit **www.nextstepssurvey.co.uk** and enter your unique login: **<FF_LOGIN>**. If we have an email address for you, we will also send your login details there.

Please complete the survey on a computer or tablet as you will not be able to do this on a smartphone. The survey should take around 45 minutes to complete, but it can be slightly quicker or longer depending on your circumstances.



THANK YOU

As a thank you for your help, we will send you a £10 voucher. You can choose either an Amazon e-voucher or a Love2Shop gift card, accepted in a wide range of shops including Argos, New Look, W H Smith and Boots.



WHERE CAN I FIND OUT MORE?

If you have any questions or would like to find out more about Next Steps, please visit **www.nextstepsstudy.org.uk**, or contact Curtis Jessop in the NatCen research team at **nextsteps@natcen.ac.uk** or on Freephone **0808 1681356**.

L. Calderwood

Lisa Calderwood
Study Director, Next Steps

Scan the code below with your smartphone to visit our website.



NatCen Social Research
Kings House
101-135 Kings Road
Brentwood
Essex
CM14 4LX

T 0808 1681356 (Freephone)
E nextsteps@natcen.ac.uk
W nextstepsstudy.org.uk

Facebook: www.facebook.com/nextstepsstudy
Twitter: @nextstepsstudy

NatCen
Social Research

P10591/AdvLetter

Advance letter £20 incentive



<FF_CM_FIRSTNAME> <FF_CM_SURNAME>
<FF_ADDRESSLINE1>
<FF_ADDRESSLINE2>
<FF_ADDRESSLINE3>
<FF_COUNTY>
<FF_TOWN>
<FF_POSTCODE>

Our Ref: <NCSerial>
Your unique log-in: <FF_LOGIN>

BE THE VOICE OF YOUR GENERATION.

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Find out more about Next Steps by watching our video: www.nextstepsstudy.org.uk

This time around, the Next Steps survey is being carried out by NatCen Social Research, on behalf of the Centre for Longitudinal Studies at University College London.

The two booklets which accompany this letter, 'Why we need your help' and 'Adding other information about you', give you more details about what the survey involves.



HOW YOU CAN HELP

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WHAT NEXT?

We'd like you to do the survey online as it's quicker and easier for you, and cheaper for us. But, if we do not hear from you, we will also try contacting you by telephone or in person.

To get started, visit **www.nextstepssurvey.co.uk** and enter your unique login: **<FF_LOGIN>**. If we have an email address for you, we will also send your login details there.

Please complete the survey on a computer or tablet as you will not be able to do this on a smartphone. The survey should take around 45 minutes to complete, but it can be slightly quicker or longer depending on your circumstances.



THANK YOU

As a thank you for your help, we will send you a voucher. You can choose either an Amazon e-voucher or a Love2Shop gift card, accepted in a wide range of shops including Argos, New Look, W H Smith and Boots.

Because it's cheaper for us if you do the survey online, we can offer you a £20 voucher. To claim this, you need to complete the online survey within three weeks. After that we will only be able to give you a £10 voucher.



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L. Calderwood

Lisa Calderwood
Study Director, Next Steps

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Social Research
P10591/AdvLetter

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Social Research
P1059/AdvLetter

Advance email £10 incentive



BE THE VOICE OF YOUR GENERATION

AND RECEIVE £10 AS A THANK YOU

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[Take part now](#)

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WATCH THE VIDEO

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NatCen

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**WATCH THE
VIDEO NOW**

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P10591/AdvEmail/<NCSerial>

Face to face advance letter



<FF_CM_FIRSTNAME> <FF_CM_SURNAME>
<FF_ADDRESSLINE1>
<FF_ADDRESSLINE2>
<FF_ADDRESSLINE3>
<FF_COUNTY>
<FF_TOWN>
<FF_POSTCODE>

Our Ref: <NCSerial>

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We recently invited you to take part online or by phone, but either we didn't reach you, or you couldn't take part at the time. We'd now like to give you the opportunity to take part in person. An interviewer from NatCen will call at your address over the next few weeks. The interview can be scheduled for a time that is convenient to you, and the interviewer can answer any questions you may have. Your interviewer will be: <interviewer name> and they will be carrying an ID card.

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NatCen
Social Research
P10591/F2FAdvLetter

Reissue letter

NEXT STEPS

LEARNING FROM YOUR GENERATION

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<FF_ADDRESSLINE1>
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Our Ref: <NCSerial>

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One of our interviewers recently visited your address and either they were unable to reach you, or you could not take part at the time. We would really appreciate if you could find the time to help us. Your interviewer will call again in the next week or so, to explain more about the study. So you know who they are, they will be carrying an ID card.

Your interviewer will be: <interviewer name>

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Survey leaflet



NEXT STEPS

LEARNING FROM YOUR GENERATION

WHY WE NEED YOUR HELP

A STUDY FOLLOWING
16,000
PEOPLE IN ENGLAND

FOLLOWING THE
GENERATION BORN IN
1989-90

IT ALL BEGAN IN
2004
WHEN YOU WERE
IN YEAR 9



NEXTSTEPSSTUDY.ORG.UK

HOW NEXT STEPS IS MAKING A DIFFERENCE

Next Steps has already made a big difference. It has provided evidence on a number of important issues and helped government policymakers, charities and other policy groups to tackle the issues that affect your generation and the next.

The information you have shared with us has shown how inequality really makes a difference in education. It has shone a spotlight on the difficulties your generation have had finding work in the deepest recession since the 1930s. And we've also been able to highlight the damaging, long-term effects of school bullying which can even affect your future job prospects.

WHO'S BEHIND NEXT STEPS?

ETHICAL APPROVAL

The study has been approved by the Multicentre Research Ethics Committee as a guarantee that all aspects of the study design and conduct are in accordance with the requirements and best practice in research ethics.

STUDY MANAGEMENT

The study is being run by the Centre for Longitudinal Studies, based at University College London. They are a world-leading centre for research of this type, and manage a number of different studies following the lives of other age groups, including the Millennium Cohort Study of those born in 2000 and the British Cohort Study of those born in 1970.

FIELDWORK

NatCen Social Research are the organisation who will be supporting and carrying out the research interviews - either online, over the phone, or in your home. NatCen is Britain's largest independent social research agency and has been seeking the views and experiences of the public for the last 40 years.

FUNDING

The Economic and Social Research Council is paying for the study. It's one of seven independent funding agencies in the UK. They have decided to back Next Steps as it is the only major national study which is looking at the lives of people in your generation.



TOGETHER WE CAN MAKE DISCOVERIES ABOUT YOUR GENERATION

WE'LL SEND YOU A VOUCHER TO SAY THANKS

WHAT WE NEED FROM YOU

We would like you to take part in a survey about your life now, and looking back over the past few years. We will ask about your health, housing and family life, education and work, as well as what you do in your spare time. The survey should take around 45 minutes to complete depending on your circumstances.

You can take part either online, or over the phone or in person with one of our interviewers. Ideally we'd like you to take part online as it's quicker and easier for you, and cheaper for us. Once you have completed the survey, we'll send you a voucher to say thanks.

We would also like to ask your permission to add information held about you by some government departments and agencies to your survey responses, so we can learn even more from what you tell us. This process is explained in more detail in the accompanying 'Adding other information about you' booklet.

We'd be really pleased if you can find the time to take part and help us with this important study. By doing so, you can help us to find new ways to make life better for your generation and the next.



FIND OUT MORE AT...
nextstepsstudy.org.uk

YOUR DATA AND CONFIDENTIALITY

We want you to share a lot about your lives with us, so we'd like to give you some assurances:

Taking part is entirely voluntary. If you would rather not answer a particular question, you can move on to the next. It's up to you.

We separate your personal details – your name, address and contact details – from the other information you give us as part of the study, such as your survey responses and any administrative data you choose to add.

At no point will your personal details (or identifiers such as your NHS number, National Insurance number etc.) be included in the data made available to researchers. This is to protect your privacy and make sure that you cannot be identified.

All the information we collect will be held securely in accordance with the Data Protection Act 1998.



FIND OUT MORE

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Data linkage leaflet

NEXT STEPS



LEARNING FROM YOUR GENERATION

ADDING OTHER
INFORMATION ABOUT YOU

NEXTSTEPSSTUDY.ORG.UK

1.

ADDING OTHER INFORMATION

Government departments and agencies routinely collect administrative information about all of us to help plan and provide the services we need.

We'd like to add some of this information about you held by government departments and agencies to the information we collect about you during the study on an ongoing basis.

The information we would like to add is kept in your health, education, work and benefits records, as well as any police and criminal justice records you may have.



Watch our video to find out more:

www.nextstepsstudy.org.uk



WHY WE WANT TO DO THIS

Adding extra details from administrative data opens up new possibilities for researchers from universities, charities and within government who all use the Next Steps data to understand the experiences of your generation and to make the services you use and the places you live better.

We learn a lot about your lives from the questions we ask in the surveys, but adding extra information from administrative records helps us to build a more complete picture of what life is really like for you.

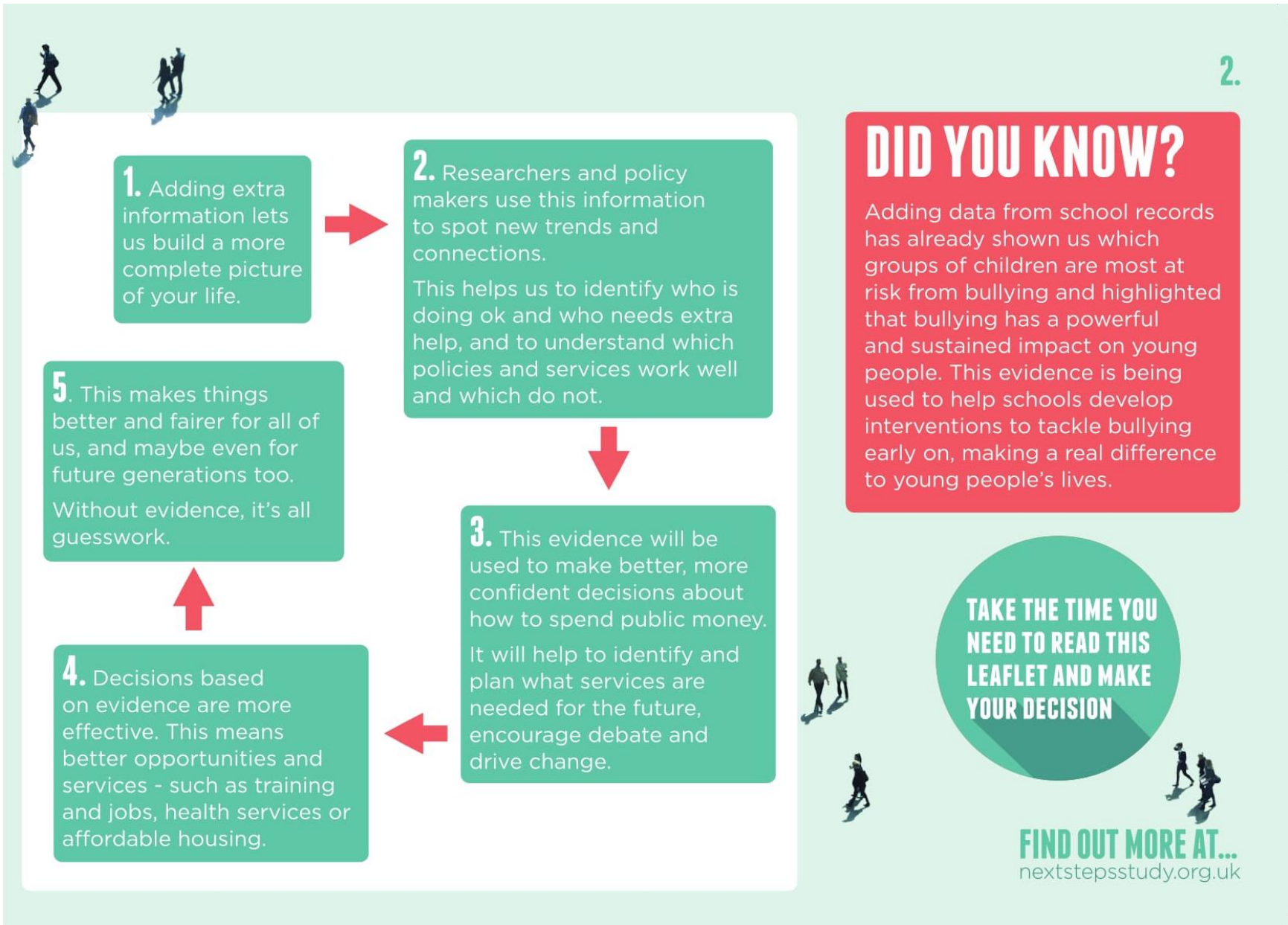
It also means we can make the Next Steps data as valuable and accurate as possible, as it allows us to fill in the blanks for any details you may not know or remember (such as the date of a hospital visit) and to avoid asking you for other details during the survey.



WE NEED YOUR PERMISSION TO DO THIS

You can agree for us to add information from all of the records we ask about, from just some of the records or to add nothing at all – **it's your choice.**

Whatever decision you make, we would like you to take part in the survey.



3.

HOW THE PROCESS WORKS



The whole process works by exchanging information using a unique ID.

1

With your permission, we send your unique ID, name, sex, address, date of birth to each of the government departments and agencies responsible for your records. In some circumstances we also send your NHS number and National Insurance numbers to help identify records, if these are available.

These details are provided to help identify your records accurately. We will not send your survey responses or other information about you.



2

When your administrative records have been identified the file containing your personal details is destroyed.

3

Just your unique ID and the information extracted from your administrative records are sent back to the Next Steps team.

4

The Next Steps team match the information from your administrative records to your survey responses using your unique ID.

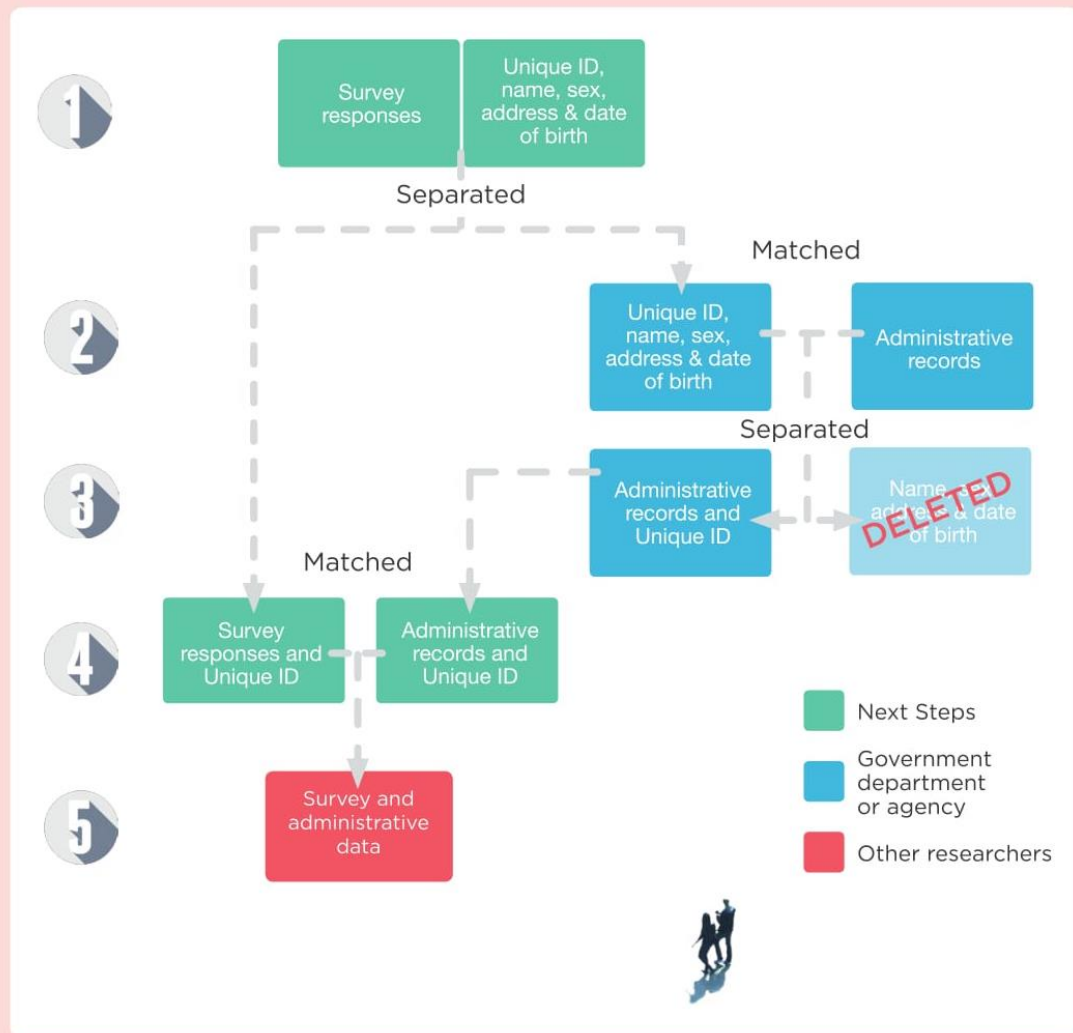


5

The matched data containing survey responses and administrative data is made available to researchers. At no point will your name or address be included with the matched data. The researchers analysing the matched data do not need these details and they never see them.

The Next Steps team will add information from your administrative records for the duration of the study or until you tell us to stop.





4.

WHAT'S A UNIQUE ID?

Your unique ID is a string of letters and numbers created just for you which can be used instead of your name or date of birth to add data about you from different sources. It allows us to identify your data without identifying you.

AEYGF7KODMIX

To keep your data safe, the information we exchange with government departments and agencies is encrypted and sent via secure transfer systems, in line with the most up to date security protocols and procedures.

FIND OUT MORE AT...
nextstepsstudy.org.uk

5.

WHO WILL USE THE DATA?

Matched data which includes information from both your administrative records and your survey responses will be made available via the UK Data Service for use by researchers, teachers and policy makers for **research purposes only**.



UNDER WHAT CIRCUMSTANCES?

Researchers who want to use the matched data must be registered with the UK Data Service. To access matched data which contains more detailed information, researchers must also apply to an independent committee which ensures that the information is used responsibly and safely. Researchers will only be given permission to use the data if they present a strong scientific case and explain the potential impact of the research and its wider value to society.

Your name, addresses, National Insurance number and NHS number are **never** included in **any** data made available to researchers via the UK Data Service, which ensures that no individual can be identified from the data or the research findings.

All information collected by and added to Next Steps is treated with the strictest confidence in accordance with the Data Protection Act 1998.



SOME ASSURANCES

We are not asking to access information that relates to your parents, partners, siblings or children.



Government departments and agencies will only receive the details they need to establish an accurate match to your records, nothing more.



Your decision about whether or not to agree to add data from your records **will not** affect your benefits, tax position or employment, your health treatment or any health insurance.



Your details can not be used to look at whether you are paying the right amount of tax or loan repayments, claiming the right type of benefits or by the police to find things out about you that they do not know.



WATCH OUR VIDEO TO FIND OUT MORE



www.nextstepsstudy.org.uk



FIND OUT MORE AT...
nextstepsstudy.org.uk

7.

INFORMATION WE WOULD LIKE TO ADD



HEALTH

WHICH RECORDS?

The National Health Service (NHS) routinely updates medical and health-related records for all patients accessing NHS health services throughout their lives.

This information is centrally managed by the Health and Social Care Information Centre. Cosmetic and other procedures provided through private health care are not included in these records.

WHAT DO THEY INCLUDE?

National Health Service records include:

- use of NHS health services; such as visits to the doctor, nurse or midwife, hospital attendance or admission and the dates and waiting times of these visits
- health diagnoses or conditions
- medicines, surgical procedures or other treatments received
- NHS number

WHY ADD THIS INFORMATION?

This study has huge potential to advance our understanding of health and illness and to change the way that conditions are screened, managed and treated.

This information can help researchers understand:

- what factors prevent or contribute to poor health
- how health conditions can be treated or managed effectively
- how early life experiences affect health later in life

EDUCATION

WHICH RECORDS?

Education and training records are kept by the Department of Education (up to age 19), the Department of Business, Innovation and Skills (from age 16) and the Higher Education Statistics Agency (for those in higher education).



WHAT DO THEY INCLUDE?

Education and training records include information about:

- participation in school, further and higher education
- test and exam results
- vocational training and qualifications awarded



WHY ADD THIS INFORMATION?

Understanding your experiences during and after leaving school can help shape better education and training opportunities for your generation and the next.

Using extra details from your education records researchers can start to explain:

- which training routes offer the best job opportunities
- what skills and qualifications are gained after leaving school
- how these skills gained influence the later direction of your working life



FIND OUT MORE AT...
nextstepsstudy.org.uk

9.



MORE EDUCATION

WHICH RECORDS?

Records held by the Universities and Colleges Admission Service and Student Loans Company relate to higher education.

It is useful to add information from these records, even if you did not continue with further or higher education, as it will mean that we can establish if you return to education or change careers in the future.

WHAT DO THEY INCLUDE?

Records kept by the Universities and Colleges Admission Service include information about higher education applications and offers.

Records kept by the Student Loans Company include information about payments of student support.

WHY ADD THIS INFORMATION?

Adding this information will provide crucial evidence about access to higher education for your generation which tells us more about:

- inequality and fairness relating to access to higher education
- the impact of raised tuition fees on later employment choices
- the impact of student debt on income and living standards

ECONOMIC

WHICH RECORDS?

Economic records are kept by the Department of Work and Pensions and Her Majesty's Revenue and Customs, usually starting when you reach age 16.



WHAT DO THEY INCLUDE?

Records kept by the Department of Work and Pensions include information about:

- benefit claims
- participation in work programs

Records kept by Her Majesty's Revenue and Customs include information about:

- employment, self-employment and earnings
- receipt of Tax Credits
- tax and National Insurance contributions
- occupational pensions

WHY ADD THIS INFORMATION?

This information will send a crucial message about how your generation is managing in this tough economic climate.

In particular, this information will help researchers understand:

- how financial security affects living standards
- how best to support individuals and families with different circumstances
- how to help people plan for the future

FIND OUT MORE AT...
nextstepsstudy.org.uk

11.

POLICE AND CRIMINAL JUSTICE

WHICH RECORDS?

Police and criminal justice records are stored on the Police National Computer which is kept by the Ministry of Justice for those above the minimum age of criminal responsibility.

WHAT DO THEY INCLUDE?

Records kept by the Ministry of Justice include:

- police arrests and official cautions,
- convictions and sentences received.

Most of you will not have a police record, either now or in the future. It is still just as important for us to find out that you haven't had contact with the police as it is for us to know if you have, as this can help us learn more about what prevents people from committing crime.

WHY ADD THIS INFORMATION?

Crime statistics tell us what types of crime are being committed and whether the crime rate is rising or falling. Adding information from police and criminal justice records to the Next Steps data will help researchers and policy makers to understand much more. This includes how aspects of life such as home, school, neighbourhood and peer groups affect how likely, or unlikely, people are to have contact with the police or to commit crime.

Policy makers can use this understanding to develop and focus future crime prevention policies. This is important as it affects all of us, in one way or another.



WHAT TO DO NEXT

It's important you have all the information you need to make your decision.



Please make sure that you have read this leaflet carefully.



Think about it and get in touch if you want to talk it over or if you have any questions.



Decide if you are happy for information from your administrative records to be added to your survey responses and choose which permissions you would like to give.



Make a note of your National Insurance number if you are willing to share this. You will be asked for this in the survey. Your National Insurance number can be found on the National Insurance card issued to you when you were aged 16, on your pay slip, P60 or annual tax return.

You don't need to do anything else for now – there's nothing to sign or send. You will be prompted to choose your permissions during the survey and we will send you confirmation of your choices by post.

WATCH OUR VIDEO TO FIND OUT MORE



www.nextstepsstudy.org.uk



FIND OUT MORE AT...
nextstepsstudy.org.uk

13.

WHEN DOES YOUR PERMISSION EXPIRE?

We'd like to add information relating to your past, present and future circumstances to the information that we collect as part of the study.

We have not put an end date on the permissions that you give as we do not know exactly when we will receive or add the information. So any permission you give will remain valid and we will collect these records on an ongoing basis unless you contact us to withdraw your permission.

You can change your mind about adding information from these records or withdraw any of your permissions to add information from these records at any time, without giving us any reason.



CONTACT DETAILS

For questions about the survey or adding other information, contact NatCen at:



Next Steps
NatCen Social Research
Kings House
101-135 Kings Road
Brentwood
Essex CM14 4LX



Freephone: 0808 1681356



Email: nextsteps@natcen.ac.uk
Web: nextstepsstudy.org.uk

To change your permissions, contact the Next Steps research team free of charge at:



FREEPOST
RTHR-TUGG-UTCR
NEXT STEPS
Centre for Longitudinal
Studies
UCL Institute of Education
20 Bedford Way
London WC1H 0AL



Freephone: 0800 9774566



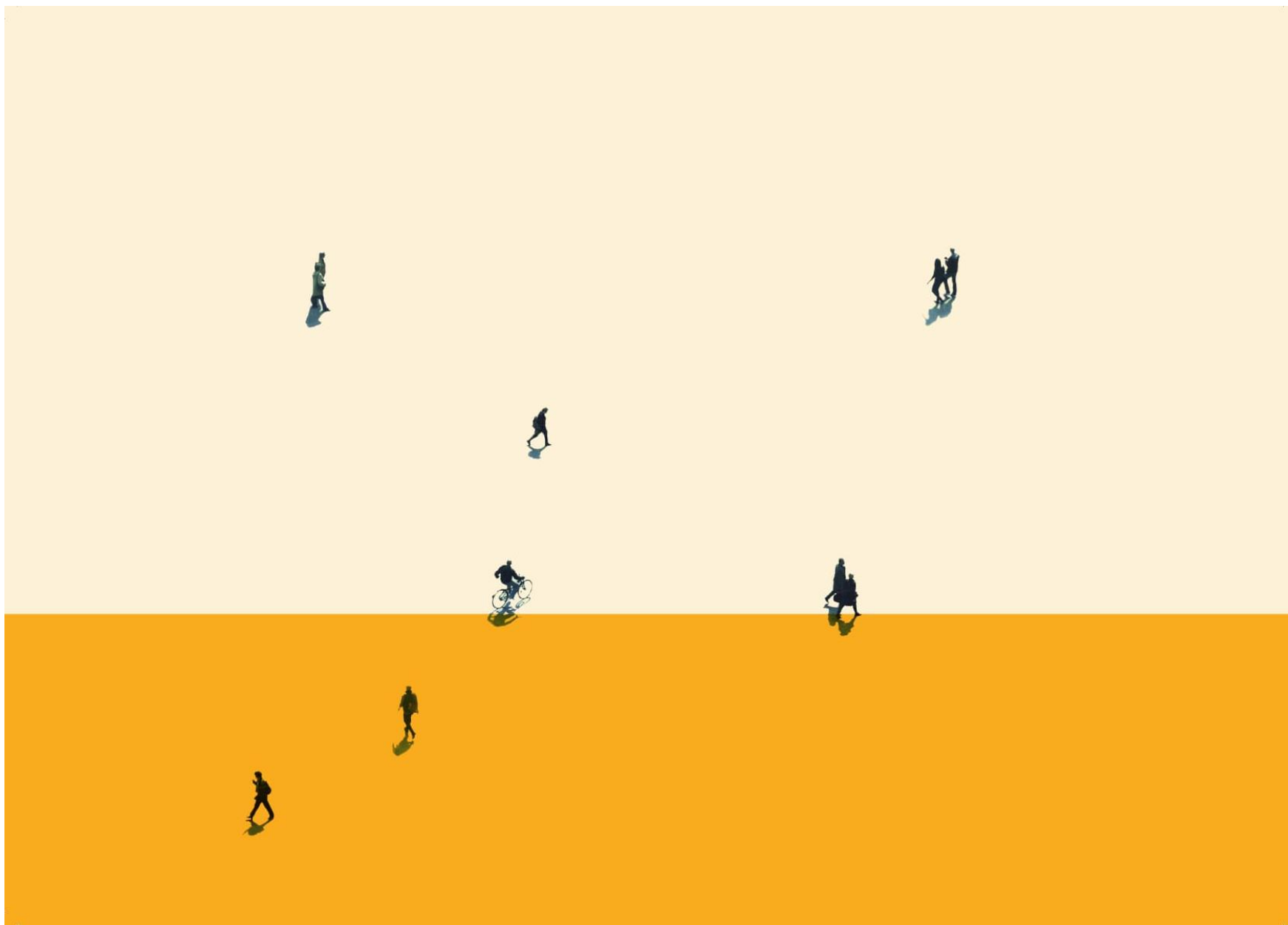
Email: nextsteps@ioe.ac.uk
Web: nextstepsstudy.org.uk



THANK YOU!



FIND OUT MORE AT...
nextstepsstudy.org.uk



Web reminders

Reminder email 1

Our ref: {~NCSerial~}

[View this email in your browser](#)



WE WOULD LOVE TO HEAR FROM YOU

Hello again, {~FF_CM_FIRSTNAME~},

We wrote to you last week to invite you to take part in an online survey for Next Steps. It looks like you haven't had a chance to get started yet.

There's still time for you to take part online. By taking part you can help us to find new ways to make life better for your generation and the next. You'll also get a £20 voucher if you complete the survey by {~Deadline~} as a thank you.

[Take part now](#)



HOW TO GET STARTED

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Find out more about Next Steps by watching our video:
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Lisa Calderwood

Lisa Calderwood

Study Director, Next Steps



NatCen

Social Research that works for society

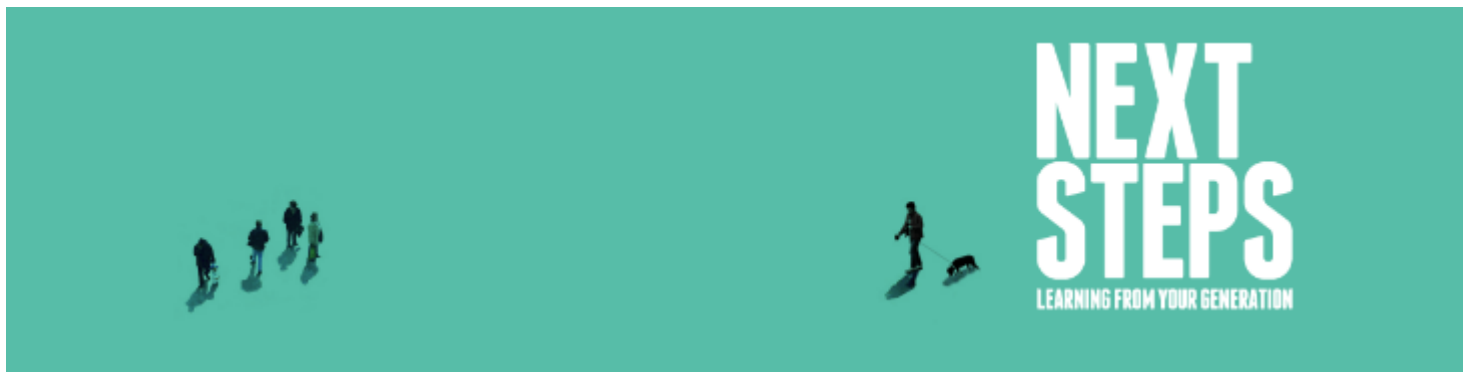
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Facebook: www.facebook.com/nextstepsstudy
Twitter: [@nextstepsstudy](https://twitter.com/nextstepsstudy)

Reminder email 2



WEB SURVEY CLOSES ON {~Deadline~}

Hello again, {~FF_CM_FIRSTNAME~},

We wrote to you a few weeks ago to invite you to take part in an online survey for Next Steps. It looks like you haven't had a chance to get started yet.

The web survey closes on {~Deadline~}, so this is your last chance to take part online and claim your £20 voucher.

Ideally we would like you to take part online as it's quicker and easier for you, and cheaper for us. If you don't take part online, we'll try contacting you by phone and in person and you'll receive a £10 voucher as a thank you for taking part.

[Take part now](#)



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Lisa Calderwood

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P10591/R_Email_2

Reminder email 3

Our ref: {~NCSerial~}

[View this email in your browser](#)



WEB SURVEY CLOSES THIS WEDNESDAY

Hello again, {~FF_CM_FIRSTNAME~},

We wrote to you a few weeks ago to invite you to take part in an online survey for Next Steps. It looks like you haven't had a chance to get started yet.

The web survey closes on {~Deadline1~}, so this is your last chance to take part online{~INCENTIVETXT~}.

Ideally we would like you to take part online as it's quicker and easier for you, and cheaper for us. If you don't take part online, we'll try contacting you by phone and in person and you'll receive a £10 voucher as a thank you for taking part.

[Take part now](#)



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.Calderwood .

Lisa Calderwood

Study Director, Next Steps



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Web reminder text

Hi, {~FF_CM_FIRSTNAME~}. There's still time to take part in Next Steps. For more info, check post and email, or visit www.nextstepsstudy.org.uk

Reminder letter 1 £10

NEXT STEPS

LEARNING FROM YOUR GENERATION

<FF_CM_FIRSTNAME> <FF_CM_SURNAME>
<FF_ADDRESSLINE1>
<FF_ADDRESSLINE2>
<FF_ADDRESSLINE3>
<FF_COUNTY>
<FF_TOWN>
<FF_POSTCODE>

Our Ref: <NCSerial>
Your unique log-in: <FF_LOGIN>

WE WOULD LOVE TO HEAR FROM YOU

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HOW YOU CAN HELP

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Taking part is entirely voluntary but we do hope you will be able to find the time to help us.



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ABOUT NEXT STEPS

Next Steps is a major research study following the lives of 16,000 people in England born in 1989-90. Back in 2004 we got in touch with you and other young people in schools across the country to ask questions about your education, family life, and hopes for the future. We're keen to find out where you are now and what you've been doing since we last spoke to you.

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L. Calderwood

Lisa Calderwood
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Reminder letter 1 £20

NEXT STEPS

LEARNING FROM YOUR GENERATION

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Reminder letter 2 £10

NEXT STEPS

LEARNING FROM YOUR GENERATION

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L. Calderwood

Lisa Calderwood
Study Director, Next Steps

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Social Research

P10591/R_Letter_2



Reminder letter 2 £20

NEXT STEPS

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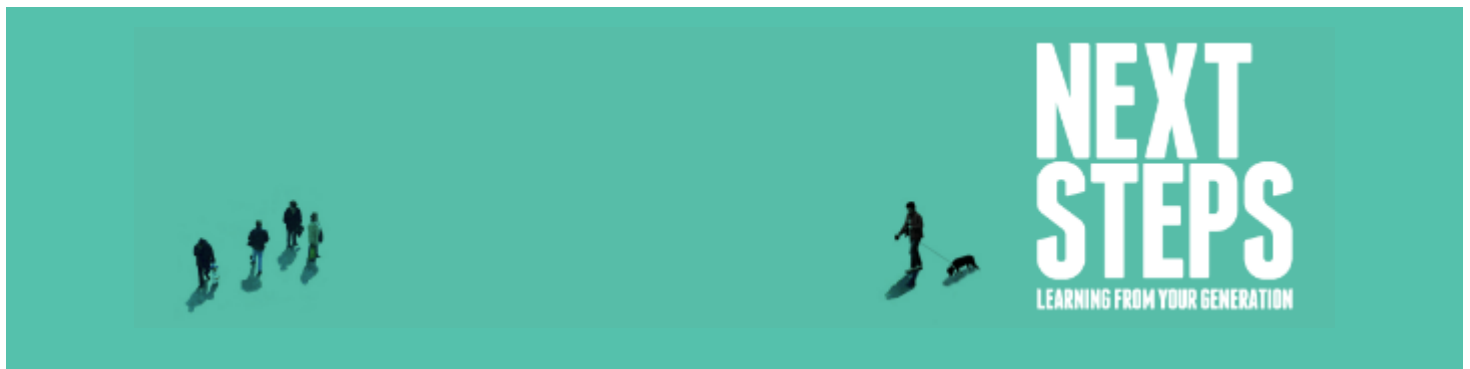
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P10591/R_Letter_2



Break off reminder email



REMEMBER TO FINISH YOUR SURVEY FOR YOUR {~VchAmount~} VOUCHER

Hi there, {~FF_CM_FIRSTNAME~},

It looks like you started filling out the Next Steps survey but you haven't quite finished yet. Thanks for getting started. It's really important for the study that you go on to complete the whole thing. You can then claim your {~VchAmount~} voucher.

To return to the survey please visit www.nextstepssurvey.co.uk and enter your unique login {~FF_LOGIN~}, or just click the button below. You'll return to the

place in the questionnaire where you left off. Please do this on a computer or tablet as you will not be able to complete the survey on a smartphone.

Take part now

If you have not completed the survey by {~Deadline~}, we will try to get in touch by phone or in person.



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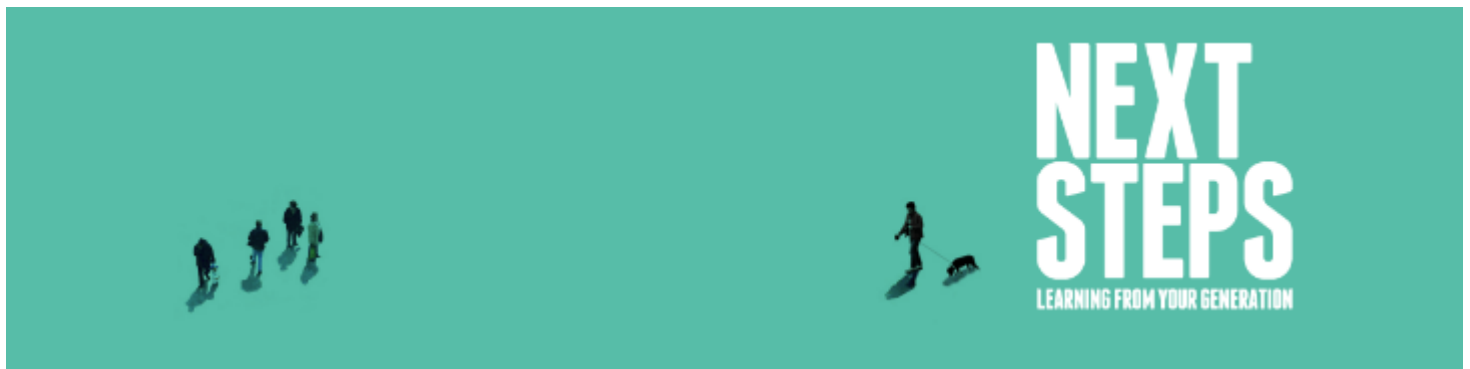
Break off reminder text 1

Hi {~FF_CM_FIRSTNAME~}, you haven't quite finished your Next Steps survey. Complete it now to claim your <INCENTIVE> voucher.

Break off reminder text 2

Hi {~FF_CM_FIRSTNAME~}, you haven't quite finished your Next Steps survey. Complete it before <deadline> to claim your <INCENTIVE> voucher.

Web reminder email post telephone mode



You can still take part online

Hello again, (FF_CM_FIRSTNAME),

You can still do the Next Steps survey online - and claim your £10 voucher as a thank you for your time. By taking part you can help us to find new ways to make life better for your generation and the next.

Taking part online is quicker and easier for you, and cheaper for us. However, if you are unable to take part online, an interviewer will contact you in person in the next few weeks.

If you would like us to update the address we have for you, you can do so on our [website](#) or contact us at nextsteps@natcen.ac.uk.

[Take part now](#)



HOW TO GET STARTED

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NatCen

Social Research that works for society

Appointment reminders

Telephone appointment reminder text

Hi {~FF_CM_FIRSTNAME~} - Your Next Steps telephone interview is booked for {~Date of appointment~} at {~Time of appointment~}.

Face to face appointment reminder text

Hi {~FF_CM_FIRSTNAME~} - Your Next Steps interview is booked for {~Date of appointment~} at {~Time of appointment~}.

Face to face appointment reminder email

Our ref: {~NCSerial~}



**NEXT
STEPS**
LEARNING FROM YOUR GENERATION

NEXT STEPS INTERVIEW

Hi there, {~FF_CM_FIRSTNAME~},

Thanks for agreeing to take part in Next Steps.



YOUR APPOINTMENT

Your interview is booked for {~Date of appointment~} at {~Time of appointment~}.

Remember you'll receive a £10 voucher for taking part.



FOR MORE INFORMATION

If you have any questions or would like to rearrange your interview, please contact me on {~Interviewer's NatCen mobile no~}.

{~Interviewer_Name~}

NatCen Interviewer, Next Steps



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Kings House, 101-135 Kings
Road
Brentwood
Essex
CM14 4LX

T 0808 1681356 (Freephone)
E nextsteps@natcen.ac.uk
W nextstepsstudy.org.uk

Facebook: www.facebook.com/nextstepsstudy
Twitter: [@nextstepsstudy](https://twitter.com/nextstepsstudy)

Doorstep card

BE THE VOICE OF YOUR GENERATION.

NEXT STEPS

LEARNING FROM YOUR GENERATION





 NEXTSTEPSSTUDY.ORG.UK

 EMAIL: NEXTSTEPS@NATCEN.AC.UK

 FREEPHONE: 0808 1681356

Tracing letters

Occupier letter

Dear Sir/Madam,

We are trying to make contact with the person named below who has taken part over many years in an important research study. According to our records they are living at this address. An interviewer working on behalf of NatCen Social Research, an independent research organisation who are carrying out the survey on behalf of the Centre for Longitudinal Studies at University College London has visited your address several times but has been unable to find anyone at home.

If you are the person named below, please let us know if you are still living here and we will ask the interviewer to try and make contact with you again. If this letter has been forwarded to you from a different address, please let us know your full current address and contact details.

If you are not the person who took part in the study, please can you help by forwarding this letter to our study member; or by giving us details of their new address, or the name and address of someone else who might be able to help us.

If you do not know of any way of getting in touch with our valued study member, please let us know so that we can update our records and avoid contacting you again.

There are three ways you can do this:

- Email us at info@natcen.ac.uk
- Phone us on Freephone 0808 1681356
- Complete the slip below and return it in the enclosed FREEPOST envelope – you will not need a stamp.

Thank you for your help.

Yours faithfully,



Lisa Calderwood
Study Director, Next Steps



We are trying to contact.....

Our Ref:.....

Please tick the appropriate box below and fill in the details over the page

- | | | |
|----|---|--------------------------|
| A. | I am the person named above | <input type="checkbox"/> |
| B. | I am not the person named above, but I know a forwarding address for them | <input type="checkbox"/> |
| C. | I am not the person named above, but I know someone who may be able to help | <input type="checkbox"/> |
| D. | I do not know the whereabouts of the person named above | <input type="checkbox"/> |
| E. | I do not know this person | <input type="checkbox"/> |

THE INFORMATION YOU GIVE WILL BE TREATED IN STRICTEST CONFIDENCE

If you have any questions, please contact the research team on Freephone 0808 1681356 or by email at info@natcen.ac.uk.



Please give address details below, using BLOCK CAPITALS

Address:

.....

Postcode: Telephone number:

Email address:

If you are the person named overleaf, please also complete the following:

First name(s):..... Surname:.....

Date of birth: Previous surname:

Please help by completing this form and returning it in the enclosed FREEPOST envelope to **NatCen Social Research, Kings House, 101-135 Kings Road, Brentwood, Essex CM14 4LX** – you won't need a stamp if you post it in the UK.

Parent letter

Our Ref:

Date:



Dear Parent of,

Next Steps is a major national study following the lives of over 16,000 people born in England in 1989-90. This study makes a vital contribution to research and policy making on a range of issues including education, employment and health. For more information about the study, please visit **www.nextstepsstudy.org.uk**.

We are trying to contact your child, named below, who joined the study when they were at school. The latest survey is happening right now and we would like to invite them to take part.

Name:,

An interviewer from NatCen Social Research, an independent research organisation who are carrying out the survey on behalf of the Centre for Longitudinal Studies at University College London, has visited the address we have on file and found that they no longer live there. We are therefore trying to contact them through this address where they previously lived with you.

If you know where they are living now, please let us know their new address and contact details. There are three ways you can do this:

- Email us at nextsteps@natcen.ac.uk
- Call us on Freephone 0808 1681356
- Or complete the reply slip below and return it to NatCen Social Research in the enclosed Freepost envelope – you will not need a stamp.

By telling us their address, you are not committing them to take part in the study again. They will be able to decide whether or not to take part in the study when we get in touch with them.



Please turn over

Please complete this form using BLOCK CAPITALS and return in the FREEPOST envelope

OUR REF:

TITLE:

FIRST NAME:

SURNAME:

PREVIOUS SURNAME:

DATE OF BIRTH:

ADDRESS:

POSTCODE:

PHONE:

EMAIL:

If you know their new address but would prefer to pass this letter on to your child so that they can return it to us, please do so. If they have any questions about the study, or would prefer not to be contacted again, please ask them to let us know so that we can update our records.

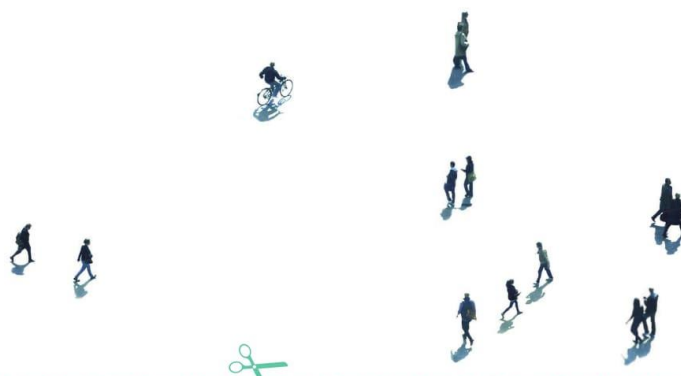
Thank you for your help.

Yours sincerely,

L. Calderwood

Lisa Calderwood
Study Director, Next Steps

Scan the code
below with your
smartphone to
visit our website.



Please return the completed form in the Freepost envelope provided to **NatCen Social Research, Kings House, 101-135 Kings Road, Brentwood, Essex CM14 4LX** - you won't need a stamp if you post it in the UK.

If you have any questions about this form, or about the Next Steps study please contact the research team on Freephone 0808 1681356 or by email at nextsteps@natcen.ac.uk.

THANK YOU FOR YOUR HELP.

Stable contact tracing letter

Our Ref:

Date:



Dear,

Next Steps is a major national study following the lives of over 16,000 people in England born in 1989-90. This study makes a vital contribution to research and policy making on a range of issues including education, employment and health. For more information about the study, please visit **www.nextstepsstudy.org.uk**.

We are trying to make contact with the person named below so that we can invite them to take part in the latest survey, which is happening right now.

Name:,

An interviewer from NatCen Social Research, an independent research organisation who are carrying out the study on behalf of the Centre for Longitudinal Studies, at University College London, has visited the address we have on file and found that they no longer live there. This person has previously given the study team your details and permission to contact you if they changed address, in order to try to find out where they have moved to.

If you know where they are living now, please let us know their new address and contact details. There are three ways you can do this:

- Email us at nextsteps@natcen.ac.uk
- Call us on Freephone 0808 1681356
- Or complete the reply slip below and return it to NatCen Social Research in the enclosed Freepost envelope – you will not need a stamp.

By telling us their address, you are not committing them to take part in the study again. They will be able to decide whether or not to take part in the study when we get in touch with them.



Please turn over

Please complete this form using BLOCK CAPITALS and return in the FREEPOST envelope

OUR REF:

TITLE:

FIRST NAME:

SURNAME:

PREVIOUS SURNAME:

DATE OF BIRTH:

ADDRESS:

POSTCODE:

PHONE:

EMAIL:

If you know their new address but would prefer to pass this letter on to the study member so that they can return it to us, please do so. If they have any questions about the study, or would prefer not to be contacted again, please ask them to let us know so that we can update our records.

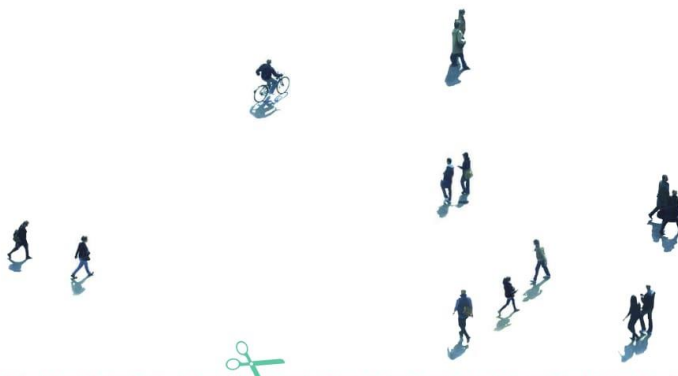
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Yours sincerely,

L. Calderwood

Lisa Calderwood
Study Director, Next Steps

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If you have any questions about this form, or about the Next Steps study please contact the research team on Freephone 0808 1681356 or by email at nextsteps@natcen.ac.uk.

THANK YOU FOR YOUR HELP.

Tracing letter

Our Ref:

Date:



Dear,

You may remember taking part in a research study called Next Steps a few years ago, while you were at school. This study makes a vital contribution to research and policy making on a range of issues including education, employment and health.

The latest survey is happening right now and we really hope you can help. As a thank you for your contribution, we will give you a voucher for taking part. You can choose either an Amazon voucher or a Love2Shop voucher which you can spend at high street shops like Argos.

Next Steps is one of the largest studies anywhere in the world about people born in 1989/90. By taking part you can help us to find new ways to make life better for your generation and the next.

An interviewer from NatCen Social Research an independent research organisation who are carrying out the survey on behalf of the Centre for Longitudinal Studies, at University College London has visited the address we have on file for you and been told you now live elsewhere.

The interviewer spoke to who did not wish to give your new address without your permission, but agreed to forward this letter to you.

We would appreciate it if you could contact NatCen to update your current address and contact details. There are three ways you can do this:

- Email us at nextsteps@natcen.ac.uk
- Call us on Freephone 0808 1681356
- Or complete the reply slip below and return it to NatCen Social Research in the enclosed Freepost envelope – you will not need a stamp.

By giving us your address you are not committing yourself to take part in the study again. Once you have confirmed your new details you will be contacted by an interviewer who will provide you with information about the survey and invite you to take part. If you are happy to take part they will arrange a convenient time to visit you.



Please turn over

Please complete this form using BLOCK CAPITALS and return in the FREEPOST envelope

OUR REF:

TITLE:

FIRST NAME:

SURNAME:

PREVIOUS SURNAME:

DATE OF BIRTH:

ADDRESS:

POSTCODE:

PHONE:

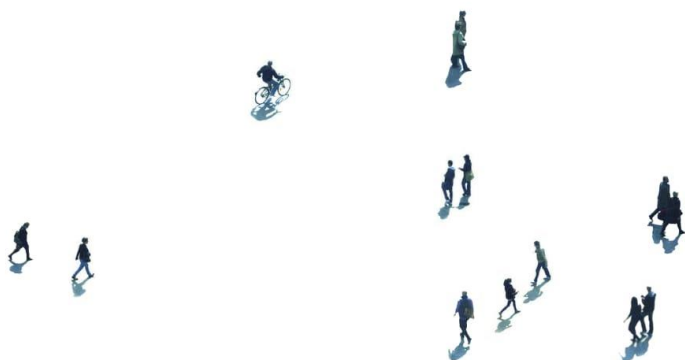
EMAIL:

If you have any further queries about the study please do not hesitate to contact NatCen on Freephone 0808 1681356, or email nextsteps@natcen.ac.uk or visit www.nextstepsstudy.org.uk.

L. Calderwood

Lisa Calderwood
Study Director, Next Steps

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If you have any questions about this form, or about the Next Steps study please contact the research team on Freephone 0808 1681356 or by email at nextsteps@natcen.ac.uk.

THANK YOU FOR YOUR HELP.

Thank you letters and emails

Thank you letter with data linkage consents



<FF_CM_FIRSTNAME> <FF_CM_SURNAME>
<FF_ADDRESSLINE1>
<FF_ADDRESSLINE2>
<FF_ADDRESSLINE3>
<FF_COUNTY>
<FF_TOWN>
<FF_POSTCODE>

Our Ref: <NCSerial>

THANK YOU FOR TAKING PART

Dear <FF_CM_FIRSTNAME>,

Many thanks for taking part in Next Steps. Your contribution is very important and will help us to find new ways of making life better for your generation and the next. Keep up-to-date with the latest news about the study at www.nextstepsstudy.org.uk.



YOUR VOUCHER

Here are the details for your <VchAmount> Amazon voucher to say thank you. For more information on how to redeem your voucher, visit amazon.co.uk/vouchers.

Voucher code: <AmazonCode>

Expiry date: <Expiry>



YOUR CHOICES ABOUT ADDING INFORMATION

We would like to thank you for giving us permission to securely add information held by some government departments and agencies to the information collected about you in the study. The table overleaf provides details of the permissions you have and have not given.

You can change or withdraw any of your permissions at any time by contacting the Next Steps research team at the Centre for Longitudinal Studies, without giving any reason.

We have not put an end date on the permissions that you give as we do not know exactly when we will receive or add the information. Any permission you give will remain valid and these records will be collected on an ongoing basis unless you contact the Next Steps research team to withdraw your permission.



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Facebook: www.facebook.com/nextstepsstudy
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CHANGE OF CONTACT DETAILS

Please also find enclosed a change of details card. If you move in the future, or if any of your other contact details change, please fill this in and return it to us. You can also update your details on the study website www.nextstepsstudy.org.uk.

L. Calderwood

Lisa Calderwood
Study Director, Next Steps

PERMISSION TO ADD INFORMATION HELD BY GOVERNMENT DEPARTMENTS AND AGENCIES

National Health Service (NHS)	<NHS>
Department for Education (DfE)	<DfE>
Department for Business Innovation and Skills (BIS)	<BIS>
Higher Education Statistics Agency (HESA)	<HESA>
Universities and Colleges Admission Service (UCAS)	<UCAS>
Student Loans Company (SLC)	<SLC>
Her Majesty's Revenue and Customs (HMRC)	<HMRC>
Department of Work and Pensions (DWP)	<DWP>
Including provision of your National Insurance Number to DWP/HMRC/SLC	<NINOFlag>
Ministry of Justice (MoJ)	<MoJ>

Scan the code below with your smartphone to visit our website.



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W nextstepsstudy.org.uk

Facebook: www.facebook.com/nextstepsstudy
Twitter: @nextstepsstudy

NatCen
Social Research

PI0591/TYLetter

Thank you letter no data linkage consents



<FF_CM_FIRSTNAME> <FF_CM_SURNAME>
<FF_ADDRESSLINE1>
<FF_ADDRESSLINE2>
<FF_ADDRESSLINE3>
<FF_COUNTY>
<FF_TOWN>
<FF_POSTCODE>

Our Ref: <NCSerial>

THANK YOU FOR TAKING PART

Dear <FF_CM_FIRSTNAME>,

Many thanks for taking part in Next Steps. Your contribution is very important and will help us to find new ways of making life better for your generation and the next. Keep up-to-date with the latest news about the study at www.nextstepsstudy.org.uk.



YOUR VOUCHER

Please find enclosed your <VchAmount> Love2Shop gift card to say thank you. Please read the information in the accompanying leaflet or visit love2shop.co.uk/personal for more information on how and where to use your gift card.



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L. Calderwood

Lisa Calderwood
Study Director, Next Steps

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Department for Education (DfE)	<DfE>
Department for Business Innovation and Skills (BIS)	<BIS>
Higher Education Statistics Agency (HESA)	<HESA>
Universities and Colleges Admission Service (UCAS)	<UCAS>
Student Loans Company (SLC)	<SLC>
Her Majesty's Revenue and Customs (HMRC)	<HMRC>
Department of Work and Pensions (DWP)	<DWP>
Including provision of your National Insurance Number to DWP/HMRC/SLC	<NINOFlag>
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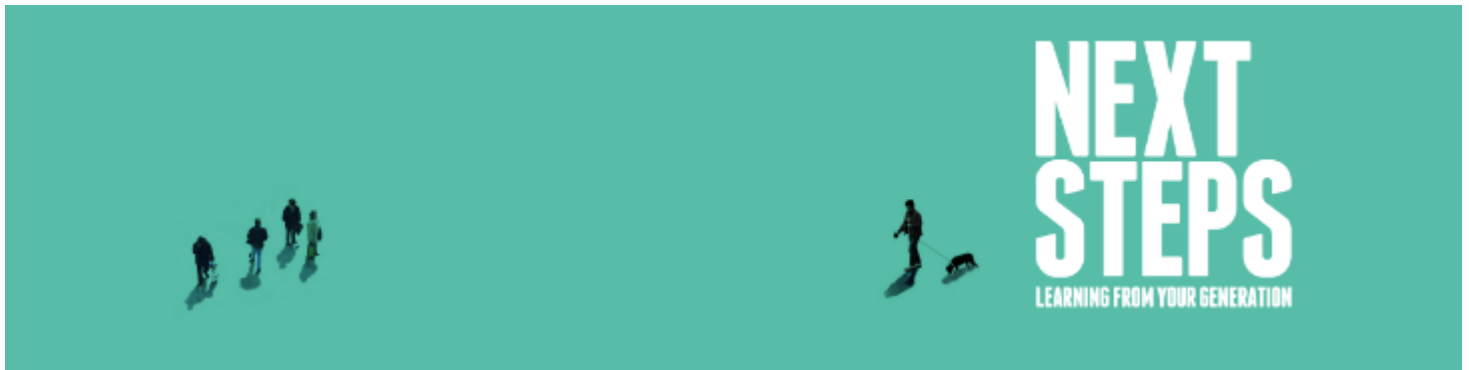
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Twitter: @nextstepsstudy

NatCen
Social Research

PI0591/TYLetter

Thank you email with data linkage consents



THANK YOU FOR TAKING PART IN NEXT STEPS

Dear {~FF_CM_FIRSTNAME~},

Many thanks for taking part in Next Steps. Your contribution is very important and will help us to find new ways of making life better for your generation and the next. Keep up-to-date with the latest news about the study at www.nextstepsstudy.org.uk.

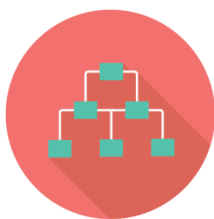


YOUR VOUCHER

We have also sent this information by post, but here are also the details for your {~VchAmount~} Amazon voucher to say thank you. For more information on how to redeem your voucher, visit amazon.co.uk/vouchers.

Voucher code: {~AmazonCode~}

Expiry date: {~Expiry~}



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Department of Work and Pensions (DWP)	
Including provision of National Insurance Number to DWP/HMRC/SLC	
Ministry of Justice (MoJ)	



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L. Calderwood

Lisa Calderwood

Study Director, Next Steps



FREEPOST RTHR-TUGG-UTCR
Next Steps
Centre for Longitudinal Studies
UCL Institute of Education
20 Bedford Way
London
WC1H 0AL

T 0800 977 4566 (Freephone)
E nextsteps@ioe.ac.uk
W nextstepsstudy.org.uk

Facebook: facebook.com/nextstepsstudy
Twitter: [@nextstepsstudy](https://twitter.com/nextstepsstudy)

Sent by NatCen Social Research on behalf of the Centre for Longitudinal Studies
NatCen Social Research, 35 Northampton Square, London EC1V0AX
P10591/TYEMail/{~NCSerial~}

Thank you email no data linkage consents

Our ref: {~NCSerial~}

[View this email in your browser](#)



THANK YOU FOR TAKING PART IN NEXT STEPS

Dear {~FF_CM_FIRSTNAME~},

Many thanks for taking part in Next Steps. Your contribution is very important and will help us to find new ways of making life better for your generation and the next. Keep up-to-date with the latest news about the study at www.nextstepsstudy.org.uk.

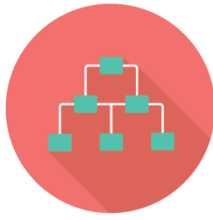


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Voucher code: {~AmazonCode~}






Expiry date: {~Expiry~}








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As also shown in the table below, we can confirm that you chose not to add information held by any of the requested government departments and agencies to the information collected about you in the study. You can change your mind about this at any time by contacting the Next Steps research team at the Centre for Longitudinal Studies.

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Lisa Calderwood

Study Director, Next Steps



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Facebook: facebook.com/nextstepsstudy
Twitter: [@nextstepsstudy](https://twitter.com/nextstepsstudy)

Sent by NatCen Social Research on behalf of the Centre for Longitudinal Studies
NatCen Social Research, 35 Northampton Square, London EC1V0AX

P10591/TYEMail/{~NCSerial~}

Interviewer materials

General FAQ card

GENERAL - FAQs

NEXT STEPS

LEARNING FROM YOUR GENERATION

WHAT IS NEXT STEPS?

Next Steps is a major research study following the lives of 16,000 people in England born in 1989-90.

Back in 2004 we got in touch with you and other young people in schools across the country to ask questions about your education, family life, and hopes for the future.

This year we want to catch up with you again. We're keen to find out where you are now and what you've been doing since we were last in touch.

WHO IS CARRYING OUT NEXT STEPS?

The study is being run by the Centre for Longitudinal Studies (CLS), based at University College London (UCL). They are a world-leading centre for research of this type, and manage several studies following the lives of other age groups born in 1958, 1970 and 2000.

HOW LONG WILL IT TAKE?

The survey should take around 45 minutes to complete depending on your circumstances.

WHY IS NEXT STEPS IMPORTANT?

Next Steps has already made a difference. The information you have shared with us has shown us that:

- your generation have had difficulties finding work in the deepest recession since the 1930s;
- school bullying can have damaging, long term effects which can even affect your future job prospects;
- month of birth can affect attainment and wellbeing at school. For example, children born in August are two and a half times more likely to report being unhappy at school than September-born pupils.

By taking part this year, you will help Next Steps continue to provide evidence on a number of important issues and help government policymakers, charities and other policy groups to tackle the issues that affect your generation and the next.

DO I HAVE TO ANSWER EVERY QUESTION?

If you would rather not answer a question, you can move on to the next. It's up to you.

WHAT WILL YOU ASK ME ABOUT?

We would like you to take part in a survey about your life now, and looking back over the past few years. We will ask you about your health, housing and family life, education and work, as well as what you do in your spare time.

WHY SHOULD I TAKE PART?

It's your story and only you can tell it. Next Steps has been following you since you were in Year 9 at school, aged 13/14 and we really want to continue following your adult lives.

You're unique and irreplaceable. If you choose not to take part, we can not replace you with anyone else. Without you, we don't have the whole story.

It's important that we understand what life is like for people from all different parts of the country, different family backgrounds and different ethnicities. That's why we need as many of you as possible to keep taking part - each and every one of you brings something new to the picture and together, you represent the diversity of the Next Steps generation.

WHO IS FUNDING NEXT STEPS?

The Economic and Social Research Council (ESRC), an independent funding agency, is paying for the study. The ESRC decided to fund Next Steps as it is the only major national study which is looking at the lives of your generation.

WHO HAS APPROVED THE STUDY?

This study has been reviewed and approved by the Multicentre Research Ethics Committee (MREC), an independent research ethics committee responsible for protecting the interests of research participants.

WHEN WILL I GET MY VOUCHER?

You will receive your voucher within two weeks of completing the study.

WILL MY DATA BE KEPT CONFIDENTIAL?

All information will be treated in accordance with the Data Protection Act 1998.

We separate your personal details - your name, address and contact details - from the other information you give us as part of the study, such as your survey responses and any administrative data you choose to add.

At no point will your personal details (or identifiers such as your NHS number, National Insurance number) be included in the data made available to researchers. This is to protect your privacy and make sure that you cannot be identified.

CAN I RE-JOIN THE STUDY IF I MISSED A PREVIOUS SURVEY?

Yes! We'd like everyone to take part each time we visit. Each survey is important because we focus on different aspects of your lives each time we get in touch. The more information that the study gathers about your life over time, the more valuable it becomes. If you miss a survey, you can still do the next survey even if you haven't taken part for a while as we can still learn a lot about how your lives have changed.

WHY THE LONG GAP IN CONTACT?

The Department of Education is only responsible for children and young people under the age of 19 and, as such, was not able to continue funding Next Steps after 2010. As Next Steps is the only major study following the lives of your generation, in 2013 the Economic and Social Research Council decided to continue to fund the study.

HOW DID YOU FIND ME?

Next Steps was transferred to the Centre for Longitudinal Studies (CLS) in 2013 from the Department for Education (DfE), who had run the study since it started in 2004. DfE wrote to all study members to tell you about the transfer, and give you the opportunity to opt-out, before passing your details to CLS. The letter and leaflet they sent to you are available on the participant website. From time to time we use government databases to find up to date addresses for research participants.

WHEN WILL YOU CONTACT ME AGAIN?

It is likely that future surveys will take place every 3-5 years. We're interested in following your life story to see how your life changes over time, and what it is like at certain ages and key milestones (such as moving house, having children). The more information that the study gathers about your life over time, the more valuable it becomes.

I WOULD LIKE TO REGISTER A COMPLAINT/ WITHDRAW FROM THE STUDY?

If you would like to register a complaint or withdraw from the study contact Curtis Jessop in the NatCen research team:

Email: nextsteps@natcen.ac.uk

Freephone: 0808 1681356

WHERE CAN I FIND OUT MORE?

If you have any questions or would like to find out more about Next Steps visit our website, facebook or Twitter pages, or contact Curtis Jessop in the NatCen research team:

Website: nextstepsstudy.org.uk

Email: nextsteps@natcen.ac.uk

Freephone: 0808 1681356

Facebook: www.facebook.com/nextstepsstudy

Twitter: [@nextstepsstudy](https://twitter.com/nextstepsstudy)



Data linkage FAQ card



ADDING OTHER INFORMATION - FAQs



NEXT STEPS

LEARNING FROM YOUR GENERATION

WHAT IS ADDING INFORMATION?

Government departments and agencies routinely collect administrative information to help plan and provide the services we need.

We'd like to add some of this administrative information about your past, present and future circumstances to the details we collect about you during the study.

WHAT INFORMATION DO YOU WANT TO ADD?

The information we would like to add is kept in your health, education, work and benefits records as well as any police and criminal justice records you may have.

WHAT IF I DON'T HAVE A PARTICULAR RECORD?

Some of you may not have continued with higher or further education and most of you will not have a police record. It is still useful to add information from these records, as it means we can establish that you did not continue with education or do not have a criminal record. It also means that we can establish if you return to education or change careers in the future.

HOW DO YOU ADD THE INFORMATION?

With your permission, we send your unique ID, name, sex, address and date of birth to each of the government departments and agencies. Your administrative records are then identified and data from these records is sent back to the Next Steps team along with your unique ID. Your personal details are not included in the data file, these are destroyed and not retained. The Next Steps team match your administrative records to your survey responses using your unique ID.

IS ADDING DATA IMPORTANT?

Yes. We learn a lot about your lives from the questions we ask in the surveys, but adding extra information from administrative records helps us to build a more complete picture of your life.

It also allows us to: fill in the blanks; spot new trends and connections; understand what policies and services work and which do not; and identify who is doing ok and who needs extra help.

HOW IS THE DATA USED?

Adding administrative data **has already** helped change the way we tackle bullying and support

summer born children in schools and assess school performance more fairly.

It enables us to collect **new evidence** about what policies and services work best and for whom. Policy makers and researchers can:

- identify and plan services needed for the future (in the fields of education, health, employment, social welfare and criminal justice policy) and,
- take decisions about how best to spend public money (e.g. training opportunities, health services or affordable housing).

HAVE YOU ASKED ME THIS BEFORE?

When you first joined the study, your parents agreed to add information from your school records to the data collected as part of the study. As part of the age 25 survey we will ask for your permission to add information from a number of administrative records.

CAN I BE IDENTIFIED?

No. We have strict controls about the way that data is added together to ensure that no one can work out who you are. Data from different administrative records will not be included in the same data file if it is possible to identify you.

HOW DO YOU KEEP MY DATA SAFE?

The whole process works by exchanging information using a unique ID. All information is encrypted and sent via secure transfer systems, and at no point will your name or address be connected to your matched data. All information collected and added to Next Steps is treated with the strictest confidence in accordance with the Data Protection Act 1998.

WHO WILL USE THE DATA AND WHEN?

Matched data which includes information from both your administrative records and your survey responses will be made available via the UK Data Service for use by professional researchers, teachers and policy makers for **research purposes only**.

Researchers who want to use the matched data must be registered with the UK Data Service. To access matched data which contains more detailed information, researchers must also apply to an independent committee. Researchers will only be given permission to use the data if they present a strong scientific case for the research and explain its wider value to society.

HOW LONG WILL THE PERMISSION LAST?

All permission you give will remain valid and administrative data will be collected on an ongoing basis unless you withdraw your permission. We have not put an end date on the permissions that you give as we do not know exactly when we will receive or add the information.

DO I HAVE TO GIVE PERMISSION TO ALL CONSENTS?

No. You can agree for us to add information from all of the records we ask about, from just some of the records or to add nothing at all – it's your choice

CAN I TAKE PART IF I DON'T AGREE TO ADD DATA?

Yes. Whatever decision you make, we would still like you to take part in the survey.

CAN I CHECK WHAT I AGREED TO ADD?

We will send you a letter and an email detailing the permissions you have agreed to. You can also call the study team to confirm this.

CAN I CHANGE MY MIND?

Yes, you can change your mind about adding information from these records at any time, without giving us any reason.

CAN I SEE DATA FROM MY RECORDS?

You have a basic right to request any data held by you by any data holding organisation at any given time. If you want to see the full data included about you by any of the data holding government departments or agencies, you need to enquire directly with the individual organisations. We would be happy to provide you contact details for doing so.

WHO DO I CONTACT?

For questions about the survey or adding other information, contact Curtis Jessop at NatCen:

- Next Steps, NatCen Social Research, Kings House, 101-135 Kings Road, Brentwood, Essex, CM14 4LX
- nextsteps@natcen.ac.uk
- Freephone 0808 1681356

To change your permissions, contact the Next Steps research team free of charge at:

- FREEPOST RTHR-TUGG-UTCR, NEXT STEPS, Centre for Longitudinal Studies, UCL Institute of Education, 20 Bedford Way, London WC1H 0AL
- nextsteps@ioe.ac.uk
- Freephone 0800 9774566

CAN I WITHDRAW MY DATA?

Yes. Under data protection legislation you can ask us to withdraw your study data. We will remove your information from our computer systems and stop providing it to researchers. Please send an email to nextsteps@ioe.ac.uk. Your email will be treated in the strictest confidence.

WILL DATA HOLDERS SEE MY SURVEY ANSWERS?

Government departments and agencies will only receive the details they need to establish an accurate match to your records (name, address, National Insurance number and NHS number); nothing more. After your records have been identified, these details will be deleted. No details that you have given us during the study will be added to your administrative records.

Your decision about whether or not to agree to add data from your records **will not** affect your benefits, tax position or employment, your health treatment or any health insurance.

CAN YOU GIVE ME ANY OTHER ASSURANCES?

We are not asking to access information that relates to your parents, partners, siblings or children.

