‘Living in England Today’

Interviewer Instructions

August 2006

450104483

Table of Contents

1 Background

The **'Living in England Today'** study is part of a wider study called the 'European Social Survey (ESS)'. The European Social Survey is a pan-European Survey which collects information on people's attitudes, beliefs and behaviour patterns, allowing comparisons to be made between the different countries taking part. The survey is also a biannual survey so comparisons can also be made over time. So far the survey has been conducted twice in the UK; the 2006 survey will be the third round.

The following countries will be participating this year:

Austria	Germany	Russia
Belgium	Hungary	Slovenia
Bulgaria	Ireland	Spain
Cyprus	Netherlands	Sweden
Denmark	Norway	Switzerland
Estonia	Poland	UK
Finland	Portugal	Ukraine
France	Romania	

Other possibilities for Round 3 include; Czech Republic, Greece, Iceland, Italy, Luxembourg and Turkey.

The survey is award-winning and in 2005 won the Descartes Prize for Research. This is Europe's top science award and is the first time the prize has been awarded to the social sciences. It was awarded for its radical innovations in cross-national surveys.

The UK survey is not branded as the 'European Social Survey' as this is likely to have a negative effect on response. Instead the survey has been re-branded to suit the UK population. When it was first conducted in 2002, the UK survey was called 'What

Britain Thinks'. BMRB conducted the survey in 2004 and called it the 'Health, Families and Lifestyles Survey'. Feedback from interviewers in 2004 highlighted the importance of the title in encouraging response. The title 'Health, Families and Lifestyles' did not have a positive impact on our response which is why we are changing the name of the survey again this year. This year we have decided to call it **'Living in England Today'**. Feedback from the pilot conducted in June/July was very positive suggesting that this is a name which engages the general public a lot better. As the survey is being conducted throughout the UK it will be branded to suit each constituent country accordingly i.e. 'Living in Scotland Today', 'Living in Wales Today' or 'Living in Northern Ireland Today'.

The content of the survey is the same whichever constituent country you are interviewing in, as all results will be amalgamated to form the UK dataset. Questions will refer to experiences in the UK/Britain[1] as a whole and not specifically to England, Wales, Scotland or Northern Ireland.

The ESS survey is designed to measure contemporary social attitudes and how they change over time. Subjects covered in the questionnaire include participation in society, personal well-being and ethnic identity amongst many other things. The broad range of topics in the ESS can be seen as a real strength, allowing you to target potential respondents by mentioning a particular topic you think might be of interest to them. And, because nearly all the questions are attitudinal, there is no need for respondents to look up documents, check facts and so on.

The data gathered in Rounds 1 and 2 have been used extensively by the European Commission, national governments, policy analysts, think tanks, politicians, journalists and academics, as well as being of interest to the general public across Europe. In fact, as of May 2006, there were 9080 registered users of the ESS data. The highest number of users were based in Germany, the UK, Norway and Spain. The data collected is also a way of marking our past. It will enable analysts in the future to discover what people thought and felt about the major social issues of today.

Another factor which makes the ESS unique in cross-national research is its aim to meet the highest methodological standards. In order for the information gathered to be truly comparable across all the different countries involved, the survey employs the highest standards in its approach to sample design, response rates, questionnaire design, fieldwork procedures and so forth across all the participating countries.

[1] For interviewers in NI – we will not refer to 'Britain', only the 'UK'.

Central co-ordination of the project is funded by the European Commission, with aid from the European Science Foundation. The fieldwork in each country is funded by the respective National Science Foundations. In the UK – the fieldwork is funded by the Economic and Social Research Council (ESRC).

2 The Client

The Central Co-ordinating Team (CCT), which is responsible for the study overall (not just in the UK) is based at The Centre for Comparative Social Surveys, at City University. However each country also has an appointed 'National Co-ordinator' who is responsible for managing the fieldwork in their country. The UK National Co-ordinator this year is based at the National Centre for Social Research (as was the case in 2004). BMRB reports directly to the National Co-ordinator, who then reports to the CCT at City University.

The funding for the survey in the UK comes from the Economic and Social Research Council (ESRC). This is the country's leading research and training agency addressing social and economic concerns. It has an international reputation for providing high-quality research on issues of importance to business, the public sector and the government. It is an independent organisation but receives most of its funding through the government.

3 Kit List FIELD TO UPDATE

Outlined below are the standard documents that are needed to work on this survey.

- Interviewer instructions
- Address Contact Sheets (24 in total):
  - ✓ 8 x Green Address Contact Sheets (stamps and £10 voucher)
  - ✓ 8 x White Address Contact Sheets (stamps only)
  - ✓ 8 x Blue Address Contact Sheets (£10 cash only)
- Map of area (not applicable in Northern Ireland)
- Show cards (A5 size)
- Police forms
- Assignment sheet
- Set of calling cards
- Set of appointments cards

- Incentives – 16 x book of postage stamps, 12~~8~~ x £5~~10~~ voucher~~, 8 x £10 cash~~
- Laminated copies of advance letters (3 types, labelled C, S and V)
- Advance letter copies (3 types, labelled C, S and V) (NB you have to write in *your* name before posting)
- ‘Living in England Today’ leaflets
- Envelopes for advance letters
- Stamps for advance letters
- Pre-paid return envelopes for contact sheets (addressed to Spa Park)
- Social Research leaflets
- Return slips
- Final sheet
- Results summary sheet
- Pay chart memo
- Briefing pay memo
- Electronic reporting instructions

Please check you have all relevant material before starting work. If there is anything you need please call your Area Office IMMEDIATELY.

4 Survey Design

The ESS is a random probability project which is carried out using Computer Assisted Personal Interviewing (CAPI). It is a national survey of the UK so will be conducted in:

- England
- Scotland
- Wales
- Northern Ireland

4.1 The Sample

We are aiming to achieve approximately 24054 interviews, with a response rate of at least 55%.

The addresses have been randomly selected from the postcode address file (PAF). Postcode sectors have been selected throughout England, Scotland, Wales and Northern Ireland. Within each sector, 24 addresses have been randomly selected and allocated to an interviewer. This process should ensure that the addresses within an interviewer assignment are tightly clustered.

4.2 Your assignment

Each assignment will consist of **24 pre-selected addresses**. You may ONLY interview at the addresses you have been issued with. From these we would hope that it would be possible to achieve around 12-13 interviews.

At each address we will be selecting **one person to interview who is aged 15 years or over.** There is no upper age limit on this survey. Where there are two or more people aged 15+ in the household, one person must be randomly selected using the strict procedures outlined on the contact sheet.

You must account for every address, giving a full record of all visits made, and the final outcome, on each Address Contact Sheet (ACS). This information is vital for us to track progress for each address and provide the client with this data (see section 6.2 for further details).

As with all surveys of this nature, where you have a random assignment, it is important to look through your addresses in advance of starting work and sort out a sensible plan of attack. Otherwise you may find yourself criss-crossing the area and not working very efficiently. Sort the addresses into manageable groups, and plan your fieldwork carefully. If you are working in England, Scotland or Wales you have been provided with a map of your assignment area so it could be useful to mark the addresses on this map before going out.

If you have trouble locating an address and have access to the Internet, websites such as www.multimap.co.uk and www.streetmap.co.uk may be of use.

4.3 Fieldwork dates FIELD TO UPDATE

The fieldwork period starts on INSERT DATE. The end date is INSERT DATE. You must have completed all your original contacts by this date.

The CAPI questionnaire will be in your mailboxes after 6pm on INSERT DATE. The questionnaire is called INSERT CAPI NAME.

If you have any problems getting the questionnaire, please call the CAPI helpline in the usual way. If you are not successful the first time, wait 10 minutes and try again a couple of times. If you are still not successful, contact the CAPI helpline as soon as possible on the following morning.

4.4 The Incentive Experiment

As part of this study we will also be conducting an incentive experiment. This is in line with maintaining the high methodological standards that this survey has set. As the ESS is a biannual survey, the results from this experiment will help determine the best use of incentives in future waves of this survey. The results will also influence the design of other surveys which you may come to work on, due to this survey's popularity within the research profession. So a different survey may use the findings from this experiment as justification (or not) for offering incentives on their survey.

There are three separate groups:

1. A book of **6 first class stamps** sent in advance to addresses followed by **£10 voucher (2 x £5)** on completion of interview
2. A book of **6 first class** stamps sent in advance to addresses, nothing on completion of interview
3. **£10 in cash** on completion of interview (no stamps sent in advance, only letter and leaflet).

Every interviewer will trial each of the three groups to ensure that there is no regional or interviewer effect on the results. This will help to ensure that the results we obtain are more accurate. So each interviewer will have 8 contacts for each of the incentive groups. The letters and contact sheets are clearly marked and the ACSs are differently coloured so you can tell which incentive type goes with which contact. Before approaching respondents' doorsteps we suggest organising your pack into these three incentive groups to help you locate the correct documents, should you need to hand out spare copies.

4.5 When to interview

You will mostly need to work during the afternoon/evening (weekday fieldwork should normally take place during the hours 1.30 – 9.00p.m. unless a respondent requests an earlier or later appointment).

These times have been found to be the most productive, however if you do find you are working in the mornings then that is fine, just please let your area office know. The important thing is to vary the times you visit. However, we do recommend that you make a 10am start on day 1 of your assignment, to cover as many addresses as possible.

4.6 Number of calls

You will need to make a **minimum of 5 calls** at an address before regarding it as a non-contact. Furthermore, these calls must be on different days and at different times of day. **A unique feature of this survey is that at least one of the 5 calls must be at a weekend AND at least one on a weekday evening.** The reason why this survey is different is in keeping with the high methodological standards which this survey has set in the past. By maintaining this high standard we can ensure that this project continues to be a success. This requirement may also work to your advantage as it could help you to make contact with the respondent at times when they are more likely to be available.

4.7 Notifying the police

Please notify the local police station in the area where you will be working. It is reassuring for elderly or suspicious respondents to be told that the police know about you and the survey, and that they can check with the police station. You should complete a copy of the **Police Notification Form** (giving details of BMRB/Kantar Operations/Millward Brown Ulster, interviewer number, area to be worked in, car registration number, start and end date of fieldwork etc.). Attach a copy of each **advance letter** to the form and hand it in to the police.

Please record the name of the police station at which you registered in the appropriate box on the front of the contact sheet.

5 Initial contact

5.1 Letters and leaflet

You will be responsible for sending the advance letters <u>and</u> the 'Living in England Today' leaflets to each household before you attempt to make contact there. They have been included within your interviewer packs for you to post out at a time most suited to when you plan on making your first visit.

Before you send the letters, please write your name in the space provided so that the respondent is aware who is calling and can phone up to check your details, if necessary. Please remember to affix stamps to the envelopes before posting, otherwise respondents will complain about having had to pay to receive their letter (thus lose all interest in taking part), or will not receive the letter at all (thus making it more difficult for you to sell on the doorstep). If necessary, stagger the posting of the advance letters to fit your pattern of visits. You should allow 2-3 days between sending the letters and calling round in person. You should avoid as far as possible lengthy gaps between sending the letters and first calling at the address. You may find it helpful to note the day of posting on the address contact sheet.

Make sure that you are fully aware of the content of the letter and have spare copies in case some households do not remember receiving the letter.

The leaflet explains in a little more detail what the survey is about and what the survey data is going to be used for. As with the letter, make sure you have spare copies to hand.

There are three types of advance letters, depending on what incentive group the respondent has been allocated to:

1. Addresses issued a book of **6 first class stamps** in advance followed by **£10 voucher** on completion of interview – marked as **V**
2. A book of **6 first class** stamps sent in advance to addresses, nothing on completion of interview – marked as **S**
3. **£10 in cash** at completion of interview (no stamps sent in advance, only letter and leaflet) – marked as **C**

If you are handing out spare letters, please check that you hand out the letter appropriate to the incentive group they are in. We have marked the letters V, S or C in the bottom right-hand corner for ease of reference. If the householder does not remember receiving the letter or if he/she has lost it, you can leave a copy behind. **It is important to do this in case the respondent wishes to contact one of the researchers after you have left.**

When you are preparing the letters to post out, please note that the only people who will **not** be sent stamps in the advance letter are those who will be given £10 in cash. Please also include a leaflet with the advance letter. **There is only one version of the leaflet.**

5.2 Introducing the survey

As with other surveys of this nature there is no obligation to take part. However, it is very important, and you should use every encouragement to get respondents to take part. In the advance letters and leaflets we have taken care to avoid using the word 'survey' in favour of the word 'study'. Please adopt this strategy when introducing the survey on the doorstep.

Please stress that you are **working on behalf of BMRB Social Research** as opposed to carrying out Market Research and remember to show your Identity Card when you introduce yourself.

The letters and leaflet explain the key details of the survey. Please draw householders' attention to the details contained in the leaflet and be prepared to address any concerns which householders may have. The leaflet explains:

- Why the study is being carried out
- What the study is about
- How their address was selected
- Confidentiality
- Who they can contact at Head Office for more information
- The sort of information the study provides and some results from 2004
- What BMRB is

Read through the leaflet yourself so that you can answer any of these questions, if asked.

Feedback from interviewers who worked on the pilot found the following useful:

- Mentioning the title “Living in England Today” – the focus on the individual country seemed to promote a more local focus which seemed more relevant to some of the respondents

- Explaining that only a few addresses are selected from each area of the country so to be chosen means a chance to represent the area in this research

- Explaining that this is the most interesting piece of research that you’ve ever worked on

It will be useful to try to tailor your approach depending on who you are speaking to. Different sorts of people will respond to the same approach in different ways. Without trying to stereotype or pigeonhole respondents it could be useful to focus on something within the questionnaire which could be of interest to the respondents. For example:

- Mentioning City University – this could be more relevant to those people who are likely to have attended university themselves

- People in work may be interested in issues surrounding the ‘work-life’ balance

- Discrimination – the survey asks whether people have been discriminated against and on what grounds e.g. race, religion, gender, sexuality etc. This could affect a number of individuals.

- The fear of crime in their area as well as the worry of wider threats from terrorist attacks is something which many people feel is worth speaking about.

- Politics – this topic is likely to put many respondents off taking part. However this could be of interest for some respondents, depending on your area and profile of respondent.

- Please also stress that the survey is about ‘Living in England today’, you do not have to be English to be eligible to take part!

5.3 Response

We are aiming for a minimum response rate in the UK survey of 55%. A high response rate is essential in order to ensure that the people interviewed in the survey accurately represent the population. The response rate target set in most other countries is considerably higher, around 70%. We have set our target at a more realistic level, based on our past experiences of interviewing in this country.

Useful hints on how to introduce the survey:

- **Funding** for the survey comes from a range of sources – from the European Commission, the European Science Foundation and the Economic and Social Research Council.
- Lots of different groups will **make use** of the results available, such as: governments, academics, politicians and even the general public.
- **Why** does this study matter? We know what politicians and journalists think about the important issues facing England today, but this study is about what the **public** think. It will show us how people's attitudes and opinions compare with those of people living in other European countries.
- When selling the survey do stress the **wide range of topics** covered in the interview – there is something for everyone.
- There are **no** questions in the survey **testing your knowledge** about topics.
- There are **no right or wrong** answers.
- It doesn't matter if you don't have a **view** on something – this is just as interesting as finding out that people have very strong views.

You need to think carefully about how you maximise your own response rate. Please call back at the addresses as often as you can, while you are still in the area. If you sense a respondent may be about to refuse, it often helps if you withdraw, offering to call again at a more convenient time, before a formal refusal is actually given. Only by interviewing as many as possible of those selected for the sample can we be confident that the answers you get are representative of the views of everyone.

5.4 Maximising response – making contact

Research was carried out looking at the best times to call at addresses, from an analysis of the contact sheet data from this survey in 2004. The question we wanted to answer was:

- *What are the most effective days/times to call to maximise the chances of a positive response?*

It was found that evenings were the most effective time to call, with the best results achieved when two out of the first three calls were in the evening (after 5pm).

The survey in 2004 found that the most effective days for making contact (not necessarily completing an interview) were **Sunday and Monday**. Calling between **5pm and 7pm** was also found to be best for gaining contact.

5.5 Conducting the interview in privacy

Ideally the whole interview should be conducted in privacy, without others present. However, we do realise that this is often unavoidable, and therefore you should still complete the interview even if others are present. It was noted from the pilot that in some cases having another person present lengthened the interview considerably by introducing the 'chat' factor into the questionnaire. By having this extra person commenting on every question which seemed interesting to them, the questionnaire took much longer. Therefore, it is in your interest and the respondent's that the survey be conducted alone.

5.6 Timing appointments

The questionnaire length was tested in the pilot and came to around 60 minutes. This is an average or mean time so some of your interviews may take 70 minutes while others may only be 50 minutes - it all depends on the characteristics of the respondent. For example, the questionnaire is a bit shorter for those not in paid work, while older respondents may take a little longer to finish it. Those living with a spouse or partner and also in work may have a slightly longer interview.

Please allow enough time between appointments. We would advise allowing slightly more than one hour for appointments.

Do not start any interviews after 8pm in the evening, unless the respondent has indicated that they are happy to continue beyond 9pm if necessary.

5.7 Respondents with limited English

If the selected respondent does not have a sufficiently good command of English to conduct the interview, please note that you CANNOT use another person as an interpreter for this survey.

If you are unable to establish address eligibility due to language difficulties, use visit code P on the ACS "*Contact with somebody with inadequate English but don't know if Target respondent*."

If you have got as far as selecting a respondent, but this person has insufficient English to continue with the interview, code either visit code Q *"Contact with respondent who has inadequate English*" or visit code R *"Informed by someone other than Target respondent that Target respondent has inadequate English"*.

5.8 Parental permission for 15-17 year olds

Parental permission must be obtained if:

- The selected respondent is aged 15-17 and living with their parent(s)/guardian(s).

If the respondent is 16 or 17 and not living with their parent(s)/guardian(s) then it is okay to interview them as normal. If you encountered a 15 year old not living with their parent(s)/guardian(s) you would not be able to interview this person without parental permission.

Parental permission is different from BCS, as in this case we are asking for **written permission. This should be completed on page 4 on the ACS.** Parents must sign to say that they have seen the leaflet and letter and been given the opportunity to ask questions. They then need to sign and print their name and note their relationship to the selected respondent.

Permission can be obtained from other household members, if they are acting in a guardian capacity (e.g. grandparents). If parental permission is denied, you should code this as visit code I *"Proxy refusal"* and then final outcome code 34 *"Selected person needed parental permission but parental permission refused"* on the ACS. If someone other than the parent/guardian refused on behalf of the child, code the same visit code as above but then final outcome code 33 *"Proxy refusal (other than by parent/guardian of young person)"*.

If you are unable to contact a parent to obtain permission, code an appropriate visit code and try to contact the parent at a later date.

Note that if you are interviewing a 15 year old, you should not do this without a parent/guardian being present. They have to be **present somewhere in the house/flat** (but not necessarily in the same room) during the whole interview. This is a BMRB and also an MRS ruling.

5.9 When to give the £10 cash/voucher

Please check the contact sheet for whether the address is one which receives a conditional incentive. For these addresses the incentive should be given to the respondent **after** they have completed the interview. If the respondent does not complete the entire interview, use your judgement as to whether it would be appropriate to still give them the incentive. If they have given you at least 20 minutes of their time, then it would probably be appropriate to still give them the incentive. This would be regardless of whether they reached the point in the interview which we define as the cut-off for a usable partial interview (up to and including question F27).

Note that you will need to get the respondent to acknowledge receipt of the incentive on page 4 of the ACS. A written signature must be obtained.

The incentive should always be given to the respondent. So if the respondent is 15-17 then the incentive should be given to the child (not the parent) and they can sign that they have received it.

6 Contact sheet

6.1 Overview

There are three types of contact sheets, depending on the incentive group:

- Contact sheet V (Green) – stamps and voucher
- Contact sheet S (White) – stamps only
- Contact sheet C (Blue) - £10 cash only

The contact sheets:

- ✓ Give details of the sampled address
- ✓ Allow you to record all of the visits you have made to that address
- ✓ Let you record the final outcome at that address
- ✓ Let you randomly select one DU/person for interview at addresses which contain more than one dwelling unit, or more than one eligible respondent
- ✓ Contain the parental consent form
- ✓ Contain the incentive receipt (unless it is the 'stamps only' incentive type)
- ✓ Contain the observation questionnaire

The process for selecting one dwelling unit and one respondent to take part in the survey is the same as we do on other random probability jobs. **The main difference in this survey is the process of reporting an outcome code at each visit.**

In addition to the main data set, the Central Co-ordinating Team working on the European Social Survey also requests a dataset containing the contact data for each visit made by interviewers, so this can be analysed further and compared with other countries taking part in the study. In the 2004 survey, the outcome of each visit was recorded on the contact sheet and later punched when the contact sheets were returned to the main office. In 2004, the quality of the data was poor, with a high proportion of information missing due to contact sheets not being returned or going missing. This has resulted in some of the UK analysis having to be withdrawn from some reports. In order to avoid this happening this year, we will be asking interviewers to record specific information on their contact sheets and then when they have a final outcome, reporting this information electronically, through completing a 'mini questionnaire'. You will be paid accordingly for this additional work, please refer to the enclosed paychart document for details of the fees and how they will be paid.

The process of reporting the contact sheet data will be covered in Section 8.2.1 and 8.2.2.

6.2 Visit outcome codes

Unlike most other surveys, we are asking you to give a code for every visit you make at the household. So after each visit at the address, please refer to the **visit outcome codes** on the back page of the contact sheet (section M) and record the most appropriate visit code in the visit record section on page 1. The visit codes range from

A through to V and you should record a visit code every time you call at the address, no matter what the outcome.

Completed interview/partial interview (codes A and B)

When you visit the address and manage to achieve a full or partial interview at that visit, code A or B respectively in the visit record. When you have done this you will need to follow the usual procedure of coding a final outcome of 51 or 52 at Section H as well. An interview will be a 'usable partial' (visit code B and final outcome 52) if the respondent has completed up to and including F27 – the Unemployment Question. If the respondent refuses before this stage then the interview will be unusable. In this situation, code a visit outcome of 'Other' (codes S - V) and explain this in the notes section below. Please also code a final outcome of 38.

Try to avoid having partial interviews. It is wise to make sure, before you begin, that the respondent has enough time to finish the interview. If the interview is broken-off for any reason try to arrange an appointment to complete the interview later. If the interview can be continued at another time, please try to ensure that it is completed then. This 'second instalment' of the interview should be entered as code A as long as the interview is finished in full.

No contact with anyone (code C)

No contact with anyone – please use visit code C for each visit where you call and there is no reply.

Identified as Deadwood (code D)

If you make a visit and establish that the address is neither traceable, residential or occupied i.e. a deadwood address, use a visit code of D. You would then also need to follow the usual procedure of coding a final outcome of 1-10 to indicate what kind of deadwood address it is. Before coding an address as non-residential or communal establishment/institution, remember to check that there is no resident private household within the address (e.g. a caretaker's flat).

Appointment (codes E, F and G)

If it is not possible to do the interview when you call, try to fix an appointment. Even if it is a vague appointment ("come back tomorrow" without a fixed hour), indicate this on the form as an appointment. If you have selected the respondent, please use either code F or G depending on who you have had contact with. You could either arrange this with the respondent or with someone on their behalf. If you have not gone through the selection process and have fixed an appointment to come back another time use visit code E.

Refusal codes (codes H, I and J)

Use one of the visit codes (H, I or J) to account for a 'soft' refusal (such as bad timing) or a 'hard' refusal when you visit. If you get a 'hard' refusal which means you will not be calling back at the address, refer to section H for the most appropriate final refusal outcome to code as well.

If you are using visit code I, remember a proxy can be:

- a RESIDENT: Household/family member: this means it is somebody who still lives in that house and who is probably a household or family member
- a NON-RESIDENT: family/visitor/friend: this person was present at the address/house at the time of the visit (as opposed to neighbours)

Note that a building manager, security guard or other gatekeeper, in other words people from whom you possibly need permission to enter the building, cannot give a proxy refusal. These cases should be treated as non-contacts.

Visit code J *"Household refusal (before selection)"* should only be used if there is a refusal to the survey before the respondent selection has taken place.

For the first three refusal visit outcomes (codes H, I or J), please go to section I and fill in the reason for the refusal. Please also record the number of the visit on which the refusal was received.

Respondent unavailable/not at home until … (codes K and L)

Respondent is unavailable/not at home until …… – please use visit codes K or L, depending on who contact is made with. Please use the extra space in the visits record to record a date when the respondent will be available from. This will be useful so that you or another interviewer can cover the interview later during the field period. It may be that a different interviewer can do this with re-issues so always enter a date if possible. If the respondent is unavailable for the whole of the survey period, you will also need to code a final outcome in Section H to reflect this.

Respondent mentally/physically unable to take part (codes M and N)

This only applies when the respondent is too ill to participate for the duration of the survey period, for example: those suffering from dementia. If the respondent is only temporarily sick, you can make an appointment or just call back at a later date (see visit codes F, G, K, L, H and I). If you do use either of the visit codes, M and N, it will be your final visit so you will need to code an appropriate final outcome code in Section H as well.

Respondent deceased (code O)

Use this visit outcome code when you have selected the respondent on a previous visit and have now been informed that the respondent has since died. Please also code a final outcome code of 45.

Language barrier (codes P, Q and R)

Visit code P *"Contact with somebody with inadequate English but don't know if Target respondent"* should be used when you encounter somebody who speaks a different language on the doorstep and you are unable to obtain any meaningful information about the household from this person. Hence you have to withdraw. You could then call again at a different time to try to make contact with someone who does speak English adequately.

Visit codes Q and R are for when you obtain information that the selected respondent has inadequate English. You will then need to code final outcome 43 at Section H as well. It is important to know whether the **respondent** speaks a different language, not the other household members or the persons who give you information. Do not translate the questionnaire yourself, even if you speak this language fluently. If the respondent cannot understand and respond in the language of the questionnaire, then an interview cannot be carried out. Enter the language spoken by the respondent when you code your final outcome code.

Other codes (codes S, T, U and V)

These codes should only be used if the result is something not covered by the existing visit codes. These should be used very rarely and are split up according to who you make contact with. If you do use one of these codes please make notes to explain why, either in the visits record or in Section J.

6.3 Address details and calls record (page 1)

- **Address:** The first page of the ACS provides you with the sampled address that you need to visit.
- **Serial number**: There are several components here:

- Area code (3 digits)
- Serial number (5 digits)
- Check number (2 digits)
- Screen number (0 by default)

All of these will need to be keyed in to your CAPI machine at the start of the interview.

- **Selection box:** There is a selection box that you will use if you need to select either a dwelling unit or a person for the survey (see below). The 'Select' row of digits in the selection box is a randomly generated set of numbers and will vary between different addresses, to ensure that the sample is randomly selected.
- **Respondent details:** There is a space for you to write in the name and phone number of the selected respondent. **Note: this should be the FULL name, including surname, of the selected respondent – and should be written very clearly.** ~~Middle initials should also be included. WHY?(LP)~~ If the

respondent does not have a telephone number or refuses to disclose this information please tick the appropriate box. Please try to ask for the number whether or not the outcome of that particular visit is successful. This helps if you or another interviewer has to go back, make or change an appointment or any other possible cases where the phone number is needed.

- **Interviewer details:** Please also write in your name and interviewer code.
- **Police Station registered at:** Please write in the name of the police station where you registered your details.
- **Mode of Visit:**

  1 Personal visit: the interviewer made a personal visit to the respondent's home.

  2 Telephone: the interviewer tried to reach the respondent by telephone.

  3 Intercom: the interviewer paid a personal visit to the address, but had only contact with the respondent/household through the intercom/entry-phone.

  4 Info through survey organisation: it is possible that the advance letter may be returned to the office because the respondent has moved house or the respondent may have telephoned the office in advance to say that he/she does not want to take part in the survey. In these circumstances, the office will inform you. You should mark this on the contact form by using code 4.

  5 Other: information that is obtained by the interviewer via ways other than in 1-4. This may be for instance consulting official records.

- **Visit record:** Please record all contacts or attempts to contact the address in the Visit Record box. Visit outcome codes are being recorded for analysis purposes, however this section will also help you to make sure that you do try to contact the address or respondent at different times of day and days of the week. It will also help, if we need to re-issue the address, as it will provide another interviewer with details of the best times to call. Please also enter any further details which will help both yourself and any other interviewer working on this contact alongside the visit outcome code. Please note the time should be indicated using the 24 hour clock. This means, for example, 20.15 hour NOT 8.15pm.
- This data will be checked both internally and by the client to make sure that sufficient attempts are being made at each address. Once you have finished with

an original issue of an address, please write in at the bottom of this page the total number of calls that you have made, and also the date of your final visit.

6.4 Selecting the dwelling (sections A-C)

The list of addresses you have been given has been randomly selected from the Post Office Address File (PAF) which is the Post Office's list of all delivery points. Most of these addresses will be private, residential addresses, but some of them may be small businesses or institutions such as shops, schools or hotels. Therefore at each address, you will need to establish:

- ✓ Is the address traceable, residential and occupied?
- ✓ Does the address cover more than one dwelling unit?

Sections A-C of the Address Contact Sheet take you through this procedure step by step.

6.4.1 Is the address traceable, residential and occupied? (section A)

At Q1 you are asked whether the address is traceable, residential and occupied as someone's main address. Some addresses may be difficult to find. Before you code the address as "No" for not traced you must do all you can to track it down. You could try:

- Asking local people
- Asking at a Post Office or a Sorting Office, or asking a postman
- **Asking the police**
- Asking your Area Office

If after such efforts you have established that the address is definitely not residential, traceable or a main address then tick "No" and record visit code D as well as the appropriate deadwood code (codes 1-10) at section H.

Addresses should **not** be classed as empty or unoccupied just because you can never get hold of anyone or because you have been told that the occupiers are away for the whole of the field period. The property must be obviously empty or vacant (e.g. boarded up council flats, properties with no furniture or no sign of occupation) or you must have been told that it is unoccupied by a close neighbour.

*****If you are unsure whether an address is eligible* –** In this situation you can tick “unsure”, use visit code D and one of the unknown eligibility codes at section H (final outcome codes 11-13). Note that two of the final outcome codes in this section can only be used with office approval.

In practice, this is most likely to occur when you are unable to locate the address. You should only code an address as unknown eligibility as a last resort. This means you have done everything possible to find the address (see above), and identify whether it is eligible.

If you yourself had difficulty finding the address, please write in directions and details of how to find it on the notes page of the ACS, in case it has to be re-issued to another interviewer.

Reference to BCS

For a detailed definition of residential, eligible addresses please refer to section 3.3 in your BCS manual.

However, in summary you should note the following:

- ✓The survey does <u>not</u> cover residents of institutions, such as students in a college hall of residence, or residents of hotels.
- ✓The survey does <u>include</u> children aged 15-17 at boarding school however, to be interviewed when they are next home if this is possible during the fieldwork period. This is different to most other BMRB surveys.
- ✓The survey does <u>include</u> people living <u>in private households on institutional premises</u>, for example a school caretaker in a tied cottage, or police flats where the occupants are each independently catering for themselves, or hotel staff living there permanently.
- ✓Some business premises may contain a flat, such as a small shop with a flat above, both having the same address. Such flats should be included.
- ✓Second homes and holiday homes are **not** eligible for the survey.
- ✓An eligible address is one at which members of the household live for 6 months

of the year or more. (Note, however, that if someone has moved in less than 6 months ago, they are eligible as long as that is now their only or main address).

- squats should be classified as private dwellings, as long as the people living in them regard the property as their only or main address

Having ascertained that the address contains occupied residential accommodation, you move on to the rest of the selection process.

6.4.2 Dwelling unit selection (sections B/C)

What do we mean by a dwelling unit?

A dwelling unit is a structurally separate accommodation unit, for example a self contained flat, a bedsit, a house. In most cases, there will only be one dwelling unit at an address. However, sometimes an address can conceal a number of dwelling units. For instance, 33 The Avenue looks from outside like a semi-detached house, but it may have been converted into three flats. In such a case, you will need to make a selection.

Reference to BCS:

The details for how to select dwelling units in these cases are virtually identical to BCS so please refer to section 3.4 in your BCS manual. However, the outcome codes for this survey are different so where outcome codes are referred to you will need to look up the correct outcome for this survey instead.

13+ dwelling units

You have been provided with a selection grid at Appendix A for use in the extremely rare circumstance that you find more than 12 dwelling units covered by the address.

6.5 Respondent Selection (sections D/E)

Having selected a dwelling (or more commonly, having found that the address only covers one), you will need to establish if the address is eligible and, if so, to select one person aged 15 or over for interview.

A useful tactic is to explain at the outset that you have to ask a few questions beforehand to make sure you interview the ‘right person’ – to ensure that you get a true cross-section of views and give everyone an equal chance to be included. If you can make the person giving the information feel that he or she is helping – and know why it is necessary – you will find it easier to gain co-operation.

Generally, a dwelling unit will contain just one household. If you find a dwelling unit that consists of more than one household, please contact the research team for advice on which household to select for interview. For reference, the definition of a household is as follows:

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

Examples of who to include and exclude from the household are given on the ACS. You may come across some unusual situations, for example where a family member works away from home during the week but returns at weekends (they should be counted as a member of the household). If in doubt, contact your Area Office.

****If you are unable to establish number of persons aged 15 or over,*** code an appropriate visit outcome code. Please also fill in final outcome codes 17 or, if you have satisfied the 5 call minimum and is appropriate, final outcome code 16.

Having introduced the survey, you need to find out how many people aged 15 or over live in that household. Where there is more than one eligible person, you will need to carry out a selection. This selection will be done in a very similar way to the dwelling unit selection. At Q5c, please enter the visit number at which you are carrying out the respondent selection procedure.

List eligible household members in alphabetical order of first name (it is sufficient to just use the first initial in the grid unless two people have the same initial). If there are two people in the household with the same first name, list them in order of age with the eldest first. Then use the selection box on the front page of the ACS. Go along the "NO. OF DUs/PEOPLE" row until you come to the total number of people in the household. Directly below is the number of the person you should select for interview.

EXAMPLE:

When you make contact at an address, you find that a family live there – a couple aged in their forties and their three children, aged 20, 15, and 13. The parents and two older children are eligible, the 13 year old is not.

You need to select one of the four eligible people for interview. You write the first name or initial of the four people in alphabetical order in the grid at Q6a, as shown below.

Then look at the selection box on the front page. Go along the top row until you come to the number of eligible people in the household (4). The number underneath shows the number of the person you should select: 2. Thus, you would attempt to interview James. If James is the 15 year old, you would first need to ask one of his parents for permission. You would not need to seek parental permission if it was the 20 year old.

First Name or Initial	Person Code
Anne	01
James	02
Mark	03
Rachel	04
	05

2	3	4	5	6	7	8	9	10	11	12	NO OF DUS/PEOPLE
1	3	2	4	3	2	6	4	2	10	5	SELECT

	06
	07

If there are 13 or more adults living at the selected address, use the look-up list at the end of these instructions (Appendix A) to tell you which one to select for the interview.

Having selected a respondent for interview, copy their **full name** (**i.e. including full first name, surname and any middle initials**) into the box on the front of the ACS. Please ensure that this is written legibly. You also need to enter on the ACS the person number (from selection grid).

Having selected a respondent for interview, **no proxies or substitutes are allowed, i.e. you can only interview the person you have selected**, even if there is another adult living there who is available and willing to be interviewed. If the selected person is incapacitated in a way which affects their ability to do an interview, or temporarily absent, then no interview will take place.

6.6 Parental permission (section F)

As noted in 5.8, parental permission should be sought if the selected respondent is:

✓ Aged 15-17 and living with their parent(s)/guardian(s).

Please ensure that you get signed consent **before** starting the interview with the child.

6.7 Incentive receipt (section G)

At the end of the interview, if it is an address which issues a conditional incentive, you should hand over the incentive and ask the respondent to sign for this at section G. See section 5.9 for how to deal with incentives for partial interviews.

6.8 Final outcome codes (section H)

At section H of the Address Contact Sheet you must record the final Outcome Code for that address:

Deadwood codes (1-10)

These are standard deadwood codes.

Unknown eligibility codes (11-13)

These codes are discussed in section 6.4.1 above, and should be used only as a last resort, where you have been unable to establish eligibility. If you use one of these codes, please record details in the Notes Section (J).

Non-Contact outcomes (16-19, 33, 35)

These codes cover different types of non-contact at the address and should only be reported once the minimum number of 5 attempts has been made to establish contact with the selected respondent, including at least one attempt at a weekend.

Refusal outcomes (17, 31, 34-38)

If a refusal has been phoned through to the office, you will be informed (use code 31). Please select the correct code for other types of refusal in the field and please remember to record reasons for refusals at section I on the contact sheet.

Unproductive outcomes (39-44)

These codes apply to eligible, residential addresses, but where an interview was not obtained. These are standard unproductive outcome codes covering things like broken appointments and ill at home. Code 44 *"Other unproductive"* should only be used as a last resort and always accompanied with notes in Section J to explain why you have used this code.

Full and partial interviews (51 and 52)

A usable partial interview is one where respondents complete up to and including question F27 – the unemployment question.

6.9 Refusal reasons (section I)

This section is used for cases when you have coded visit outcomes H, I and J; that is you have had either a 'soft' or 'hard refusal' from the respondent, someone on their behalf or just from the household (i.e. respondent not selected). We will be recording the reason(s) for not achieving an interview – up to 3 times only. Please note the visit number at the top of the column and (all) the reason(s) for not getting an interview at R1 – you can record up to 5 reasons. You cannot enter Don't know so you must try and give reasons why a refusal was given by the respondent.

R2 is used to determine how likely it is that the respondent will co-operate in the future. This can be used for your own reference, as well as being collected for analysis purposes. It will also be useful to help the office decide whether to get a different interviewer to see if they can persuade this respondent.

At R3, please note your estimation of how old the respondent is and at R4, the sex of the respondent. It is highly unlikely that you will have to record this information more than once.

6.10 Notes page (section J)

As with all surveys of this nature, if you do not manage to get an interview, please enter at section J as much information as possible about why e.g. expanding on reasons for refusal in section I, in order to help an interviewer who may be re-issued with the same address. Please also enter further details of the reason for other types of non-response, such as non-contact. For example, if you are unable to get an interview because the selected respondent is away in hospital or on business, enter the date they are expected to return. If you are working on a re-issued address that you really think should not have been re-issued and you think it would be inappropriate to return, call your area office to discuss it.

6.11 Re-issue Interviewer Information (section K)

This section is for interviewers working on re-issued addresses to record their name, interviewer number, the total number of visits they made at the address and the date of their final visit. If you are working on re-issued addresses it is imperative that this information is recorded completely and accurately so that you can report this information electronically when you are finished with the contact.

6.12 Area observations (section L)

These observations are to be made whether or not you get an interview, and whether or not you contact anyone at the address. The only times you will **not** need to complete this page is if the address is not traced, not built, derelict, business or institutional.

Generally, we want to know how the property compares to others in the vicinity – this is important for both addresses where you obtain an interview (so that we can look at the people's experiences relative to the area), and at non-responding addresses (so that we can obtain some information about the location).

We would expect that all the observational data for each address will be collected and reported as part of the original issue assignment. As a rule, this should **not** be part of a re-issue assignment, any incomplete at the original stage will be sent back to the original interviewer to be completed – as it is part of the main assignment.

The questions are self-explanatory although we appreciate that, for the most part, this is a subjective exercise.

The observation questions are situated on P9. Unlike most other surveys where you collect observational data it will not be scanned in back at the office. Instead, we are asking you to report the answers electronically along with your call history information. An additional questionnaire will be used to collect this information and more detail on this will be provided at your face-to-face briefing.

6.13 Visit Codes reference sheet (section M)

This section has been added purely as a reference for interviewers when you are filling in the visit record on page 1. The table has been split into sections for ease of use. You should look first for the appropriate label on the left in bold then read across for more detail, should the code be split up further. The code letter is then displayed on the right hand side of the table which you should input into the visit record.

You may also use the box at the bottom of the page for any handy notes you want to make, which you want to refer to quickly on the doorstep. Please bear in mind that any notes here will not be concealed should you accidentally leave it in the respondent's view.

7 The Questionnaire

7.1 General Guidelines

First, a feature of such a wide-ranging questionnaire is that people are likely to be more interested in some questions than in others. It is important to establish the right speed at which to ask the questions. Rushing the respondent clearly has to be avoided, but an over-deliberate approach would be equally wrong. It may be that some respondents want to give a great deal of thought to some of the issues, but we are seeking to capture present attitudes, not to conduct a philosophical discussion or a political debate! If some respondents have no particular viewpoint on a topic, or if they cannot answer the question as posed, a 'don't know' or 'other answer' code is acceptable; then you just move on to the next question.

Second, before you start the interview respondents must be given a set of showcards.

Third, throughout the questionnaire we will be using a number of general phrases that may cause the respondent to ask for further explanation. An example might be "In your area". In this and many similar cases we do not wish to give the respondent any further explanation. The phrases used are intended as general ones. Simply read the question or statement out, and tell respondents that they should answer in terms of whatever they understand by the phrase.

Fourth, there are some questions where people are asked to give information that may be regarded as sensitive. Some respondents may feel uneasy about giving information on their voting behaviour or income, for example. Try and gently reassure the respondent that everything they say will be treated in strict confidence. If they still refuse, this should be coded as 'refusal'. Similarly, if a respondent does not know the answer to a question and there is no explicit code for this, use the 'don't know' code. We need to know when respondents refuse directly or cannot answer particular questions.

Fifth, at questions where an ‘other’ answer code has been provided, the other answer should be recorded verbatim. An ‘other answer’ should be coded only when one of the pre-coded answers will not fit after probing.

Sixth, the interview questionnaire is divided into blocks of question topics (see next page for details). Sometimes these are introduced by (e.g.) “And now some questions on ...” but often they are not. Respondents do not need to be made aware of the various blocks or sections of the questionnaire during the course of the interview; the questionnaire is designed to be administered as a single unit with a reasonably smooth transition between groups of questions and different topics.

If a respondent does break off the interview part way through (this happens very rarely), you should establish whether they would be prepared to continue at a later time.

Seventh, checks have been built into the questionnaire script so that if answers seem impossible or contradictory you will be shown a warning screen. In some cases, these checks are ‘soft’ whereby answers seem out of the ordinary. In these cases we are not pushing respondents to change their answer, merely to check that they meant what they said. For example, it could be that they misheard you or you accidentally pressed a number twice so that 5 appeared as 55. Where the answers contradict each other you will be sent back to the question it refers to – these are the ‘hard’ checks. You have to amend at least one of those answers in order for the script to move on.

Eighth, as the survey is being carried out in all countries of the UK i.e. England, Scotland, Wales and Northern Ireland, the country the questionnaire refers to is different for those interviewed in Northern Ireland compared to the rest of the UK. If you are conducting interviews in England, Scotland or Wales questions will refer to Britain, British people etc whereas in Northern Ireland they will refer to the UK, people of the UK etc. We were unable to differentiate further between each of these areas because the survey has to be comparable with the previous two years.

Ninth, on your paper copy of the questionnaire annotations have been provided to aid translation for other countries working on this survey. However, these are also useful in providing definition and clarification for you should you find some of the terms slightly ambiguous. This will help you to gain a greater understanding of the questionnaire and of some of the concepts behind it.

7.2 Practice interviews

It is vital that you conduct at least two practice interviews before beginning your assignment. To do the practice interviews, you can enter the serial numbers and check digits from any of your contact sheets – however, be careful to make sure you code that you are completing a **practice** interview, not a real one. It is important to make sure you interview someone else rather than simply running through the interview yourself as this will give you a more realistic picture of how the interview will flow.

7.3 Layout of the Questionnaire

A1 –A10	Media, social trust	
B1 – B40	Politics, including: political interest, efficacy, trust, electoral and other forms of participation, party allegiance, socio-political evaluations/ orientations	
C1 – C36	Subjective well-being and social exclusion; religion; perceived discrimination; national and ethnic identity	
D1 – D55	Rotating Module – Timing of life: the life course. Timing of key life events, attitudes to ideal age, youngest age and oldest age of life events, planning for retirement	
E1 – E55	Rotating Module – Personal and social well-being. Helping others, feelings in the last week, life satisfaction, satisfaction with work.	
F1 – F73	Socio-demographic profile, including: Household composition, sex, age, type of area, Education & occupation details of respondent, partner, parents, union membership, household income, marital status	
Section G	Human values scale	
Section H	Test questions	Respondents will be allocated one of three versions of this.

Section I	Interviewer questions

Sections D and E are rotating modules. This does **not** refer to rotating within the questionnaire. All respondents are asked both sections. Instead, this is referring to the fact that these modules are only being asked in the 2006 survey. They were not asked in the previous 2004 survey. The questionnaire has a core element to it which is consistent across the years. However, at each round the survey also has room for two sections which are of particular policy or academic interest at that point in time. These sections provide a more in-depth focus and so vary for each round of the survey.

7.4 The Questionnaire – in detail

This section provides details about particular questions where a little more explanation may be useful. This should help you to respond to any questions that respondents may ask you during the interview.

The question number or variable name is listed in italics on the left of the page.

7.4.1 Media Use

A1-A4 These questions ask about the amount of time spent watching TV or listening to the radio on a weekday (that is, Monday to Friday). If respondents ask for clarification, this refers to time spent actively watching or listening, rather than time when the TV or radio are merely on 'in the background'.

7.4.2 Voting Behaviour

B11 If respondents answer that they did participate in the election, but deliberately 'spoilt' their ballot paper or left it blank, record this as 'No' (code 2).

B12/B20b/B22 **If you are working in Northern Ireland** then the response list for these questions will list the Northern Irish political parties and not those written on your paper questionnaire, which show the political parties of the rest of the UK.

1 Ulster Unionist Party
2 Democratic Unionist Party
3 Sinn Fein
4 Social, Democratic and Labour Party
5 Alliance Party
6 Progressive Unionist Party
7 United Kingdom Unionist Party
8 Women's Coalition
9 United Unionist Assembly Party
10 Northern Ireland Unionist Party
11 Workers Party
12 Other (specify)

7.4.3 Timing of life

QDOB We have added a question at the start of this section to collect the respondent's year of birth, which is not written on your copy of the paper questionnaire. This question has been moved from the household grid section (asked later) in order to check that the respondent's age ties in with the timing of key life events asked in this section.

We are interested in attitudes towards women and attitudes towards men in this section. There is not enough space to ask all respondents about both men and women so the questionnaire is randomised so that half of the respondents are asked about men and half about women.

Introductions - Throughout section D there are a number of very important introductions explaining to respondents what the following set of questions refer to. It is especially important that these instructions are read out to respondents.

There are also many questions which have special codes 111, 222 etc which have specific meanings. Please familiarise yourself with these codes so that you are able to respond quickly to the respondent's answers, bearing in mind the interviewer notes on-screen.

7.4.4 Household Grid

F1 This question asks for the total number of people in the household (<u>including</u> children).

F4 This question refers to **the individuals in the grid and their relationship to the respondent.** The direction of this relationship is crucial. Interviewers should ensure that the respondent is answering "this person is my…"

F6a This question asks those with <u>any</u> qualifications in which **one** field or subject their highest qualification is in.

Respondents who are still at school and do not have qualifications will not be asked this question. If they have <u>more</u> than one qualification at their highest level in a different subject then they should be coded as 01 at this question.

Below is some clarification for the categories on the showcard. Where no guidance is given respondents should be reminded that there is no right or wrong answer and instructed to choose the category they think <u>best</u> matches their highest qualification.

Category 07 'Science, mathematics, computing, etc' includes the natural sciences e.g. Biology / Chemistry.

Category 10 'Social and behavioural studies, public administration, media, culture, sport and leisure studies, etc' includes the behavioural sciences such as Psychology, Political Science, Sociology and other Social Sciences. Sport and Leisure activities includes leisure and tourism qualifications, qualifications for working in hotels etc

7.4.5 Education achieved

F6/F36/F49/F55 The questions about education have been modified to match the UK qualifications system. They will appear differently on screen than from the paper version of the questionnaire. There are three separate questions. The first one covers the highest qualification achieved below degree level. The second question covers qualifications achieved at degree level and above. For each of these there is an option to code 'None of these'. When asked about the respondents partner/parents, you can also code 'Don't know'. The third question asks when the respondent/partner/ parents completed their full time education.

7.4.6 Years of Education

F7 ‘Years of education’ refers to all education completed including school and education after school. These years do not have to be continuous but the total should only include the years in education, not the gaps in between. Vocational training should be included, but apprenticeships should not.

Part-time education should be reported as the equivalent number of full-time years. For example, if a course would take one year full-time, but was done part-time over two years, it would be reported as one year.

7.4.7 Economic Activity

F8a-F8c F8a is a multi-code question and some respondents **should** choose several types of economic activity undertaken in the last seven days. All of them should be coded at F8a. Interviewers should probe respondents to find out if any others are relevant by asking ‘Which others?’

At F8c, only one answer should be given. This should be the activity the respondent considers to be their <u>main</u> activity.

If a respondent is not sure or doesn't know, please probe to find out which of the items on the card comes closest to what they were doing in the last week.

The following notes explain the categories at F8a more fully:

Code

01 **In paid work** (or away temporarily) (employee, self-employed, working for your family business)

This category includes all types of paid work, whether for an employer, or on the respondent's own account as self-employed. It includes casual, part-time and temporary work.

Voluntary work, or work carried out where only expenses are reimbursed or work paid for in kind (e.g., receiving board and lodgings only) where there is no financial transaction, are EXCLUDED from this category.

People temporarily away would include those who were absent from work last week because of sickness or injury, holiday, compassionate leave, or maternity leave, provided that they have a job to go back to with the same employer or as self-employed in the same field. It would also include people who were temporarily laid off, or on strike, or locked out, again provided that they have a job with the same employer to go back to, or to the same self-employed status.

People whose contract of employment incorporates regular but intermittent work (e.g., some staff in educational institutions, or professional sportsmen, whose wages are paid only during term-time or in the season, and who therefore may not have worked last week) are included in this category.

02 **In education**, (not paid for by employer), even if on vacation

All students, even those doing vacation jobs during the last week, are to be coded in this category. If the student is on vacation and will continue to be a student only if he or she passes an exam, assume that the exam will be passed and still treat the respondent as in full-time education.

03 **Unemployed,** and actively looking for a job

This category includes all unemployed who are actively looking for a job. This would include people seeking work through central or local government employment services, people registered with private employment agencies, people answering advertisements for work, advertising for work or even people just actively looking around for opportunities.

04 **Unemployed**, wanting a job but **not actively looking for a job**

Include here any unemployed, but who are not actively looking for a job at the moment. People who, for instance, have given up looking for work would be included here, or those who are ill and temporarily unable to look for work. Respondents should normally be left to decide for themselves whether an illness in this case is temporary or not. If in doubt, include it if it has lasted less than six months.

05 **Permanently sick or disabled** covers people out of work and not seeking work because of permanent (or indefinite) sickness or disability. People who have never worked because of disability are included. In cases of doubt over whether an illness or disability is permanent, treat it as permanent if it has lasted continuously for six months or more.

06 **Retired** from work covers people who have retired from their occupation at approximately the normal retirement age or who have taken ’early retirement’, and are not seeking further employment of any sort.

07 **Doing housework, looking after children or other persons** covers anyone involved in unpaid domestic or caring duties. There can be more than one person in a household in this category, here we are concerned only with the respondent's position.

08 **Other** is not on the show card. It covers anyone who does not fit into any of the 7 categories on the card.

On the paper questionnaire, you will notice that there is a code for "community or military service". This does not apply in the UK so has been removed from our response list.

The following notes explain the categories at F8c more fully. Please note the criteria for coding at F8c will differ from at F8a because we are now asking for <u>main activity.</u> The differences are underlined in the text below and refer mainly to those members of the population who are generally considered to be economically inactive.

Code

05 **Permanently sick or disabled** covers people out of work and not seeking work because of permanent (or indefinite) sickness or disability. People who have never worked because of disability are included. <u>Do not include retired people in poor health who would not be seeking work even if they were healthy.</u> In cases of doubt over whether an illness or disability is permanent, treat it as permanent if it has lasted continuously for six months or more.

06 **Retired** from work covers people who have retired from their occupation at approximately the normal retirement age or who have taken 'early retirement', and are not seeking further employment of any sort. <u>Retired people who are permanently sick or have become disabled still count as retired.</u>

<u>People who leave work to look after the home or to raise a family and who have not worked for many years, should be classified as 'looking after the home' rather than retired. But it is difficult to define retirement exactly. Apart from the proviso made above, the respondent's description from the card should generally be accepted.</u>

07 **Doing housework, looking after children or other persons** covers anyone <u>more or less wholly involved in unpaid domestic or caring duties when classifying economic position</u>. There can be more than one person in a household in this category, here we are concerned only with the respondent's position.

08 **Other** is not on the show card. It covers anyone who does not fit into any of the 8 categories on the card. <u>But remember that people who are in any kind of paid work (including casual self-employed jobs) should not be included here.</u>

F12 The next few questions ask about the respondent's main job (where applicable). This could be their current job, or their last job, if they are currently out of work.

If the respondent has more than one job, they should answer about the one which occupies them for the most hours per week. If they have two jobs that are exactly equal, they should answer about the more highly paid of the two.

Some self-employed persons will have their own businesses, some will simply be involved with casual or intermittent work. A person in a one-man business is not necessarily self-employed; if the business is a company, he or she may well be an employee of the company, drawing a salary.

F22-F24

We wish to collect occupational details of almost all respondents, excluding only those who have <u>never</u> had a job.

Ask everyone else about their current or last job. Please probe fully for all relevant details; if any are missing, we may be unable to code occupation and industry accurately. When asking for occupation information please remember to get as specific a job title as possible. Many respondents will give you titles which could cover a wide range of duties and responsibilities. Examples of inadequate job titles are:

- Chemist, teacher, operator, builder, manager, agent, engineer, clerk, civil servant, local government officer, soldier, police officer

The term engineer can cover jobs from TV repairmen up to highly qualified professionals helping to build multi-storey buildings so it is essential that more detail is noted. You must therefore probe for the <u>full job title</u> as well as the exact type of engineering performed. For people in the police, armed forces etc rank is always required. For civil servants, class and grade are always required.

When asking about the type of work that is done in the job always get a clear description of what the respondent actually does in his or her job. However precise the job title you obtain, this very often leaves room for doubt about the nature of the work actually done.

To be able to classify manufacturing and construction jobs we need to know what materials are used. For example, to classify a boat builder we need to know whether the boats are constructed from wood, metal or fibreglass. For these types of occupation always probe with:

- "What materials do you make things with?"

F25 Here we collect standard industry information about the respondent's current or last job. If the respondent uses jargon to describe the work, ask him/her to explain in more detail. Remember that the coder can only work with what <u>you</u> have recorded, whereas you have the opportunity to get the respondent to clarify.

When asking for <u>industry information</u> useful probes to use include:

- "What is the main product or service of the establishment?"
- "What exactly is made or done at the establishment?"
- "What materials or machinery does that involve using?"

In addition, it is important to define what type of work the organisation does, whether it is manufacturing, wholesale/distribution, retail, services, public sector etc.

7.4.8 Household income

F32

At F32 you should obtain the **total net income** of the household from all sources, that is, **after tax**. Income includes not only earnings but state benefits, occupational and other pensions, unearned income such as interest from savings, rent, etc.

We want figures **after** deductions of income tax, national insurance, contributory pension payments and so on. The questions refer to **current level** of income or earnings or, if that is not convenient, to the nearest **tax** or other period for which the respondent is able to answer. The respondent is given a showcard that enables them to choose between their weekly, monthly or annual income, whichever they find easiest. They will then give you the letter that corresponds to the appropriate amount. This system is designed to reassure the respondent about the confidentiality of the information they are giving. The letters on the laptop screen have been rearranged into alphabetical order to ensure this.

7.4.9 Economic Activity of Partner

F37a/F37c See Economic Activity notes above for details of codes and probing (section 7.4.7)

7.4.10 Father's/Mother's work when respondent was 14

F54/F60 These questions ask the respondent to code the occupation of their parent(s) when the respondent was aged 14. Respondents are typically going to remember the job title first of all and thus try to fit them into the appropriate category. Please bear in mind that the example lists are not exhaustive and so when looking through the list of occupations, some respondents may complain that they cannot find their parent's occupation listed. Please give them time to try to fit them into a category as best as possible. If respondents cannot choose and are torn between several categories then ask them to make their best guess, using the example job titles as references. If they still cannot choose then you are able to code 'Don't know'.

7.4.11 Marital Status

F62-F68 At F62 'civil partnerships' should not include private arrangements made between two people. If interviewers believe the respondent has misunderstood the meaning, they should offer clarification.

- Codes 02, 04, 07, 08 refer solely to 'civil partnerships'.
- Codes 01, 03, 05, 06 refer solely to traditional marriages.

A "**civil partnership**" is a new legal relationship, which can only be formed by two people of the same sex. It gives same sex couples the ability to obtain legal recognition for their relationship. Couples who form a civil partnership have a new legal status – that of "civil partner".

Same-sex couples who form a civil partnership have parity of treatment in a wide range of legal matters with those opposite-sex couples who enter into a civil marriage.

Please be aware that F62 asks about the respondent's **legal** marital status e.g. a woman may be living with her partner but has never been married before, therefore that respondent should use code 9 *"Never married AND never in a civil partnership".* F64 follows up on whether that woman lives with a partner. F62 merely seeks to ascertain legal status so should not be confused with looking at the respondent's personal circumstances.

7.4.12 Human value scales

This section is the 21-item Schwartz Scale of Human Values which is proving very valuable analytically. Respondents are given some brief descriptions of people and then they are asked to say how much that person is or is not like them.

7.4.13 Test questions

This section of the questionnaire contains some repeat measures of questions asked earlier in the interview. In some cases these are identical repetitions, and in some cases they have been modified slightly as part of an experiment. These test questions are an important part of our quality control measures and maintain the survey's high methodological standards. An introduction at the start of this section of the questionnaire explains the reasons for this repetition. It is important that this is **always** read to respondents.

As with the incentive experiment being carried out in this survey the results from these test questions, analysed alongside the original questions, will help guide questionnaire design in future waves of this survey. By posing questions in different ways we will be able to compare the answers and hopefully draw conclusions about the best way to design questions. The results will also influence questionnaire design on other surveys which you may come to work on, again owing to this survey's widespread appeal within the research profession.

7.4.14 Interviewer Questions

Your answers to these questions help to give us an idea of how the interview went, and how the respondent reacted to the experience. Please note that you will only have to answer questions I1 to I6. We have also reordered I5 and I6 so that they appear before I1-I4. Please ensure that the respondent does not see the answers to these questions. A warning message will flash up as a reminder before starting this section.

8 Field Info

BF – Hi Laurent/Aaron. I have just added these titles in as I think this is what you usually cover. However, I wanted to make sure that you cover the reporting of the visit outcome codes in this section as well. That's really the only thing. Please feel free to amend as you see fit.

8.1 Results Summary Sheet

8.2 Electronic Reporting and Reporting to your Area Office

8.2.1 Reporting Visit Outcome Codes

8.2.2 Reporting Other contact sheet data

8.2.3 Reporting Final Outcome Codes

8.3 Return of work

8.4 Payment

FIELD TO UPDATE THIS SECTION

The survey CAPI name you will need to use for interviewing is **LIVING~~ESS06DR~~**.

You will be issued with 24 PAF addresses in your assignment and will need to fully cover these – making a minimum of 5 calls at different times of day and on different days of the week.

> **NB A unique requirement on this survey: at least one of the 5 calls must be at a weekend AND at least one on a weekday evening**.

Please connect after 6pm on Friday 16th June to collect the CAPI survey. You may start working as soon as you have received the survey and have sent your advance letters (please allow a day or two for these to arrive before visiting). **The last day for fieldwork will be 11th July.**

Your 24 contacts will have 3 different types of incentive to be issued, denoted by the colour of the contact sheet, as follows:

- **Serials xxx01-08 – Green contact sheet – STAMPS & VOUCHER**
  - Stamps to be sent along with the advance letter.
  - PLUS £10 voucher to be handed over on completion of an interview.
- **Serials xxx09-16 – White contact sheet – STAMPS ONLY**
  - Stamps to be sent along with advance letter.
  - NO incentive to be given for taking part in an interview.
- **Serials xxx17-24 - Blue contact sheet – CASH ONLY**
  - NO stamps to be sent with the letter.
  - £10 cash to be handed over on completion of an interview.

Please pay very close attention to which incentives are being sent out with letters and when leaving spare copies of letters with households make sure you are using the correct version of the letter – this is denoted by a 'V' (for Voucher), 'S' (for Stamps only) or 'C' (for Cash only) at the bottom right-hand corner of each letter.

- 16 books of 1st class stamps will have been included in your pack for your green and white contacts.

- 12 x £5 vouchers will have been sent in your pack, to be issued to respondents as £10 incentives. Should you require more vouchers please speak to your Team Leader.

- You will have been provided with £60 cash directly into your account at the start of your original assignment for this purpose. Should you need to issue more than 6 cash incentives (this is unlikely) then you will need to pay these yourself and claim back the cash on expenses.

9 Executives at Head Office

If problems arise, please contact your Area Office in the usual way. However, if you have any queries or problems relating to the questionnaire, please feel free to contact a member of the research team at the Head Office:

Research

- **Carole Maxwell – 020 8433 4064**

- **Barry Fong – 020 8433 4390**

- **Andrew Phelps – 020 8433 4407**

Field

- **Laurent Peacock – 020 8433 4230**

- **Aaron Healy – 020 8433 4232**

We hope that all goes well and that you enjoy the assignment

Appendix A: Look-up Chart

(For 13-100 Dwelling Units or 13-100 persons at one issued address)

NUMBER OF HOUSEHOLDS/PEOPLE IN HOUSEHOLD:	**SELECT NUMBER:**
13	12
14	8
15	11
16	7
17	13
18	3
19	14
20	2
21	14
22	8
23	13
24	5
25	12
26	6
27	17
28	17
29	2
30	21

31	10
32	26
33	8
34	22
35	8
36	3
37	28
38	19
39	25
40	16
41	41
42	32
43	9
44	40
45	7
46	35
47	8
48	36
49	15
50	44
51	35
52	2

NUMBER OF HOUSEHOLDS: (cont.)	**SELECT NUMBER:** (cont.)
53	24
54	17
55	49
56	27
57	39
58	3
59	48
60	35
61	22
62	10
63	51
64	37
65	64
66	65
67	66
68	28
69	45
70	53
71	25
72	48

73	50
74	39
75	51
76	11
77	12
78	74
79	42
80	9
81	33
82	51
83	69
84	78
85	53
86	19
87	66
88	23
89	17
90	19
91	40
92	11
93	35
94	12

NUMBER OF HOUSEHOLDS: (cont.)	SELECT NUMBER: (cont.)
95	41
96	3
97	10
98	25
99	61
100	99