

# Skills and Employment Survey 2024: Technical report

Authors: Sarah Butt, Simon Moss, Noemie Bourguignon, Curtis Jessop,  
Anna Keyes, David Hussey

**Prepared for: Economic and Social Research Council**



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# Acknowledgements

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Conducting fieldwork for the 2024 Skills and Employment Survey was very much a team effort. The core research team at the National Centre for Social Research (NatCen) consisted of Martin Wood, Sarah Butt, Simon Moss and Noemie Bourguignon. Work on the NatCen Opinion Panel was overseen by Curtis Jessop and led day to day by Marta Mezzanzanica. Throughout the process the research team received invaluable support from Project Manager Jan Read. The specialist skills of many departments contributed to the success of the project including statisticians Fritiz Anker, Alina Carabat, David Hussey, Anna Keys and Toby Li; programmers Nafiis Boodhumeah and Richard Weeber; Data Managers Jessica Messling and Grace Everitt; members of NatCen's Questionnaire Design and Testing Hub led by Joanna D'Ardenne, and the NatCen Telephone Unit.

The research team at NatCen worked closely with the SES academic team throughout the project. Thank you to Alan Felstead from Cardiff University and Wales Institute for Social and Economic Research and Data (WISERD)) Rhys Davies (also Cardiff University and WISERD), Golo Henseke (Institute of Education, UCL), Ying Zhou (Surrey University), Duncan Gallie (University of Oxford) and Francis Green (Institute of Education, UCL) for unfailing enthusiasm for and support of the project at every stage.

We would like to extend particular thanks to the large number of Field interviewers, supervisors and Field Performance Managers who were integral to delivering the face to face fieldwork. Last, but most importantly, thanks to all of the respondents who gave up their time to take part in the survey.

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# 1. Introduction

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## 1.1 The Skills and Employment Survey series

The Skills and Employment Survey 2024 (SES2024) is the eighth in a series of representative sample surveys of workers in Britain stretching back nearly forty years. These cross-sectional surveys of people aged 20-60 (20-65 since 2006) in paid employment have provided the means to chart and explain the changing pattern of job quality and job skills over time. The series is not underwritten by any particular funding stream, although a new survey has been carried out around every five years over the last three decades – in 1986, 1992, 1997, 2001, 2006, 2012, 2017 and now 2024.

The sample sizes of each survey have varied according to the level of funding secured. Sample sizes have ranged from a low of 2,467 workers in 1997 to a high of 7,787 in 2006. The geographical profile of the sample has also varied according to the success of the campaign to raise additional funds. In 2006, for example, additional funds were levered-in to raise sample sizes in Wales, the East Midlands and Scotland, and extend the boundaries of the survey (to the Highlands and Islands, and to Northern Ireland for the first time). Additional funds were secured in 2017 in order to double the issued sample in Wales. Data from all surveys is publicly available via the UK Data Service.

For the first time in 2024, the survey was conducted online as well as face to face (see next section for more details). The face to face survey covered Great Britain and delivered an achieved sample of 2,824 workers. The web-telephone survey covered the whole of the UK, with a boost sample in Northern Ireland, and delivered an achieved sample of 1,892 in Great Britain and 753 in Northern Ireland. Fieldwork ran from September 2023 to July 2024.

The 2024 survey was funded by the Economic and Social Research Council (ESRC), the Advisory, Conciliation and Arbitration Service (Acas) and the Department for Education, with additional funding from the Department for the Economy in Northern Ireland to facilitate the Northern Ireland boost.

The project was hosted by Cardiff University (Principal Investigator Alan Felstead from Cardiff University and Wales Institute for Social and Economic Research and Data (WISERD)) with Co-Investigators Rhys Davies (also Cardiff University and WISERD), Duncan Gallie (University of Oxford), Francis Green and Golo Henseke (Institute of Education, UCL), Ying Zhou (Surrey University), and Martin Wood, Curtis Jessop and Joanna D'Ardenne (National Centre for Social Research). The National Centre for Social Research (NatCen) carried out the 2024 fieldwork.

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## 1.2 Survey Objectives

The overarching aim of SES2024 was to collect robust survey data on the skills and employment experiences of people working in Britain in 2024. These survey data enable both the research team and the wider academic and policy-making community to examine and better understand important research and policy issues. Four specific objectives for SES2024 were as follows:

- Measure the level and distribution of key aspects of job quality in 2024 – such as employee involvement, work intensity, insecurity, skills, and training and development– and make comparisons with earlier data points in the series.
- Use the data to develop substantive contributions to scholarship, on topics such as the impact of digitalisation, remote working and the disruption of the pandemic on aspects of job quality, and the importance of meaningful work in explaining outcomes such as the intention to quit, sickness rates and levels of work effort.
- Archive the data and documentation and undertake activities to promote further analyses of the data, thereby strengthening the data infrastructure for social sciences.
- Assess the effects of collecting data using online / telephone method instead of face to face as a means of potentially future-proofing the survey (see next section for more details).

## 1.3 Overview of research design

SES collects data from a random sample of adults in Great Britain aged 20-65 and in paid work. The 2024 survey involved parallel data collection via a face-to face survey and via a web-telephone survey (referred to throughout this report as the online survey). In light of the rising costs and falling response rates associated with face to face surveys, there was interest in understanding how feasible it was to conduct SES in a mode other than face to face. There was also interest in understanding how comparable, or otherwise, estimates collected via a different mode would be and whether changing mode would therefore result in a break in the valuable SES timeseries. A detailed investigation of how comparable the data collected via the two modes are is available via a separate report.

As in previous years, the face to face survey started with a random sample of addresses in Great Britain drawn from the Royal Mail Postcode Address File. Interviewers visited the addresses, attempted to determine whether anyone meeting the SES eligibility criteria (aged 20-65 and having done one hour or more of paid work in the last seven days) was resident at the address, and if so tried to interview them. In previous years interviews have randomly selected one eligible adult to interview at each address. For SES2024 they selected up to two adults at each address. The survey interview lasted around an hour. Fieldwork took place between September 2023 and July 2024. Interviews were achieved with 2,824 individuals.

The web-telephone survey was conducted using [the NatCen Opinion Panel](#). The Panel is a probability-based online panel run by NatCen and consists of a nationally representative sample of individuals in Great Britain recruited from the British Social Attitudes Survey who are invited to complete short web surveys on a range of different topics at regular intervals. For SES, a random sample of Panel respondents aged 20-65 was invited to participate. The online version SES survey was split across two different waves conducted a few weeks apart. People who did not complete online within two weeks of receiving the invitation were contacted by an interviewer and invited to do the survey over the telephone. Data collection in Northern Ireland drew on the small sample of NatCen panellists resident in Northern Ireland (recruited from the 2021 Consumer Detriment Survey) as well as a fresh sample of respondents recruited via a new Push to Web survey, Life in Northern Ireland. There were 1,892 fully productive interviews (completing both waves of the survey) in Great Britain and 753 in Northern Ireland. Fieldwork ran from September to December 2023.



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# 2. Sampling

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## 2.1 Face to face survey

### Sampling approach

The starting point for the face to face survey was a nationally representative random probability sample of 21,475 addresses in Great Britain.<sup>1</sup> Sampled households were screened to identify those which contained people in paid employment and in the qualifying age band of 20-65. In a change from previous waves of the study, in which one eligible individual per household was selected at random to participate, in SES2024 up to two eligible people per household could take part. Where more than two eligible individuals were identified, up to two were selected at random to participate using a Kish selection process. The decision to allow up to two people per household to take part was motivated by the increase in statistical efficiency to be gained by reducing the need for within household selection of a single respondent as well as the potential to achieve a larger number of interviews for a given fieldwork budget.

### Sampling population and sampling frame

The achieved sample needed to be representative of people of working age and in paid work living in private households in Great Britain. The eligibility criteria – which applied at the time of selection - were as follows:

- Aged between 20 and 65 years of age inclusive
- Carried out at least one hour of paid work in the previous week

Both employees and self-employed workers were eligible as long as they met the above criteria.

A two-stage clustered sample was drawn for the survey. In the first stage, a stratified random sample of 647 postcode sector groups was randomly selected from all GB postcode sectors, forming the survey's Primary Sampling Units (PSUs). In the second stage, addresses were randomly drawn from each PSU using the latest version of the small user Postcode Address File (PAF). PAF has been used as the sampling frame for the study since 1997.

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<sup>1</sup> In previous waves, addresses north of the Caledonian Canal were excluded from the sampling frame for practical reasons. In 2024 all GB addresses could be sampled. This is in line with the NatCen Opinion Panel which is (now) recruited from a GB-wide web survey. The final issued sample included 67 addresses north of the Caledonian Canal.

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The stratification variables (see below) were also used to allocate PSUs randomly to waves, to ensure an even geographical spread of fieldwork across the data collection period.

### **Stratification and selection**

The initial face to face sample consisted of 10,368 addresses across 324 PSUs, with a further 2,112 addresses issued as a reserve sample across 66 PSUs. 32 addresses were selected from each PSU. Additional sample was issued to account for lower-than-expected rates of productivity and coverage. In total, this additional sample consisted of 8,995 addresses across 257 PSUs, with 35 addresses selected from each PSU. The total sample consisted of 647 PSUs and 21,475 addresses.

PSUs were sampled from a file including all GB postcode sectors, with probability of selection proportional to the number of addresses in the postcode sector. Prior to selection, the sampling frame was sorted by the following stratification variables:

- sub region
- area-level (Lower Super Output Area – LSOA) percentage of adults in non-manual NS-SEC categories from the most recent Census in tertiles,
- area-level percentage of unemployed adults in the most recent Census.

These stratification variables were consistent with the previous 2017 wave of the survey. The most recently available small-area census data – the 2021 Census for England and Wales and the 2011 Census for Scotland – was used.

When interviewers made contact with sampled addresses they had to select one dwelling, then one household and finally up to two eligible individuals within the selected household. In the vast majority of cases, no dwelling or household selection was necessary, but where multiple dwellings or households or eligible individuals were found, interviewers used a 'Kish grid' for selection purposes. The selection process - including the relevant questions used to screen for eligible individuals – was carried out using a paper-based Address Record Form (ARF, see Appendix D).

## **2.2 Online survey**

People were recruited to the online survey via two routes: the NatCen Opinion Panel and a new push-to-web survey, 'Life in Northern Ireland', which itself acted as a recruitment survey for the Panel.

### **NatCen Opinion Panel**

Two separate samples were taken from the NatCen Opinion Panel itself: a sample of people in Great Britain (GB), recruited to the Panel originally via British Social Attitudes (BSA) surveys conducted between 2015 and 2022, and another of people in Northern Ireland, recruited via the Consumer Detriment Survey (CDS) conducted in 2021. Participants in those surveys were asked if they would be willing to join the Panel after completing the original surveys – both of which involved random probability samples of addresses.<sup>2 3</sup> All those who had not subsequently left the Panel or become 'inactive', were eligible for selection in each case. The pool of panellists from Northern Ireland was too small for the Northern Ireland survey, hence the need for a bespoke recruitment survey to boost the numbers.

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<sup>2</sup> More information about the sampling and fieldwork design for BSA can be found in technical reports published online <https://natcen.ac.uk/british-social-attitudes>.

<sup>3</sup> More information about the sampling & fieldwork design for the CDS can be found in the report published online: <https://www.gov.uk/government/publications/consumer-protection-study-2022>

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The issued GB sample comprised 4,000 people aged 20-65 (at the start of fieldwork). Selection probabilities were adjusted by sampling in proportion to weights reflecting the extent to which Panel members' characteristics (age, sex, region, household structure, income, education, economic activity, ethnicity, tenure, social class, interest in politics and party support) were under- or over- represented in the set of eligible panellists. This procedure improves representativeness of the issued sample as far as possible.

Whilst all available panellists were in scope, those aged 20-59 in Great Britain had also been selected to take part in NatSal, the National Survey of Sexual Attitudes and Lifestyles. The NatSal sample was split into batches to be issued at staggered (two week) intervals between mid-July 2023 and January 2025. To avoid a situation where panellists were invited to both surveys within a short space of time, the sample frame was split into strata defined by NatSal batch, country and age (20-59; 60-65). This allowed the core SES sample of 20-59s to be selected from NatSal batches that had either been issued already (in July and August 2023) or were to be issued in 2025.

In Northern Ireland, a census of panellists aged 20-65 was taken, with 349 selected.

The initial issued sample was not restricted based on employment status as this is subject to change. Instead, screening questions were included at the start of the web questionnaire to filter out those panellists aged 20-65 but not having done at least one hour of paid work in the last week (see Section 3).

### **Life in Northern Ireland Push to Web survey**

The sampling frame for address selection was the Royal Mail Small User Postcode Address File (PAF). This is a database that contains all known 'delivery points' and postcodes in the UK and is recognised as the most comprehensive source of UK addresses.

A stratified random probability sample of 15,400 un-clustered addresses in Northern Ireland was selected for the push to web survey from the PAF. This means that addresses were not 'grouped' (or 'clustered') in any way for the purposes of this survey, as they would have been for typical in-home surveys to reduce interviewer travel time between addresses.

To get from a list of addresses to a selection of adults within them involved a two-stage selection process:

- selection of addresses from the PAF
- selection of adults within addresses.

The target population of the survey was adults aged 18 years and over, living in private households within Northern Ireland.

### **Selection of addresses from the PAF and dwelling units/households within addresses**

Prior to selection, the sample frame was sorted by the following measures for stratification: Northern Ireland Index of Multiple Deprivation (NIMD) score quintiles and within quintiles by population density at Local Authority level.

At each sampled address, there may have been more than one dwelling and/or household. However, a random selection of households is very difficult to operationalise without an interviewer present and there was no control over which household opened the invitation letter. As a result, in multi-occupied addresses, no formal household selection took place and the selection of which household took part was left to chance (that is, whichever household opened the letter). The overall proportion of multi-occupied addresses for PAF samples is very small (around 1 percent), and it is therefore unlikely to lead to any systematic error (known as bias) in the responding sample.

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### **Selection of adults within households**

A random selection of individuals within a household is difficult to operationalise accurately in an online survey setting (i.e. where an interviewer is not physically present to verify who is taking part). Therefore, up to two adults aged 18 or over at each address were invited to take part in the survey to mitigate the effect of selection bias within households. While allowing more than one adult to take part per household leads to a degree of within-household clustering, the effect of this is lower than if all eligible adults per household were allowed to take part.

Asking a set number of adults rather than all adults from each address to complete the survey is a well-established approach for push-to-web surveys. While this means that not everyone in households with more than two adults could take part, these households make up a small percentage (17.8%)<sup>4</sup> of households in Northern Ireland. This slight discrepancy was corrected for during the weighting process to ensure that adults in larger households were not underrepresented within the final data.

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<sup>4</sup> Source: Labour Force Survey (published in Q1 2024).

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# 3. Questionnaire design

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A single questionnaire instrument was developed for the face to face and online surveys.

## 3.1 Questionnaire content

The questionnaire was split up into a series of modules covering the following topics.

- BLOCK A: Checking eligibility (age and whether in paid work in the last 7 days)
- BLOCK B: Broad questions about the current job
- BLOCK C: Detailed job analysis questions (self-completion)
- BLOCK D: Computing skills and qualifications questions
- BLOCK F: Work attitudes
- BLOCK E: Attitudes towards the organisation worked for
- BLOCK G: Pay questions
- BLOCK J: Recent skill changes and future perspectives
- BLOCK I: Well-being at work (self-completion)
- BLOCK K: Personal details
- BLOCK Q: Follow-up and conclusion

As has been the case since 2006, two of the modules were designed to be asked using Computer Assisted Self Interviewing (CASI) with the respondent reading the questions for themselves and typing their answers directly into the interviewer's laptop. The questionnaire can be found in Appendix A.

The face to face interview was programmed using Blaise 4 software. The online interview was programmed separately using Unicom Intelligence (UI) software. There were some differences in how the face to face and online questionnaires were administered. The main difference was that, when fielded online, the questionnaire was split up into two shorter surveys which respondents were invited to complete a few weeks apart rather than as a single interview. Wave 1 of the survey covered Modules A-D and Wave 2 covered Modules E-K.<sup>5</sup> This was to try and avoid break offs occurring during a long online interview. A second difference was that some of the basic demographic questions in Module K (marital status, ethnicity etc.) were not asked of online respondents as these background characteristics were already known for members of the NatCen Panel.

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<sup>5</sup> Module Q which was largely administrative and dealt with gaining consent to follow up studies, not relevant to the Panel.

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As far as possible the SES2024 questionnaire was kept consistent with the SES questionnaire in previous years in order to maintain the data timeseries. Two main types of changes were made to the questionnaire:

- Some new questions were added to reflect new and emerging topics of interest such as around new technology and the impact of the COVID-19 pandemic on home working. Other questions were dropped to make space for these new items and keep the overall length of the questionnaire similar to previous years.
- The questionnaire was reviewed by NatCen's Questionnaire Design and Testing Hub who identified questions considered to be particularly at risk of measurement differences between modes. Where possible, adaptations were made to the layout and presentation of questions to try and minimise these differences and ensure consistency in measurement across modes. However, any changes were light touch so as to avoid disrupting the timeseries. The main adjustments made were:
  - Shortening long question stems/introductions where this would not materially affect the question.
  - Rewording interviewer instructions to be respondent facing in the web survey and using help screens to provide additional information/definitions.
  - Agreeing a format for presenting batteries of questions – and splitting these batteries into shorter sets of questions – for ease of administration face to face and online.
  - The qualifications showcard/response options were reorganised and split up with the use of subheadings to make them easier to navigate.

### **3.2 Questionnaire testing**

Some of the new questions underwent cognitive testing while the full questionnaire was tested during a dress rehearsal of the face to face survey. Prior to being signed off for launch the survey instrument was thoroughly tested by the research team to ensure that the content and question routing was correct. The face to face programme was also tested by the academic team. Finally, data collected during the dress rehearsal, and in the early weeks of mainstage fieldwork, was reviewed to check for any potential routing errors.

#### **Cognitive testing**

Two rounds of cognitive testing were carried out. The first round of testing focused on testing respondents' comprehension of and ability to answer questions on new topics. The second round of testing focused on potential adaptations needed to field the survey online as well as providing an opportunity to retest any questions from round 1 where wording needed to be changed. Cognitive interviews were conducted with respondents who met the SES eligibility criteria, that is were aged 20-65 and in paid work. Respondents were recruited for the study by a specialist agency and fulfilled agreed quotas in terms of gender, age and different working arrangements. Interviews took place over Zoom. Researchers trained in cognitive testing methods observed respondents answering the questions via an online survey and then invited them to think aloud as to how they arrived at that answer or probed them about their thought process when answering.

The first round of testing was conducted with 15 people and tested new questions on the following topics:

- Working at home
- Use of digital technology
- Trade Unions
- Whether respondent had been subject to bullying or harassment at work

Some refinements to the questions were made post-testing, including adding more clarity about the relevant reference period for questions about working at home. People struggled to answer the questions on digital technology because of confusion over the terminology used. A revised version of these questions was included in the second round of testing.

The second round of testing was conducted with a further 15 people. In addition to retesting the digital technology questions, testing focused on how well the following key questions would work online:

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- Screening for eligibility
  - Pay
  - Hours worked and number of people in workplace
  - Occupation and industry details
  - Qualifications

Generally the questions performed well online. A few adjustments were made following testing including: dropping question on firm name as respondents were often reluctant to provide this, reformatting instructions about how to calculate hours worked and number of people at workplace for clarity and ensure people were answering consistently, and adding a new banded question on pay for people who said don't know or refused when asked to give an exact amount.

### **Dress Rehearsal**

A dress rehearsal was conducted prior to face to face fieldwork. It was intended to test all fieldwork procedures including the sampling, materials, and incentives, in order to anticipate any problems that could arise in the field. It also provided the means to test the questionnaire in its entirety.

A team of six interviewers working in a range of locations across Great Britain achieved a total of 36 individual interviews between 10<sup>th</sup> July and 6<sup>th</sup> August 2023. Aside from a few minor routing issues there were no changes required to the questionnaire following the dress rehearsal. However, interviewer feedback, and evidence of a lower screened in and response rate than expected, did lead to some changes in fieldwork procedures including:

- Extending the initial fieldwork period for each sample wave from four to six weeks to allow sufficient time for screening to be completed.
- Amendments to the study leaflet sent to respondents to make it more visually appealing
- Revised project instructions including additional screenshots to clarify how interviewers needed to manage the interview admin in households with two eligible respondents to interview.
- A greater focus on doorstep approach and how to "sell" survey in interviewer briefings.

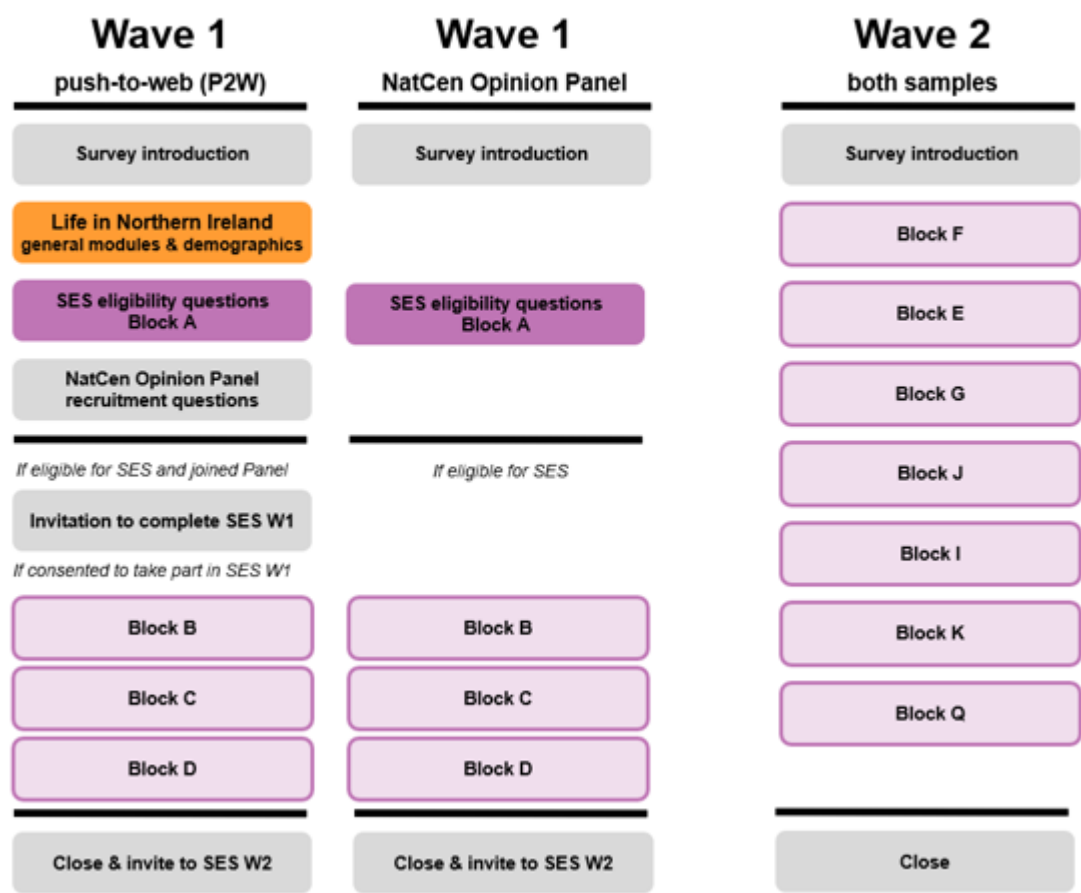
### **3.3 Life in Northern Ireland recruitment survey**

Respondents in Northern Ireland recruited to SES via the Life in Northern Ireland survey completed an introductory survey prior to being invited to complete SES. This introductory survey collected some basic demographic information and asked some general attitudinal questions including questions about: party affiliation, interest in politics, voting in recent elections, preferences regarding taxation and public spending and attitudes to devolution in Northern Ireland, as well as questions to establish their eligibility for SES. At the end of the introductory interview they were invited to join the NatCen Opinion Panel. If respondents joined the Panel and were eligible for SES they were then invited to complete Wave 1 of SES (see Chapter 4 for more details).

Figure 3.1 shows the survey flow for the two online data collections.

Figure 3.1 Structure of SES online questionnaire

Survey flow overview





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# 4. Fieldwork

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## 4.1 Face to face survey

### Fieldwork period

Face to face fieldwork took place between 27<sup>th</sup> September 2023 and 31<sup>st</sup> July 2024. The starting sample of 10,368 addresses was split into three waves, with a fourth wave to accommodate the initial reserve sample, drawn at the same time as the main sample. The additional reserve sample, drawn part way through fieldwork, was divided across four further waves making eight fieldwork waves in total. The start dates for each wave are given in Table 4.1 below. After they were launched, all waves remained open for the remainder of the fieldwork period.

**Table 4.1: Face to face fieldwork sample waves**

Wave	Sample size	Start date
1	3,840	25 <sup>th</sup> September 2023
2	3,840	23 <sup>rd</sup> October 2023
3	2,688	20 <sup>th</sup> November 2023
4	2,112	15 <sup>th</sup> January 2024
5	1,820	11 <sup>th</sup> March 2024
6	2,170	2 <sup>nd</sup> April 2024
7	2,975	29 <sup>th</sup> April 2024
8	2,030	13 <sup>th</sup> May 2024

### Advance letter and making contact

At the start of each fieldwork wave the addresses sampled for that wave were sent an advance letter, accompanied by a study leaflet, advising them that an interviewer would call at their address regarding the Skills and Employment Study. In all respondent facing documents the study was referred to as “Working Life in Britain Today”. This was done to appeal to as many people as possible and avoid giving the impression that the study was only relevant to skilled workers.

Copies of the advance letter and study leaflet can be found in Appendix C. Welsh versions of both the study letter and leaflet were available.

Interviewers were issued with a paper Address Record Form (ARF) for, and asked to attempt contact at, all selected addresses (see Appendix D for a copy of the ARF). They were instructed to vary the days of the week

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and times of the day at which they attempted contact and had to make a minimum of six contact attempts before returning a case as a “non-contact”.

Upon making contact with a resident at the selected address, interviewers first needed to determine the number of dwelling units and households resident at the address and – if there was more than one – randomly select a single household using a kish grid on the front of the ARF. Once a household had been identified/selected interviewers briefly introduced the survey, explained the reason for their visit and attempted to carry out eligibility screening.

### **Screening for eligibility**

Wherever possible interviewers completed eligibility screening for all addresses at which contact was made. Interviewers were encouraged to try and determine eligibility even if residents were not subsequently willing to do the survey. Interviewers first determined whether there was anyone in the household in paid work and then, if this was the case, how many people in paid work were aged 20 to 65. The paper ARF provided a definition of what constituted being in paid work for the purposes of SES.

Interviewers listed the names of any eligible respondents on the ARF in alphabetical order. Up to two eligible adults could be interviewed at each address. If there were more than two eligible people, interviewers carried out a random selection of the first and second people to interview using a Kish grid on the front of the ARF.

One eligible respondent(s) had been identified the interviewer did their best to encourage all those selected to take part.

### **The survey interview**

All interviews were conducted face to face using Computer Assisted Personal Interviewing (CAPI) administered by interviewers. As has been the case since 2006, two of the modules were designed to be asked using Computer Assisted Self Interviewing (CASI) with the respondent reading the questions for themselves and typing their answers directly into the interviewer’s laptop. These modules include more sensitive questions which it was felt might be more prone to social desirability bias in the presence of an interviewer. However, if the respondent was not able or was not willing to complete the modules themselves, the interviewer could ask the questions in the usual way. Showcards were used throughout the interview (Appendix B).

At the start of the interview the interviewer recorded the names of the selected respondent(s) and, if there were two, opened a separate interviewing slot for each respondent. The full interview was conducted with each individual separately. Interviewers were free to administer the two interviews back to back in the same visit or in separate visits, whichever was most convenient for respondents. Interviewers aimed to get both individuals selected to complete the survey but, if need be, could return a case with one productive interview and the outcome for the second individual coded as a refusal, non-contact or other unproductive outcome.

### **Self-completion modules**

Most respondents (82%) completed both modules C and I via self-completion. 13% of respondents relied on the interviewer to complete both modules while a further 5% completed one module self-completion and the other with the interviewer (Table 4.2). At the start of Module C interviewers were asked to record a reason why CASI was not used. The main reasons given were “didn’t like the computer” and “couldn’t be bothered”.

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**Table 4.2 Proportion of respondents who completed Modules C and I self-completion**

Module	% completing via CASI
Both	83%
Module C only	3%
Module I only	2%
Neither	13%

### **Incentive**

Every individual who completed an SES interview received a separate £10 Love2Shop voucher on completion of the survey. This was handed over by the interviewer at the end of the interview.

### **Measures to enhance response rates**

It provided challenging to obtain productive responses to the survey (see Chapter 5 for more details of response rates). Several measures were put in place before and during fieldwork to try and improve response.

### **Interviewer training**

In addition to receiving a comprehensive set of written instructions (Appendix E), all interviewers attended an online briefing prior to starting work. Briefings lasted three and a half hours and were conducted by members of the research team via Teams. They covered: background on SES and why the data being collected was important, fieldwork procedures including how to make contact and how to carry out screening, and tips on how to collect job details. There was a particular focus on doorstep technique and how to maximise the chances of a productive interview. Part of the briefing involved interviewers sharing their experiences and tips for fieldwork with each other in breakout groups.

During fieldwork, several additional training resources were provided including:

- A series of **motivational workshops** run by a Field Performance Manager in November 2023 and attended by a mix of experienced and less experienced interviewers. These workshops provided an opportunity for interviewers, after some time in the field on SES, to ask for advice and share tips on making contact with addresses, carrying out screening and gaining cooperation.
- A **tips sheet** collating some of the key learning from the motivational workshop was circulated to interviewers. Clips from one of the motivational workshops were also edited into a **tips video** and shared with interviewers.
- **Bitesize training videos**: Produced by the NatCen training team these short online videos were not specific to SES but covered relevant topics such as how to complete doorstep selection via the ARF and how to complete CAPI admin when interviewing more than one person in the household.

### **Reissues**

In response to the low response rate to the first two waves of fieldwork, unproductive cases from Waves 1 and 2 were reissued to Field. Cases were prioritised for reissue on the basis of the original outcome code with non-contacts and addresses with one productive and one unproductive individual interview prioritised. To further encourage participation the incentive for reissue cases was increased from £10 to £20. Reissue interviewers

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were provided with a new advance letter to use on the doorstep explaining the reason for the return visit and the additional incentive.

Reissue fieldwork yielded only a small number of additional interviews. It proved difficult to allocate cases to interviewers to be worked and relatively few of those that were worked returned a productive interview. In total, 77 productive interviews were obtained from 935 cases reissued to field and picked up by interviewers. It was therefore decided for the remainder of fieldwork to focus on fully working the additional sample and not to divert resources to reissues.

### **Quality control**

In addition to the interviewer training described above, the following steps were taken to quality assure the fieldwork:

- 10% of each interviewer's cases received a callback (or letter if no phone number was available) from NatCen's field quality control team to verify that interviewer had carried out fieldwork and followed the procedures. As part of this process 39 interviews were found to have been falsified. These were removed from the data.
- Interviewers who had worked at NatCen for less than six months were supervised at one of their first interviews to ensure they were conducting the survey as intended.

### **Interview length**

The mean interview length was 55 minutes. The median length was 52 minutes.<sup>6</sup>

## **4.2 Online survey**

### **Fieldwork period**

The online survey was administered in two waves to minimise respondent burden (see Chapter 3).

Interviews for Wave 1 of SES were completed between 29<sup>th</sup> September and 26<sup>th</sup> November 2023. Most people completed within the first couple of weeks of fieldwork but keeping the survey open for longer ensured everyone had an opportunity to take part.

Fieldwork for Wave 2 of SES ran between 19<sup>th</sup> October and 11<sup>th</sup> December 2023, overlapping with Wave 1 fieldwork to minimise the gap between the two waves.

### **Making contact**

All existing panel members selected for SES were sent a letter and/or email inviting them to complete a new survey on "Life and Skills in the UK today" online. Panel members were sent multiple reminders by post, email and/or text message spread over the first two weeks of fieldwork. If they had not completed the interview after two weeks (and if telephone numbers were available), they were then contacted by NatCen's Telephone Unit to encourage online completion or offer an interview over the phone<sup>7</sup>. In this way we were able to include those who are unable or unwilling to complete online. A final set of reminders were sent three weeks into fieldwork to those that had not completed the questionnaire and for whom no contact phone number was available (and so had not been contacted by the Telephone Unit).

People who completed Wave 1 of SES (both existing Panel members and people recruited through the 'Life in Northern Ireland' survey) were then invited to complete Wave 2. They were sent a second invitation letter and/or

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<sup>6</sup> Excludes 18 cases where the interviewer was completed on more than one visit.

<sup>7</sup> A small sub-sample of panel members who had been invited to take part in at least six waves and had only ever taken part on the phone were issued to the telephone unit one week early to improve fieldwork efficiency

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email which invited them to take part in “Survey Part 2: Work and wellbeing in the UK today”. Invitations to Wave 2 were typically sent in weekly batches to all participants that had completed in the previous week, although there were some minor delays to the initial batches going out. A similar reminder strategy to Wave 1 was employed for Wave 2.

### **Screening for eligibility**

The start of the Wave 1 interview included questions to establish panellists’ employment status and, therefore, their eligibility for SES.<sup>8</sup> Only those panellists who had done at least one hour of paid work in the last seven days went on to complete the SES questionnaire. See the questionnaire in Appendix A for details.

### **Online vs telephone completion**

Participants were encouraged to complete the survey online. If required, the interview could be conducted over the telephone by a trained survey interviewer from NatCen’s Telephone Unit. If the interview was conducted over the ‘phone, the interviewer administered the two modules which were offered as self-completion in a face to face interview and, in the absence of showcards, read out the response options to all questions. Participants could complete both waves of the survey in the same mode (both web or both telephone) or complete each wave in a different mode. It is also possible that respondents started a mode in one wave and completed it in another.

A relatively small proportion of people completed the survey over the telephone. Only 103 respondents completed one or both waves over the telephone. The high rate of online completions, more than in a typical wave of the NatCen Opinion Panel, is not surprising given the SES population (in work, aged 20-65). Telephone completion is especially common among older respondents.

### **Incentives**

By default, panel members were offered a £10 shopping voucher as a thank you for their time for each wave of the SES survey that they completed. Panel members could choose to receive either a digital voucher or a physical voucher to be inclusive of those who may be unable to access the online vouchers.

In addition, a targeted incentive protocol meant that some panel members were offered a £20 voucher. This was reserved for ‘high priority’ cases – people who had been invited to take part in at least six panel surveys and were identified as both having characteristics that are typically under-represented in panel surveys and as having participated in some, but fewer than 85%, of the surveys they had been invited to.

### **Interview length**

Interview length for Panel respondents was calculated separately for each wave.<sup>9</sup> The median length of Wave 1 was 26 minutes. The median length of Wave 2 was 20 minutes.

## **4.3 Life in Northern Ireland recruitment survey**

Addresses sampled for the Life in Northern Ireland (LNI) study were sent a letter inviting up to two adults aged 18 or over to complete an online survey. Up to two reminder letters were sent. At this stage telephone numbers and email addresses were not available, so all contact was via letter. People could contact NatCen’s Survey Enquiry Team and request to do the survey via telephone. A £10 incentive was offered for completing the initial LNI survey.

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<sup>8</sup> For individuals recruited via the Life in Northern Ireland Study this screening was done at the end of the recruitment interview prior to them being invited to complete SES Wave 1.

<sup>9</sup> Only those respondents who started and finished a wave in the same day were included in the calculation (Wave 1 N=1745, Wave 2=1451). If a respondent left and came back to the survey within the same day, their total interview time will include the intervening time period.

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Respondents to the LNI survey that were identified as eligible for SES and had agreed to join the Panel were invited to complete Wave 1 of SES. Respondents could complete that survey straightaway or at a later date. If they did not complete SES Wave 1 straight away (or within a couple of days) they were sent a series of reminders in line with those described above for panel members.

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# 5. Response

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## 5.1 Face to face survey

### Face to face fieldwork post COVID-19

Delivering face to face fieldwork has been especially challenging in recent years. The COVID-19 pandemic and two national lockdowns in 2020 and 2021, which necessitated a pause in face to face data collection, exacerbated the existing trend towards falling response rates. Several factors are likely to be responsible for this, some affecting the ability to recruit and retrain sufficient interviewers and others related to a declining willingness on the part of respondents to complete an in person interview.

- Social aversion, that is a potential lack of willingness to interact with strangers as a result of reduced face to face interactions more broadly
- Declining trust of authorities including governmental authorities and those acting on their behalf leading to reduced willingness to co-operate with “official” requests.
- Particularly relevant to the Skills and Employment Survey, the increased uptake of remote working and non-standard working patterns may have made it harder to establish contact.
- Many experienced interviewers retired once fieldwork stopped during the pandemic. Although interviewer numbers have now been rebuilt, the loss of experience is still being felt in response rates. Additionally, it is increasingly difficult to recruit and retain interviewers. The labour market now offers many more opportunities for freelance, flexible working (traditionally a key attraction of survey interviewing) in easier, better paid roles.

Given the wider survey context, it was anticipated that it would be difficult to achieve the same response rates on SES2024 as in 2017. With that in mind a larger starting sample was costed for, along with a small reserve sample to be issued as needed. Allowing up to two people per household to be interviewed provided an opportunity to increase the number of interviews for a given number of addresses even with a falling response rate. However, even with the various response enhancing measures undertaken (and described in Chapter 4) fieldwork proved challenging. Ultimately it was necessary to issue additional reserve sample to deliver the target number of productive interviews.

### SES2024 response rate

In total, 2,824 productive interviews were obtained from the face to face survey. There were several stages involved in gaining cooperation for the SES interview, all of which contribute to survey non-response (Table 5.1).

**Table 5.1 Face to face household response rate**

Outcome category	Number	%	%	%	%
Issued addresses	21,475	100			
Deadwood:	1,274	6			
- Property not yet built/under construction	33	*			
- Property demolished/derelict	37	*			
- Vacant/empty	760	4			
- Non-residential property	194	1			
- Address occupied but no resident household	96	*			
-Institution/communal establishments	33				
- Other ineligible	121	1			
In scope addresses	20,201	94	100		
Not screened:	7,709		38		
- household non-contact	4,487		22		
-refusal (including office refusal)	2,814		14		
-other					
- refusal (including head office)	408		2		
Screened	12,492		62	100	
No eligible individuals	6,746			54	
At least one eligible individual	5,746			46	100
Non-contact after screening	309				5
Refusal after screening:	2,920				51
Other unproductive:	241				4
At least one productive interview in household	2,287				<b>40</b>

### Screening for eligibility

The first stage was screening to ensure that someone in the household meets the eligibility criteria for the survey. Addresses may become unproductive at this stage if: a) the address itself is ineligible (deadwood), for example if it is not a private residence or is unoccupied b) the interviewer may fail to make contact at an address to carry out screening or, less common, the household may refuse the information necessary to complete screening c) screening is completed but the address contains no eligible individuals.

- Nearly all addresses, 94% of the issued sample, were found to be in scope for the study and eligible for screening.
- Screening was successfully carried out at 62% of those in scope addresses, a lower proportion than 2017 (75%). This reflects challenges with interviewer capacity and ensuring that the sample was fully worked.



- 46% of addresses screened contained at least one adult eligible for the survey. This is also slightly lower than in 2017 (51%). This may partly reflect increased rates of economic inactivity since 2017.<sup>10</sup>

### Gaining household cooperation

The second stage is to persuade households with an eligible adult to complete the survey. In 2024, at least one productive interview was obtained with 40% of screened in households. This compares with a response rate of 50% in 2017. The majority of unproductives at this stage were refusals.

### Individual response rates

There was a third stage in 2024 given the move to selecting up to two people per household to take part. Interviewers needed to try and obtain interviews with all adults in the household selected for SES. Based on the Labour Force Survey it was estimated that there would be 1.6 eligible adults per screened in household. In practice, interviewers identified 1.5 eligible individuals per eligible household. Of those eligible individuals 32% completed an SES interview (Table 5.2).

**Table 5.2 Face to face individual response rate**

	Number	% of eligible
Eligible households	5,746	
Eligible individuals	8,799	
Productive households	2,287	40%
Productive individual interviews	2,824	32%

Although allowing up to two people per household to be interviewed did not boost response as much as anticipated, there may still be advantages to this approach. Specifically, having data on two people in the same household allows for analysis of within household employment dynamics, for example on the basis of sex or income. In 2024, a total of 537 households returned two productive interviews.

### Sample composition

The final achieved sample did underrepresent certain groups. Tables 7.1 and 7.2 in the Weighting chapter illustrates that, prior to final calibration weighting, the following groups in particular were underrepresented:

- Men
- 20-29 year olds
- People educated to Level 3 or below
- People in London and Scotland

These differences are consistent with well-established variation in survey response rates and expectations around those groups that are harder to reach. The low response in Scotland is less expected and most likely related to challenges around interviewer capacity and survey coverage there.

## 5.2 Online survey

### Response among individuals eligible and sampled for SES

Table 5.3 shows the proportion of individuals who were invited to take part in SES2024 who did so at Wave 1 and Wave 2. Separate figures are presented for Great Britain (GB) and Northern Ireland (NI). The overall Northern Ireland figures include existing NatCen Opinion Panel members and those recruited via the Life in Northern Ireland (LNI) Push to Web survey.

<sup>10</sup> <https://www.ons.gov.uk/employmentandlabourmarket/peopleinwork/employmentandemployeetypes/bulletins/uklabourmarket/february2025>

Overall, the online survey delivered 2,645 fully productive interviews, that is people who completed both waves of the survey, 1,892 in GB and 753 in NI. The rate of cooperation with the initial Wave 1 survey request was 64% in GB and 66% in NI. There was inevitably some drop out between the two waves but, especially in GB, the attrition rate between waves was low with 91% of Wave 1 respondents also completing Wave 2. The higher drop out in NI (where 81% of Wave 1 respondents also completed Wave 2) mainly comes via respondents from the Life in Northern Ireland study who, as new recruits to the NatCen Opinion Panel will naturally be more prone to attrition than more established panel members (those most likely to drop out between survey requests having already left the panel).

**Table 5.3 Online survey SES response rate**

	Wave 1			Wave 2		
	GB	NI: CDS	NI: LNI	GB	NI: CDS	NI: LNI
Issued	4,000	349	1,106	2,069	152	775
Deadwood <sup>11</sup>	2	0	0	0	0	0
Achieved	2,069	152	775	1,892	137	616
Screened out	495	40	0	0	0	0
Survey response rate <sup>12</sup>	64%	55%	70%	91%	90%	79%

In Northern Ireland, cooperation at Wave 1 was higher among respondents recruited via LNI compared with those recruited via CDS. This makes sense given that SES was the first survey request for LNI recruits and could be completed immediately after/as part of the recruitment survey. Conversely, drop off between Wave 1 and Wave 2 was higher among LNI recruits compared with CDS. This drop off marks the beginning of panel attrition among the LNI recruits, attrition which will already have happened for CDS recruits between them joining the Panel in 2021 and being sampled for SES Wave 1 in 2023. The lower Wave 1 response rate among CDS panellists compared with GB panellists likely reflects the fact that the NI sample receives fewer sample requests than the GB sample. As such they may be less engaged and there is more scope for contact details to be out of date.

### Comparisons with the face to face survey

Looking just at the rate of cooperation with the SES survey request (64% in GB at Wave 1), the online survey performed better than the face to face survey (where the cooperation rate among eligible individuals was 32%). However, these two figures are not directly comparable. It should be borne in mind that there are other stages of non-response among the panellist that are not represented in these response rates. This includes non-response to the initial recruitment survey and further subsequent attrition from the Panel before the SES sample was drawn. A cumulative response rate for SES online, taking the original recruitment sample as the starting point, can be estimated as between 3% and 9% depending on the recruitment survey.

By way of an example, the estimated cumulative response rate among panellists recruited from the LNI survey is shown in Table 5.4 below. While considerably quicker and cheaper than a face to face survey, Push to Web surveys do have overall response rates considerably lower than face to face surveys.

<sup>11</sup> 2 cases were found to be out of age range post-sampling

<sup>12</sup> Survey response rate counts cases screened out as productive. Survey response rate is provided as a crude measure of bias/propensity to respond to the survey request.

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**Table 5.4 Cumulative response rate for SES**

Recruitment survey issued <sup>13</sup>	20,900
Recruitment survey in scope <sup>14</sup>	18,810
Recruitment survey productive	2,691
Recruited to Panel	2,081
Recruitment survey response rate	7%
Panel recruitment rate	77%
Panel recruitment rate (as proportion of original issued sample) <sup>15</sup>	11%
Wave 1 response rate	70%
Wave 2 response rate	79%
Cumulative response rate to SES (estimated)	6%

However, we note that there is not a linear or straightforward relationship between lower response rates and sample bias. Furthermore, where sampling was done via the panel sample, it was possible to account for much of the potential bias at the sampling stage. Over sampling those with characteristics known to be less likely to take part both leads to lower survey response rates, while increasing the sample's representativeness on those measures, reducing the efficacy of the 'cumulative response rate' as a measure of bias further.

These same data can also be used in non-response weighting post-fieldwork. Comparing the pre-calibration weighing distribution of the online sample against LFS estimates, there is less evidence of bias in terms of age, region and education than was found in the face to face survey, despite the lower response rates (Tables 7.1 to 7.6).

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<sup>13</sup> Estimated individuals – assuming 1.9 individuals per sampled address

<sup>14</sup> Estimated at 10%

<sup>15</sup> All adults 18+

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# 6. Data management and delivery

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After fieldwork the data from the face to face and online surveys was combined and processed together. The following data processing steps were completed.

## 6.1 Variable backcoding

Some of the survey questions allowed respondents to give a free text answer. This was usually if the respondents felt none of the given response options applied to them and they selected “other reason”. These verbatim responses were reviewed and if possible coded back to the existing code frame by a team of experienced coders.

## 6.2 SOC and SIC coding

Clearly, for a survey about skills and employment it is important to ensure that information about occupations and industries is recorded and coded accurately. The quality of the coding is dependent upon the quality of the verbatim responses recorded in the CAPI script. As such, a considerable amount of time was spent briefing interviewers about the importance of these sections of the questionnaire to ensure that the correct level of information was recorded for each respondent. In the final dataset less than 1% of cases could not be assigned a 4 digit Standard Occupational Classification (SOC) and less than 5% could not be assigned a 4 digit Standard Industry Classification (SIC) code.

Occupation and industry were dual coded by experienced NatCen coders and using CASCOT software. This software is designed to make the coding of text information to standard classifications simpler, quicker and more reliable by assigning a code to a piece of text (i.e. an industry for SIC or a job title for SOC). CASCOT has been designed to perform a complicated analysis of the words in the text, comparing them to the words in the classification, in order to provide a list of recommendations for how to code to the UK standards developed by the Office for National Statistics (ONS). If the input text is not sufficiently distinctive it may not be the initial recommendation that is the correct code. When CASCOT suggests a code to a piece of text it also calculates a score from 1 to 100 which represents the degree of certainty that the given code is correct. When CASCOT encounters a word or phrase that is descriptive of occupation or industry but lacks sufficient information to distinguish it from other categories – for example “Teacher” or “Engineer” - CASCOT will attempt to suggest a code but the score is limited to below 40 to indicate the uncertainty associated with the suggestion. Where the codes assigned by the coders and CASCOT do not align – or the confidence score from CASCOT is low – the code assigned by the human coder is prioritised. 10% of non-matching codes are reviewed and adjudicated by a supervisor.

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To enable comparisons with SOC and SIC codes in previous waves of the survey, occupation and industry were coded using both current and previous versions of the SOC and SIC code frames. The following variables were provided on the final dataset:

- current job SOC2000 in numeric 4 digit format
- current job SOC2010 in numeric 4 digit format
- current job SOC2020 in numeric 4 digit format
- standard classification of occupations ISCO88
- standard classification of occupations ISCO08
- industry according to 3-digit SIC92
- industry according to 4-digit SIC2003
- industry according to 4-digit SIC2007
- social class according to the National Statistics Socio-Economic Classification (NS-SEC) based on SOC2000, SOC2010 and SOC2020

### 6.3 Quality assurance

A dedicated Data Manager was assigned to work on preparation of the SES datasets. The Data Manager also regularly oversees data preparation for the NatCen Opinion Panel and so was very familiar with that data. Work was independently quality assured by a second Data Manager. The following quality assurance was carried out prior to delivery of the final dataset.

- Routing checks were carried out to ensure that all questions were asked of the right participants. Routing errors could occur either because of errors in the original script. One minor routing error was found. In the face to face survey, interviewers could only code one degree subject at DDegree rather than two as intended. Some degree subjects taken as part of joint honours may, therefore, be underrepresented. Issues could also occur as result of online participants going back and changing their answers, introducing potential inconsistencies in the data where it contained data for questions which should not have been on route. The answers for these questions were removed and set to an appropriate missing value code.
- As no interviewer was present for the online survey, additional checks were implemented to quality-assure responses. In particular, question-level paradata was used to compare how long an individual took to complete the questionnaire compared to the median for a person who answered the same set of questions, with outliers<sup>16</sup> identified as 'low quality' and removed from the final data on the basis that faster completion times may indicate inattentiveness. Other checks were more subjective – contact details and demographic information provided by the participant were checked against previously held information for impossible or unlikely changes (e.g. people becoming younger, or a change in first name). However, this was necessarily subjective as some changes may be legitimate (if unlikely), or due to miscoding at either point in time, rather than 'fraud'. A total of 65 cases were removed from the dataset following these checks.
- Variable names and labels and category labels were checked for consistency across the face to face and online surveys and with the 2017 SES data set available via the UK Data Service.

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<sup>16</sup> Participants having a completion time ratio of more than 1.5 times the interquartile range above the upper quartile or below the lower quartile were defined as outliers. Participants with a large proportion (more than c. 10%) of questions completed in under 5 seconds were also reviewed. Analysis was conducted separately for those completing on larger and smaller screens.

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## 6.4 Data delivery

Six datasets were delivered to the SES academic team.

- Face to face respondents
- Online respondents
  - Great Britain (GB) only
  - Northern Ireland (NI) only
  - All cases: UK
- Combined face to face and online respondents: GB cases only
- Combined face to face and online respondents: All cases (including NI online cases)

Respondents to the online survey were included in the dataset regardless of whether they had completed both Waves 1 and 2 or only Wave 1 of the survey

Along with survey weights (see Chapter 7), the following geographic variables were appended to the dataset prior to delivery, using postcode of the sampled address.

- Government Office Region (GOR)
- Country
- Travel to Work Area (TTWA) – 2011 definitions<sup>17</sup>
- Index of Multiple Deprivation (IMD) – score and rank (note that IMD score is not provided for Northern Ireland cases as it was not available).<sup>18</sup>

### Combined face to face and online datasets

The final datasets delivered to the SES academic team include responses obtained both face to face and online. Data users are therefore able to conduct analysis using data from both sources and take advantage of the larger sample sizes this provides. However, there is a need for caution when analysing the combined dataset. There will inevitably be some differences in the estimates collected across the two modes, either as a result of differences in sample composition and/or measurement differences between interviewer administered and self-completion modes. The nature and extent of mode effects in SES2024 is considered further in a separate report. Analysts should also carry out their own checks on variables' distributions by mode, using the "Mode" variable on the combined dataset.

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<sup>17</sup>TTWAs are based upon those defined by ONS in 2011. ONS defined these areas using 2001 Census information on home and work addresses, they are based on Lower Layer Super Output areas (LSOAs) in England and Wales and data zones in Scotland.

<sup>18</sup> Indices are for 2017 (Northern Ireland), 2019 (England and Wales) and 2020 (Scotland)

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# 7. Weighting

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The weighting approach was designed to ensure that the face to face and online surveys could be analysed together with both being calibrated to the same population estimates at the final stage of weighting.

## 7.1 Face to face survey

The methodology for weighting the survey responses was broadly consistent with the method used in 2017 and earlier, with minor changes to reflect the differences between waves. Weighting included two stages: selection weights and calibration. Selection weighting took account of differences in the selection probabilities of dwelling units, households, and individuals within households. Calibration weighting took account of differences between the demographic profile of respondents and population estimates.

### Selection weighting

The first stage, selection weighting, controlled for differential selection probabilities for each respondent within each responding address. Where multiple dwellings or households were found at the same address, interviewers recorded the number of dwellings and households then selected one of each at random to invite to participate. In such instances, (separate) weights were calculated equal to the number of dwellings / households; these two weights were then multiplied together to produce a composite household selection weight.

In households where there were more eligible adults than responses – either because three or more people were eligible, or because only one of two eligible people responded - an additional “selection” weight was computed, equal to the number of eligible adults divided by the number of responses. The three selection weights (address, household, and individual) were multiplied together to produce a composite selection weight for each respondent. This composite selection weight was trimmed at 4 to remove outliers and improve weighting efficiency. At this point separate weights were created for the subsample of respondents aged 20 to 60 and for the full sample of people aged 20 to 65. Weights for 20 to 60 year olds were produced to enable comparisons with findings from the earliest waves of the SES which only sampled 20 to 60 year olds.

**Table 7.1 Composition of SES face to face achieved sample (20-65) before and after calibration weighting, relative to the population**

	Pre-calibration %	Post-calibration %	Population %
<b>Age by sex</b>			
Males 20-29	6.1	9.8	9.9
Males 30-39	11.7	13.2	13.1
Males 40-49	12.2	11.8	11.8
Males 50-60	12.2	12.7	12.7
Males 61-65	4.0	3.6	3.6
Females 20-29	6.9	9.8	9.8
Females 30-39	13.7	12.6	12.6
Females 40-49	14.7	11.4	11.4
Females 50-60	14.1	12.0	11.9
Females 61-65	4.4	3.1	3.1
<b>SOC 2020 Occupation Groups</b>			
Managers, Directors And Senior Officials	11.0	11.1	11.1
Professional Occupations	30.0	27.6	27.6
Associate Professional occupations	15.8	15.7	15.7
Administrative And Secretarial Occupations	8.8	9.4	9.3
Skilled Trades Occupations	7.2	8.5	8.6
Caring, Leisure And Other Service Occupations	9.0	8.3	8.3
Sales And Customer Service Occupations	5.6	5.7	5.7
Process, Plant And Machine Operatives	4.7	5.5	5.5
Elementary Occupations	7.9	8.3	8.3
<b>Region</b>			
North East	2.7	3.8	3.8
North West	9.2	11.0	11.0
Yorkshire and The Humber	9.8	8.2	8.2
East Midlands	6.6	7.4	7.3
West Midlands	8.1	8.9	8.9
East of England	12.1	9.8	9.7
London	9.5	15.1	15.2
South East	21.2	14.6	14.6
South West	10.1	8.7	8.7
Scotland	5.7	8.2	8.2
Wales	4.9	4.4	4.3
<b>Highest Qualification Held</b>			
No Qualifications	3.3	3.5	3.5
Level 1	7.1	6.1	6.1
Level 2	13.3	15.4	15.4
Level 3	16.9	21.4	21.4
Level 4 and above	59.4	53.6	53.5
<b>Ethnicity</b>			



White	82.9	83.2	83.2
BAME	17.1	16.8	16.8

**Table 7.2 Composition of SES face to face achieved sample (20-60) before and after calibration weighting, relative to the population**

	Pre-calibration %	Post-calibration %	Population %
<b>Age by sex</b>			
Males 20-29	6.7	10.5	10.6
Males 30-39	12.7	14.1	14.1
Males 40-49	13.3	12.7	12.7
Males 50-60	13.3	13.7	13.6
Females 20-29	7.6	10.5	10.5
Females 30-39	14.9	13.5	13.5
Females 40-49	16.1	12.2	12.2
Females 50-60	15.4	12.8	12.8
<b>SOC 2020 Occupation Groups</b>			
Managers, Directors And Senior Officials	11.0	11.0	11.0
Professional Occupations	31.0	28.1	28.1
Associate Professional occupations	15.9	16.0	16.1
Administrative And Secretarial Occupations	8.3	9.2	9.2
Skilled Trades Occupations	6.9	8.3	8.4
Caring, Leisure And Other Service Occupations	8.9	8.3	8.3
Sales And Customer Service Occupations	5.7	5.7	5.7
Process, Plant And Machine Operatives	4.7	5.2	5.2
Elementary Occupations	7.6	8.1	8.0
<b>Region</b>			
North East	2.6	3.8	3.8
North West	9.2	11.0	11.0
Yorkshire and The Humber	9.9	8.2	8.2
East Midlands	6.8	7.4	7.4
West Midlands	8.1	8.8	8.8
East of England	12.1	9.7	9.7
London	9.5	15.5	15.5
South East	21.0	14.5	14.5
South West	10.0	8.6	8.6
Scotland	5.9	8.2	8.1
Wales	4.8	4.4	4.4
<b>Highest Qualification Held</b>			
No Qualifications	2.9	3.3	3.3
Level 1	6.4	6.0	6.0
Level 2	12.8	14.8	14.9
Level 3	16.5	21.3	21.3

Level 4 and above	61.3	54.5	54.5
<b>Ethnicity</b>			
White	82.4	82.5	82.6
BAME	17.6	17.5	17.4

### Calibration

The second weighting stage, calibration, consisted of adjusting the selection weights so that the weighted profile of respondents matches population estimates. Separate population estimates were used for the weights including respondents aged 20 to 65 and the weights including only respondents aged 20 to 60. The source of population estimates for calibration was the Labour Force Survey (LFS) Q4 2023 and Q1 2024. In line with previous waves the following LFS variables were used in calibration:

- Sex \* Age (in 5 year bands)<sup>19</sup>
- Occupational groups (1 digit SOC codes).
- In addition, three extra variables were included in the calibration for 2023:
- Region
- Highest education qualification held (three categories: degree/higher education, other qualification, or no qualifications)
- Ethnicity (two categories: white or BAME)

The 2023 SES achieved sample showed greater divergence from population estimates for these characteristics compared with other waves of the survey, most likely because of the lower response rate achieved. Therefore, while calibration to these variables was not necessary in previous waves, it was considered important to extend the calibration to include these variables in 2023.

After calibration, the weights for respondents aged 20 to 65 and 20 to 60 were checked for outliers and the top two cases trimmed from each set. The weights were then scaled to a mean of 1. Separate sets of “grossing” weights were created that sum to the number of adults in the population. The final design effect (DEFF) was 1.43 for the 20 to 65 weights and 1.44 for the 20 to 60 weights. The effective sample sizes (NEFFs) were 1,969 and 1,785 respectively. Strata and PSU variables were also produced for use in weighted analysis and calculating standard errors which take account of the complex sample design. Table 7.1 and 7.2 show how the final, weighted sample, compares to the population on key characteristics.

## 7.2 Online survey

### Pre-calibration weighting

The NatCen Opinion Panel has a standard approach to non-response weighting: weights are generated at the sampling stage, reflecting the weights applied to the original survey from which the panellist was recruited *and* the probability of selection from the pool of eligible panellists. This composite weight, when applied to the issued sample, produces a representative sample of adults in the relevant age range. Non-response to the panel survey is then modelled using logistic regression with demographic characteristics such as age, sex, household type, ethnicity, work status etc. (as measured in the recruitment survey/previous waves of the Panel) as predictors. The predicted probabilities from the model are used to create non-response weights, which are multiplied by the sampling weights to create a pre-calibration weight.

The above process was used for those recruited directly from the NatCen Opinion Panel and those recruited via Life in Northern Ireland (LNI).<sup>20</sup> The weighting was split as per the sampling i.e. non-response weighting was

<sup>19</sup> Unlike in previous years, weights used estimates based on interlocking age and sex.

<sup>20</sup> In the case of LNI, everyone in scope was routed to the SES questionnaire, hence the LNI weights were used as the sampling weights.

done separately for those sampled from among respondents to British Social Attitudes (BSA) surveys, the Consumer Detriment Survey (CDS) in Northern Ireland and LNI. The two Northern Ireland samples were combined prior to calibration.

**Table 7.3 Composition of SES online achieved GB sample wave 1 (20-65) before and after calibration weighting, relative to the population**

	Pre- calibration <sup>21</sup> %	Post-calibration %	Population %
<b>Age by sex</b>			
Males 20-29	8.9	9.9	9.9
Males 30-39	13.1	13.1	13.1
Males 40-49	12.3	11.8	11.8
Males 50-60	14.1	12.7	12.7
Males 61-65	3.9	3.6	3.6
Females 20-29	8.6	9.8	9.8
Females 30-39	11.4	12.6	12.6
Females 40-49	11.6	11.4	11.4
Females 50-60	12.6	11.9	11.9
Females 61-65	3.7	3.1	3.1
<b>SOC 2020 Occupation Groups</b>			
Managers, Directors And Senior Officials	9.6	11.1	11.1
Professional Occupations	26.2	27.6	27.6
Associate Professional occupations	16.5	15.7	15.7
Administrative And Secretarial Occupations	11.0	9.3	9.3
Skilled Trades Occupations	7.1	8.6	8.6
Caring, Leisure And Other Service Occupations	9.3	8.3	8.3
Sales And Customer Service Occupations	7.7	5.7	5.7
Process, Plant And Machine Operatives	5.2	5.5	5.5
Elementary Occupations	7.5	8.3	8.3
<b>Region</b>			
North East	3.8	3.8	3.8
North West	10.9	11.0	11.0
Yorkshire and The Humber	8.1	8.2	8.2
East Midlands	7.4	7.3	7.3
West Midlands	9.2	8.9	8.9
East of England	9.8	9.7	9.7
London	15.6	15.2	15.2
South East	14.6	14.6	14.6
South West	8.1	8.7	8.7
Scotland	8.2	8.2	8.2
Wales	4.2	4.3	4.3

<sup>21</sup> The online pre-calibration profiles above are not directly comparable with the face-to-face equivalent profiles for GB. Prior to calibration, the online sample was weighted by the panel non-response weights, whilst the face-to-face sample was weighted with the selection weights

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**Highest Qualification Held**

No Qualifications	7.4	3.5	3.5
Level 1	6.2	6.1	6.1
Level 2	13.7	15.4	15.4
Level 3	20.7	21.4	21.4
Level 4 and above	52.0	53.5	53.5

**Ethnicity**

White	85.5	83.2	83.2
BAME	14.5	16.8	16.8

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**Table 7.4 Composition of SES online achieved GB sample wave 1 (20-60) before and after calibration weighting, relative to the population**

	Pre-calibration %	Post-calibration %	Population %
<b>Age by sex</b>			
Males 20-29	9.6	10.6	10.6
Males 30-39	14.2	14.1	14.1
Males 40-49	13.3	12.7	12.7
Males 50-60	15.2	13.6	13.6
Females 20-29	9.3	10.5	10.5
Females 30-39	12.3	13.5	13.5
Females 40-49	12.5	12.2	12.2
Females 50-60	13.7	12.8	12.8
<b>SOC 2020 Occupation Groups</b>			
Managers, Directors And Senior Officials	9.8	11.0	11.0
Professional Occupations	27.2	28.1	28.1
Associate Professional occupations	16.9	16.1	16.1
Administrative And Secretarial Occupations	10.7	9.2	9.2
Skilled Trades Occupations	6.6	8.4	8.4
Caring, Leisure And Other Service Occupations	9.4	8.3	8.3
Sales And Customer Service Occupations	7.5	5.6	5.7
Process, Plant And Machine Operatives	4.8	5.2	5.2
Elementary Occupations	7.0	8.0	8.0
<b>Region</b>			
North East	3.8	3.8	3.8
North West	10.9	11.0	11.0
Yorkshire and The Humber	8.3	8.2	8.2
East Midlands	7.6	7.4	7.4
West Midlands	9.4	8.8	8.8
East of England	9.7	9.7	9.7
London	15.3	15.5	15.5
South East	14.7	14.5	14.5
South West	7.8	8.6	8.6

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Scotland	8.6	8.1	8.1
Wales	4.0	4.4	4.4
<b>Highest Qualification Held</b>			
No Qualifications	6.4	3.3	3.3
Level 1	6.1	6.0	6.0
Level 2	13.2	14.9	14.9
Level 3	20.5	21.3	21.3
Level 4 and above	53.8	54.5	54.5
<b>Ethnicity</b>			
White	85.2	82.6	82.6
BAME	14.8	17.4	17.4

**Table 7.5 Composition of SES online achieved NI sample wave 1 (20-65) before and after calibration weighting, relative to the population**

	Pre-calibration %	Post-calibration %	Population %
<b>Age by sex</b>			
Males 20-29	9.6	10.5	10.8
Males 30-39	13.0	13.3	13.3
Males 40-49	11.1	12.2	12.2
Males 50-60	12.2	12.5	12.5
Males 61-65	3.4	3.6	3.5
Females 20-29	10.2	8.9	8.9
Females 30-39	15.2	12.1	12.0
Females 40-49	11.7	12.0	12.0
Females 50-60	10.6	11.9	11.8
Females 61-65	3.0	3.0	3.0
<b>SOC 2020 Occupation Groups</b>			
Managers, Directors And Senior Officials	7.1	7.3	7.3
Professional Occupations	26.3	24.1	24.1
Associate Professional occupations	11.8	11.5	11.5
Administrative And Secretarial Occupations	14.5	12.3	12.3
Skilled Trades Occupations	8.2	10.4	10.4
Caring, Leisure And Other Service Occupations	10.4	11.2	11.1
Sales And Customer Service Occupations	9.9	7.6	7.6
<b>Highest Qualification Held</b>			
No Qualifications	8.5	7.9	7.9
Level 1	3.9	4.3	4.3
Level 2	11.0	17.4	17.6
Level 3	21.1	24.1	24.0
Level 4 and above	55.5	46.3	46.2
<b>Ethnicity</b>			
White	96.3	94.8	94.8
BAME	3.7	5.2	5.2

**Table 7.6 Composition of SES online achieved NI sample wave 1 (20-60) before and after calibration weighting, relative to the population**

	Pre-calibration %	Post-calibration %	Population %
<b>Age by sex</b>			
Males 20-29	10.2	11.3	11.5
Males 30-39	13.9	14.2	14.2
Males 40-49	11.9	13.1	13.0
Males 50-60	13.0	13.4	13.4
Females 20-29	10.9	9.5	9.5
Females 30-39	16.3	12.9	12.9
Females 40-49	12.5	12.9	12.8
Females 50-60	11.4	12.7	12.6
<b>SOC 2020 Occupation Groups</b>			
Managers, Directors And Senior Officials	7.3	7.4	7.4
Professional Occupations	25.6	24.3	24.3
Associate Professional occupations	12.2	12.0	12.0
Administrative And Secretarial Occupations	14.5	12.2	12.2
Skilled Trades Occupations	8.3	10.1	10.1
Caring, Leisure And Other Service Occupations	10.2	11.3	11.3
Sales And Customer Service Occupations	10.1	7.7	7.7
Process, Plant And Machine Operatives	5.4	6.5	6.5
Elementary Occupations	6.4	8.5	8.7
<b>Highest Qualification Held</b>			
No Qualifications	8.3	7.4	7.4
Level 1	3.7	4.2	4.2
Level 2	10.7	17.0	17.2
Level 3	21.2	24.1	24.0
Level 4 and above	56.1	47.4	47.3
<b>Ethnicity</b>			
White	96.1	94.5	94.5
BAME	3.9	5.5	5.5

## Calibration

At the calibration stage, the pre-calibration weights were adjusted so that the weighted profile of respondents matched population estimates. A total of eight different weights were created: four for Great Britain and four for Northern Ireland (NI), with each set of four comprising two weights each for ages 20-60 and 20-65, one weight for respondents to Wave 1 and the other for the subset of respondents answering Wave 2. In line with the face to face weighting, all weights were calibrated to age/sex, SOC, region (GB only), ethnicity and highest qualification held. The GB calibration targets were the same as those used for weighting the face to face survey, while the NI targets were derived from the LFS in the same manner.

After calibration, the weights were checked for outliers. No trimming was done for the GB weights, whilst the top NI weight (the same respondent in each case) was trimmed from each set. The weights were then scaled to a mean of 1. Separate sets of “grossing” weights were created that sum to the number of adults in the population.

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The final design effects (DEFF) were 1.52 for the GB 20 to 65 weights, 1.54 for the GB 20 to 60 weights, and 1.82 for both NI sets of weights. The effective sample sizes (NEFFs) were 1,237 and 1,1106 respectively for the two GB weights; 413 and 387 respectively for the two NI weights.

The GB and NI weights were combined to create the UK weights. In each case the NI weights were scaled so that their sum was in the correct proportion, then the overall weights were scaled to a mean of 1. Strata and PSU variables were also produced for use in weighted analysis and calculating standard errors which take account of the complex sample design.

Tables 7.3 to 7.6 show how the final, weighted sample, compares to the population on key characteristics.

Combined weights were also created to facilitate analysis of the face to face and online data combined. In each case, the weights were created by “stacking” the two sets of weights and rescaling to a mean of 1 (or, in the case of the “grossing weights”, rescaling so that the sum was equal to the population size).



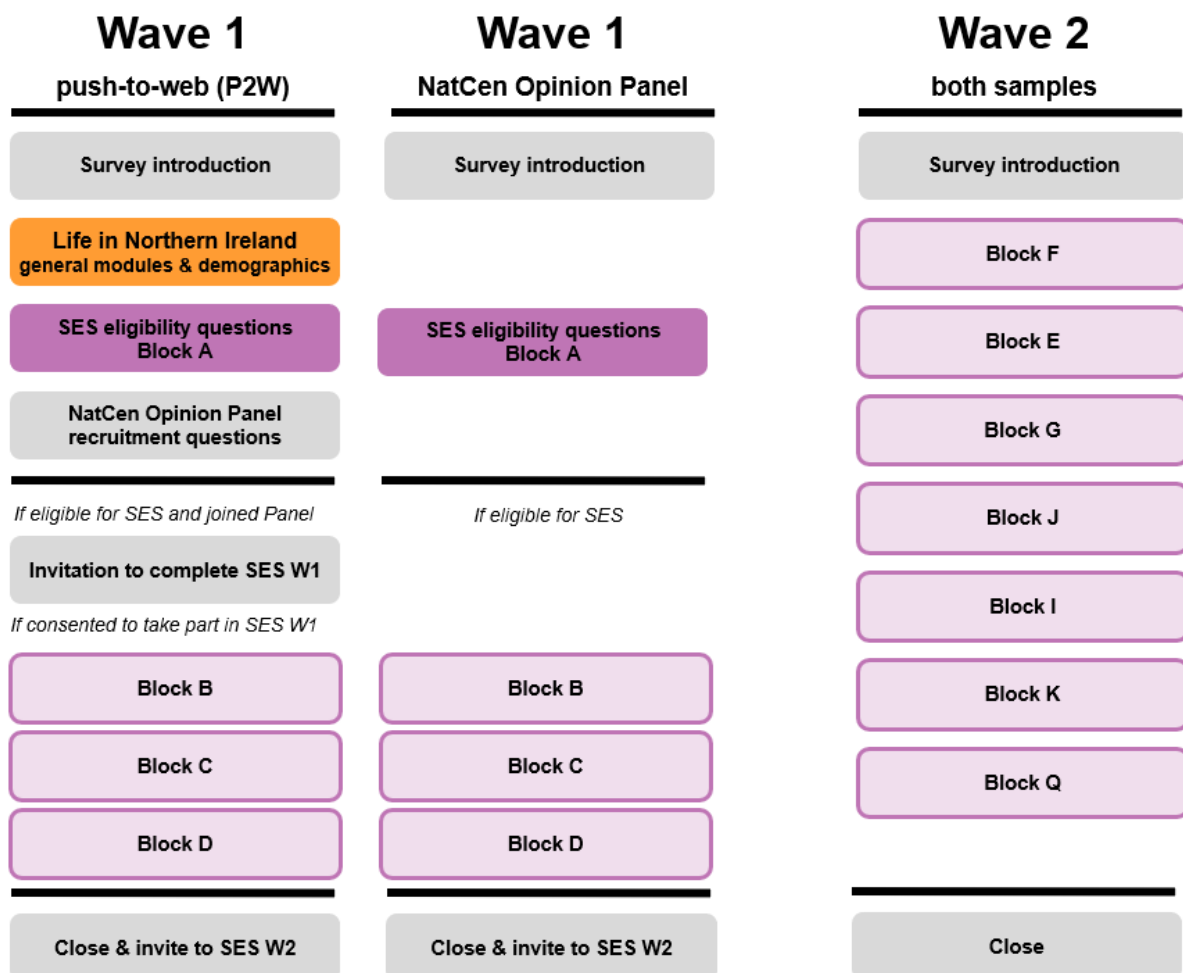




## APPENDIX A: Questionnaire

# SES 2023 Questionnaire Specifications: NatCen Opinion Panel and push-to-web (P2W) samples

## Survey flow overview



## Wave 1 Introduction & Screening

### Introduction

[ASK IF MODE=WEB AND SAMPLE=P2W]

IntroW1\_P2W

"Hello, welcome to the 'Life in Northern Ireland' survey.

We would like to ask you some questions about your views on important current social issues and your experiences living in Northern Ireland. These questions are being funded by the Economic and Social Research Council (ESRC) and the Department for the Economy.

There are no right or wrong answers – your honest responses are vital for us to produce reliable statistics about our whole society. Your responses will provide information not available from any other sources.

Once you have finished the survey, we'll send you a <b>£10</b> shopping voucher as a thank you for your time.

The survey should take you around <b>10 minutes</b> to complete, but this may be a little longer or shorter depending on your circumstances. You don't have to complete the whole survey in one go – any progress you make will be saved and you can start where you left off when you next log in.

To get started, select 'continue' and click the 'Next' button below."

[BOX] Continue

**[ASK IF MODE=WEB AND SAMPLE=Panel]**

**IntroW1\_Panel**

"Hi [MailNameSal], welcome to this month's survey.

We would like to ask you about your experiences of the economy, life in the UK and what skills you use day-to-day.

These questions are funded by the Economic and Social Research Council (ESRC), the Department for Education (DfE), and The Advisory, Conciliation and Arbitration Service (Acas).

Even if you do not feel sure of your answer, we still value your opinion, but please answer as honestly as you can. Once you have finished the survey, we'll send you a <b>£10</b> shopping voucher as a thank you for your time.

The survey should take you around 30 minutes to complete, but this may be a little longer or shorter depending on your circumstances. You don't have to complete the whole survey in one go – any progress you make will be saved and you can start where you left off when you next log in.

To get started, simply click the 'Next' button below."

DISPLAY

## **SES screening questions for both NatCen Opinion Panel and P2W**

**[ASK IF SAMPLE=P2W]<sup>1</sup>**

**P2W\_SESIntro**

The next few questions are about working in Northern Ireland.

**[ASK ALL]**

**Awork**

Did you do any paid work in the last 7 days?

- If you were on holiday in the last 7 days, please think about your working status in the last 7 days immediately before going on holiday.
- If you were temporarily sick in the last 7 days, please think about your working status in the last 7 days immediately before going off sick.

---

<sup>1</sup> Members of the P2W sample were asked questions from other modules before being routed to the SES screening questions. Modules comprised of questions relating to devolution, climate change and other topics.

## **G\_ReadOut\_II1**

1. In paid work
2. Not employed

### **[ASK IF Awork=2]**

#### **AinEligWeb1**

In the last 7 days did you do any **<b>paid</b>** work at all, even if it was only for an hour or so?

1. Yes
2. No

NO DK, NO REF

### **[ASK IF AinEligWeb1 = 2]**

#### **AinEligWeb2**

You said you didn't do any paid work in the last 7 days. This might be because you were away from work **<b>temporarily</b>** but you are usually in paid work.

For example: you work one week off and one week on; or you were on annual leave, maternity leave, sick leave, unpaid leave or on a sabbatical.

Are you usually in paid work?

1. Yes – I am usually in paid work
2. No – I am not usually in paid work

NO DK, NO REF

InEmp [Label: "Whether in employment"]

IF Awork=1 OR AinEligWeb1=1 OR AinEligWeb2=1 InEmp= 1 "In employment"

ELSE InEmp= 2 "Not in employment"

### **[ASK ALL]**

#### **EconAct**

"Which of these descriptions applied to what you spent the **<b>most</b>** time doing last week, that is the seven days ending last Sunday?"

## **G\_ReadOut\_II1**

1. In full-time education (including on vacation)
2. On government training/employment programme
3. In paid work (or away temporarily, including furlough) for at least 10 hours in week
4. Waiting to take up paid work already accepted
5. Unemployed
6. Permanently sick or disabled
7. Wholly retired from work
8. Looking after your home or family
9. Doing something else

### **[ASK ALL]**

**EmpStat**

"The following questions refer to your current main job, or if you are not working now to your last main job.

In your main job are you (were you)..."

**G\_ReadOut\_II1**

1. An employee
2. Self-employed with employees
3. Self-employed / freelance without employees
4. I have never had a job

**[IF EmpStat = 1,2]****Employ**

IF EMPSTAT = 1: "How many people work (worked) for your employer at the place where you work (worked)?" ; IF EMPSTAT = 2: "How many people do (did) you employ?" ]

**G\_ReadOut\_II1**

1. 1 to 24
2. 25 to 499
3. 500 or more

**[IF EmpStat = 1,2]****Superv**

"In your job, do (did) you have any formal responsibility for supervising the work of other employees or people?"

A supervisor or foreman is responsible for overseeing the work of other employees on a day-to-day basis."

1. Yes
2. No

**[IF EmpStat = 1,2,3]****EmpOCC**

"Which of the following best describes the sort of work you do in your current job?"

If you are not working now, please select which best described what you did in your last job."

**G\_ReadOut\_II1**

1. Modern professional occupations [HELP LINK: "For example a teacher/lecturer, nurse, physiotherapist, social worker, welfare officer, artist, musician, police officer (sergeant or above), software designer." ]
2. Clerical and intermediate occupations [HELP LINK: "For example a secretary, personal assistant, clerical worker, office clerk, call centre agent, nursing auxiliary, nursery nurse." ]

3. Senior managers and administrators usually responsible for planning, organising and co-ordinating work and for finance [HELP LINK: "For example a finance manager, chief executive."]
4. Technical and craft occupations [HELP LINK: "For example: motor mechanic, fitter, inspector, plumber, printer, tool maker, electrician, gardener, train driver"]
5. Semi-routine manual and service occupations [HELP LINK: "For example a postal worker, machine operative, security guard, caretaker, farm worker, catering assistant, receptionist, sales assistant."]
6. Routine manual and service occupations [HELP LINK: "For example a HGV driver, van driver, cleaner, porter, packer, sewing machinist, messenger, labourer, waiter / waitress, bar staff."]
7. Middle or junior managers [HELP LINK: "For example an office manager, retail manager, bank manager, restaurant manager, warehouse manager, publican."]
8. Traditional professional occupations [HELP LINK: "For example an accountant, solicitor, medical practitioner, scientist, civil/mechanical engineer."]

## **Socio-demographics section – asked of P2W sample only**

**START FILTER: IF SAMPLE = P2W**

**[ASK ALL]**

**DemogIntro2**

"Our final set of questions is to help us with our analysis."

**DISPLAY**

**[ASK ALL]**

**NationU**

Which, if any, of the following describes the way <b>you</b> think of <b>yourself</b>.

**G\_Multi\_II1**

1. British
2. English
3. European
4. Irish
5. Northern Irish
6. Scottish
7. Ulster
8. Welsh
9. Other answer (please specify)
10. None of these [EXCLUSIVE]

**[ASK IF MORE THAN ONE ANSWER SELECTED AT NATIONU]**

**BNationU [ONLY DISPLAY ANSWERS SELECTED AT NATIONU]**

"If you had to choose, which one <b>best</b> describes the way you think of yourself?"

## **G\_ReadOut\_II1**

1. British
2. English
3. European
4. Irish
5. Northern Irish
6. Scottish
7. Ulster
8. Welsh
9. Other answer (please specify)

### **[ASK ALL]**

#### **ETHNICCAT**

What is your ethnic group?

## **G\_ReadOut\_II1**

1. White
2. Mixed or multiple ethnic groups
3. Asian or Asian British
4. Black or Black British
5. Arab
6. Other (please specify)

### **[IF ETHNICCAT=1]**

#### **ETHNWH**

“What is your ethnic group?”

## **G\_ReadOut\_II1**

1. White British (English/Welsh/Scottish/Northern Irish)
2. White Irish
3. Gypsy or Irish Traveller
4. Any other White background (please describe)

### **[IF ETHNICCAT=2]**

#### **ETHNMX**

“What is your ethnic group?”

## **G\_ReadOut\_II1**

1. Mixed White and Black Caribbean
2. Mixed White and Black African
3. Mixed White and Asian
4. Any other mixed or multiple ethnic background (please describe)

### **[IF ETHNICCAT=3]**

#### **ETHNAS**

“What is your ethnic group?”



## **G\_ReadOut\_II1**

1. Indian
2. Pakistani
3. Bangladeshi
4. Chinese
5. Any other Asian background (please describe)

**[IF ETHNICCAT=4]**

**ETHNBL**

“What is your ethnic group?”

## **G\_ReadOut\_II1**

1. Black African
2. Black Caribbean
3. Any other Black background (please describe)

**[IF Cur\_BrthCntry = -1]**

**BrthCntry**

“What is your country of birth?”

## **G\_ReadOut\_II1**

1. UK
2. Other (please specify)

**[IF Cur\_EngLang = -1]**

**EngLang**

“Is English your first language?”

1. Yes
2. No

**[ASK ALL]**

**HEdQual**

[WEB: “Starting from the top, please look down this list of qualifications and select the first one you come to that you have passed”]

[IF MODE = CATI: I will now read out a list of qualifications. Please say ‘yes’ when you hear one that you have passed”]

**INTERVIEWER: READ OUT AND SELECT FIRST QUALIFICATION RESPONDENT HAS PASSED**

1. Degree or equivalent, and above [HELP LINK: “For example: University/CNNA first degree BA, BSc or foundation degree, postgraduate degree: MA, MSc, MPhil, DPhil, PhD”].]
2. A-levels/SCE Highers or vocational level 3 or equivalent, and above [HELP LINK: “For example: Teaching qualifications for schools or further education, Nursing

or other medical qualifications, City & Guilds level 4, S-level, AS-level, A2-level, Scottish Higher, NVQ or SVQ level 3, International Baccalaureate, Scottish Baccalaureate, Scottish SCE/SLC/SUPE at higher grade, Vocational A-level (AVCE), School Certificate or Matriculation, GNVQ Advanced or GSVQ level 3, City & Guilds Level 3”]

3. Qualifications below A-levels or vocational level 3 or equivalent such as GCSE/O-Level/Standard Grade [HELP LINK “For example: GCE, GSE, CSE level 1, SQA National 1-3, SQA National 4, SQA National 5, SQA intermediate level 1-2, Scottish Standard or Ordinary, Scottish Access 1-3, Scottish Higher Leaving Certificate, SUPE ordinary, BTEC, SCOTVEC first, City & Guilds levels 1 or 2”]
4. Other qualification (please describe)
5. No qualifications

**[IF Cur\_IdentClass = -1]  
IdentClass1**

“Do you ever think of yourself as belonging to any particular class?”

1. Yes
2. No

**[IF Cur\_IdentClass = -1]  
IdentClass2**

[IF IdentClass1 = ‘Yes’: “Which class would you say you belong to?”; IF IdentClass1 <> ‘Yes’: “Most people say they belong either to the middle class or the working class.

If you had to make a choice, would you call yourself middle class or working class, or something else?”]

**INTERVIEWER: IF ‘OTHER’ PLEASE PROBE FOR ANSWER**

1. Middle class
2. Working class
3. Other (please describe)

**[IF ((Cur\_Dis = -1 OR -11) OR DemogUpd <> 1]  
Dis12**

“Do you have any physical or mental health conditions or illnesses lasting, or expected to last, for 12 months or more?”

1. Yes
2. No

**[IF Dis12=1]  
DisAct**

“Do any of your conditions or illnesses reduce your ability to carry out day-to-day activities?”

**INTERVIEWER: PROBE IF YES: “Is that a little or a lot?”**

1. Yes, a lot
2. Yes, a little
3. Not at all

**END FILTER: IF SAMPLE = P2W**

## **SES W1 Invite – asked of P2W sample only**

**[IF (ConsPan3 = 1 OR ConsPan3Info = 1,3) AND Ragebnd = DK,REF,2,7 AND AgeUpd <> RESPONSE AND (Awork=1 OR AinEligWeb1=1 OR AinEligWeb2=1)]**

### **AgeChkSES23**

“Once again, thanks for taking the time to take part in the ‘Life in Northern Ireland’ study.

You may be eligible for another short study. What was your age at your last birthday?”

Range 10...123

### **NO DK/REF**

COMPUTE Age1865 =0.

IF Ragebnd = 3...6 OR AgeUpd = 20...65 OR AgeChkSES23=20...65 Age1865 =1.

[COMPUTE FOR ALL]

EligSES [Label: “Eligible for SES (20-65+ in employment)”

IF (Awork=1 OR AinEligWeb1=1 OR AinEligWeb2=1) AND (AgeCheck = 20...65 OR Ragebnd = 3...6 OR AgeUpd = 20...65 OR AgeChkSES23=20...65) EligSES= 1 “Eligible”  
ELSE EligSES= 2 “Not eligible”

[COMPUTE FOR ALL]

EligSES [Label: “Eligible for SES (20-65+ in employment)”

COMPUTE EligSES=2.

IF InEmp=1 AND JoinPanel=1 AND Age1865=1 EligSES=1.

**[IF (ConsPan3 = 1 OR ConsPan3Info = 1,3) AND EligSES = 1]**

### **InviteSES23**

Based on your answers to this survey, you are eligible to take part in the <b>‘Working Life in the UK Today’</b> study. The study focuses on the work that people do and how working life has changed over time.

HELPLINK: “Why is this study relevant?: “Working Life in the UK Today is a long-running national study of working people aged 20-65. The 2023 survey is the latest in a series of studies which began in 1986. The high-quality findings from this research are used to inform government policy or many aspects of working life. Previous surveys have been used to examine how the content of jobs is changing, what skills are used at work, and who is affected most by change.”

HELPLINK: “Who are conducting this study?” “The National Centre for Social Research (NatCen) are conducting this study. They are part of a wider research team including academics from Cardiff University; University College London; Nuffield College, Oxford; and

the University of Surrey. The research is funded by the Economic and Social Research Council (ESRC), the Department for the Economy, the Department for Education (DfE), and the Advisory, Conciliation and Arbitration Service (Acas).

Taking part is entirely voluntary and will only take around 30 minutes of your time. If you complete the survey, we will send you **an additional £10 voucher** as a thank you for your time.

By taking part you can make sure that the government, charities and universities take into account the opinions and experiences of people like you.

Would you like to take part in this study?

1. Yes, I would like to take part now
2. Yes, I would like to take part but not right now
3. I don't know, maybe later
4. No, I would neither like to take part now nor have the opportunity to later

**END FILTER: IF SAMPLE = P2W**

**Close**

**[IF MODE = WEB AND InviteSES23 <>1 AND SAMPLE P2W]**

**ClosePageWeb\_P2W**

"You have now completed the **"Life in Northern Ireland"** questionnaire. Thank you very much for taking the time to share your answers with us. It is much appreciated.

Remember, all information you have provided will be used for research purposes only. [IF VchTypeQ = 1,2: "As a token of our appreciation, we will [IF VchTypeQ = 1,2: "send you a £10 shopping voucher which will arrive in the next [IF VchTypeQ = 1: "week"; IF VchTypeQ = 2: two weeks"] or so].

[IF InviteSES23 = 2,3: "We will also send you more information about the **"Working Life in the UK Today study"**."]

If you have any further information you'd like to add, please include it in the box below.

Even if you leave the box below empty, **please click 'Next' to submit your answers**, and then you can close your browser page.

**OPEN**

**ALLOW NA**

**PAGE START**

**[IF MODE = CATI AND InviteSES23 <>1 AND SAMPLE P2W]**

**ClosePageTel\_P2W**

"We have now completed **"Life in Northern Ireland"** questionnaire. Thank you very much for taking the time to share your answers with us. It is much appreciated.

Remember, all information you have provided will be used for research purposes only. [IF VchTypeQ = 1,2: “As a token of our appreciation, we will [IF VchTypeQ = 1,2: “send you a £10 shopping voucher which will arrive in the next [IF VchTypeQ = 1: “week”; IF VchTypeQ = 2: two weeks”] or so].

[IF InviteSES23 = 2,3: “We will also send you more information about the <b>Working Life in the UK Today study</b>.”]

**[IF InviteSES23 = 1,2,3 AND MODE = WEB AND SAMPLE = P2W ]  
IntroSES23W1**

Our next questions will be part of the <b>‘Working Life in the UK Today’</b> study.

Remember, even if you do not feel sure of your answer, we still value your opinion, but please answer as honestly as you can.

The survey should take you around 30 minutes to complete, but this may be a little longer or shorter depending on your circumstances. You don’t have to complete the whole survey in one go – any progress you make will be saved and you can start where you left off when you next log in.

**DISPLAY**

**END FILTER: IF SAMPLE = P2W**

# Wave 1 Modules

## BLOCK B: Broad Job Characteristics

TSTAMP 2

**[ASK ALL]**

**BJobs**

Could I check, do you have one job or more than one?

1. One
2. More than one

**[ASK IF BJobs<>1]**

**BMainjob**

In this survey we are asking people about their MAIN JOB. So please think only about your main job when answering.

**[IF MODE= CAPI OR CATI** “INTERVIEWER: ASK THE RESPONDENT TO DECIDE WHICH IS THEIR MAIN JOB. IF A RULE IS NEEDED, MAIN = EARNED MOST IN REFERENCE PERIOD”]

**[IF MODE= WEB** “If you are unsure which to choose as your ‘main job’, please think about the job which earned you the most money in the last seven days.”]

**[ASK ALL]**

**BIntro**

I'd now like to ask you some questions about the job you were doing in the last seven days.

**[IF MODE= CAPI OR CATI** “INTERVIEWER: IF ON HOLIDAY/OFF SICK IN THE LAST 7 DAYS:

Your job in the seven days before you went on holiday/were off sick”]

**[IF MODE= WEB** “If you were off sick or on holiday in the last 7 days, please refer to the seven days before you were off sick or on holiday.”]

**[ASK ALL]**

**BFirmdo**

What does the firm/organisation you worked for last week mainly make or do (at the place where you work)?

**[IF MODE= CAPI OR CATI** “INTERVIEWER: DESCRIBE FULLY.

PROBE: Manufacturing, processing or distribution, etc; main goods produced; materials used; wholesale or retail; etc.”

**[IF MODE= WEB** “Please describe fully. For example: Is it manufacturing, processing, distribution, etc? What are the main goods produced? Is it wholesale or retail, etc.”]

Text:[250]

[Office use only]

**CODE TO INDUSTRIAL CLASSIFICATIONS: 3-digit SIC92; 4-digit SIC2003; 4-digit SIC07 or more recent**

**[ASK ALL]**

**BJobtitl**

What is the name or title of your job?

Text:[250]

**[ASK ALL]**

**BWhatUdo**

What kind of work do you do most of the time?

**[IF MODE= CAPI OR CATI INTERVIEWER: ASK FOR AS MUCH DETAIL AS POSSIBLE. RECORD THE TYPE OF WORK UNDERTAKEN. PROBE: What does that involve? Can you describe what kind of work do you do day to day? What materials/equipment do you use?]**

**[IF MODE= WEB “Please give as much detail as possible. For example: What does your work involve? Can you describe the kind of work you do day to day? What materials/equipment do you use?”]**

Text:[250]

[Office use only]

**CODE TO OCCUPATIONAL CLASSIFICATIONS: 4-digit SOC2000; 4-digit SOC2010 ; 4-digit SOC2020; NS-SEC**

**[ASK ALL]**

**H5ago**

Were you in paid work five years ago, that is in [Intmonth] [If Intdate=2023 “2018”, If Intdate=2024 “2019”]?

**[IF MODE= CAPI OR CATI INTERVIEWER: ANY TYPE OF PAID WORK OF AT LEAST ONE HOUR A WEEK = YES]**

**[IF MODE= WEB “By this we mean at least one hour of paid work a week.”]**

1. Yes
2. No

**[ASK IF H5ago<>1]**

**H4ago**

Were you in paid work four years ago, that is in [Intmonth] [If Intdate=2023 “2019”, If Intdate=2024 “2020”]?

**[IF MODE= CAPI OR CATI INTERVIEWER: ANY TYPE OF PAID WORK OF AT LEAST ONE HOUR A WEEK = YES. IF RESPONDENT WAS FURLOUGHED DUE TO THE COVID-19 PANDEMIC =YES]**

**[IF MODE= WEB** *“By this we mean at least one hour of paid work a week. If you were furloughed due to the COVID-19 pandemic this counts as in paid work.”*]

1. Yes
2. No

**[ASK IF H4ago<>1]**

**H3ago**

Were you in paid work three years ago, that is in [Intmonth] [If Intdate=2023 “2020”, If Intdate=2024 “2021”]?

**[IF MODE= CAPI OR CATI INTERVIEWER: ANY TYPE OF PAID WORK OF AT LEAST ONE HOUR A WEEK = YES. IF RESPONDENT WAS FURLOUGHED DUE TO THE COVID-19 PANDEMIC =YES]**

**[IF MODE= WEB** *“By this we mean at least one hour of paid work a week. If you were furloughed due to the COVID-19 pandemic this counts as in paid work.”*]

1. Yes
2. No

**[ASK IF H3ago<>1]**

**B2ago**

Were you in paid work two years ago, that is in [Intmonth] [If Intdate=2023 “2021”, If Intdate=2024 “2022”]?

**[IF MODE= CAPI OR CATI INTERVIEWER: ANY TYPE OF PAID WORK OF AT LEAST ONE HOUR A WEEK = YES. IF RESPONDENT WAS FURLOUGHED DUE TO THE COVID-19 PANDEMIC =YES]**

**[IF MODE= WEB** *“By this we mean at least one hour of paid work a week. If you were furloughed due to the COVID-19 pandemic this counts as in paid work.”*]

1. Yes
2. No

**[ASK IF b2ago<>1]**

**B1ago**

Were you in paid work one year ago, that is in [Intmonth] [If Intdate=2023 “2022”, If Intdate=2024 “2023”]?

**[IF MODE= CAPI OR CATI INTERVIEWER: ANY TYPE OF PAID WORK OF AT LEAST ONE HOUR A WEEK = YES]**

**[IF MODE= WEB** *“By this we mean at least one hour of paid work a week.”*]

1. Yes
2. No

**[ASK IF H5ago=1 OR H4ago=1 OR H3ago=1 OR B2ago=1 OR B1ago=1]**



**HsameAgo1P**

Was this the same job as you have now, with the same employer?

**[IF MODE= CAPI OR CATI INTERVIEWER NOTE: ONLY CODE 'YES' IF THE SAME JOB WITH THE SAME EMPLOYER. IF PROMOTED, REGARD AS DIFFERENT JOB WITH SAME EMPLOYER AND CODE AS 'NO']**

**[IF MODE= WEB “If you have been promoted, please consider this as a different job.”]**

1. Yes
2. No

**[ASK IF HsameAgo1P=2]**

**HsameAgo2P**

Was this job with a different employer?

1. Yes
2. No

**[ASK ALL]**

**BEmpType**

Coming back to the work you currently do.

Are you working as an employee or are you self-employed?

**[IF MODE= CAPI OR CATI INTERVIEWER: IF NOT SURE/DOES NOT KNOW, ENTER EMPLOYEE]**

**[IF MODE= WEB “If you are unsure or you do not know, please enter employee.”]**

1. Employee
  2. Self-employed
- NODK, NORF.

**[ASK IF BEmpType=1]**

**BPdWage**

Just to check, are you paid a salary or a wage by an employer?

1. Yes
2. No

**[ASK IF BEmpType=2 OR BPdWage=2]**

**BSelfEm**

**[IF MODE= CAPI “SHOW CARD B1”**

Which of these describe your situation at work?

**[IF MODE= CAPI OR CATI INTERVIEWER: CODE UP TO FOUR ANSWERS IN THE ORDER GIVEN]**

**[IF MODE= WEB “You may pick up to four answers.”]**

1. Paid a salary or a wage by an agency
2. Sole director of own limited business
3. Running a business or professional practice
4. A partner in a business or professional practice
5. Working for yourself
6. Working as a sub-contractor
7. Doing freelance work
8. None of these

*DERIVED STATUS VARIABLE: BEmpStat*

*Employee = (BEmpType = Employee) OR (BSelfEm = Agency (code 1) OR Sub-contractor (code 6))*

*SelfEmpl = All others*

*NB If (BEmpType=Employee) AND (BPdWage=No) AND (BSelfEm<>Agency OR Sub-contractor) then compute as SelfEmpl*

**[ASK IF BEmpType=1]**

**BManage**

Do you supervise other employees or have managerial duties?

**[IF MODE= CAPI OR CATI INTERVIEWER – CODE ONE ONLY]**

**[IF MODE= WEB “Please select one answer only.”]**

1. Yes, supervise other employees
2. Yes, have managerial duties
3. No, neither

**[ASK IF BManage=1 OR 2]**

**BManNo**

How many people do you (IF BManage=1: supervise/IF BManage=2: manage)?

NUMERIC RANGE 1...9997

**[ASK IF BEmpType=2]**

**BOthers**

Do you have others working for you?

1. Yes
2. No

**[ASK IF BOthers=1]**

**BHowmany**

How many people?

NUMERIC RANGE 0...9997

**[ASK ALL]**

**BEmpLong**

IF EMPLOYEE (IF BEmpstat=1): How long, in total, have you been working for your current employer?

IF SELF-EMPLOYED (IF Bempstat=2): How long have you been self-employed in this job?

**[IF MODE= CAPI OR CATI:** IF BselfEm=1 OR 6: INTERVIEWER NOTE: IF AGENCY WORKER OR SELF-EMPLOYED AS CONTRACTOR WORKING FOR AN ORGANISATION WITH OTHER EMPLOYEES, CURRENT JOB = CURRENT CONTRACT.]

**[IF MODE= CAPI OR CATI** INTERVIEWER: RECORD YEARS HERE AND MONTHS AT NEXT QUESTION.

IF LESS THAN 1 YEAR, CODE 0 AND SPECIFY MONTHS AT THE NEXT QUESTION

IF 5 YEARS OR MORE – NO NEED TO ASK FOR MONTHS]

**[IF MODE= WEB** “If you are an agency worker or are self-employed working for an organisation with other employees, please refer to your current contract.”]

**[IF MODE= WEB** “Please enter the number of full years here. The next question will ask you to enter any additional months, if any.”]

NUMERIC RANGE 0...90

SOFT CHECK ASKED IF MODE=CAPI OR CATI ONLY

**NEW LOGIC CHECK**[If Aage-15<BempLong  
THIS RESPONDENT SAID THAT THEY HAVE BEEN WORKING WITH THE SAME EMPLOYER FOR MORE YEARS THAN THEIR AGE AND COMPULSORY SCHOOLING LAWS SUGGEST IS POSSIBLE. CHECK THIS WITH RESPONDENT AND GO BACK TO BempLong TO RECODE IF NECESSARY.

**[ASK IF BempLong<5 OR DK OR REF]**

**BMonths**

**[IF MODE= CAPI OR CATI** INTERVIEWER: RECORD MONTHS (UP TO 11)

IF LESS THAN 2 WEEKS IN THE JOB, CODE 0]

**[IF MODE= WEB** “Please enter the number of additional months here, if any.”]

NUMERIC RANGE 0...11

SOFT CHECK ASKED IF MODE=CAPI OR CATI ONLY

**[If BempLong=>45 years AND Aage <=60**  
THIS RESPONDENT SAID THAT HE/SHE HAS BEEN WORKING SINCE THEY WERE AGE 15 OR YOUNGER. CHECK THIS WITH RESPONDENT AND GO BACK TO BempLong TO RECODE IF NECESSARY.

**[ASK IF BEmpStat=1]**

**BPerm**

Leaving aside your own personal intentions and circumstances, is your job...

[IF MODE =CAPI OR CATI READ OUT]

[IF MODE=WEB “”]

1. a permanent job
2. or, is there some way that it is NOT permanent?

**[ASK IF BPerm=2]**

**BTemp**

In what way is the job NOT permanent?

Is it...

[IF MODE =CAPI OR CATI READ OUT]

[IF MODE=WEB “”]

1. seasonal work;
2. done under contract for a fixed period or for a fixed task
3. agency temping
4. casual type of work
5. or, was there some other way that it was not permanent? (SPECIFY)

**[ASK IF BTEMP=5]**

**BTempO**

Write in other way in which job not permanent.

**Text[250]**

**[ASK ALL]**

**BFulTime**

In your job, are you working full-time or part-time?

1. Full-time
2. Part-time

**[ASK ALL]**

**BHours**

How many hours per week do you usually work?

**[IF MODE= CAPI OR CATI INTERVIEWER: EXCLUDE MEAL BREAKS BUT INCLUDE ‘USUAL’ OVERTIME**

**IF THE NUMBER IS NOT A WHOLE NUMBER (e.g. 37.5 hours), ROUND UP TO THE NEXT HOUR (i.e. 38 hours)]**

**IF HOURS VARY, CODE 997.**

**[IF MODE= WEB “Please exclude meal breaks but include ‘usual’ overtime. If the number is not a whole number (e.g. 37.5 hours), please round up to the nearest whole number (e.g. 38 hours).”]**

NUMERIC RANGE 1...168

[IF MODE=CATI OR WEB ADD “Hours vary” as an option alongside DK/Prefer not to say if respondent tries to skip question]

SOFT CHECKS IF MODE =CAPI OR CATI ONLY

**[If BFulTime=1 and BHours<30]**

THIS RESPONDENT SAID THEY WORKED FULL-TIME BUT FOR LESS THAN 30 HOURS PER WEEK. PLEASE CHECK THIS IS CORRECT. IF NOT, PLEASE GO BACK TO BFULTIME AND RECODE.

**[If BFulTime=2 and BHours>=29]**

THIS RESPONDENT SAID THEY WORKED PART-TIME BUT FOR MORE THAN 29 HOURS PER WEEK. PLEASE CHECK THIS IS CORRECT. IF NOT, PLEASE GO BACK TO BFULTIME AND RECODE.

**[If BHours>99]**

YOU HAVE ENTERED THAT THIS RESPONDENT WORKS FOR 100 OR MORE HOURS A WEEK. IS THIS CORRECT? IF NOT, PLEASE GO BACK TO BHOURS AND RE-ENTER NUMBER OF HOURS WORKED.

**[ASK ALL]**

**BConnect**

**[IF MODE=CAPI “SHOW CARD B2”]**

To what extent are you expected to remain connected to your work outside normal working hours?

**[IF MODE= CAPI OR CATI INTERVIEWER: IF NEEDED To connect is to keep your electronic devices on – e.g., phone, messaging apps and laptop – so that you can respond to customer queries or matters raised by your work colleagues, clients or employer.]**

**[IF MODE= WEB Help screen “What does ‘remain connected’ mean: to keep your electronic devices on – e.g., phone, messaging apps and laptop – so that you can respond to customer queries or matters raised by your work colleagues, clients or employer.”]**

**[IF MODE=CATI “READ OUT”]**

1. Always
2. Often
3. Sometimes
4. Rarely
5. Never

**[IF MODE = WEB/ CATI: COLLAPSIBLE GRID BhRsdec THRU Blocdec]**

**[ASK ALL]**

**BHrsdec**

**[IF MODE=CAPI “SHOW CARD B3”]**

How much do you agree or disagree with the following statements:

**[IF MODE= WEB/ CATI GRID ROW1]**

I can decide the time I start and finish work.

[IF MODE=CATI "READ OUT"]

[IF MODE= WEB/ CATI GRID COLUMN]

1. Strongly agree
2. Agree
3. Disagree
4. Strongly disagree

**[ASK ALL]**

**BLocdec**

[IF MODE=CAPI "SHOW CARD B3"]

How much do you agree or disagree with the following statements:

I can decide to work at home if I wish.

[IF MODE= WEB/ CATI GRID ROW2]

I can decide to work at home if I wish.

[IF MODE=CATI "READ OUT"]

[IF MODE= WEB/ CATI GRID COLUMN]

1. Strongly agree
2. Agree
3. Disagree
4. Strongly disagree

**[ASK ALL]**

**BTimeOff**

Would you say that for you arranging to take an hour or two off during working hours to take care of personal or family matters is....

[IF MODE =CAPI OR CATI READ OUT]

[IF MODE=WEB ""]

1. Not difficult at all
2. Not too difficult
3. Somewhat difficult
4. Very difficult?

**[ASK ALL]**

**BNight**

Normally, how many times a month do you work at night, for at least 2 hours between 10.00 pm and 05.00 am?

NUMERIC RANGE: 0...31

**[IF BEmpStat=1]**

**BNotice**

Does your employer ever reduce your weekly hours of work at short notice?

1. Yes

2. No

**[IF BEmpStat=1]**

**BLessMore**

If you could choose the number of hours you work each week, and taking into account how that would affect your income, would you prefer to work ...

**[IF MODE =CAPI OR CATI "READ OUT"]**

**[IF MODE=WEB ""]**

1. Fewer hours than you do now
2. About the same number of hours as you do now
3. Or more hours than you do now?

**[ASK ALL]**

**BWorkNo**

How many people work at, or from, the place where you work?

**[IF MODE= CAPI OR CATI: INTERVIEWER: WE WANT TO RECORD THE:**

- **TOTAL NUMBER OF EMPLOYEES AT THE SITE** WHERE THE RESPONDENT WORKS OR REPORTS INTO (NOT JUST THOSE IN THEIR SECTION OR DEPARTMENT).
- WE **DO NOT** WISH TO KNOW THE TOTAL NUMBER OF PEOPLE WORKING FOR THE ORGANISATION IF IT CONSISTS OF MULTIPLE SITES.
- PEOPLE WHO WORK AT HOME (HYBRID WORKERS) SHOULD BE INCLUDED IF THEY SOMETIMES WORK ON SITE
- PROBE FOR BEST ESTIMATE, IF UNABLE TO SAY, CODE DK AND USE BANDS AT NEXT QUESTION.

**[IF MODE= WEB:**

- We would like to know the total number of employees **at the site where you work or report into** (not just those in your section or department).
- We **do not** wish to know the total number of people working for the organisation if it consists of multiple sites.
- People who work at home (hybrid workers) should be included if they sometimes work on site
- If you are unsure, please provide your best estimate. ]

NUMERIC RANGE 1...99997

SOFT CHECKS IF MODE =CAPI OR CATI ONLY

**[If BworkNo < BmanNo + 1]**

THIS RESPONDENT SAID THAT THE NUMBER OF PEOPLE THEY SUPERVISE/MANAGE IS THE SAME AS OR GREATER THAN THE NUMBER OF PEOPLE WHO WORK AT THEIR WORKPLACE. PLEASE CHECK THIS WITH RESPONDENT AND GO BACK TO BMANNO TO RECODE IF NECESSARY.

**[If BworkNo < BhowMany + 1]**

THIS RESPONDENT SAID THAT THE NUMBER OF PEOPLE WHO WORK FOR THEM IS THE SAME AS OR GREATER THAN THE NUMBER OF PEOPLE WHO WORK AT THEIR WORKPLACE. PLEASE CHECK THIS WITH RESPONDENT AND GO BACK TO BHOWMAN TO RECODE IF NECESSARY.

**[ASK IF BWorkNo=DK OR REF]**

**BManyWrk**

**[IF MODE= CAPI OR CATI** INTERVIEWER: IF DOESN'T KNOW THE NUMBER OF PEOPLE WHERE THEY WORK, PROMPT TO SEE IF THEY CAN GIVE AN ANSWER IN THE FOLLOWING SIZE BANDS. PROMT AS NECESSARY.]

**[IF MODE= WEB** *"Approximately how many people work at, or from, the place where you work?"*]

1. 1 to 2
2. 3 to 9
3. 10 to 24
4. 25 to 49
5. 50 to 99
6. 100 to 199
7. 200 to 499
8. 500 to 999
9. 1000 or more
10. Don't know but less than 25
11. Don't know but more than 25

**[ASK ALL]**

**BGender**

In your workplace, is your type of job done...

**[IF MODE =CAPI OR CATI READ OUT]**

**[IF MODE=WEB ""]**

1. almost exclusively by men
2. mainly by men
3. by a fairly equal mixture of men and women
4. mainly by women
5. or, almost exclusively by women?

**[ASK ALL]**

**BWhere**

**[IF MODE= CAPI "SHOW CARD B4"]**

In your job, where do you mainly work?

**[IF MODE= CAPI OR CATI INTERVIEWER – CODE ONE ONLY]**

**[IF MODE= WEB** *"Please select one answer only."*]

1. At home
2. In the same grounds and buildings as home (eg, in adjoining property or surrounding land)
3. At a single workplace away from home (eg, office, factory or shop)



4. In a variety of different places of work (eg, working on clients' premises or in their homes)
5. Working on the move (eg, delivering products or people to different places)

**[ASK ALL]**

**BPlace**

**[IF MODE= CAPI "SHOW CARD B4"]**

In the last seven days have you spent at least ONE FULL DAY working in any other places?

**[IF MODE= CAPI OR CATI INTERVIEWER – the full day may be split over several days]**

**[IF MODE= CAPI OR CATI INTERVIEWER – CODE ALL THAT APPLY]**

**[IF MODE= WEB "The full day may be split over several days."]**

**[IF MODE= WEB "You may select as many answers as required."]**

**(@Programmer: response list excludes answer given at BWhere)**

1. At home
2. In the same grounds and buildings as home (eg, in adjoining property or surrounding land)
3. At a single workplace away from home (eg, office, factory or shop)
4. In a variety of different places of work (eg, working on clients' premises or in their homes)
5. Working on the move (eg, delivering products or people to different places)

NOT ON SHOW CARD

6. None of these

**[ASK IF (BWHERE=1 OR BWHERE=2 OR BPLACE=1 OR BPLACE=2 (i.e. some homeworking at or in the grounds of the home) AND (BEMPLONG>0 OR BMONTHS>0) BHomeFreq**

**[IF MODE= CAPI "SHOW CARD B5"]**

In the last month, what proportion of your working time did you spend working at home or in the grounds of your home?

1. 100%
2. At least 80%
3. At least 60%
4. At least 40%
5. At least 20%
6. Less than 20%

**[ASK IF BHOMEFREQ=2-6 (i.e. less than 100% working at or in the same grounds of the home)]**

**BLoctype**

In the last month, when you worked at home or in the grounds of your home, did you do the same, slightly different or very different tasks than when you worked elsewhere?

1. Same tasks
2. Slightly different tasks
3. Very different tasks

**[ASK IF BHOMEFREQ=2-6 (i.e. less than 100% working at or in the same grounds of the home)]**

#### **BLocwork**

In the last month, when you worked at home or in the grounds of your home, did you get more, less or about the same amount of work done than when you worked elsewhere?

1. More work done
2. About the same
3. Less work done

**[ASK IF BHOMEFREQ=2-6 (i.e. less than 100% working at or in the same grounds of the home)]**

#### **BLochrs**

In the last month, when you worked at home or in the grounds of your home, was your working day longer, shorter or about the same?

Please do not include commuting time as part of your working day.

1. Longer
2. About the same
3. Shorter

**[ASK IF BWHERE=1 OR BWHERE=2 OR BPLACE1-6=1 OR BPLACE1-6=2 (i.e. some homeworking at or in the grounds of the home)]**

#### **BSpace**

[IF MODE=CAPI: "SHOW CARD B6]

When you work at home or in the grounds of your home, where do you work?

Pick the option that best applies.

**[IF MODE=CATI "READ OUT"]**

1. Have your own home office
2. Share your home office with someone else
3. Have a permanent workstation but not a home office

4. Work in spaces also intended for other uses (e.g., kitchen, dining table)

**[ASK IF BEMPSTAT=EMPLOYEE & (BWHERE=1 OR BWHERE=2 OR BPLACE1=1 OR BPLACE2=1) (i.e. some homeworking at or in the grounds of the home) & IF ((Intdate=2023 & (H4ago=1 or H5ago=1)) OR (Intdate=2024 & H4ago=1)) (i.e. in work before the pandemic)]**  
**BLocch**

Thinking back to the situation before the Covid-19 pandemic in early 2020, do you now spend more, less or about the same amount of time working at home or in the grounds of your home?

1. More time
2. About the same
3. Less time

**[IF BEmpStat=1]**  
**BWorkWit**

Do you usually work on your own or does your work involve working together as a group with one or more other employees in a similar position to yours?

1. Usually work on own
2. Work in one work group
3. Work in two or more different work groups
4. Other (SPECIFY)

**[ASK IF BWorkWit=4]**  
**BWorkWitO**

Write in other response.

Text[250]

**[ASK IF BWorkWit=2 OR 3]**  
**BLearnGrp**  
**[IF MODE= CAPI "SHOW CARD B7"]**

How much do you agree or disagree with the following statement:

I am able to learn new skills through working with other members of my work group.

**[IF MODE=CATI "READ OUT"]**

1. Strongly agree
2. Agree
3. Disagree
4. Strongly disagree

**[ASK if HsameAgo1P=1]**

**BGrpinit**

**[IF MODE= CAPI “SHOW CARD B8”]**

In the last [IF H5ago=1:five years/IF H4ago=1:four years/IF H3ago=1:three years/IF B2ago=1: 2 years/ IF B1ago=1; year], how often, if at all, have [ IF BWorkWit==1: “you”; if BWorkWit==2 or BWorkWit==3: “your team” ] taken the initiative in making improvements to work processes, products or services?

1. Never
2. Once
3. More than once

**[IF BEmpStat=1]**

**BCircle**

Some organisations have groups of employees who meet regularly to think about improvements that could be made within the organisation. These are sometimes called **Quality Circles**.

Are you involved in a Quality Circle or a similar group at work?

1. Yes
2. No

**[if BCircle=1 AND HsameAgo1P=1]**

**BCircle2**

**[IF MODE= CAPI “SHOW CARD B9”]**

In the last [IF H5ago=1:five years/IF H4ago=1:four years/IF H3ago=1:three years/IF B2ago=1: 2 years/ IF B1ago=1; year], to what extent have these groups contributed to improvements being made to work processes, products or services?

1. A great deal
2. A fair amount
3. Not much
4. Not at all

**[ASK ALL]**

**BUseSkil**

**[IF MODE= CAPI “SHOW CARD B10”]**

How much do you agree or disagree with the following statement:

In my current job I have enough opportunity to use the knowledge and skills that I have

**[IF MODE=CATI “READ OUT”]**

1. Strongly agree
2. Agree
3. Disagree

4. Strongly disagree

**[ASK ALL]**

**BQuals**

**[IF MODE= CAPI “SHOW CARD B11”]**

If they were applying today, what qualifications, if any, would someone need to **<b>get<b>** the type of job you have now?

**[IF MODE= CAPI OR CATI INTERVIEWER: CODE ALL MENTIONED]**

**[IF MODE= WEB “Please select as many as appropriate”.]**

1. None/no qualifications [EXCLUSIVE]

**<b>GCSEs, A-Level or equivalent<b>**

2. GCSE D-G/CSE below Grade 1/ Welsh Baccalaureate Foundation
3. GCSE A\*-C/ GCE 'O' Level/CSE Grade 1/ Welsh Baccalaureate National
4. GCE 'A' Level/ Welsh Baccalaureate Advanced

**<b>Scottish Certificate of Education<b>**

5. SCE Standard (4-7)/Ordinary (below C)/National 3/National 4
6. SCE Standard (1-3)/Ordinary (A-C) or SLC/SUPE Lower/National 5
7. SCE Higher or SLC/SUPE Higher
8. Certificate of Sixth Year Studies/Advanced Higher/Scottish Baccalaureate

**<b>Vocational qualifications<b>**

9. Level 1 NVQ: Award, diploma, certificate or skills/ GNVQ Foundation
10. Level 2 NVQ: Award, diploma, or skills / National certificate or diploma/ GNVQ Intermediate
11. Level 3 NVQ: Award, diploma, or certificate / GNVQ Advanced / ONC/OND (or SNC/SND)/ T level
12. Level 4 NVQ: Award, diploma, or certificate / Higher national certificate (or SHNC)
13. Level 5 NVQ: Award, diploma, or certificate / HND (SHND or)/ Diploma of Higher Education (not Degree)

**<b>Scottish higher-level qualifications<b>**

14. SCOTVEC National Certificate
15. SCOTBEC/SCOTEC Certificate/Diploma

**<b>Professional qualification involving exams<b>**

16. Professional qualification below degree level (e.g., social worker, security guard)
17. Nursing (e.g. SCM, RGN, SRN, SEN)
18. Degree-level professional qualification/ membership (e.g., law, medicine, accounting, engineering)

**<b>Degree Level<b>**

19. Foundation degree
20. Undergraduate degree
21. Masters
22. Teaching (e.g. PGCE)
23. PhD

**<b>Other<b>**

24. Completion of an Apprenticeship
25. Professional qualification without sitting exam.
26. Other [please specify]

**[ASK IF BQUALS=26]  
BQUALSO**

Write in other qualification.

TEXT[250]

**[ASK IF BQuals=2-25]  
BPossess  
[IF MODE= CAPI "SHOW CARD B12"]**

How necessary do you think it is to possess [IF COUNT(BQuals2-25=1 "this qualification", if COUNT(BQuals2-25>1 "those qualifications")] to do your job competently?

1. Totally unnecessary
2. Not really necessary
3. Fairly necessary
4. Essential

**[ASK ALL]  
BLearn  
[IF MODE= CAPI "SHOW CARD B13"]**

How long did it take for you, after you first started doing this type of job, to learn to do it well?

**[IF MODE= CAPI OR CATI INTERVIEWER: IF ANSWERS 'STILL LEARNING', ASK: 'How long do you <b>think<b> it will take?']**

**[IF MODE= WEB "If you are still currently learning, how long do you <b>think<b> it will take?"]**

1. Less than 1 week
2. Less than 1 month
3. 1 month and over, up to 3 months
4. 3 months and over, up to 6 months
5. 6 months and over, up to 1 year
6. 1 year and over, up to 2 years
7. 2 years and over

**[ASK ALL]  
BTrained**

Since completing full-time education, have you ever had, or are you currently undertaking, training for the type of work that you currently do?

**[IF MODE= CAPI OR CATI INTERVIEWER: If the respondent is still in full-time education, this question still applies. Read out the question without the phrase 'Since completing full-time education'. They should answer in terms of the work they are currently doing.]**

**[IF MODE= WEB** *"If you have not yet completed full-time education, please answer in terms of the work you are currently doing."*]

1. Yes
2. No

**[ASK IF BTrained=1]**

**BFinished**

Has this training now finished?

1. Yes
2. No

**[ASK IF BTrained=1]**

**BTLast**

**[IF MODE= CAPI** "SHOW CARD B13a]

How long, in total, (IF BFinished=1: did/IF Bfinished=2: will) that training last?

**[IF MODE= CAPI OR CATI** INTERVIEWER: IF MORE THAN ONE PERIOD OF TRAINING, CODE **TOTAL** LENGTH OF TIME TRAINING SESSIONS (IF Bfinished=1: LASTED/IF Bfinished=2: WILL LAST)]

**[IF MODE= WEB** *"If there is more than one period of training, please enter the **<b>total<b>** length of time."*]

1. Less than 1 week
2. Less than 1 month
3. 1 month or more, up to 3 months
4. 3 months or more, up to 6 months
5. 6 months or more, up to 1 year
6. 1 year or more, up to 2 years
7. 2 years or more

**[ASK IF BFinished=2]**

**BTLast2**

**[IF MODE= CAPI** "SHOW CARD B13a"]

How long, in total, has it lasted so far?

**[IF MODE= CAPI OR CATI** INTERVIEWER: IF MORE THAN ONE PERIOD OF TRAINING, CODE **TOTAL** LENGTH OF TIME TRAINING SESSIONS HAVE LASTED SO FAR]

**[IF MODE= WEB** *"If there has been more than one period of training, please enter the **<b>total<b>** length of time."*]

1. Less than 1 week
2. Less than 1 month
3. 1 month or more, up to 3 months
4. 3 months or more, up to 6 months
5. 6 months or more, up to 1 year
6. 1 year or more, up to 2 years
7. 2 years or more

**[ASK ALL]**

**BEffort**

How much effort do you put into your job <b>beyond<b> what is required? Is it ...

[IF MODE =CAPI OR CATI READ OUT]

[IF MODE=WEB ""]

1. a lot,
2. some,
3. only a little
4. or none?

**[ASK ALL]**

**BTargets**

Are any targets set for improving the quality of your work?

1. Yes
2. No

**[IF MODE = WEB/ CATI: COLLAPSIBLE GRID BHard THRU BhelpOth]**

**[ASK ALL]**

**BHard**

**[IF MODE= CAPI "SHOW CARD B14"]**

For each of the following statements, please say how much you agree or disagree.

[IF MODE= WEB/CATI GRID ROW1]

My job requires that I work very hard

[IF MODE= WEB/CATI GRID COLUMNS]

1. Strongly agree
2. Agree
3. Disagree
4. Strongly disagree

**[ASK ALL]**

**BTension**

**[IF MODE= CAPI "SHOW CARD B14"]**

[IF MODE= WEB/CATI GRID ROW2]

I work under a great deal of tension

[IF MODE= WEB/CATI GRID COLUMNS]

1. Strongly agree
2. Agree
3. Disagree
4. Strongly disagree

**[ASK ALL]**

**BNewThin**

**[IF MODE= CAPI "SHOW CARD B14"]**



[IF MODE= WEB/CATI GRID ROW3]  
My job requires that I keep learning new things

- [IF MODE= WEB/CATI GRID COLUMNS]
1. Strongly agree
  2. Agree
  3. Disagree
  4. Strongly disagree

**[ASK IF BworkNo>1 OR DK OR REF]**  
**BhelpOth**  
**[IF MODE= CAPI “SHOW CARD B14”]**

[IF MODE= WEB/CATI GRID ROW4]  
My job requires that I help my colleagues to learn new things

- [IF MODE= WEB/CATI GRID COLUMNS]
1. Strongly agree
  2. Agree
  3. Disagree
  4. Strongly disagree

**[ASK ALL]**  
**BChoice**  
How much choice do you have over the way in which you do your job?.

**[IF MODE =CAPI OR CATI READ OUT]**  
**[IF MODE=WEB “”]**

1. A great deal of choice,
2. Some choice,
3. Hardly any choice,
4. Or no choice at all?

**[ASK ALL]**  
**BRepeat**  
How often does your work involve carrying out short, repetitive tasks?

**[IF MODE =CAPI OR CATI READ OUT]**  
**[IF MODE=WEB “”]**

1. Never,
2. Rarely,
3. Sometimes,
4. Often,
5. Or always?

**[ASK ALL]**  
**BVariety**  
How much variety is there in your job?

**[IF MODE =CAPI OR CATI READ OUT]**  
**[IF MODE=WEB “”]**

1. A great deal,
2. Quite a lot,
3. Some,
4. A little,
5. Or none at all?

**[ASK ALL]**  
**BOTime**  
**[IF MODE= CAPI “SHOW CARD B15”]**

How true would you say the following statement is about your job?

I often have to work extra time, over and above the formal hours of my job, to get through the work or to help out.

1. Very true
2. True
3. Somewhat true
4. Not at all true

**[IF MODE = WEB/ CATI: COLLAPSIBLE GRID BSpeed THRU BdeadL]**

**[ASK ALL]**  
**BSpeed**  
**[IF MODE= CAPI “SHOW CARD B16”]**  
How often does your work...

**[IF MODE= WEB/CATI GRID ROW1]**  
Involve working at very high speed?

- [IF MODE= WEB/CATI GRID COLUMNS]**
1. All the time
  2. Almost all the time
  3. Around three quarters of the time
  4. Around half the time
  5. Around quarter of the time
  6. Almost never
  7. Never

**[ASK ALL]**  
**BDeadL**  
**[IF MODE= CAPI “SHOW CARD B16”]**  
How often does your work ...

**[IF MODE= WEB/CATI GRID ROW2]**  
Involve working to tight deadlines?

- [IF MODE= WEB/CATI GRID COLUMNS]**
1. All the time
  2. Almost all the time
  3. Around three quarters of the time
  4. Around half the time

5. Around quarter of the time
6. Almost never
7. Never

**[IF MODE = WEB/ CATI: COLLAPSIBLE GRID BMe1 THRU BMe4]**

**[ASK ALL]**

**BMe1**

**[IF MODE= CAPI “SHOW CARD B17”]**

How much influence do <b>you personally<b> have on...

**[IF MODE= WEB/CATI GRID ROW1]**

How hard you work?

**[IF MODE= WEB/CATI GRID COLUMNS]**

1. A great deal
2. A fair amount
3. Not much
4. None at all

**[ASK ALL]**

**BMe2**

**[IF MODE= CAPI “SHOW CARD B17”]**

How much influence do <b>you personally<b> have on ...

**[IF MODE= WEB/CATI GRID ROW2]**

Deciding what tasks you are to do?

**[IF MODE= WEB/CATI GRID COLUMNS]**

1. A great deal
2. A fair amount
3. Not much
4. None at all

**[ASK ALL]**

**BMe3**

**[IF MODE= CAPI “SHOW CARD B17”]**

How much influence do <b>you personally<b> have on...

**[IF MODE= WEB/CATI GRID ROW3]**

Deciding how you are to do the task?

**[IF MODE= WEB/CATI GRID COLUMNS]**

1. A great deal
2. A fair amount
3. Not much
4. None at all

**[ASK ALL]**

**BMe4**

**[IF MODE= CAPI “SHOW CARD B17”]**

How much influence do **<b>you personally<b>** have on...

[IF MODE= WEB/CATI GRID ROW4]

Deciding the quality standards to which you work?

[IF MODE= WEB/CATI GRID COLUMNS]

1. A great deal
2. A fair amount
3. Not much
4. None at all

**[ASK ALL]**

**BMeSat**

Thinking about the influence you personally have on the way you are able to do your job, would you like to have more influence, about the same as you have now, or would you prefer to have less influence?

1. Much more influence
2. Somewhat more influence
3. About the same influence as now
4. Less influence

**[IF MODE = WEB/ CATI: COLLAPSIBLE GRID Bgroup1 THRU Bgroup7]**

**[ASK IF BWorkWit=2 OR 3]**

**BGroup1**

**[IF MODE= CAPI "SHOW CARD B17"]**

Earlier, you said you work as part of a group.

[IF BWorkWit=3: "Thinking about the group in which you spend most time, and **<b>excluding<b>**", IF BWorkWit=2 "**<B>Excluding"** **<b>the supervisor if there is one<b>**, how much influence do the others in this group have on the following:

[IF MODE= WEB/CATI GRID ROW1]

How hard you work?

[IF MODE= WEB/CATI GRID COLUMNS]

1. A great deal
2. A fair amount
3. Not much
4. None at all

**[ASK IF BWorkWit=2 OR 3]**

**BGroup2**

**[IF MODE= CAPI "SHOW CARD B17"]**

How much influence does your work group have on...

[IF MODE= WEB/CATI GRID ROW2]

Deciding what tasks you are to do?

[IF MODE = CAPI OR CATI: NOTE: EXCLUDING THE SUPERVISOR, IF THERE IS ONE]

[IF MODE= WEB/CATI GRID COLUMNS]

1. A great deal
2. A fair amount
3. Not much
4. None at all

**[ASK IF BWorkWit=2 OR 3]**

**BGroup3**

**[IF MODE= CAPI "SHOW CARD B17"]**

How much influence does your work group have on...

[IF MODE= WEB/CATI GRID ROW3]

Deciding how you are to do the task?

[IF MODE = CAPI OR CATI: NOTE: EXCLUDING THE SUPERVISOR, IF THERE IS ONE]

[IF MODE= WEB/CATI GRID COLUMNS]

1. A great deal
2. A fair amount
3. Not much
4. None at all

**[ASK IF BWorkWit=2 OR 3]**

**BGroup4**

**[IF MODE= CAPI "SHOW CARD B17"]**

How much influence does your work group have on...

[IF MODE= WEB/CATI GRID ROW4]

Deciding the quality standards to which you work ?

[IF MODE = CAPI OR CATI: NOTE: EXCLUDING THE SUPERVISOR, IF THERE IS ONE]

[IF MODE= WEB/CATI GRID COLUMNS]

1. A great deal
2. A fair amount
3. Not much
4. None at all

**[ASK IF BWorkWit=2 OR 3]**

**BGroup5**

**[IF MODE= CAPI "SHOW CARD B17"]**

How much influence does your work group have on...

[IF MODE= WEB/CATI GRID ROW5]  
Selecting group members?’

[IF MODE = CAPI OR CATI: NOTE: EXCLUDING THE SUPERVISOR, IF THERE IS ONE

[IF MODE= WEB/CATI GRID COLUMNS]

1. A great deal
2. A fair amount
3. Not much
4. None at all

**[ASK IF BWorkWit=2 OR 3]**

**BGroup6**

**[IF MODE= CAPI “SHOW CARD B17”]**

How much influence does your work group have on...

[IF MODE= WEB/CATI GRID ROW6]  
Selecting group leaders?’

[IF MODE = CAPI OR CATI: NOTE: EXCLUDING THE SUPERVISOR, IF THERE IS ONE

[IF MODE= WEB/CATI GRID COLUMNS]

1. A great deal
2. A fair amount
3. Not much
4. None at all

**[ASK IF BWorkWit=2 OR 3]**

**BGroup7**

**[IF MODE= CAPI “SHOW CARD B17”]**

How much influence does your work group have on...

[IF MODE= WEB/CATI GRID ROW7]  
Setting targets for the group?’

[IF MODE = CAPI OR CATI: NOTE: EXCLUDING THE SUPERVISOR, IF THERE IS ONE

[IF MODE= WEB/CATI GRID COLUMNS]

1. A great deal
2. A fair amount
3. Not much
4. None at all

**[ASK ALL]**

**BExhaust**

How often do you come home from work exhausted?

**[IF MODE =CAPI OR CATI “READ OUT”]**

**[IF MODE=WEB “”]**

1. Always,
2. Often,
3. Sometimes,
4. Hardly ever,
5. Or never?

**[ASK ALL]**

**BAtRisk**

Do you think your health and safety is at risk because of your work?

1. Yes
2. No

**[ASK ALL]**

**BLookFor**

**[IF MODE= CAPI "SHOW CARD B18"]**

If you were looking for work today, how easy or difficult do you think it would be for you to find as good a job as your current one?

1. Very easy
2. Quite easy
3. Quite difficult
4. Very difficult

**[ASK ALL]**

**BLooseJob**

Do you think there is any chance at all of you losing your job and becoming unemployed in the next 12 months?

1. Yes
2. No

**[IF MODE = WEB/ CATI: COLLAPSIBLE GRID BloseLik THRU Bleave2]**

**[ASK IF BLooseJob=1]**

**BLooseLik**

**[IF MODE= CAPI "SHOW CARD B19"]**

How would you rate the likelihood of this happening?

1. Very likely
2. Quite likely
3. Evens
4. Quite unlikely
5. Very unlikely

**[IF BEmpStat=1]**

**BLeave1**

**[IF MODE= CAPI "SHOW CARD B19"]**

How likely are you to <b>voluntarily<b> leave your current employer in the next 12 months?

1. Very likely
2. Quite likely
3. Evens
4. Quite unlikely
5. Very unlikely

**[ASK ALL]**

**BLeave2**

**[IF MODE= CAPI "SHOW CARD B19"]**

How likely are you to give up paid work altogether in the next 12 months?

1. Very likely
2. Quite likely
3. Evens
4. Quite unlikely
5. Very unlikely



## BLOCK C: Job Analysis

TSTAMP 3

**[ASK IF MODE = CAPI]**

**CACce**

The next questions are about things which may or may not be part of your job. At this stage, we are interested in finding out **<b>what types of activities your job involves and how important these are<b>**.

My computer is set up so that you can look at the questions on the screen and type the answers in yourself.

INTERVIEWER: HAS THE RESPONDENT ACCEPTED THE SELF-COMPLETION?"

1. Respondent completion
2. Interviewer completion, NO DK, NO REF

**[ASK IF CACce=1]**

**INCPrac**

Before you start I will show you how to enter your answers into the computer.

INTERVIEWER: PRESS 1 AND ENTER, THEN TURN THE SCREEN TO THE RESPONDENT AND LET THEM ENTER THEIR ANSWERS WHILE YOU OBSERVE AND HELP IF NECESSARY."

1. Continue

**[IF InPrac =RESPONSE]**

**CASIPra1**

Which of the following statements best describes how often you watch a news programme on the television in a typical week?

Enter the number next to your answer and press enter. For example, press 1 for everyday or 2 for 5 or 6 days a week then press enter to move on to the next question.

- 1 Every day
- 2 5 or 6 days a week
- 3 4 days a week
- 4 1 or 2 days a week
- 5 Less often than once a week
- 6 Never watch TV news programmes

**[IF InPrac =RESPONSE]**

**EndPrac**

This is the end of the practice questions, now please answer the next set of questions by yourself.

If at any point you would like to change an answer, you can go back to previous questions using the arrow keys.

If you need any further help or explanations, or are not sure how to answer a question, do ask the interviewer.

Press <1> and <enter> to move on.

1. Continue

**[ASK IF CAcce=1 or MODE=WEB]  
CSelf**

You will now be asked about different activities which may or may not be part of your job. We are interested in finding out <b>what activities your job involves and how important these are<b>.

If the activity is NOT part of your job, please use number 5.

[IF MODE=CAPI ] PRESS 1 AND THE KEY WITH THE RED STICKER TO MOVE ON

1. Continue

**[IF CAcce=2]  
CNoac**

INTERVIEWER - CODE REASON WHY RESPONDENT REFUSED OR WANTED INTERVIEWER TO COMPLETE"]

1. Didn't like computer
2. Eyesight problems
3. Other disability
4. Objected to study
5. Worried about confidentiality
6. Problems reading/writing
7. Ran out of time
8. Language problems
9. Couldn't be bothered
10. Children present/tending to children
11. Other people present in room
12. Other (SPECIFY)

**[IF CAcce=2]  
CAIntl**

INTERVIEWER: AS THIS SECTION IS TO BE COMPLETED BY YOU, PLEASE READ OUT THE QUESTIONS AS NORMAL. IF AN ACTIVITY IS NOT PART OF THE RESPONDENT'S JOB, THEY CAN CHOOSE CODE 5 FROM CARD C1, WHICH MEANS 'NOT APPLICABLE"]

1. Continue

[IF MODE = WEB: COLLAPSIBLE GRID CPeople THRU CSelling]

**[ASK ALL]  
CPeople**

[IF MODE = CAPI AND CAcce=2: SHOW CARD C1]

In your job, how important is:

[IF MODE = WEB GRID ROW1]

Dealing with people?

[IF MODE=CATI INTERVIEWER: READ OUT]

[IF MODE = WEB GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply

[IF MODE= CAPI OR CASI: NO DK, NO REF,  
IF MODE = WEB/CATI: HIDDEN DK AND HIDDEN REF IN KEEPING  
WITH REST OF ITEMS].

**[ASK ALL]**

**CTeach**

[IFCAcce=2: SHOW CARD C1]

In your job, how important is:

[IF MODE = WEB GRID ROW2]

Instructing, training or teaching people, individually or in groups?

[IF MODE=CATI INTERVIEWER: READ OUT]

[IF MODE = WEB GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB/CATI:  
HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

**[ASK ALL]**

**CSpeech**

[IF CAcce=2: SHOW CARD C1]

In your job, how important is:

[IF MODE = WEB GRID ROW3]

Making speeches or presentations?

[IF MODE=CATI INTERVIEWER: READ OUT]

[IF MODE = WEB GRID COLUMNS]

1. Essential
2. Very important

3. Fairly important
4. Not very important
5. Not at all important/Does not apply

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB/CATI: HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

**[ASK ALL]**

**CPersuad**

[IF MODE = CAPI AND CAcce=2: SHOW CARD C1]

In your job, how important is:

[IF MODE = WEB GRID ROW4]  
Persuading or influencing others?

[IF MODE=CATI INTERVIEWER: READ OUT]

[IF MODE = WEB GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB/CATI: HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

**[ASK ALL]**

**CSelling**

(IF CAcce=2: SHOW CARD C1)

In your job, how important is:

[IF MODE = WEB GRID ROW5]  
Selling a product or service?

[IF MODE=CATI INTERVIEWER: READ OUT]

[IF MODE = WEB GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB/CATI: HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

[IF MODE = WEB: COLLAPSIBLE GRID CCaring THRU Chands]

**[ASK ALL]**

**Ccaring**

(IF Cacce=2: SHOW CARD C1)

In your job, how important is:

[IF MODE = WEB GRID ROW1]

Counselling, advising or caring for customers or clients?

[IF MODE=CATI INTERVIEWER: READ OUT]

[IF MODE = WEB GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB/CATI: HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

**[ASK ALL]**

**CTeamwk**

(IF CAcce=2: SHOW CARD C1)

In your job, how important is:

[IF MODE = WEB GRID ROW2]

Working with a team of people?

[IF MODE=CATI INTERVIEWER: READ OUT]

[IF MODE = WEB GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB/CATI: HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

**[ASK ALL]**

**CListen**

(IF Cacce=2: SHOW CARD C1)

In your job, how important is:

[IF MODE = WEB GRID ROW3]

Listening carefully to colleagues?

[IF MODE=CATI INTERVIEWER: READ OUT]

[IF MODE = WEB GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important

5. Not at all important/Does not apply

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB/CATI: HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

**[ASK ALL]**

**CCoop**

(IF CAcce=2: SHOW CARD C1)

In your job, how important is:

[IF MODE = WEB GRID ROW4]

Cooperating with colleagues?

[IF MODE=CATI INTERVIEWER: READ OUT]

[IF MODE = WEB GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB/CATI: HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS]

**[ASK ALL]**

**CStrengt**

(IF Cacce=2: SHOW CARD C1)

In your job, how important is:

[IF MODE = WEB GRID ROW5]

Physical strength (for example, to carry, push or pull heavy objects)?

[IF MODE=CATI INTERVIEWER: READ OUT]

[IF MODE = WEB GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB/CATI: HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

**[ASK ALL]**

**CStamina**

(IF CAcce=2: SHOW CARD C1)

In your job, how important is:

[IF MODE = WEB GRID ROW6]

Physical stamina (to work for long periods on physical activities)?

[IF MODE=CATI INTERVIEWER: READ OUT]

[IF MODE = WEB GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB/CATI: HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

**[ASK ALL]**

**Chands**

(IF Cacce=2: SHOW CARD C1)

In your job, how important is:

[IF MODE = WEB GRID ROW7]

Skill or accuracy in using your hands or fingers (for example, to mend, repair, assemble, construct or adjust things)?

[IF MODE=CATI INTERVIEWER: READ OUT]

[IF MODE = WEB GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB/CATI: HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

[IF MODE = WEB: COLLAPSIBLE GRID CTools THRU CSpecial]

**[ASK ALL]**

**CTools**

(IF CAcce=2: SHOW CARD C1)

In your job, how important is:

[IF MODE = WEB GRID ROW1]

Knowledge of how to use or operate tools, equipment or machinery?

[IF MODE=CATI INTERVIEWER: READ OUT]

[IF MODE = WEB GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important

4. Not very important
5. Not at all important/Does not apply

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB/CATI: HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

**[ASK ALL]**  
**CProduct**

(IF Cacce=2: SHOW CARD C1)

In your job, how important is:

[IF MODE = WEB GRID ROW2]  
Knowledge of particular products or services?

[IF MODE=CATI INTERVIEWER: READ OUT]

[IF MODE = WEB GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB/CATI: HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

**[ASK ALL]**  
**CSpecial**

(IF CAcce=2: SHOW CARD C1)

In your job, how important is:

[IF MODE = WEB GRID ROW3]

Specialist knowledge or understanding?

[IF MODE=CATI INTERVIEWER: READ OUT]

[IF MODE = WEB GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB/CATI: HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

[IF MODE = WEB: COLLAPSIBLE GRID CUpto THRU CAnalyse]

**[ASK ALL]**



## **CUpto**

[IF CAcce=2: SHOW CARD C1]

In your job, how important is:

[IF MODE = WEB GRID ROW1]

Keeping up-to-date with and applying new knowledge to your job?

[IF MODE=CATI INTERVIEWER: READ OUT]

[IF MODE = WEB GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB/CATI: HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

**[ASK ALL]**

### **CFaults**

[IF CAcce=2: SHOW CARD C1]

In your job, how important is:

[IF MODE = WEB GRID ROW2]

Spotting problems or faults?

The problems or faults could be with your own work, someone else's work or equipment.

[IF MODE=CATI INTERVIEWER: READ OUT]

[IF MODE = WEB GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB/CATI: HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

**[ASK ALL]**

### **CCause**

(IF CAcce=2: SHOW CARD C1)

In your job, how important is:

[IF MODE = WEB GRID ROW3]

Working out the cause of problems or faults?

The problems or faults could be with your own work, someone else's work or equipment.

[IF MODE=CATI INTERVIEWER: READ OUT]

[IF MODE = WEB GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB/CATI: HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

**[ASK ALL]**

**CSolutn**

(IF CAcce=2: SHOW CARD C1)

In your job, how important is:

[IF MODE = WEB GRID ROW4]

Thinking of solutions to problems?

The problems could be with your own work, someone else's work or equipment.

[IF MODE=CATI INTERVIEWER: READ OUT]

[IF MODE = WEB GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply
- 6.

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB/CATI: HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

**[ASK ALL]**

**CAnalyse**

(IF CAcce=2: SHOW CARD C1)

In your job, how important is:

[IF MODE = WEB GRID ROW5]

Analysing complex problems in depth?

[IF MODE=CATI INTERVIEWER: READ OUT]

[IF MODE = WEB GRID COLUMNS]

1. Essential
2. Very important

3. Fairly important
4. Not very important
5. Not at all important/Does not apply

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB: HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

[IF MODE = WEB: COLLAPSIBLE GRID CIdeas THRU CImpl]

**[ASK ALL]**  
**CIdeas**

[IF MODE = CAPI: SHOW CARD C1]

In your job, how important is:

[IF MODE = WEB GRID ROW1]

Developing new or improved work processes, products or services?

Please think about your <b>personal<b> contribution to developing new or improved work processes, products or services.

[IF MODE=CATI INTERVIEWER: READ OUT]

[IF MODE = WEB GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB: HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

**[ASK ALL]**  
**CPlanMe**

(IF CAcce=2: SHOW CARD C1)

In your job, how important is:

[IF MODE = WEB GRID ROW2]

Planning your own activities?

[IF MODE=CATI INTERVIEWER: READ OUT]

[IF MODE = WEB GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB: HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

**[ASK ALL]**

**CPlanOth**

(IF CAcce=2: SHOW CARD C1)

In your job, how important is:

[IF MODE = WEB GRID ROW3]

Planning the activities of others?

[IF MODE=CATI INTERVIEWER: READ OUT]

[IF MODE = WEB GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB: HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

**[ASK ALL]**

**CMyTime**

(IF CAcce=2: SHOW CARD C1)

In your job, how important is:

[IF MODE = WEB GRID ROW4]

Organising your own time?

[IF MODE=CATI INTERVIEWER: READ OUT]

[IF MODE = WEB GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB: HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

**[ASK ALL]**

**CAhead**

(IF CAcce=2: SHOW CARD C1)

In your job, how important is:

[IF MODE = WEB GRID ROW5]

Thinking ahead?

[IF MODE=CATI INTERVIEWER: READ OUT]

[IF MODE = WEB GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB: HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

**[ASK ALL]**

**CImpl**

(IF CAcce=2: SHOW CARD C1)

In your job, how important is:

[IF MODE = WEB GRID ROW6]

Developing plans to put new ideas into practice?

Please think about your <b>personal<b> contribution to developing plans to put new ideas into practice.

[IF MODE=CATI INTERVIEWER: READ OUT]

[IF MODE = WEB GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB: HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

[IF MODE = WEB: COLLAPSIBLE GRID CRead THRU CShort]

**[ASK ALL]**

**CRead**

(IF CAcce=2: SHOW CARD C1)

In your job, how important is:

[IF MODE = WEB GRID ROW1]

Reading written information such as forms, notices or signs?

[IF MODE=CATI INTERVIEWER: READ OUT]

[IF MODE = WEB GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB: HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

**[ASK ALL]**

**CShort**

(IF CAcce=2: SHOW CARD C1)

In your job, how important is:

[IF MODE = WEB GRID ROW2]

Reading short documents such as short reports, letters or emails?

[IF MODE=CATI INTERVIEWER: READ OUT]

[IF MODE = WEB GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB: HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

[IF MODE = WEB: COLLAPSIBLE GRID CLong THRU CWritesH]

**[ASK IF (CRead<>5) OR (CShort<>5)]**

**CLong**

(IF CAcce=2: SHOW CARD C1)

In your job, how important is:

[IF MODE = WEB GRID ROW1]

Reading long documents such as long reports, manuals, articles or books?

[IF MODE=CATI INTERVIEWER: READ OUT]

[IF MODE = WEB GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB: HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

**[ASK ALL]**

**CWrite**

(IF CAcce=2: SHOW CARD C1)

In your job, how important is:

[IF MODE = WEB GRID ROW2]

Writing material such as forms, notices or signs?

[IF MODE=CATI INTERVIEWER: READ OUT]

[IF MODE = WEB GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB: HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

**[ASK ALL]**

**CWritesh**

(IF CAcce=2: SHOW CARD C1)

In your job, how important is:

[IF MODE = WEB GRID ROW3]

Writing short documents (for example, short reports, letters or emails)?

[IF MODE=CATI INTERVIEWER: READ OUT]

[IF MODE = WEB GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB: HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

**[ASK IF (CWrite<>5) OR (CWritesh<>5)]**

**CWritelg**

(IF CAcce=2: SHOW CARD C1)

[IF MODE = WEB GRID ROW4]

In your job, how important is writing long documents with correct spelling and grammar (for example, long reports, manuals, articles or books)?

[IF MODE=CATI INTERVIEWER: READ OUT]

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB: HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

[IF MODE = WEB: COLLAPSIBLE GRID CCalca THRU CPercent]

**[ASK ALL]**

**CCalca**

(IF CAcce=2: SHOW CARD C1)

In your job, how important is:

[IF MODE = WEB GRID ROW1]

Adding, subtracting, multiplying or dividing numbers? (Note: Using a calculator or computer if necessary.)

[IF MODE=CATI INTERVIEWER: READ OUT]

[IF MODE = WEB GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB: HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

**[ASK ALL]****CPercent**

(IF CAcce=2: SHOW CARD C1)

In your job, how important is:

[IF MODE = WEB GRID ROW3]

Calculations using decimals, percentages or fractions? (Note: Using a calculator or computer if necessary.)

[IF MODE=CATI INTERVIEWER: READ OUT]

[IF MODE = WEB GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB: HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

**[ASK IF (CCalca<>5) OR (CPercent<>5)]****CStats**

(IF CAcce=2: SHOW CARD C1)

In your job, how important are:

Calculations using more advanced mathematical or statistical procedures? (Note: Using a calculator or computer if necessary.)

[IF MODE=CATI INTERVIEWER: READ OUT]

1. Essential
2. Very important
3. Fairly important



4. Not very important
5. Not at all important/Does not apply

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB: HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

**[ASK ALL]**

**CUsePc**

(IF CAcce=2: SHOW CARD C1)

And in your job how important is using a computer, 'PC', other types of computerised equipment?

[IF MODE=CATI INTERVIEWER: READ OUT]

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB: HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

**[ASK IF CUsePc=1-4]**

**DUsePC**

[IF CAcce=2 SHOW CARD C2]

Which of the words in CAPITALS best describes your use of computers or computerised equipment in your job?

[IF MODE=CATI INTERVIEWER: READ OUT]

1. STRAIGHTFORWARD (for example, using a computer for straightforward routine procedures such as printing out an invoice in a shop)
2. MODERATE (for example, using a computer for word-processing and/or spreadsheets or communicating with others by email)
3. COMPLEX (for example, using a computer for analysing information or design, including use of computer aided design or statistical analysis packages)
4. ADVANCED (for example, using computer syntax and/or formulae for programming)
- 5.

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB/CATI: HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

[IF MODE = WEB: COLLAPSIBLE GRID CCollab THRU CPcNetwork]

**[ASK IF CUSEPC<5 (i.e. there is some use of computerised equipment) & CCoop<5 (i.e. some cooperation needed)]**

## **CCollab**

(IF CAcce=2: SHOW CARD C1)

In your job, how important is using computerised equipment to:

[IF MODE = WEB GRID ROW1]

Collaborating with colleagues where you can jointly read and edit data and/or documents?

[IF MODE=CATI INTERVIEWER: READ OUT]

[IF MODE = WEB GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB/CATI: HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

**[ASK IF CUSEPC<5 & Canalyse <5 (i.e. there is some use of computerised equipment)]**

### **CPcAnalyse**

(IF CAcce=2: SHOW CARD C1)

In your job, how important is using computerised equipment to:

[IF MODE = WEB GRID ROW2]

Analysing complex problems in depth?

[IF MODE=CATI INTERVIEWER: READ OUT]

[IF MODE = WEB GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB/CATI: HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

**[ASK IF CUSEPC<5 (AND BWHERE=1 OR BWHERE=2 OR BPLACE=1 OR BPLACE=2) (i.e. there is some use of computerised equipment & there is some working at or in the same grounds as home)]**

### **CPcNetwork**

(IF CAcce=2: SHOW CARD C1)

In your job, how important is using computerised equipment to:

[IF MODE = WEB GRID ROW3]  
Enable you to work at home?’

[IF MODE=CATI INTERVIEWER: READ OUT]

[IF MODE = WEB GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB/CATI: HIDDEN DK  
AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

**[ASK ALL]**

**CDigAuto**

Does your job involve working with automated machinery, tools or processes, including the use of robots, AI algorithms and technologies for automated information sharing (such as dropbox)?

1. Yes
2. No

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB/CATI: HIDDEN DK  
AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

[IF MODE = WEB: COLLAPSIBLE GRID CDigtype1 THRU CDigtype4]

**[ASK IF CUsePc < 5 OR CDigAuto = 1]**

**CDigType1**

Does your job involve...

[IF MODE = WEB GRID ROW1]

‘the use of automated machinery, automated equipment or robots, these are machines which carry out complex physical tasks?’[IF MODE = WEB GRID COLUMNS]

1. Yes
2. No

**[ASK IF CUsePc < 5 OR CDigAuto = 1]**

**CDigType2**

Does your job involve...

[IF MODE = WEB GRID ROW2]

‘using software that has artificial intelligence?’

[IF MODE = WEB GRID COLUMNS]

1. Yes
2. No

**[ASK IF CUsePc < 5 OR CDigAuto = 1]  
CDigType3**

Does your job involve...

[IF MODE = WEB GRID ROW3]

'using software that simplifies complex mental tasks or makes recommendations on how you should be working?'

[IF MODE = WEB GRID COLUMNS]

1. Yes
2. No

**[ASK IF CUsePc < 5 OR CDigAuto = 1]  
CDigType4**

Does your job involve...

[IF MODE = WEB GRID ROW3]

'the use of information sharing technologies which allow you to collaborate or communicate with others (e.g. drop-box or video-conferencing)?'

[IF MODE = WEB GRID COLUMNS]

3. Yes
4. No

[IF MODE = WEB: COLLAPSIBLE GRID CDigTasks1 THRU CDigTasks4]

**[ASK IF CUsePc < 5 OR CDigAuto = 1]  
[ i.e. computers or automated equipment are used]  
CDigTasks1**

[IF CAcce=2 SHOW CARD C3]

Does the computerised or automated equipment you use in your job...

...

[IF MODE = WEB GRID ROW1]

Set out what you are to do and when?

[IF MODE=CATI INTERVIEWER: READ OUT]

[IF MODE = WEB GRID COLUMNS]

1. Yes
2. No
3. Unsure

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB/CATI: HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

[ASK IF CUsePc < 5 OR CDigAuto = 1] [ i.e. computers or automated equipment are used]

**CDigTasks2**

[IF CAcce=2 SHOW CARD C3]

Does the computerised or automated equipment you use in your job...

[IF MODE = WEB GRID ROW2]

Monitor your use of computers, emails, or the internet?

[IF MODE=CATI INTERVIEWER: READ OUT]

[IF MODE = WEB GRID COLUMNS]

1. Yes
2. No
3. Unsure

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB/CATI: HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

[ASK IF CUsePc < 5 OR CDigAuto = 1] [ i.e. computers or automated equipment are used]

**CDigTasks3**

[IF CAcce=2 SHOW CARD C3]

Does the computerised or automated equipment you use in your job...

[IF MODE = WEB GRID ROW3]

Track when and for how long you have worked?

[IF MODE=CATI INTERVIEWER: READ OUT]

[IF MODE = WEB GRID COLUMNS]

1. Yes
2. No
3. Unsure

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB/CATI: HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

[ASK IF CUsePc < 5 OR CDigAuto = 1] [ i.e. computers or automated equipment are used] AND BEMPSTAT=1 (i.e. employees only)]

**CDigTasks4**

[IF CAcce=2 SHOW CARD C3]

Does the computerised or automated equipment you use in your job...

[IF MODE = WEB GRID ROW4]

Provide management with information used to evaluate your performance?

[IF MODE=CATI INTERVIEWER: READ OUT]

[IF MODE = WEB GRID COLUMNS]

1. Yes

2. No
3. Unsure

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB/CATI: HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

[IF MODE = WEB: COLLAPSIBLE GRID CMotivat THRU CFuture]

**[ASK IF (BManage=1 OR 2) OR (BOthers=1)]**  
**CMotivat**

(IF CAcce=2: SHOW CARD C4)  
In your job, how important is:

[IF MODE = WEB GRID ROW1]

Motivating the staff whom you manage or supervise?

[IF MODE=CATI INTERVIEWER: READ OUT]

[IF MODE = WEB GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB/CATI: HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

**[ASK IF (BManage=1 OR 2) OR (BOthers=1)]**  
**CThings**

(IF CAcce=2: SHOW CARD C4)  
In your job, how important is

[IF MODE = WEB GRID ROW2]  
Keeping a close control over resources?

[IF MODE=CATI INTERVIEWER: READ OUT]

[IF MODE = WEB GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB/CATI: HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

**[ASK IF (BManage=1 OR 2) OR (BOthers=1)]**  
**CCoach**

[IF CAcce=2: SHOW CARD C4]

In your job, how important is:

[IF MODE = WEB GRID ROW3]

Coaching the staff whom you manage?

[IF MODE=CATI INTERVIEWER: READ OUT]

[IF MODE = WEB GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB/CATI: HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

**[ASK IF (BManage=1 OR 2) OR (BOthers=1)]**

**CCareers**

[IF CAcce=2: SHOW CARD C4]

In your job, how important is

[IF MODE = WEB GRID ROW4]

Developing the careers of the staff whom you manage?'

[IF MODE=CATI INTERVIEWER: READ OUT]

[IF MODE = WEB GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB/CATI: HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

**[ASK IF (BManage=1 OR 2) OR (BOthers=1)]**

**CFuture**

[IF CAcce=2: SHOW CARD C4]

In your job, how important is:

[IF MODE = WEB GRID ROW5]

Making strategic decisions about the future of your organisation?

[IF MODE=CATI INTERVIEWER: READ OUT]

[IF MODE = WEB GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB/CATI: HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

[IF MODE = WEB: COLLAPSIBLE GRID CMFeel THRU CSoundPart]

**[ASK ALL]**  
**CMfeel**

[IF CAcce=2: SHOW CARD C4]  
In your job, how important is:

[IF MODE = WEB GRID ROW1]  
Managing your own feelings?

[IF MODE=CATI INTERVIEWER: READ OUT]

[IF MODE = WEB GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB/CATI: HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

**[ASK ALL]**  
**COthfeel**

[IF CAcce=2: SHOW CARD C4]  
In your job, how important is:

[IF MODE = WEB GRID ROW2]  
Handling the feelings of other people?

[IF MODE=CATI INTERVIEWER: READ OUT]

[IF MODE = WEB GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB/CATI: HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

**[ASK ALL]**  
**CLookprt**

[IF CAcce=2: SHOW CARD C4]  
In your job, how important is:

[IF MODE = WEB GRID ROW3]  
Looking the part?



[IF MODE=CATI INTERVIEWER: READ OUT]

[IF MODE = WEB GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB/CATI: HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

**[ASK ALL]**  
**CSoundprt**

[IF CAcce=2: SHOW CARD C4]  
In your job, how important is:

[IF MODE = WEB GRID ROW4]

Sounding the part?

[IF MODE=CATI INTERVIEWER: READ OUT]

[IF MODE = WEB GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB/CATI: HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

**[ASK IF CAcce=1]**  
**CEnd**

Thank you.

PLEASE TELL THE INTERVIEWER YOU HAVE FINISHED ANSWERING THIS SET OF QUESTIONS.

1. Continue

## BLOCK D: Skills Use and Qualifications

TSTAMP 4

[ASK ALL]

DIntro

Now some more questions about your current job.

1. Continue

[ASK IF BEmpStat=1]

DProd

What changes, if any, would make you personally more productive in your current job?

[IF MODE = CAPI OR CATI "INTERVIEWER: RECORD RESPONSE & PROBE FULLY]

[IF MODE = Web "Please describe and record fully."]

Text[250]

[IF MODE = CAPI OR CATI] (Spontaneous) 'Nothing would make me more xproductive' CODE as 97

ASK IF (MODE = CAPI OR CATI AND DPROD<>dk/ref/nothing) OR (MODE = Web AND DPROD<>dk/ref/)]

DProd2

Would this change/these changes make you:

[IF MODE = CAPI OR CATI "READ OUT:"]

[IF MODE = Web ""]

1. A great deal more productive
2. Quite a lot more productive
3. Somewhat more productive
4. A little more productive?

5. [IF MODE = Web] Not applicable/Nothing would make me more productive

[ASK ALL]

DPastSki

How much of your past experience, skill and abilities can you make use of in your present job?

[IF MODE = CAPI OR CATI "READ OUT..."]  
[IF MODE = Web ""]

1. Very little
2. A little
3. Quite a lot
4. Almost all?

**[ASK ALL]**  
**DTEA**

How old were you when you finished your continuous full-time education?

[IF MODE = CAPI OR CATI "INTERVIEWER: RECORD AGE TO NEAREST YEAR UP TO 28. TREAT A GAP YEAR AS IF IN FULL-TIME EDUCATION"]

[IF MODE = Web "Please record your age to the nearest year up to 28.]"

[IF MODE= WEB: Help screen "What about gap year?: Treat a gap year as if in full-time education]"

.

[IF MODE = CAPI OR CATI "IF STILL IN FULL TIME EDUCATION code as 97]

NUMERIC RANGE 10...28

[IF MODE=WEB] 97. Still in full time education

**[ASK ALL]**  
**DSchool**

What type of school did you last attend?

[IF MODE=CAPI OR CATI READ OUT...]

1. A comprehensive school
2. A state grammar school
3. A secondary modern school
4. A private school
5. A City Technology College
6. Other (specify)

[IF MODE=CAPI: Interviewer: HELP <F9> For information on different types of schools

1. A comprehensive school is state funded school that charges no fees. These schools can include academies, free schools and faith schools. Most children attend these without the need to pass an entrance exam.
2. A grammar school is state funded school where all students must pass is an entrance exam (11+). No fees are charged for attending.
3. A secondary modern school was a state funded school that operated in England, Wales and Northern Ireland until the 1970s. Secondary modern schools were vocational schools for students who did not pass the 11+ exam for a grammar school entrance
4. A private school is a school that charges fees

5. A City Technology College (CTC) were a type of school that opened during the early 1980s and early 1990s. They charged no fees and some of their costs were met by private business sponsors. No new CTCs are being developed and most existing ones have now been converted into comprehensive academies. ]

[ASK IF DSCHOOL=6]

**DSCHOOL0**

Write in other type of school.

TEXT[250]

[ASK IF COUNTRY = NORTHERN IRELAND, WEB/CATI ONLY]

**DSchoolNI**

What type of school did you last attend?

1. Grammar school
2. Non-grammar school
3. Other (specify)

[ASK IF DSCHOOLNI=3]

**DSCHOOLNI0**

Write in other type of school.

TEXT[250]

[ASK ALL]

**DPaidWkP**

Since leaving continuous full-time education, how many years **in total** have you been in **paid work**?

[IF MODE=CAPI OR CAT "INTERVIEWER: RECORD NUMBER OF YEARS IN TOTAL. EXCLUDE ANY TIME AWAY FROM WORK DUE TO, E.G. CHILDCARE OR LONG-TERM SICKNESS. EXCLUDE ANY PAID WORK DONE BEFORE LEAVING FULL-TIME EDUCATION.

RECORD TO NEAREST YEAR."

[If MODE = Web 'Exclude any time away from work, for example due to childcare or long-term sickness. Exclude any paid work done before leaving full-time education.

Give your answer to the nearest year.' ]

[IF MODE = CAPI OR CATI "IF LESS THAN SIX MONTHS CODE '0'"]

[IF MODE = Web "If less than six months, please enter 0"]

NUMERIC RANGE 0...55

SOFT CHECKS IF MODE = CAPI OR CATI ONLY

[If DPaidWkP>Aage]

YOU HAVE ENTERED THAT THIS RESPONDENT HAS BEEN WORKING FOR MORE YEARS THAN THEIR AGE AT LAST BIRTHDAY! PLEASE GO BACK TO DPAIDWK AND RE-ENTER TOTAL YEARS IN PAID WORK.

**[If DPaidWkP+Dtea>Aage]**

YOU HAVE ENTERED THAT THIS RESPONDENT HAD BEEN STUDYING AND WORKING FOR MORE YEARS THAN THEIR AGE AT LAST BIRTHDAY! PLEASE GO BACK TO DTEA AND/OR DPAIDWK AND RE-ENTER WHEN THEY FINISHED THEIR FULL-TIME EDUCATION AND/OR THEIR NUMBER OF YEARS IN PAID WORK.

**[ASK ALL]**

**DQuals**

**[IF MODE = CAPI "SHOW CARD D1"]**

Which qualifications do you have?

If you hold qualifications from outside the UK please chose the closest UK equivalent

**[IF MODE = CAPI OR CATI "INTERVIEWER: CODE ALL MENTIONED"]**

**[IF MODE = Web "Please select as many as appropriate"]**

1. None/no qualifications [EXCLUSIVE]

<b>GCSEs, A-Level or equivalent<b>

2. GCSE D-G/CSE below Grade 1/ Welsh Baccalaureate Foundation
3. GCSE A\*-C/ GCE 'O' Level/CSE Grade 1/ Welsh Baccalaureate National
4. GCE 'A' Level/ Welsh Baccalaureate Advanced

<b>Scottish Certificate of Education<b>

5. SCE Standard (4-7)/Ordinary (below C)/National 3/National 4
6. SCE Standard (1-3)/Ordinary (A-C) or SLC/SUPE Lower/National 5
7. SCE Higher or SLC/SUPE Higher
8. Certificate of Sixth Year Studies/Advanced Higher/Scottish Baccalaureate

<b>Vocational qualifications<b>

9. Level 1 NVQ: Award, diploma, certificate or skills/ GNVQ Foundation
10. Level 2 NVQ: Award, diploma, or skills / National certificate or diploma/ GNVQ Intermediate
11. Level 3 NVQ: Award, diploma, or certificate / GNVQ Advanced / ONC/OND (or SNC/SND)/ T level
12. Level 4 NVQ: Award, diploma, or certificate / Higher national certificate (or SHNC)
13. Level 5 NVQ: Award, diploma, or certificate / HND (SHND or)/ Diploma of Higher Education (not Degree)

<b>Scottish higher-level qualifications<b>

14. SCOTVEC National Certificate
15. SCOTBEC/SCOTEC Certificate/Diploma

<b>Professional qualification involving exams<b>

16. Professional qualification below degree level (e.g., social worker, security guard)
17. Nursing (e.g. SCM, RGN, SRN, SEN)
18. Degree-level professional qualification/ membership (e.g., law, medicine, accounting, engineering)

<b>Degree Level<b>

19. Foundation degree

20. Undergraduate degree
21. Masters
22. Teaching (e.g. PGCE)
23. PhD

<b>Other<b>

24. Completion of an Apprenticeship
25. Professional qualification without sitting exam.
26. Other [please specify]

**[ASK IF DQUALS=26]**

**DQUALSO**

Write in other qualification.

TEXT[250]

**[ASK IF DQuals=20,21,22,23]**

**DDegree**

What subject was your undergraduate degree?

**[IF MODE = CAPI IF NECESSARY SHOW SCREEN**

**[IF MODE = CAPI OR CATI "INTERVIEWER: CODE UP TO TWO SUBJECTS"]**

**@PROG IF MODE=CAPI RANDOMISE ORDER OF SUBJECTS**

**[IF MODE = Web "Please select up to two subjects"]**

1. Mathematics
2. Computing
3. Engineering
4. Chemistry/Physical Sciences
5. Biological Sciences/ Agriculture/Veterinary
6. Social Sciences (incl Psychology)
7. Business and Management Studies (include Economics)
8. English/Language and Cultural Studies
9. Art and Design Studies
10. Humanities (incl History)
11. Law
12. Medicine and medicine-related
13. Nursing
14. Education
15. Combined
16. Other (SPECIFY)

**[ASK IF DDEGREEO=16]**

**DDEGREEO**

Write in other degree subject.

Text [250]

**[ASK IF DQuals=20,21,22,23]**

**DUniv**

Which university or other place of higher education awarded your undergraduate degree?

**[IF MODE = CAPI OR CATI "INTERVIEWER: IF MORE THAN ONE, ASK ABOUT FIRST UNDERGRADUATE DEGREE, IF EXTERNAL DEGREE**

(E.G. LONDON EXTERNAL) RECORD AS DESCRIBED. IF DEGREE AWARDED OUTSIDE GREAT BRITAIN, WRITE 'FOREIGN'.”]

**[IF MODE = Web** “If you have more than one undergraduate degree, please enter where you were awarded your first undergraduate degree .If you were awarded an external degree enter the name of the awarding institution followed by 'EXTERNAL'. If your degree was awarded outside Great Britain, please enter 'FOREIGN' ”]

Text[250]

**[ASK IF (NOT DDegree=1)]**

**DMaths**

What was the highest qualification, if any, that you obtained in mathematics?

1. GCE 'A' level or SCE Higher or SLC/SUPE Higher or Certificate of Sixth Year Studies
2. GCSE A\*-C or GCE 'O' Level or CSE Grade 1 or SCE Standard Grade 1-3 or SCE Ordinary Grade A-C or SLC/SUPE Lower
3. GCSE D-G or CSE below Grade 1 or SCE Standard Grades 4-7 or SCE Ordinary Grade below C
4. Other (SPECIFY)
5. None of these / no maths qualification

**[ASK IF DMaths=4]**

**DMathsO**

Write in highest qualification obtained in mathematics.

Text[250]

**[ASK IF DQuals=20,21,22,23]**

**DDegclass**

What was the class of your undergraduate degree?

1. First
2. Upper Second
3. Lower Second
4. Third
5. Pass
6. Ordinary (non-honours) degree

**[ASK ALL]**

**DParint**

SHOW CARD D2

When you were at school, how much interest would you say your parents took in how you were getting on there?

**[IF MODE=CATI READ OUT...]**

1. A lot
2. A fair amount
3. A little
4. None at all

**[ASK ALL]**  
**DFinsit**

SHOW CARD D3

Thinking about the financial situation at home when you were a child, how difficult would you say it was?

[IF MODE=CATI READ OUT...]

1. Very difficult
2. Quite difficult
3. Neither easy nor difficult
4. Quite easy
5. Very easy



## Panel / P2W – Close (SES Wave 1)

**[IF MODE = WEB]**

### **ClosePageWeb**

“You have now completed the <b>”Working Life in the UK Today”</b> questionnaire. Thank you very much for taking the time to share your answers with us. Remember, all information you have provided will be used for research purposes only.

There is a <b>second part to this survey</b> which you will be invited to take part in. You will be contacted shortly with further details – look out for messages from us!

This survey covered important subjects. Taking part in research can sometimes raise issues – if you are having a difficult time, Mind has some helpful advice you can refer to at [mind.org.uk](http://mind.org.uk) or via their info line on 0300 123 3393.

[IF VouchTypQ = 1,2: “As a token of our appreciation, we will send you a shopping voucher which will arrive in the next [IF VouchTypQ = 1: “week”; IF VouchTypQ = 2: two weeks”] or so].

If you have any further information you’d like to add, please include it in the box below. Otherwise, please click ‘Next’ to submit your answers”

OPEN  
ALLOW NA

### **PAGE START**

**[IF MODE = CATI]**

### **ClosePageTel**

“We have now completed the <b>”Working Life in the UK Today”</b> questionnaire. Thank you very much for taking the time to share your answers with us. Remember, all information you have provided will be used for research purposes only.

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[VouchTypQ = 1,2: “As a token of our appreciation, we will send you a shopping voucher which will arrive in the next [IF VouchTypQ = 1: “week”; IF VouchTypQ = 2: two weeks”] or so].

### **DISPLAY**

# Wave 2 Introduction

[IF MODE = WEB]

## IntroW2

“Hi [MailNameSal], welcome to our survey.

We would like to ask you some more about your experiences of working in the UK today. We are interested to know about things like your attitudes towards work and how this relates to your well-being.

These questions are funded by the Economic and Social Research Council (ESRC), the Department for Education (DfE), and The Advisory, Conciliation and Arbitration Service (Acas).

Even if you do not feel sure of your answer, we still value your opinion, but please answer as honestly as you can. Once you have finished the survey, we'll send you a <b>£10</b> shopping voucher as a thank you for your time.

The survey should take you around 30 minutes to complete, but this may be a little longer or shorter depending on your circumstances. You don't have to complete the whole survey in one go – any progress you make will be saved and you can start where you left off when you next log in.

To get started, simply click the 'Next' button below.”

## DISPLAY

[IF MODE = WEB OR CATI]

## JobChng

This survey is a continuation of the one about working life you completed on [SESW1\_IntDate].

Have you changed jobs since [SESW1\_IntDate]?

If you have been promoted, please consider this as a different job.

1. Yes
2. No

[IF JobChng = 1]

## JobChngTxt

For this study, it is important that you answer questions about the same job you answered about in the first survey, that is the main paid job you were doing in the seven days before [SESW1\_IntDate].

## DISPLAY

# Wave 2 Modules

## BLOCK F: Work Attitudes

[IF MODE = WEB/ CATI: COLLAPSIBLE GRID FWorkImp THRU FFamImp]

[ASK ALL]  
FWorkImp

How important do you consider the following to be in your life:

[IF MODE= WEB/ CATI GRID ROW1]  
'Work?'

[IF MODE = CAPI OR CATI: "READ OUT"]

[IF MODE= WEB/ CATI GRID COLUMN]

1. Extremely important
2. Very important
3. Fairly important
4. Not very important
5. Not at all important

[ASK ALL]  
FFamImp

How important do you consider the following to be in your life:

[IF MODE= WEB/ CATI GRID ROW2]  
'Family?'

[IF MODE = CAPI OR CATI: "READ OUT"]

[IF MODE= WEB/ CATI GRID COLUMN]

1. Extremely important
2. Very important
3. Fairly important
4. Not very important
5. Not at all important

[ASK ALL]  
FWorkcom

If you were to get enough money to live as comfortably as you would like for the rest of your life, would you continue to work, not necessarily in your present job, or would you stop working?

1. Continue to work

2. Stop working

**[ASK IF FWorkcom=1]**

**Fworkcom1**

Ideally, how many hours a week would you like to work if you didn't need the money?

NUMERIC RANGE 0...168

SOFT CHECKS IF MODE =CAPI OR CATI ONLY

**[If Fworkcom1>99]**

YOU HAVE ENTERED THAT THIS RESPONDENT WOULD LIKE TO WORK FOR 100 OR MORE HOURS A WEEK. IS THIS CORRECT? IF NOT, PLEASE GO BACK TO FWORKCOM1 AND RE-ENTER NUMBER OF HOURS THEY WOULD LIKE TO WORK.

**[IF MODE = WEB/ CATI: COLLAPSIBLE GRID FOrient1 THRU FOrient6]**

**(@ PROGRAMMING: ROTATE LIST of statements FOrient1 THRU FOrient6)**

**[ASK ALL]**

**FOrient1**

**[IF MODE= CAPI "SHOW CARD E1"]**

Here are some things people may look for in a job. How important do you feel each is for you:

**[IF MODE= WEB/ CATI GRID ROW1]**

'Good promotion prospects?'

**[IF MODE= WEB/ CATI GRID COLUMNS]**

1. Essential
2. Very important
3. Fairly important
4. Not very important

**[ASK ALL]**

**FOrient2**

**[IF MODE= CAPI "SHOW CARD E1"]**

Here are some things people may look for in a job. How important do you feel each is for you:

**[IF MODE= WEB/ CATI GRID ROW2]**

'Good pay?'

[IF MODE = WEB/ CATI GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important

**[ASK ALL]**

**FOrient3**

**[IF MODE= CAPI “SHOW CARD E1”]**

Here are some things people may look for in a job. How important do you feel each is for you:

[IF MODE= WEB/ CATI GRID ROW3]

‘Good relations with your supervisor or manager?’ **[BEmpStat = 1 only]**

[IF MODE = WEB/ CATI GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important

**[ASK ALL]**

**FOrient4**

**[IF MODE= CAPI “SHOW CARD E1”]**

Here are some things people may look for in a job. How important do you feel each is for you:

[IF MODE= WEB/ CATI GRID ROW4]

‘A secure job?’

[IF MODE = WEB/ CATI GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important

**[ASK ALL]**

**FOrient5**

**[IF MODE= CAPI “SHOW CARD E1”]**

Here are some things people may look for in a job. How important do you feel each is for you:

[IF MODE= WEB/ CATI GRID ROW5]

‘A job where you can use your initiative?’

[IF MODE = WEB/ CATI GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important

**[ASK ALL]**

**FOrient6**

**[IF MODE= CAPI “SHOW CARD E1”]**

Here are some things people may look for in a job. How important do you feel each is for you:

[IF MODE= WEB/ CATI GRID ROW6]

‘Work you like doing?’

[IF MODE = WEB/ CATI GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important

**[IF MODE = WEB/ CATI: COLLAPSIBLE GRID FOrient7 THRU FOrient12]**

**(@ PROGRAMMING: ROTATE LIST of statements FOrient7 THRU FOrient12)**

**[ASK ALL]**

**FOrient7**

**[IF MODE= CAPI “SHOW CARD E1”]**

Here are some things people may look for in a job. How important do you feel each is for you:

[IF MODE= WEB/ CATI GRID ROW1]

‘Convenient hours of work?’

[IF MODE = WEB/ CATI GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important

**[ASK ALL]**

**FOrient8**

**[IF MODE= CAPI “SHOW CARD E1”]**

Here are some things people may look for in a job. How important do you feel each is for you:

**[IF MODE= WEB/ CATI GRID ROW2]**

‘Choice in your hours of work?’

**[IF MODE = WEB/ CATI GRID COLUMNS]**

1. Essential
2. Very important
3. Fairly important
4. Not very important

**[ASK ALL]**

**FOrient9**

**[IF MODE= CAPI “SHOW CARD E1”]**

Here are some things people may look for in a job. How important do you feel each is for you:

**[IF MODE= WEB/ CATI GRID ROW3]**

‘The opportunity to use your abilities?’

**[IF MODE = WEB/ CATI GRID COLUMNS]**

1. Essential
2. Very important
3. Fairly important
4. Not very important

**[ASK ALL]**

**FOrient10**

**[IF MODE= CAPI “SHOW CARD E1”]**

Here are some things people may look for in a job. How important do you feel each is for you:

[IF MODE= WEB/ CATI GRID ROW4]

‘Good fringe benefits?’

[IF MODE = WEB/ CATI GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important

**[ASK ALL]**

**FOrient11**

**[IF MODE= CAPI “SHOW CARD E1”]**

Here are some things people may look for in a job. How important do you feel each is for you:

[IF MODE= WEB/ CATI GRID ROW5]

‘An easy work load?’

[IF MODE = WEB/ CATI GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important

**[ASK ALL]**

**FOrient12**

**[IF MODE= CAPI “SHOW CARD E1”]**

Here are some things people may look for in a job. How important do you feel each is for you:

[IF MODE= WEB/ CATI GRID ROW6]

‘Good training provision?’

[IF MODE = WEB/ CATI GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important

**[IF MODE = WEB/ CATI: COLLAPSIBLE GRID FOrient13 THRU FOrient16]**



**(@ PROGRAMMING: ROTATE LIST of statements FOrient13 THRU FOrient16)**

**[ASK ALL]  
FOrient13**

**[IF MODE= CAPI “SHOW CARD E1”]**

Here are some things people may look for in a job. How important do you feel each is for you:

**[IF MODE= WEB/ CATI GRID ROW1]**

‘Good physical working conditions?’

**[IF MODE = WEB/ CATI GRID COLUMNS]**

1. Essential
2. Very important
3. Fairly important
4. Not very important

**[ASK ALL]  
FOrient14**

**[IF MODE= CAPI “SHOW CARD E1”]**

Here are some things people may look for in a job. How important do you feel each is for you:

**[IF MODE= WEB/ CATI GRID ROW2]**

‘A lot of variety in the type of work?’

**[IF MODE = WEB/ CATI GRID COLUMNS]**

1. Essential
2. Very important
3. Fairly important
4. Not very important

**[ASK ALL]  
FOrient15**

**[IF MODE= CAPI “SHOW CARD E1”]**

Here are some things people may look for in a job. How important do you feel each is for you:

**[IF MODE= WEB/ CATI GRID ROW3]**

'Friendly people to work with?'

[IF MODE = WEB/ CATI GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important

**[ASK ALL]**  
**FOrient16**

**[IF MODE= CAPI "SHOW CARD E1"]**

Here are some things people may look for in a job. How important do you feel each is for you:

[IF MODE= WEB/ CATI GRID ROW4]

'Being able to decide where to work (such as at home or elsewhere)?'

[IF MODE = WEB/ CATI GRID COLUMNS]

1. Essential
2. Very important
3. Fairly important
4. Not very important

## **BLOCK E: Organisation**

**[ASK ALL]**

**EIntro**

Now some general questions about the workplace where you work and the organisation you work for.

**[ASK IF BEmpStat=1]**

**EOrgan**

[IF MODE = CAPI: SHOW CARD E2]

At your workplace, how well is work organised to enable you to work efficiently?

[IF MODE = CATI: READ OUT...]

1. Very well organised
2. Quite well organised
3. Quite poorly organised
4. Very poorly organised

**[ASK IF BEmpStat=1]**

**EApprais**

Do you have a formal appraisal system at your workplace?

[IF MODE = CAPI OR CATI: INTERVIEWER: IF NECESSARY, ADD:  
AN APPRAISAL SYSTEM IS A FORMAL ARRANGEMENT WHEREBY AN  
INDIVIDUAL'S WORK PERFORMANCE IS DISCUSSED BY THE  
INDIVIDUAL AND HIS OR HER LINE MANAGER.]

[IF MODE = Web: Help screen "An appraisal system is a formal arrangement  
whereby your work performance is discussed by you and your line manager."]

1. Yes
2. No

**[ASK IF EApprais=1]**

**EApp12m**

Have you been formally appraised at work in the last twelve months?

1. Yes
2. No

**[ASK IF EApprais=1]**

**EAppearn**

Do appraisals affect your earnings in any way?

1. Yes
2. No

**[ASK IF EApprais=1]**  
**EAppt**

Do appraisals affect the amount of training you receive?

1. Yes
2. No

**[IF BEmpStat=1]**  
**EViews**

At your workplace, does management hold meetings in which you can express your views about what is happening in the organisation?

1. Yes
2. No

[IF MODE = Web OR CATI: COLLAPSIBLE GRID EVmoney THRU EProcess]

**[ASK IF EViews=1]**  
**EVmoney**

At these meetings can you express your views about:

[IF MODE = Web OR CATI GRID ROW1]  
'The financial position of the organisation?'

[IF MODE = Web OR CATI GRID COLUMN]  
1. Yes  
2. No

**[ASK IF EViews=1]**  
**EVinvest**

At these meetings can you express your views about:

[IF MODE = Web OR CATI GRID ROW2]  
'The investment plans of the organisation?'

[IF MODE = Web OR CATI GRID COLUMN]  
1. Yes  
2. No

**[ASK IF EViews=1]**  
**EVprac**

At these meetings can you express your views about:

[IF MODE = Web OR CATI GRID ROW3]  
'Planned changes in working practices?'

[IF MODE = Web OR CATI GRID COLUMN]  
1. Yes  
2. No

**[ASK IF EViews=1]**

**EVprod**

At these meetings can you express your views about:

[IF MODE = Web OR CATI GRID ROW4]  
'Planned changes in products or services?'

[IF MODE = Web OR CATI GRID COLUMN]

1. Yes
2. No

**[ASK IF EViews=1]**

**EVhealth**

At these meetings can you express your views about:

[IF MODE = Web OR CATI GRID ROW5]  
'Health and safety issues?'

[IF MODE = Web OR CATI GRID COLUMN]

1. Yes
2. No

**[ASK IF EViews=1]**

**EVtrain**

At these meetings can you express your views about:

[IF MODE = Web OR CATI GRID ROW6]  
'Training plans?'

[IF MODE = Web OR CATI GRID COLUMN]

1. Yes
2. No

**[ASK IF EViews=1]**

**EWelfare**

At these meetings can you express your views about:

[IF MODE = Web OR CATI GRID ROW7]  
'Staff welfare, staff benefits and the workplace environment?'

[IF MODE = Web OR CATI GRID COLUMN]

1. Yes
2. No

**[ASK IF EViews=1]**

**EProcess**

At these meetings can you express your views about:

[IF MODE = Web OR CATI GRID ROW8]  
'Making improvements to work processes, products or services?'

[IF MODE = Web OR CATI GRID COLUMN]

1. Yes
2. No

**[ASK IF HsameAgo1P=1 AND EProcess=1]  
EProcess2**

[IF MODE = CAPI: SHOW CARD E3]

In the last [IF H5ago=1: "five years", IF H4ago=1 "four years", IF H3ago=1 "three years", IF B2ago=1 "two years", IF B1ago=1 "year"], to what extent have employees' views at these meetings contributed to improvements being made to work processes, products or services?

**[IF MODE = CAPI OR CATI: INTERVIEWER: If respondent has been in job for less than five/four/three years/two years/one year, they should answer for the time period for which they have been in the job]**

[IF MODE = Web: "If you have been in your job for less than [IF H5ago=1: "five years", IF H4ago=1 "four years", IF H3ago=1 "three years", IF B2ago=1 "two years", IF B1ago=1 "year"] please answer for the time period for which you have been in the job."]

[IF MODE = CATI: READ OUT...]

1. A great deal
2. A fair amount
3. Not much
4. Not at all

**[IF BEmpStat=1]  
ESuggest**

Over the last year have you ever made suggestions to the people you work with, or to your managers, about ways of improving the efficiency with which work is carried out?

[IF MODE = CAPI OR CATI: IF YES: 'Is that once or more than once in the last year?']

1. Yes, more than once
2. Yes, once
3. No

**[ASK IF ESuggest=1 OR ESuggest=2]**

**ESugg2 [IF MODE=CAPI: SHOW CARD E3]**

To what extent did any of your suggestions contribute to improvements being made to the efficiency with which work is carried out?

[IF MODE = CATI: READ OUT...]

1. A great deal
2. A fair amount
3. Not much
4. Not at all

[IF BEmpStat=1]

EMesay

Suppose there was going to be some decision made at your place of work that changed the way you do your job. Do you think that you personally would have any say in the decision about the change or not?

[IF MODE=CAPI or CATI: READ OUT..."]

1. Yes
2. No
3. It depends

[ASK IF EMesay=1]

EMeinE

How much say or chance to influence the decision do you think that you personally would have?

[IF MODE = CAPI OR CATI: READ OUT...]

1. A great deal
2. Quite a lot
3. Or just a little

[IF BEmpStat=1]

EMoresay

Do you think that you should have more or less say in the decisions that affect your work, or are you satisfied with the way things are?

1. Should have more say
2. Satisfied with the way things are
3. Should have less say

[ASK ALL]

EProprt

[IF MODE = CAPI: SHOW CARD E4]

In your workplace, what <b>proportion</b> of employees work with computerised or automated equipment?

[IF MODE = CATI: READ OUT...]

1. More than three-quarters
2. Half to three-quarters
3. About half
4. A quarter to half

5. Less than a quarter
6. None

**[ASK ALL]  
EUnions**

At your place of work, are there unions or staff associations?

1. Yes
2. No

**[ASK IF EUnions=1]  
ERecog**

Is any union or staff association recognised by management for negotiating pay and/or conditions of employment?

1. Yes
2. No

**[ASK IF EUnions=1]  
EJoin**

Is it possible for someone in your job to join a union or a staff association?

1. Yes
2. No

**[ASK ALL]  
EMember**

Are you a member of a trade union or staff association?

1. Yes
2. No

**[ASK IF EUnions=1]  
ETUsay**

How much influence do the trade unions in your establishment have over the way work is organised?

[IF MODE = CAPI OR CATI: READ OUT]

1. A great deal
2. A fair amount
3. Not much
4. None at all

**[ASK IF EUnions=2]  
ETu1**

If a vote to establish a union was held in your organisation today, would you vote yes to establish a union or would you vote no to establish a union?

[IF MODE=CAPI or CATI: READ OUT..."]

1. Yes, to establish a union
2. No, to establish a union
3. Undecided



**[ASK IF EUnions=1]  
ETu2**

If a vote on the union were held in your organisation today would you vote to keep the union or vote for it to cease operation?

[IF MODE=CAPI or CATI: READ OUT...]

1. Keep the union
2. Cease operation of the union
3. Undecided

**[ASK IF BEmpStat=1]  
ESector**

Is your organisation a private sector organisation such as a company, or a public sector body such as local or national government, schools or the health service, or a non-profit organisation such as a charity?

1. Private sector
2. Public sector
3. Non-profit organisation

**[ASK ALL]  
ECompete**

[IF MODE = CAPI: SHOW CARD E5]

Which option best describes the degree of competition faced by your organisation?

[IF MODE = CATI: READ OUT...]

1. Very high
2. High
3. Neither high nor low
4. Low
5. Very low
6. Not applicable

[IF MODE = Web OR CATI: COLLAPSIBLE GRID EDoWell THRU ETurnD]

**[ASK IF BEmpStat=1]  
EDoWell**

[IF MODE = CAPI: SHOW CARD E6]

Thinking about your feelings towards the organisation you work for, to what extent do you agree or disagree with the following statements?"

[IF MODE = Web OR CATI GRID ROW1]

'I am willing to work harder than I have to in order to help this organisation succeed.'

[IF MODE = CATI: READ OUT...]

[IF MODE = Web OR CATI GRID COLUMN]

1. Strongly agree
2. Agree

3. Disagree
4. Strongly disagree

**[ASK IF BEmpStat=1]**  
**ENoLoyal**

[IF MODE = CAPI: SHOW CARD E6]  
And to what extent do you agree or disagree:

[IF MODE = Web OR CATI GRID ROW2]  
'I feel very little loyalty to this organisation.'

- [IF MODE = Web OR CATI GRID COLUMN]
1. Strongly agree
  2. Agree
  3. Disagree
  4. Strongly disagree

**[ASK IF BEmpStat=1]**  
**EValues**

[IF MODE = CAPI: SHOW CARD E6]  
And to what extent do you agree or disagree:

[IF MODE = Web OR CATI GRID ROW3]  
'I find that my values and the organisation's values are very similar.'

[IF MODE = CATI: READ OUT...]

- [IF MODE = Web OR CATI GRID COLUMN]
1. Strongly agree
  2. Agree
  3. Disagree
  4. Strongly disagree

**[ASK IF BEmpStat=1]**  
**EInspire**

[IF MODE = CAPI: SHOW CARD E6]  
And to what extent do you agree or disagree:

[IF MODE = Web OR CATI GRID ROW4]  
'this organisation really inspires the very best in me in the way of job performance.'

[IF MODE = CATI: READ OUT...]

- [IF MODE = Web OR CATI GRID COLUMN]
1. Strongly agree
  2. Agree
  3. Disagree
  4. Strongly disagree

**[ASK IF BEmpStat=1]**  
**EProud**

[IF MODE = CAPI: SHOW CARD E6]  
And to what extent do you agree or disagree:

[IF MODE = Web OR CATI GRID ROW5]  
'I am proud to be working for this organisation.'

[IF MODE = Web OR CATI GRID COLUMN]  
1. Strongly agree  
2. Agree  
3. Disagree  
4. Strongly disagree

**[ASK IF BEmpStat=1]  
Estaying**

[IF MODE = CAPI: SHOW CARD E6]  
And to what extent do you agree or disagree:

[IF MODE = Web OR CATI GRID ROW6]  
'I would take almost any job to keep working for this organisation.'

[IF MODE = CATI: READ OUT...]

[IF MODE = Web OR CATI GRID COLUMN]  
1. Strongly agree  
2. Agree  
3. Disagree  
4. Strongly disagree

**[ASK IF BEmpStat=1]  
ETurnD**

[IF MODE = CAPI: SHOW CARD E6]  
And to what extent do you agree or disagree:

[IF MODE = Web OR CATI GRID ROW7]  
'I would turn down another job with more pay in order to stay with this organisation.'

[IF MODE = CATI: READ OUT...]

[IF MODE = Web OR CATI GRID COLUMN]  
1. Strongly agree  
2. Agree  
3. Disagree  
4. Strongly disagree

[IF MODE = Web OR CATI: COLLAPSIBLE GRID ELate THRU ENotHard]

**[ASK IF BEmpStat=1]  
ELate**

[IF MODE = CAPI: SHOW CARD E7]  
How long do you think it would be before a person in your organisation, doing your sort of job, would be eventually dismissed if they persistently ...

[IF MODE = Web OR CATI GRID ROW1]  
'Arrived late at work?'

[IF MODE=CATI: "READ OUT..."]

[IF MODE = Web OR CATI GRID COLUMN]

1. Within a week
2. Within a month
3. Within 6 months
4. Within a year
5. More than a year
6. Never

**[ASK IF BEmpStat=1]**

**ENotHard**

[IF MODE = CAPI: SHOW CARD E7]

How long do you think it would be before a person in your organisation, doing your sort of job, would be eventually dismissed if they persistently ...

[IF MODE = Web OR CATI GRID ROW2]

'Did not work hard?'

[IF MODE=CATI: "READ OUT..."]

[IF MODE = Web OR CATI GRID COLUMN]

1. Within a week
2. Within a month
3. Within 6 months
4. Within a year
5. More than a year
6. Never

[IF MODE = Web OR CATI: COLLAPSIBLE GRID EMean1 THRU EMean4]

**[ASK ALL]**

**EMean1**

[IF MODE = CAPI: SHOW CARD E8]

For each of the following statements, please select the response which best describes your work situation.

[IF MODE = Web OR CATI GRID ROW1]

'Your job gives you the feeling of a job well done.'

[IF MODE=CATI: "READ OUT..."]

[IF MODE = Web OR CATI GRID COLUMN]

1. Always
2. Most of the time
3. Sometimes
4. Rarely
5. Never

**[ASK ALL]**

**EMean2**

[IF MODE = CAPI: SHOW CARD E8]

For each of the following statements, please select the response which best describes your work situation.

[IF MODE = Web OR CATI GRID ROW2]

'You have the feeling of doing useful work.'

[IF MODE=CATI: "READ OUT..."]

[IF MODE = Web OR CATI GRID COLUMN]

1. Always
2. Most of the time
3. Sometimes
4. Rarely
5. Never

**[ASK ALL]**

**EMean3**

[IF MODE = CAPI: SHOW CARD E8]

For each of the following statements, please select the response which best describes your work situation.

[IF MODE = Web OR CATI GRID ROW3]

‘Your job gives you a sense of belonging.’

[IF MODE=CATI: “READ OUT...”]

[IF MODE = Web OR CATI GRID COLUMN]

1. Always
2. Most of the time
3. Sometimes
4. Rarely
5. Never

**[ASK ALL]**

**EMean4**

[IF MODE = CAPI: SHOW CARD E8]

For each of the following statements, please select the response which best describes your work situation.

[IF MODE = Web OR CATI GRID ROW4]

‘Your job requires that you have to do things that you don’t morally approve of.’

[IF MODE=CATI: “READ OUT...”]

[IF MODE = Web OR CATI GRID COLUMN]

1. Always
2. Most of the time
3. Sometimes
4. Rarely
5. Never

[IF MODE = Web OR CATI: COLLAPSIBLE GRID EManHelp1 THRU EManHelp3]

**[ASK IF BEmpStat=1]**

**EManHelp1**

[IF MODE=CAPI: SHOWCARD E9]

How helpful is your supervisor or manager in ...

[IF MODE = Web OR CATI GRID ROW1]

'Enabling you to learn how to do your job better?'

[IF MODE = CATI: READ OUT...]

[IF MODE = Web OR CATI GRID COLUMN]

1. A great deal of help
2. Quite a lot of help
3. Of some help
4. A little help
5. Of no help at all

**[ASK IF BEmpStat=1]**

**EManHelp2**

[IF MODE=CAPI: SHOWCARD E9]

How helpful is your supervisor or manager in ...

[IF MODE = Web OR CATI GRID ROW2]

'Supporting you when you are under pressure?'

[IF MODE = CATI: READ OUT...]

[IF MODE = Web OR CATI GRID COLUMN]

1. A great deal of help
2. Quite a lot of help
3. Of some help
4. A little help
5. Of no help at all

**[ASK IF BEmpStat=1]**

**EManHelp3**

[IF MODE=CAPI: SHOWCARD E9]

How helpful is your supervisor or manager in ...

[IF MODE = Web OR CATI GRID ROW3]

'Recognising the extent of your abilities?'

[IF MODE = CATI: READ OUT...]

[IF MODE = Web OR CATI GRID COLUMN]

1. A great deal of help
2. Quite a lot of help
3. Of some help
4. A little help
5. Of no help at all

**[ASK IF BEmpStat=1]**

**ERespect**

[IF MODE = CAPI: SHOW CARD E10]

To what extent do you agree or disagree that your immediate boss respects you as a person?

[IF MODE = CATI: READ OUT...]

1. Strongly agree
2. Agree
3. Disagree
4. Strongly disagree

[IF MODE = Web OR CATI: COLLAPSIBLE GRID ESupp1 THRU ESupp2]

**[ASK IF BEMSTAT=1 AND BWORKNO>1 (i.e, there are other workers)]**

**ESupp1**

[IF MODE=CAPI: "SHOW CARD E10"]

To what extent do you agree or disagree with the following statements:

[IF MODE = Web OR CATI GRID ROW1]  
'I can trust my colleagues at work.'

[IF MODE = CATI: READ OUT...]

- [IF MODE = Web OR CATI GRID COLUMN]
1. Strongly agree
  2. Agree
  3. Disagree
  4. Strongly disagree

**[ASK IF BEMSTAT=1 AND BWORKNO>1 (i.e, there are other workers)]**

**ESupp2**

[IF MODE=CAPI: "SHOW CARD E10"]

To what extent do you agree or disagree with the following statements:

[IF MODE = Web OR CATI GRID ROW2]  
'I can get help and support from colleagues at work'

[IF MODE = CATI: READ OUT...]

- [IF MODE = Web OR CATI GRID COLUMN]
1. Strongly agree

2. Agree
3. Disagree
4. Strongly disagree



## BLOCK G: Pay

[ASK ALL]

### GIntro

Now turning to some questions about pay.

*DERIVED STATUS VARIABLE: GEmpStat*

*Employee = (BEmpType = Employee) OR (BSelf = Agency)*

*SelfEmpl = All others*

*NB If (BEmpType=Employee) AND (BPdWage=No) AND (BSelfEm<>Agency) then compute as SelfEmpl*

[ASK IF GEmpStat=1]

### GGross

What is your usual **gross** pay **before** deductions for tax, national insurance and before any tax credits which you may receive?

“Please give an amount in pounds and pence. If your pay varies, please enter the amount you received in your last full pay period.”

NUMERIC RANGE 0.00...999997.00

[ASK IF GEmpStat=1 AND GGross<>DK, REF]

### GGross2

[IF MODE = CAPI “SHOW CARD G1”]

How long a period does that pay cover?

1. One hour
2. One week
3. Four weeks
4. Calendar month
5. Year
6. Other period (SPECIFY)

[ASK IF GGross2 = 6]

### GGross2O

What other period does that pay cover?

TEXT[250]

[IF MODE=CAPI OR CATI ONLY]

[If GGross<5 AND GGross2=1]

YOU ENTERED THAT THIS RESPONDENT EARNS LESS THAN 5 POUNDS PER HOUR. DID YOU MEAN TO ENTER THIS AMOUNT FOR THIS TIME PERIOD? IF NOT, PLEASE GO BACK TO GGROSS AND/OR GGROSS2 TO RE-ENTER/RECODE.

**[If GGross<200 AND GGross2=2]**

YOU ENTERED THAT THIS RESPONDENT EARNS LESS THAN 200 POUNDS PER WEEK. DID YOU MEAN TO ENTER THIS AMOUNT FOR THIS TIME PERIOD? IF NOT, PLEASE GO BACK TO GGROSS AND/OR GGROSS2 TO RE-ENTER/RECODE.

**[If GGross<800 AND GGross2=3]**

YOU ENTERED THAT THIS RESPONDENT EARNS LESS THAN 800 POUNDS PER FOUR WEEKS. DID YOU MEAN TO ENTER THIS AMOUNT FOR THIS TIME PERIOD? IF NOT, PLEASE GO BACK TO GGROSS AND/OR GGROSS2 TO RE-ENTER/RECODE.

**[If GGross<880 AND GGross2=4]**

YOU ENTERED THAT THIS RESPONDENT EARNS LESS THAN 880 POUNDS PER CALENDER MONTH. DID YOU MEAN TO ENTER THIS AMOUNT FOR THIS TIME PERIOD? IF NOT, PLEASE GO BACK TO GGROSS AND/OR GGROSS2 TO RE-ENTER/RECODE.

**[If GGross<10,000 AND GGross2=5]**

YOU ENTERED THAT THIS RESPONDENT EARNS LESS THAN 10,000 POUNDS PER YEAR. DID YOU MEAN TO ENTER THIS AMOUNT FOR THIS TIME PERIOD? IF NOT, PLEASE GO BACK TO GGROSS AND/OR GGROSS2 TO RE-ENTER/RECODE.

**[If GGross>49.99 AND GGross2=1]**

YOU ENTERED THAT THIS RESPONDENT EARNS 50 OR MORE POUNDS PER HOUR. DID YOU MEAN TO ENTER THIS AMOUNT FOR THIS TIME PERIOD? IF NOT, PLEASE GO BACK TO GGROSS AND/OR GGROSS2 TO RE-ENTER/RECODE.

**[If GGross>1,999.99 AND GGross2=2]**

YOU ENTERED THAT THIS RESPONDENT EARNS 2,000 OR MORE POUNDS PER WEEK. DID YOU MEAN TO ENTER THIS AMOUNT FOR THIS TIME PERIOD? IF NOT, PLEASE GO BACK TO GGROSS AND/OR GGROSS2 TO RE-ENTER/RECODE.

**[If Ggross>7,499.99 AND GGross2=3]**

YOU ENTERED THAT THIS RESPONDENT EARNS 7,500 OR MORE POUNDS PER FOUR WEEKS. DID YOU MEAN TO ENTER THIS AMOUNT FOR THIS TIME PERIOD? IF NOT, PLEASE GO BACK TO GGROSS AND/OR GGROSS2 TO RE-ENTER/RECODE.

**[If GGross>7,999.99 AND GGross=4]**

YOU ENTERED THAT THIS RESPONDENT EARNS 8,000 OR MORE POUNDS PER CALENDAR MONTH. DID YOU MEAN TO ENTER THIS AMOUNT FOR THIS TIME PERIOD? IF NOT, PLEASE GO BACK TO GGROSS AND/OR GGROSS2 TO RE-ENTER/RECODE.

**[If GGross>99,999 AND GGross=5]**

YOU ENTERED THAT THIS RESPONDENT EARNS 100,000 OR MORE POUNDS PER YEAR. DID YOU MEAN TO ENTER THIS AMOUNT FOR THIS TIME PERIOD? IF NOT, PLEASE GO BACK TO GGROSS AND/OR GGROSS2 TO RE-ENTER/RECODE.

[ASK IF (BHours=DK, REF OR 997) AND GEmpStat=1 AND GGross<>DK, REF]

**GHours**

How many hours (per week) do you work for that pay?

NUMERIC RANGE 1...168

[ASK IF (GGross=DK) OR (GGross2<>1)]

**GGrate**

Do you know what is your usual gross hourly rate of pay?

1. Yes
2. No (hourly rate not known)
3. Not paid by an hourly rate

[ASK IF GGrate=1]

**GHour**

What is your usual gross hourly rate of pay?

Please give an amount in pounds and pence.

NUMERIC RANGE 0.00...1000.00

[ASK IF GGROSS= REF]

**GGrossBand**

**SHOW CARD G2**

Would you be willing to tell us which of these bands your usual [IF MODE=WEB OR CATI **annual**] **gross** pay **before** deductions for tax, national insurance and before any tax credits falls into?

[IF MODE=CAPI: Please give me the letter next to the band which best applies.]

- |          |                   |
|----------|-------------------|
| <b>L</b> | Up to £10,000     |
| <b>B</b> | £10,001 - £16,500 |

<b>M</b>	£16,501 - £22,000
<b>D</b>	£22,001 - £26,000
<b>A</b>	£26,001 - £30,000
<b>G</b>	£30,001 - £35,000
<b>X</b>	£35,001 - £40,500
<b>C</b>	£40,501 - £50,000
<b>P</b>	£50,001 - £65,000
<b>E</b>	£65,001 or more

**[ASK IF (GGross=DK)  
GTakeHom**

What is your usual **take-home** pay after all deductions for tax, national insurance, and so on, but including overtime, bonuses, commission or tips?

If your pay varies, please enter your take-home pay for your last full pay period. Enter your pay to the nearest whole pound."

NUMERIC RANGE 0...999997

**[ASK IF (GTakeHom<> DK, REF)  
GTakePd**

How long a period does that pay cover?

1. One week
2. Four weeks
3. Calendar month
4. Year
5. Other (SPECIFY)

**[ASK IF GTakePd = 5]  
GTakePdO**

What other period does that pay cover?

TEXT[250]

[IF MODE=CAPI OR CATI ONLY]

**[If GTakeHo<=195 AND GTakepd=1]**

YOU ENTERED THAT THIS RESPONDENT EARNS 195 OR LESS POUNDS TAKE-HOME PAY PER WEEK. DID YOU MEAN TO ENTER THIS AMOUNT FOR THIS TIME

PERIOD? IF NOT, PLEASE GO BACK TO GTAKEHO AND/OR GTAKEPD TO RE-ENTER/RECODE.

**[If GTakeHo<=780 AND GTakepd=2]**

YOU ENTERED THAT THIS RESPONDENT EARNS 780 OR LESS POUNDS TAKE-HOME PAY PER FOUR WEEKS. DID YOU MEAN TO ENTER THIS AMOUNT FOR THIS TIME PERIOD? IF NOT, PLEASE GO BACK TO GTAKEHO AND/OR GTAKEPD TO RE-ENTER/RECODE.

**[If GTakeHo<=785 AND GTakepd=3]**

YOU ENTERED THAT THIS RESPONDENT EARNS 785 OR LESS POUNDS TAKE-HOME PAY PER CALENDAR MONTH. DID YOU MEAN TO ENTER THIS AMOUNT FOR THIS TIME PERIOD? IF NOT, PLEASE GO BACK TO GTAKEHO AND/OR GTAKEPD TO RE-ENTER/RECODE.

**[If GTakeHo<=9,780 AND GTakepd=4]**

YOU ENTERED THAT THIS RESPONDENT EARNS 9,780 OR LESS POUNDS TAKE-HOME PAY PER YEAR. DID YOU MEAN TO ENTER THIS AMOUNT FOR THIS TIME PERIOD? IF NOT, PLEASE GO BACK TO GTAKEHO AND/OR GTAKEPD TO RE-ENTER/RECODE.

**[If GTakeHo>=1,300 AND GTakepd=1]**

YOU ENTERED THAT THIS RESPONDENT EARNS 1,300 OR MORE POUNDS TAKE-HOME PAY PER WEEK. DID YOU MEAN TO ENTER THIS AMOUNT FOR THIS TIME PERIOD? IF NOT, PLEASE GO BACK TO GTAKEHO AND/OR GTAKEPD TO RE-ENTER/RECODE.

**[If GTakeHo>=5,100 AND GTakepd=2]**

YOU ENTERED THAT THIS RESPONDENT EARNS 5,100 OR MORE POUNDS TAKE-HOME PAY PER FOUR WEEKS. DID YOU MEAN TO ENTER THIS AMOUNT FOR THIS TIME PERIOD? IF NOT, PLEASE GO BACK TO GTAKEHO AND/OR GTAKEPD TO RE-ENTER/RECODE.

**[If GTakeHo>=5,500 AND GTakepd=3]**

YOU ENTERED THAT THIS RESPONDENT EARNS 5,500 OR MORE POUNDS TAKE-HOME PAY PER CALENDAR MONTH. DID YOU MEAN TO ENTER THIS AMOUNT FOR THIS TIME PERIOD? IF NOT, PLEASE GO BACK TO GTAKEHO AND/OR GTAKEPD TO RE-ENTER/RECODE.

**[If GTakeHo>=66,000 AND GTakepd=4]**

YOU ENTERED THAT THIS RESPONDENT EARNS 66,000 OR MORE POUNDS TAKE-HOME PAY PER YEAR. DID YOU MEAN TO ENTER THIS AMOUNT FOR THIS TIME PERIOD? IF NOT, PLEASE GO BACK TO GTAKEHO AND/OR GTAKEPD TO RE-ENTER/RECODE.

**[ASK IF (BHours= DK, REF OR 997) AND (GTakeHo>=0)]**

## **GHours**

About how many hours (per week) do you work for that pay?

NUMERIC RANGE 1...168

[IF MODE = WEB: COLLAPSIBLE GRID GBonus1 THRU GBonus3]

### **[IF GEmpStat=1] GBonus1**

Do you receive any incentive payment, bonus or commission that is linked directly to the performance of:

[IF MODE = WEB GRID ROW1]

Yourself?

[IF MODE = WEB GRID COLUMNS]

1. Yes
2. No

### **[IF GEmpStat=1] GBonus2**

Do you receive any incentive payment, bonus or commission that is linked directly to the performance of:

[IF MODE = WEB GRID ROW2]

Any work group that you belong to?

[IF MODE = WEB GRID COLUMNS]

1. Yes
2. No

### **[IF GEmpStat=1] GBonus3**

Do you receive any incentive payment, bonus or commission that is linked directly to the performance of:

[IF MODE = WEB GRID ROW3]

The results achieved by your organisation or your workplace?

[IF MODE = WEB GRID COLUMNS]

1. Yes
2. No

**[IF GEmpStat=1]  
GShare**

Do you take part in a profit-sharing scheme, employee share scheme or share option scheme through your employment?

1. Yes
2. No

**[IF GEmpStat=2]  
GNet**

About how much do you earn **after** all expenses and other deductions but **before** income tax and national insurance? Enter your pay to the nearest whole pound.

If your earnings vary, please enter the amount you received in your last full pay period."

NUMERIC RANGE 0...999997

**[ASK IF GNet<>DK, REF]  
GNetPd**

How long a period does that pay cover?

1. One week
2. Four weeks
3. Calendar month
4. Year
5. Other (SPECIFY)

**[ASK IF GNetPd = 5]  
GNetPdO**

What other period does that pay cover?

TEXT[250]

**[ASK IF (BHours= DK, REF OR "It varies")) AND (GNet<>DK,REF)]  
GHours2**

About how many hours (per week) do you work?

NUMERIC RANGE 1...168[ASK IF GNET= DK OR REF]

**GNetBand  
SHOW CARD G2**

Would you be willing to tell us which of these bands your [If MODE=WEB OR CATI: **annual**] earnings **after** all expenses and other deductions but **before** income tax and national insurance fall into?

[IF MODE=CAPI: Please give me the letter next to the band which best applies.]

<b>L</b>	Up to £10,000
<b>B</b>	£10,001 - £16,500
<b>M</b>	£16,501 - £22,000
<b>D</b>	£22,001 - £26,000
<b>A</b>	£26,001 - £30,000
<b>G</b>	£30,001 - £35,000
<b>X</b>	£35,001 - £40,500
<b>C</b>	£40,501 - £50,000
<b>P</b>	£50,001 - £65,000
<b>E</b>	£65,001 or more

## BLOCK J: Recent Changes to the Job and Training Experiences

[ASK ALL]

JIntro

Now some more questions about changes in the workplace.”]

[ASK IF H5ago=1 OR H4ago=1 OR H3ago=1 OR B2ago=1 OR B1ago=1]  
JChangeP

Please compare your current job with what you were doing [IF H5ago=1:five years/IF H4ago=1:four years/IF H3ago=1:three years/IF B2ago=1: two years/IF B1ago=1: one year] ago [IF HsameAgo1P<>1: even though you were in a different job]...

Would you say that there has been a significant **<b>increase</b>** between then and now, a significant **<b>decrease</b>** or little or no change in the level of skill you use in your job?

1. Increase
2. Decrease
3. Little or no change

[ASK IF H5ago=1 OR H4ago=1 OR H3ago=1 or B2ago=1 Or B1ago=1]  
JPromP

Were you promoted during the last [IF H5ago=1:five years/IF H4ago=1:four years/IF H3ago=1:three years/IF B2ago=1: two years/IF B1ago=1: year] ?



1. Yes
2. No

**[ASK IF HsameAgo1P=1 OR HsameAgo2P=2]  
J0thCh1P**

Since your job [IF H5ago=1:five years/IF H4ago=1:four years/IF H3ago=1:three years/IF B2ago=1:two years/IF B1ago=1: one year ] ago, did any of the following changes occur at your workplace?

‘There was a change in the way work was organised’

1. Yes
2. No

**[ASK IF J0thCh1P=1]  
JMajMinP**

Would you say there have been major changes or minor changes in the way work is organised?

[IF MODE = CAPI OR CATI “INTERVIEWER: CODE ONE ONLY”]

1. Major changes
2. Minor changes

**[ASK if J0thCH1P=1]  
JChEff**

[IF MODE = CAPI “SHOW CARD J1”]

How would you say has this change affected the efficiency with which your work is organised? Please think about the overall effect of the changes you have in mind so far.

[IF MODE = CATI “READ OUT...”]

1. Much more efficient
2. Somewhat more efficient
3. Made no difference
4. Somewhat less efficient
5. Much less efficient

**[ASK if J0thCH1P=1]  
JChHard**

Thinking about the effort you personally have to put into your work, has this change required you to...

[IF MODE = CAPI OR CATI “READ OUT...”]

1. Work much harder than before
2. Work somewhat harder than before
3. Work neither more nor less hard than before
4. Work somewhat less hard than before
5. Work much less hard than before?

**[ASK IF HsameAgo1P=1 OR HsameAgo2P=2]  
JOthCh2PA**

Since your job [IF H5ago=1:five/IF H4ago=1:four/IF H3ago=1:three/IF B2ago=1:two] years/IF B1ago=1: one year ] ago, has there been an increase in the amount of new technology used at work?

By new technology, we mean computerised or automated machinery and equipment, software applications or digital tools.

IF MODE = CAPI OR CATI “INTERVIEWER: THIS INCLUDES COMPUTER NUMERICALLY-CONTROLLED MACHINES, ROBOTS AND NEW COMPUTER HARDWARE AS WELL AS NEW SOFTWARE APPLICATIONS SUCH AS REAL-TIME MESSAGING, THE USE OF ELECTRONIC WORKSPACES AND MODELLING TOOLS

IF MODE = WEB, EXPANDING HELP LINK: “What does this include?”

“This includes computer numerically-controlled machines, robots and new computer hardware as well as new software applications such as real-time messaging, the use of electronic workspaces and modelling tools.”

1. Yes
2. No

[IF MODE = WEB/ CATI: COLLAPSIBLE GRID JOthCh2PA1 THRU JOthCh2PA6]

@ PROGRAMMING: RANDOMISE ORDER OF STATEMENTS

**[ASK IF JOthCh2PA=1 (i.e. new computerised etc. introduced)]  
JOthCh2PA1**

Has this newly introduced technology increased, decreased or has it made no difference to the following aspects of work:

[IF MODE = CATI / WEB GRID ROW1]

Your freedom to schedule your work tasks?

[IF MODE = CATI / WEB GRID COLUMNS]

1. Increased
2. Decreased
3. Made no difference

**[ASK IF JOthCh2PA=1 (i.e. new computerised etc. introduced)]**  
**JOthCh2PA2**

Has this newly introduced technology increased, decreased or has it made no difference to the following aspects of work:

[IF MODE = CATI / WEB GRID ROW2]

The speed of your work?

[IF MODE = CATI / WEB GRID COLUMNS]

1. Increased
2. Decreased
3. Made no difference

**[ASK IF JOthCh2PA=1 (i.e. new computerised etc. introduced)]**  
**JOthCh2PA3**

Has this newly introduced technology increased, decreased or has it made no difference to the following aspects of work:

[IF MODE = CATI / WEB GRID ROW3]

The chance that you may lose your job?

[IF MODE = CATI / WEB GRID COLUMNS]

1. Increased
2. Decreased
3. Made no difference

**[ASK IF JOthCh2PA=1 (i.e. new computerised etc. introduced)]**  
**JOthCh2PA4**

Has this newly introduced technology increased, decreased or has it made no difference to the following aspects of work:

[IF MODE = CATI / WEB GRID ROW4]

The support you get from your manager?

[IF MODE = CATI / WEB GRID COLUMNS]

1. Increased
2. Decreased
3. Made no difference

**[ASK IF JOthCh2PA=1 (i.e. new computerised etc. introduced)]**  
**JOthCh2PA5**

Has this newly introduced technology increased, decreased or has it made no difference to the following aspects of work:

[IF MODE = CATI / WEB GRID ROW5]

The skills you need to do your job?

[IF MODE = CATI / WEB GRID COLUMNS]

1. Increased
2. Decreased
3. Made no difference

**[ASK IF JOthCh2PA=1 (i.e. new computerised etc. introduced)]**  
**JOthCh2PA6**

Has this newly introduced technology increased, decreased or has it made no difference to the following aspects of work:

[IF MODE = CATI / WEB GRID ROW6]

The amount you personally earn?

[IF MODE = CATI / WEB GRID COLUMNS]

1. Increased
2. Decreased
3. Made no difference

**[ASK IF HsameAgo1P=1 OR HsameAgo2P=2]**  
**JOthCh5P**

Since your job [IF H5ago=1:five/IF H4ago=1:four/IF H3ago=1:three/IF B2ago=1: two] years/[IF B1ago=one year ] ago, has there been a reduction in the number of people doing this sort of work?

1. Yes
2. No

**[ASK IF HsameAgo1P=1 OR HsameAgo2P=2]**  
**JChoiceP**

Compared with your job [IF H5ago=1:five/IF H4ago=1:four/IF H3ago=1:three/IF B2ago=1: two] years/[IF B1ago= one year] ago, has the amount of choice you have in the way you do your job... [IF MODE=CAPI OR CATI: "READ OUT..."]

1. Increased
2. Decreased
3. Or stayed about the same?

**[ASK IF JChoiceP = 1 or 2]**  
**JChoice2P**

Would you say it has [IF JChoiceP=1: "increased", IF JChoiceP=2: "decreased"] a lot or a little?

1. A lot

2. A little

... **[ASK ALL]**  
**JTrain**

[IF MODE = CAPI "SHOW CARD J2"]

In the last year (that is since [If Intdate=2023 "intmonth 2022", If Intdate=2024 "intmonth 2023"]), have you done any of these types of training or education connected with your <b>current<b> job?

[IF MODE = CATI "INTERVIEWER: READ OUT"]

[IF MODE = CAPI OR CATI "INTERVIEWER: CODE ALL THAT APPLY"]

[IF MODE = WEB "Please select all that apply."]

1. Received instruction or training from someone which took you away from your normal job
2. Received instruction whilst performing your normal job
3. Taught yourself from a book/manual/video/computer/DVD/Internet
4. Followed a correspondence or Internet course (such as Open University)
5. Taken an evening class
6. Done some other work-related training
7. None of these

**[ASK FOR EACH TRAINING DONE IF JTrain=1-6]**

**JTime**

Over the last year in your current job, on how many separate days have you <insert answer if JTrain=1-6>?

NUMERIC RANGE 1...365

[IF MODE=CAPI "INTERVIEWER: Spontaneous) 'Every day' code as 996

**[ASK IF BEmpStat=1 AND JTrain=7]**

**JToption**

Was there any time over the last year in your current job when training would have been useful for keeping up to date with the skills required?

1. Yes
2. No

**[ASK IF JTrain=1-6]**

**JTE enough**

Was the training you received over the last year in your current job adequate for keeping up to date with the skills required?

1. Yes
2. No

[IF MODE = WEB/ CATI: COLLAPSIBLE GRID JTex1 THRU JTex4,]

@PROGRAMMING: RANDOMISE ORDER OF STATEMENTS JTEXP1 to JTEXP9

**[ASK IF JTrain=1-6 AND BEmpStat = 1]  
JTex1**

Still thinking about the training you received over the last year in your current job, which of the following statements apply:

[IF MODE = WEB / CATI GRID ROW1]

“I got the training because I asked my employer for it.

[IF MODE = CATI / WEB GRID COLUMNS]

1. Agree
2. Disagree

**[ASK IF JTrain=1-6 AND BEmpStat = 1]  
JTex2**

Still thinking about the training you received over the last year in your current job, which of the following statements apply:

[IF MODE = WEB / CATI GRID ROW2]

“It was my employer that first suggested the training.”

[IF MODE = CATI / WEB GRID COLUMNS]

1. Agree
2. Disagree

**[ASK IF JTrain=1-6]  
JTex3**

Still thinking about the training you received over the last year in your current job, which of the following statements apply:

[IF MODE = WEB / CATI GRID ROW3]

“The training has made me enjoy my job more.”

[IF MODE = CATI / WEB GRID COLUMNS]

1. Agree
2. Disagree

**[ASK IF JTrain=1-6]**

**JTexp4**

Still thinking about the training you received over the last year in your current job, which of the following statements apply:

[IF MODE = WEB / CATI GRID ROW4]

“The training has helped me improve the way I work in my job.”

[IF MODE = CATI / WEB GRID COLUMNS]

1. Agree
2. Disagree

[IF MODE = WEB/ CATI: COLLAPSIBLE GRID JTexp5 THRU JTexp9,]

@PROGRAMMING: RANDOMISE ORDER OF STATEMENTS JTEXP1 to JTEXP9

**[ASK IF JTrain=1-6 AND BEmpStat = 1]**

**JTexp5**

Still thinking about the training you received over the last year in your current job, which of the following statements apply:

[IF MODE = WEB / CATI GRID ROW1]

“Training made me look for a better job in this organisation.”

[IF MODE = CATI / WEB GRID COLUMNS]

1. Agree
2. Disagree

**[ASK IF JTrain=1-6 AND BEmpStat = 1]**

**JTexp6**

Still thinking about the training you received over the last year in your current job, which of the following statements apply:

[IF MODE = WEB / CATI GRID ROW2]

“Training made me look for a better job in another organisation.”

[IF MODE = CATI / WEB GRID COLUMNS]

1. Agree
2. Disagree

**[ASK IF JTrain=1-6 AND BEmpStat = 1]**

**JTexp7**

Still thinking about the training you received over the last year in your current job, which of the following statements apply:

[IF MODE = WEB / CATI GRID ROW3]

“I was given a better job in my organisation because of the training.”]

[IF MODE = CATI / WEB GRID COLUMNS]

1. Agree
2. Disagree

**[ASK IF JTrain=1-6 AND BEmpStat = 1]  
JTex8**

Still thinking about the training you received over the last year in your current job, which of the following statements apply:

[IF MODE = WEB / CATI GRID ROW4]

“I received a pay increase as a result of my training.”

[IF MODE = CATI / WEB GRID COLUMNS]

1. Agree
2. Disagree

**[ASK IF JTrain=1-6 AND BEmpStat = 1]  
JTex9**

Still thinking about the training you received over the last year in your current job, which of the following statements apply:

[IF MODE = WEB / CATI GRID ROW5]

“I feel that my job is more secure in my organisation because of my training.”

[IF MODE = CATI / WEB GRID COLUMNS]

1. Agree
2. Disagree

[IF MODE = WEB/ CATI: COLLAPSIBLE GRID Jtlac1 THRU JTlac5]  
@ PROGRAMMINGRANDOMISE ORDER OF STATEMENTS JTlac1-JTlac5]

**[ASK IF JTrain=7]  
Jtlac1**

You have said that you have not received any training over the last year in your current job. Which of the following statements apply:

[IF MODE = WEB / CATI GRID ROW1]



“I did not want any training.”

[IF MODE = CATI / WEB GRID COLUMNS]

1. Agree
2. Disagree

**[ASK IF JTrain=7 AND BempStat = 1]  
Jtlac2**

You have said that you have not received any training over the last year in your current job. Which of the following statements apply:

[IF MODE = WEB / CATI GRID ROW2]

“My employer was not willing to provide additional training, even though I wanted it.”

[IF MODE = CATI / WEB GRID COLUMNS]

1. Agree
2. Disagree

**[ASK IF JTrain=7]  
Jtlac3**

You have said that you have not received any training over the last year in your current job. Which of the following statements apply:

[IF MODE = WEB / CATI GRID ROW3]

“I did not need any additional training for my current job.”

[IF MODE = CATI / WEB GRID COLUMNS]

1. Agree
2. Disagree

**[ASK IF JTrain=7 AND BEmpStat = 1]  
Jtlac4**

You have said that you have not received any training over the last year in your current job. Which of the following statements apply:

[IF MODE = WEB / CATI GRID ROW4]

“Training would not help me get a better job in my organisation.”

[IF MODE = CATI / WEB GRID COLUMNS]

1. Agree

2. Disagree

**[ASK IF JTrain=7]  
Jtlac5**

You have said that you have not received any training over the last year in your current job. Which of the following statements apply:

[IF MODE = WEB / CATI GRID ROW5]

“Lack of training damaged my career opportunities.”

[IF MODE = CATI / WEB GRID COLUMNS]

1. Agree
2. Disagree

**[ASK IF JTrain=1-6]  
JTFin**

Are you presently receiving any training or education connected with your  
<b>current</b> job?

1. Yes
2. No

**[ASK IF JTrain=1-6]  
JTqual**

Thinking about your <b>most recent spell</b> of training or education,

[If JTFin=2: did/If JTFin=1: does] this training or education lead to a qualification?

1. Yes
2. No

**[ASK IF JTqual=2]  
JTcredit**

[If JTFin=2: Did/If JTFin=1: Does] this training or education lead to a credit towards a qualification?

1. Yes
2. No

[IF MODE = WEB/ CATI: COLLAPSIBLE GRID JLearnEn1 THRU JLearnEn2,  
RANDOMISE ORDER]

**[ASK IF JTrain=1-6]  
JLearnEn1**

**[IF MODE = CAPI: "SHOW CARD J3"]**

To what extent [If JTFin=2: did/If JTFin=1: does] that training or education:

**[IF MODE = WEB / CATI GRID ROW1]**

"Make you think harder about different ways of doing your job?"

**[IF MODE=CATI INTERVIEWER: READ OUT...]**

**[IF MODE = CATI / WEB GRID COLUMNS]**

1. A great deal
2. Quite a lot
3. To some extent
4. A little
5. Not at all

**[ASK IF JTrain=1-6]  
JLearnEn2**

**[IF MODE = CAPI: "SHOW CARD J3"]**

To what extent [If JTFin=2: did/If JTFin=1: does] that training or education:

**[IF MODE = WEB / CATI GRID ROW2]**

"Give you more independence in how you do your job?"

**[IF MODE=CATI INTERVIEWER: READ OUT. IF RESPONDENT SAYS  
THEY ARE 'INDEPENDENT ALREADY' CODE 'NOT APPLICABLE']  
]**

**[IF MODE=CATI INTERVIEWER: READ OUT...]**

**[IF MODE = CATI / WEB GRID COLUMNS]**

1. A great deal
2. Quite a lot
3. To some extent
4. A little
5. Not at all

**[ASK IF JTrain=1-6]  
JTskill**

Would you say that this training or education has improved your skills...

[IF MODE=CAPI OR CATI “READ OUT...]

1. a lot
2. a little
3. or not at all?

**[ASK IF JTskill=1 OR 2]**  
**JTuseA**

Are you able to make use of these skill improvements in your current job?

1. Yes
2. No

**[ASK IF JTskill=1 OR 2]**  
**JTuseB**

How useful would these skill improvements be if you were to work for another employer in the same industry or service?

[IF MODE=CAPI OR CATI: “READ OUT...”

1. Very useful
2. Fairly useful
3. Of some use
4. Only a little useful
5. Or, not at all useful

**[ASK IF JTskill=1 OR 2]**  
**Jtuse2**

Would these skill improvements be useful if you were to work for another employer in a quite different industry or service?

[IF MODE=CAPI OR CATI: “READ OUT...”

IF MODE = CAPI OR CATI “INTERVIEWER: IF ‘IT DEPENDS’ SAY: TRY TO THINK OF DIFFERENT INDUSTRIES OR SERVICES YOU MIGHT GO TO IF YOU WERE TO CHANGE JOBS”

If MODE=Web Help screen It depends “Try to think of different industries or services you might go to if you were to change jobs”

1. Very useful
2. Fairly useful
3. Of some use
4. Only a little useful
5. Or, not at all useful

[IF MODE= CAPI OR CASI: NO DK, NO REF, IF MODE = WEB/CATI: HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS].

ASK IF (H5ago=1 OR H4ago=1 OR H3ago=1 or B2ago=1 Or B1ago=1).

**JNoJobP**

Since [IF H5ago=1:five years ago/IF H4ago=1:four years ago/IF H3ago=1:three years ago/B2ago=1:two years ago/IF B1ago=1: last year], have you had any spells of being unemployed?

1. Yes
2. No

**[ASK IF JNoJobP=1]**

**JNoJob12P**

Have you been unemployed for a month or more at any time in the last year?

IF MODE = CAPI or CATI "INTERVIEWER: 'UNEMPLOYED' IS THE RESPONDENT'S OWN DEFINITION"

1. Yes
2. No

**[ASK IF BEmpStat=1]**

**JIntro2**

Thinking now about the future

**[ASK IF BEmpStat = 1]**

**JPrmProb**

How high do you think <b>your </b>chances are of being given a significant promotion within your present organisation in the next five years (assuming that you did want promotion)?

1. Definite
2. High chance
3. Fifty fifty
4. Low chance
5. No chance at all

**[ASK IF JPrmProb=5]**

**JPrmPrb1**

Is this because you are already in the highest type of job for people who do your sort of work?

1. Yes
2. No

## BLOCK I: Well-being at Work

**[ASK ALL]**

**Intro**

Now I would like you to answer some questions about how work makes you feel.

**[ASK IF MODE = CAPI]**

**ICASI**

THIS SECTION TO BE SELF-COMPLETED (AS FAR AS POSSIBLE) ON CAPI BY RESPONDENTS

As before, the next questions are designed for you to answer yourself.

CODE WHETHER RESPONDENT ACCEPTED SELF-COMPLETION.

1. Respondent completion
2. Interviewer completion, NO DK, NO REF

**[ASK IF ICASI=1]**

**Intro1**

The following questions ask you to choose one answer from those listed on the screen.

Please choose your answer by entering the number of the response you want to give. To move on to the next question press enter (the key with the coloured sticker).

PRESS 1 AND ENTER TO CONTINUE

1. Continue

**[IF MODE = CAPI: NO DK, NO REF IWorry THRU IPersP10; IF MODE = Web OR CATI: HIDDEN DK AND HIDDEN REF IN KEEPING WITH REST OF ITEMS]**

**[IF MODE = Web OR CATI: COLLAPSIBLE GRID IWorry THRU ITense]**

**[ASK ALL]**

**IWorry**

(IF MODE = CAPI AND ICASI<>1: SHOW CARD I1)

Thinking of the past few weeks, how much of the time has your job made you feel each of the following:

**[IF MODE = Web OR CATI GRID ROW1]**

After I leave my work I keep worrying about job problems.

**[IF MODE = CATI: READ OUT]**

**[IF MODE = Web OR CATI GRID COLUMNS]**

1. Never
2. Occasionally
3. Some of the time
4. Much of the time
5. Most of the time
6. All of the time

**[ASK ALL]**  
**IUnWind**

(IF MODE = CAPI AND ICASI<>1: SHOW CARD I1)

Thinking of the past few weeks, how much of the time has your job made you feel each of the following:

[IF MODE = Web OR CATI GRID ROW2]

I find it difficult to unwind at the end of a workday.

[IF MODE = CATI: READ OUT]

[IF MODE = Web OR CATI GRID COLUMNS]

1. Never
2. Occasionally
3. Some of the time
4. Much of the time
5. Most of the time
6. All of the time

**[ASK ALL]**  
**IUsedUp**

(IF MODE = CAPI AND ICASI<>1: SHOW CARD I1)

Thinking of the past few weeks, how much of the time has your job made you feel each of the following:

[IF MODE = Web OR CATI GRID ROW3]

I feel used up at the end of a workday.

[IF MODE = CATI: READ OUT]

[IF MODE = Web OR CATI GRID COLUMNS]

1. Never
2. Occasionally
3. Some of the time
4. Much of the time
5. Most of the time
6. All of the time

**[ASK ALL]**  
**ICalm**

(IF MODE = CAPI AND ICASI<>1: SHOW CARD I1)

Thinking of the past few weeks, how much of the time has your job made you feel each of the following:

[IF MODE = Web OR CATI GRID ROW4]

Calm

[IF MODE = CATI: READ OUT]

[IF MODE = Web OR CATI GRID COLUMNS]

1. Never
2. Occasionally
3. Some of the time
4. Much of the time
5. Most of the time
6. All of the time

**[ASK ALL]**  
**ITense**

(IF MODE = CAPI AND ICASI<>1: SHOW CARD I1)

Thinking of the past few weeks, how much of the time has your job made you feel each of the following:

[IF MODE = Web OR CATI GRID ROW5]

Tense

[IF MODE = CATI: READ OUT]

[IF MODE = Web OR CATI GRID COLUMNS]

1. Never
2. Occasionally
3. Some of the time
4. Much of the time
5. Most of the time
6. All of the time

**[IF MODE = Web OR CATI: COLLAPSIBLE GRID IContent THRU ISmiley]**

**[ASK ALL]**  
**IContent**

(IF MODE = CAPI AND ICASI<>1: SHOW CARD I1)

Thinking of the past few weeks, how much of the time has your job made you feel each of the following:

[IF MODE = Web OR CATI GRID ROW1]

Contented.

[IF MODE = CATI: READ OUT]

[IF MODE = Web OR CATI GRID COLUMNS]

1. Never
2. Occasionally
3. Some of the time
4. Much of the time
5. Most of the time
6. All of the time

**[ASK ALL]**  
**IRelax**

(IF MODE = CAPI AND ICASI<>1: SHOW CARD I1)

Thinking of the past few weeks, how much of the time has your job made you feel each of the following:

[IF MODE = Web OR CATI GRID ROW2]

Relaxed.

[IF MODE = CATI: READ OUT]

[IF MODE = Web OR CATI GRID COLUMNS]

1. Never
2. Occasionally
3. Some of the time
4. Much of the time
5. Most of the time
6. All of the time



**[ASK ALL]**  
**IUneasy**

(IF MODE = CAPI AND ICASI<>1: SHOW CARD I1)

Thinking of the past few weeks, how much of the time has your job made you feel each of the following:

[IF MODE = Web OR CATI GRID ROW3]  
Uneasy.

- [IF MODE = CATI: READ OUT]  
[IF MODE = Web OR CATI GRID COLUMNS]
1. Never
  2. Occasionally
  3. Some of the time
  4. Much of the time
  5. Most of the time
  6. All of the time

**[ASK ALL]**  
**IWorry2**

(IF MODE = CAPI AND ICASI<>1: SHOW CARD I1)

Thinking of the past few weeks, how much of the time has your job made you feel each of the following:

[IF MODE = Web OR CATI GRID ROW4]  
Worried.

- [IF MODE = CATI: READ OUT]  
[IF MODE = Web OR CATI GRID COLUMNS]
1. Never
  2. Occasionally
  3. Some of the time
  4. Much of the time
  5. Most of the time
  6. All of the time

**[ASK ALL]**  
**ISmiley**

(IF MODE = CAPI AND ICASI<>1: SHOW CARD I1)

Thinking of the past few weeks, how much of the time has your job made you feel each of the following:

[IF MODE = Web OR CATI GRID ROW5]  
Enthusiastic.

- [IF MODE = CATI: READ OUT]  
[IF MODE = Web OR CATI GRID COLUMNS]
1. Never
  2. Occasionally
  3. Some of the time
  4. Much of the time
  5. Most of the time
  6. All of the time

**[IF MODE = Web OR CATI: COLLAPSIBLE GRID ICHEERY THRU IOptim]**

**[ASK ALL]**  
**ICheery**

(IF MODE = CAPI AND ICASI<>1: SHOW CARD I1)

Thinking of the past few weeks, how much of the time has your job made you feel each of the following:

[IF MODE = Web OR CATI GRID ROW1]  
Cheerful.

- [IF MODE = CATI: READ OUT]  
[IF MODE = Web OR CATI GRID COLUMNS]
1. Never
  2. Occasionally
  3. Some of the time
  4. Much of the time
  5. Most of the time
  6. All of the time

**[ASK ALL]**  
**IDepress**

(IF MODE = CAPI AND ICASI<>1: SHOW CARD I1)

Thinking of the past few weeks, how much of the time has your job made you feel each of the following:

[IF MODE = Web OR CATI GRID ROW2]  
Depressed.

- [IF MODE = CATI: READ OUT]  
[IF MODE = Web OR CATI GRID COLUMNS]
1. Never
  2. Occasionally
  3. Some of the time
  4. Much of the time
  5. Most of the time
  6. All of the time

**[ASK ALL]**  
**IGloomy**

(IF MODE = CAPI AND ICASI<>1: SHOW CARD I1)

Thinking of the past few weeks, how much of the time has your job made you feel each of the following:

[IF MODE = Web OR CATI GRID ROW3]  
Gloomy.

- [IF MODE = CATI: READ OUT]  
[IF MODE = Web OR CATI GRID COLUMNS]
1. Never
  2. Occasionally
  3. Some of the time
  4. Much of the time
  5. Most of the time
  6. All of the time

**[ASK ALL]**

**IMisery**

(IF MODE = CAPI AND ICASI<>1: SHOW CARD I1)

Thinking of the past few weeks, how much of the time has your job made you feel each of the following:

[IF MODE = Web OR CATI GRID ROW4]

Miserable.

[IF MODE = CATI: READ OUT]

[IF MODE = Web OR CATI GRID COLUMNS]

1. Never
2. Occasionally
3. Some of the time
4. Much of the time
5. Most of the time
6. All of the time

**[ASK ALL]**

**IOptim**

(IF MODE = CAPI AND ICASI<>1: SHOW CARD I1)

Thinking of the past few weeks, how much of the time has your job made you feel each of the following:

[IF MODE = Web OR CATI GRID ROW5]

Optimistic.

[IF MODE = CATI: READ OUT]

[IF MODE = Web OR CATI GRID COLUMNS]

1. Never
2. Occasionally
3. Some of the time
4. Much of the time
5. Most of the time
6. All of the time

**[IF MODE = Web OR CATI: COLLAPSIBLE GRID ISat1 THRU ISat6]**

@Programming: Radomise order of statements ISAT1 THRU ISAT6

**[ASK ALL]**

**ISat1**

(IF MODE = CAPI AND ICASI<>1: SHOW CARD I2)

For each of the following aspects of jobs, please say how satisfied or dissatisfied you are with that particular aspect of your own present job.

[IF MODE = Web OR CATI GRID ROW1]

Your promotion prospects.

[IF MODE = CATI: READ OUT]

[IF MODE = Web OR CATI GRID COLUMNS]

1. Completely satisfied

2. Very satisfied
3. Fairly satisfied
4. Neither satisfied nor dissatisfied
5. Fairly dissatisfied
6. Very dissatisfied
7. Completely dissatisfied

**[ASK ALL]**

**ISat2**

(IF MODE = CAPI AND ICASI <> 1: SHOW CARD I2)

How satisfied or dissatisfied are you with this particular aspect of your own present job:

[IF MODE = Web OR CATI GRID ROW2]

Your pay.

[IF MODE = CATI: READ OUT]

[IF MODE = Web OR CATI GRID COLUMNS]

1. Completely satisfied
2. Very satisfied
3. Fairly satisfied
4. Neither satisfied nor dissatisfied
5. Fairly dissatisfied
6. Very dissatisfied
7. Completely dissatisfied

**[ASK IF BEmpStat = 1]**

**ISat3**

(IF MODE = CAPI AND ICASI <> 1: SHOW CARD I2)

How satisfied or dissatisfied are you with this particular aspect of your own present job:

[IF MODE = Web OR CATI GRID ROW3]

Relations with your supervisor or manager.

[IF MODE = CATI: READ OUT]

[IF MODE = Web OR CATI GRID COLUMNS]

1. Completely satisfied
2. Very satisfied
3. Fairly satisfied
4. Neither satisfied nor dissatisfied
5. Fairly dissatisfied
6. Very dissatisfied
7. Completely dissatisfied

**[ASK ALL]**

**ISat4**

(IF MODE = CAPI AND ICASI <> 1: SHOW CARD I2)

How satisfied or dissatisfied are you with this particular aspect of your own present job:

[IF MODE = Web OR CATI GRID ROW4]

Your job security.

- [IF MODE = CATI: READ OUT]  
[IF MODE = Web OR CATI GRID COLUMNS]
1. Completely satisfied
  2. Very satisfied
  3. Fairly satisfied
  4. Neither satisfied nor dissatisfied
  5. Fairly dissatisfied
  6. Very dissatisfied
  7. Completely dissatisfied

**[ASK ALL]**  
**ISat5**

(IF MODE = CAPI AND ICASI<>1: SHOW CARD I2)  
How satisfied or dissatisfied are you with this particular aspect of your own present job:

[IF MODE = Web OR CATI GRID ROW5]  
The opportunity to use your abilities.

- [IF MODE = CATI: READ OUT]  
[IF MODE = Web OR CATI GRID COLUMNS]
1. Completely satisfied
  2. Very satisfied
  3. Fairly satisfied
  4. Neither satisfied nor dissatisfied
  5. Fairly dissatisfied
  6. Very dissatisfied
  7. Completely dissatisfied

**[ASK ALL]**  
**ISat6**

(IF MODE = CAPI AND ICASI<>1: SHOW CARD I2)  
How satisfied or dissatisfied are you with this particular aspect of your own present job:

[IF MODE = Web OR CATI GRID ROW6]  
Being able to use your own initiative.

- [IF MODE = CATI: READ OUT]  
[IF MODE = Web OR CATI GRID COLUMNS]
1. Completely satisfied
  2. Very satisfied
  3. Fairly satisfied
  4. Neither satisfied nor dissatisfied
  5. Fairly dissatisfied
  6. Very dissatisfied
  7. Completely dissatisfied

**[IF MODE = Web OR CATI: COLLAPSIBLE GRID ISat7 THRU ISat10]**

@Programming: Radomise order of statements ISAT7 THRU ISAT10

**[ASK IF BEmpStat = 1]  
ISat7**

(IF MODE = CAPI AND ICASI<>1: SHOW CARD I2)  
How satisfied or dissatisfied are you with this particular aspect of your own present job:

[IF MODE = Web OR CATI GRID ROW1]  
The ability and efficiency of the management.

[IF MODE = CATI: READ OUT]

[IF MODE = Web OR CATI GRID COLUMNS]

1. Completely satisfied
2. Very satisfied
3. Fairly satisfied
4. Neither satisfied nor dissatisfied
5. Fairly dissatisfied
6. Very dissatisfied
7. Completely dissatisfied

**[ASK ALL]  
ISat8**

(IF MODE = CAPI AND ICASI<>1: SHOW CARD I2)  
How satisfied or dissatisfied are you with this particular aspect of your own present job:

[IF MODE = Web OR CATI GRID ROW2]  
The hours you work.

[IF MODE = CATI: READ OUT]

[IF MODE = Web OR CATI GRID COLUMNS]

1. Completely satisfied
2. Very satisfied
3. Fairly satisfied
4. Neither satisfied nor dissatisfied
5. Fairly dissatisfied
6. Very dissatisfied
7. Completely dissatisfied

**[ASK ALL]  
ISat9**

(IF MODE = CAPI AND ICASI<>1: SHOW CARD I2)

How satisfied or dissatisfied are you with this particular aspect of your own present job:

[IF MODE = Web OR CATI GRID ROW3]  
Fringe benefits.

[IF MODE = CATI: READ OUT]

[IF MODE = Web OR CATI GRID COLUMNS]

1. Completely satisfied
2. Very satisfied

3. Fairly satisfied
4. Neither satisfied nor dissatisfied
5. Fairly dissatisfied
6. Very dissatisfied
7. Completely dissatisfied

**[ASK ALL]  
ISat10**

(IF MODE = CAPI AND ICASI<>1: SHOW CARD I2)

How satisfied or dissatisfied are you with this particular aspect of your own present job:

[IF MODE = Web OR CATI GRID ROW4]  
The work itself.

[IF MODE = CATI: READ OUT]

[IF MODE = Web OR CATI GRID COLUMNS]

1. Completely satisfied
2. Very satisfied
3. Fairly satisfied
4. Neither satisfied nor dissatisfied
5. Fairly dissatisfied
6. Very dissatisfied
7. Completely dissatisfied

**[IF MODE = Web OR CATI: COLLAPSIBLE GRID ISat11 THRU ISat15]**

@Programming: Radomise order of statements ISAT11 THRU ISAT15

**[ASK ALL]  
ISat11**

(IF MODE = CAPI AND ICASI<>1: SHOW CARD I2)

How satisfied or dissatisfied are you with this particular aspect of your own present job:

[IF MODE = Web OR CATI GRID ROW1]  
The amount of work.

[IF MODE = CATI: READ OUT]

[IF MODE = Web OR CATI GRID COLUMNS]

1. Completely satisfied
2. Very satisfied
3. Fairly satisfied
4. Neither satisfied nor dissatisfied
5. Fairly dissatisfied
6. Very dissatisfied
7. Completely dissatisfied

**[ASK ALL]  
ISat12**

(IF MODE = CAPI AND ICASI<>1: SHOW CARD I2)

How satisfied or dissatisfied are you with this particular aspect of your own present job:

[IF MODE = Web OR CATI GRID ROW2]

The variety in the work.

[IF MODE = CATI: READ OUT]

[IF MODE = Web OR CATI GRID COLUMNS]

1. Completely satisfied
2. Very satisfied
3. Fairly satisfied
4. Neither satisfied nor dissatisfied
5. Fairly dissatisfied
6. Very dissatisfied
7. Completely dissatisfied

**[ASK ALL]**

**ISat13**

(IF MODE = CAPI AND ICASI<>1: SHOW CARD I2)

How satisfied or dissatisfied are you with this particular aspect of your own present job:

[IF MODE = Web OR CATI GRID ROW3]

The training provided.

[IF MODE = CATI: READ OUT]

[IF MODE = Web OR CATI GRID COLUMNS]

1. Completely satisfied
2. Very satisfied
3. Fairly satisfied
4. Neither satisfied nor dissatisfied
5. Fairly dissatisfied
6. Very dissatisfied
7. Completely dissatisfied

**[ASK ALL]**

**ISat14**

(IF MODE = CAPI AND ICASI<>1: SHOW CARD I2)

How satisfied or dissatisfied are you with this particular aspect of your own present job:

[IF MODE = Web OR CATI GRID ROW4]

The friendliness of the people you work with.

[IF MODE = CATI: READ OUT]

[IF MODE = Web OR CATI GRID COLUMNS]

1. Completely satisfied
2. Very satisfied
3. Fairly satisfied
4. Neither satisfied nor dissatisfied
5. Fairly dissatisfied
6. Very dissatisfied
7. Completely dissatisfied



**[ASK ALL]**  
**ISat15**

(IF MODE = CAPI AND ICASI<>1: SHOW CARD I2)

How satisfied or dissatisfied are you with this particular aspect of your own present job:

[IF MODE = Web OR CATI GRID ROW5]

The amount of choice you have to decide where to work (such as at home or elsewhere).

[IF MODE = CATI: READ OUT]

[IF MODE = Web OR CATI GRID COLUMNS]

1. Completely satisfied
2. Very satisfied
3. Fairly satisfied
4. Neither satisfied nor dissatisfied
5. Fairly dissatisfied
6. Very dissatisfied
7. Completely dissatisfied

**[ASK ALL]**  
**ISatis**

(IF MODE = CAPI AND ICASI<>1: SHOW CARD I2)

All in all, how satisfied are you with your job?

1. Completely satisfied
2. Very satisfied
3. Fairly satisfied
4. Neither satisfied nor dissatisfied
5. Fairly dissatisfied
6. Very dissatisfied
7. Completely dissatisfied

**[ASK ALL]**  
**IChoice**

'When you were looking for your current job, how much choice would you say you had over the type of job you could get.'

[IF MODE = CAPI OR CATI: READ OUT...]

1. A great deal of choice,
2. Some choice,
3. Hardly any choice,
4. Or no choice at all?

**[ASK ALL]**

**ISick**

'Over the past 12 months did you work when you were sick?

1. Yes
2. No

3. I was not sick

**[ASK IF ISick=1]**

**ISickDay**

'How many days did you work when you were sick?'

NUMERIC RANGE 1.....365

**[IF MODE = Web OR CATI: COLLAPSIBLE GRID IDismiss THRU IVictim]**

**[ASK IF BEmpStat=1]**

**IDismiss**

(IF MODE = CAPI AND ICASI<>1: SHOW CARD I3)

How anxious are you about these situations affecting you at your work:

[IF MODE = Web OR CATI GRID ROW1]

'Being dismissed without good reason'

[IF MODE = CATI: READ OUT]

[IF MODE = Web OR CATI GRID COLUMN]

1. Very anxious
2. Fairly anxious
3. Not very anxious
4. Not anxious at all

**[ASK IF BEmpStat=1]**

**IDiscrim**

(IF MODE = CAPI AND ICASI<>1: SHOW CARD I3)

How anxious are you about these situations affecting you at your work:

[IF MODE = Web OR CATI GRID ROW2]

'Being unfairly treated through discrimination.'

[IF MODE = CATI: READ OUT]

[IF MODE = Web OR CATI GRID COLUMN]

1. Very anxious
2. Fairly anxious
3. Not very anxious
4. Not anxious at all

**[ASK IF BEmpStat=1]**

**IVictim**

(IF MODE = CAPI AND ICASI<>1: SHOW CARD I3)

How anxious are you about these situations affecting you at your work:

[IF MODE = Web OR CATI GRID ROW3]

'Victimisation by management.'

[IF MODE = CATI: READ OUT]

[IF MODE = Web OR CATI GRID COLUMN]

1. Very anxious
2. Fairly anxious
3. Not very anxious

4. Not anxious at all

[IF MODE = Web OR CATI: COLLAPSIBLE GRID ILOSS1 THRU ILOSS5]

**[ASK IF BEmpStat=1]**

**IStLoss1**

(IF MODE = CAPI AND ICASI<>1: SHOW CARD I3)

How anxious are you about these situations affecting you at your work:

[IF MODE = Web OR CATI GRID ROW1]

'Future changes to my job that may give me less say over how it is done.'

[IF MODE = CATI: READ OUT]

[IF MODE = Web OR CATI GRID COLUMN]

1. Very anxious
2. Fairly anxious
3. Not very anxious
4. Not anxious at all

**[ASK IF BEmpStat=1]**

**IStLoss2**

(IF MODE = CAPI AND ICASI<>1: SHOW CARD I3)

How anxious are you about these situations affecting you at your work:

[IF MODE = Web OR CATI GRID ROW2]

'Future changes to my job that may make it more difficult to use my skills and abilities.'

[IF MODE = CATI: READ OUT]

[IF MODE = Web OR CATI GRID COLUMN]

1. Very anxious
2. Fairly anxious
3. Not very anxious
4. Not anxious at all

**[ASK IF BEmpStat=1]**

**IStLoss3**

(IF MODE = CAPI AND ICASI<>1: SHOW CARD I3)

How anxious are you about these situations affecting you at your work:

[IF MODE = Web OR CATI GRID ROW3]

'Future changes that may reduce my pay.'

[IF MODE = CATI: READ OUT]

[IF MODE = Web OR CATI GRID COLUMN]

1. Very anxious
2. Fairly anxious
3. Not very anxious
4. Not anxious at all

**[ASK IF BEmpStat=1]**

**IStLoss4**

(IF MODE = CAPI AND ICASI<>1: SHOW CARD I3)

How anxious are you about these situations affecting you at your work:

[IF MODE = Web OR CATI GRID ROW4]

'Being transferred to a less interesting job in the organisation.'

[IF MODE = CATI: READ OUT]

[IF MODE = Web OR CATI GRID COLUMN]

1. Very anxious
2. Fairly anxious
3. Not very anxious
4. Not anxious at all

**[ASK IF BEmpStat=1]**

**IStLoss5**

(IF MODE = CAPI AND ICASI<>1: SHOW CARD I3)

How anxious are you about these situations affecting you at your work:

[IF MODE = Web OR CATI GRID ROW5]

'Unexpected changes to my hours of work.'

[IF MODE = CATI: READ OUT]

[IF MODE = Web OR CATI GRID COLUMN]

1. Very anxious
2. Fairly anxious
3. Not very anxious
4. Not anxious at all

**[IF MODE = Web OR CATI: COLLAPSIBLE GRID IPersP1 THRU IPersP5]**

**@PROGRAMMING: RANDOMISE ORDER OF STATEMENTS IPersP1 THRU IPersP5**

**[ASK ALL]**

**IPersP1**

(IF MODE = CAPI AND ICASI<>1: SHOW CARD I4)

People have very different personalities. Please choose the answer that best describes how strongly you agree or disagree that the following statements apply to you. I see myself as ...

[IF MODE = Web OR CATI GRID ROW1]

Extroverted, Enthusiastic.

[IF MODE = CATI: READ OUT]

[IF MODE= Web OR CATI GRID COLUMN]

1. Disagree strongly
2. Disagree moderately
3. Disagree a little
4. Neither agree nor disagree
5. Agree a little
6. Agree moderately
7. Agree strongly

**[ASK ALL]**  
**IPersP2**

(IF MODE = CAPI AND ICASI<>1: SHOW CARD I4)  
I see myself as ...

[IF MODE = Web OR CATI GRID ROW2]  
Critical, Quarrelsome.

[IF MODE = CATI: READ OUT]  
[IF MODE= Web OR CATI GRID COLUMN]  
1. Disagree strongly  
2. Disagree moderately  
3. Disagree a little  
4. Neither agree nor disagree  
5. Agree a little  
6. Agree moderately  
7. Agree strongly

**[ASK ALL]**  
**IPersP3**

(IF MODE = CAPI AND ICASI<>1: SHOW CARD I4)  
I see myself as ...

[IF MODE = Web OR CATI GRID ROW3]  
Dependable, Self-disciplined.

[IF MODE = CATI: READ OUT]  
[IF MODE= Web OR CATI GRID COLUMN]  
1. Disagree strongly  
2. Disagree moderately  
3. Disagree a little  
4. Neither agree nor disagree  
5. Agree a little  
6. Agree moderately  
7. Agree strongly

**[ASK ALL]**  
**IPersP4**

(IF MODE = CAPI AND ICASI<>1: SHOW CARD I4)  
I see myself as ...

[IF MODE = Web OR CATI GRID ROW4]  
Anxious, Easily upset.

[IF MODE = CATI: READ OUT]  
[IF MODE= Web OR CATI GRID COLUMN]  
1. Disagree strongly  
2. Disagree moderately  
3. Disagree a little  
4. Neither agree nor disagree  
5. Agree a little  
6. Agree moderately  
7. Agree strongly

**[ASK ALL]**  
**IPersP5**

(IF MODE = CAPI AND ICASI<>1: SHOW CARD I4)  
I see myself as ...

[IF MODE = Web OR CATI GRID ROW5]  
Open to new experiences, Complex.

[IF MODE = CATI: READ OUT]  
[IF MODE= Web OR CATI GRID COLUMN]  
1. Disagree strongly  
2. Disagree moderately  
3. Disagree a little  
4. Neither agree nor disagree  
5. Agree a little  
6. Agree moderately  
7. Agree strongly

**[IF MODE = Web OR CATI: COLLAPSIBLE GRID IPersP6 THRU IPersP10]**

**@PROGRAMMING: RANDOMISE ORDER OF STATEMENTS IPersP6 THRU IPersP10**

**[ASK ALL]  
IPersP6**

(IF MODE = CAPI AND ICASI<>1: SHOW CARD I4)  
People have very different personalities. Please choose the answer that best describes how strongly you agree or disagree that the following statements apply to you. I see myself as ...

[IF MODE = Web OR CATI GRID ROW1]  
Reserved, Quiet.

[IF MODE = CATI: READ OUT]  
[IF MODE= Web OR CATI GRID COLUMN]  
1. Disagree strongly  
2. Disagree moderately  
3. Disagree a little  
4. Neither agree nor disagree  
5. Agree a little  
6. Agree moderately  
7. Agree strongly

**[ASK ALL]  
IPersP7**

(IF MODE = CAPI AND ICASI<>1: SHOW CARD I4)  
I see myself as ...

[IF MODE = Web OR CATI GRID ROW2]  
Sympathetic, Warm.

[IF MODE = CATI: READ OUT]  
[IF MODE= Web OR CATI GRID COLUMN]  
1. Disagree strongly  
2. Disagree moderately  
3. Disagree a little  
4. Neither agree nor disagree  
5. Agree a little  
6. Agree moderately  
7. Agree strongly

**[ASK ALL]**  
**IPersP8**

(IF MODE = CAPI AND ICASI<>1: SHOW CARD I4)  
I see myself as ...

[IF MODE = Web OR CATI GRID ROW3]  
Disorganized, Careless.

[IF MODE = CATI: READ OUT]  
[IF MODE= Web OR CATI GRID COLUMN]  
1. Disagree strongly  
2. Disagree moderately  
3. Disagree a little  
4. Neither agree nor disagree  
5. Agree a little  
6. Agree moderately  
7. Agree strongly

**[ASK ALL]**  
**IPersP9**

(IF MODE = CAPI AND ICASI<>1: SHOW CARD I4)  
I see myself as ...

[IF MODE = Web OR CATI GRID ROW4]  
Calm, Emotionally stable.

[IF MODE = CATI: READ OUT]  
[IF MODE= Web OR CATI GRID COLUMN]  
1. Disagree strongly  
2. Disagree moderately  
3. Disagree a little  
4. Neither agree nor disagree  
5. Agree a little  
6. Agree moderately  
7. Agree strongly

**[ASK ALL]**  
**IPersP10**

(IF MODE = CAPI AND ICASI<>1: SHOW CARD I4)  
I see myself as ...

[IF MODE = Web OR CATI GRID ROW5]  
Conventional, Uncreative.

[IF MODE = CATI: READ OUT]  
[IF MODE= Web OR CATI GRID COLUMN]  
1. Disagree strongly  
2. Disagree moderately  
3. Disagree a little  
4. Neither agree nor disagree  
5. Agree a little  
6. Agree moderately  
7. Agree strongly

**[IF MODE = Web OR CATI: COLLAPSIBLE GRID InoSupp1-InoSupp4]**

**[ASK IF BEMPSTAT=1 AND (B1AGO=EMPTY (not on route) OR B1AGO=1) (i.e., employee in work a year ago)]**

**InoSupp1**

[IF MODE = CAPI and ICASI<>1: SHOW CARD I8]

Over the past 12 months, during the course of your work have you been subjected to any of the following:

[IF MODE = Web OR CATI GRID ROW1]

Physical violence

[IF MODE= Web OR CATI GRID COLUMN]

1. Yes
2. No

**[ASK IF BEMPSTAT=1 AND (B1AGO=EMPTY (not on route) OR B1AGO=1) (i.e., employee in work a year ago)]**

**INoSupp2**

[IF MODE = CAPI and ICASI<>1: SHOW CARD I8]

Over the past 12 months, during the course of your work have you been subjected to any of the following:

[IF MODE = Web OR CATI GRID ROW2]

Sexual harassment

[IF MODE= Web OR CATI GRID COLUMN]

1. Yes
2. No

**[ASK IF BEMPSTAT=1 AND (B1AGO=EMPTY (not on route) OR B1AGO=1) (i.e., employee in work a year ago)]**

**InoSupp3**

[IF MODE = CAPI and ICASI<>1: SHOW CARD I8]

Over the past 12 months, during the course of your work have you been subjected to any of the following:

[IF MODE = Web OR CATI GRID ROW3]

Bullying/harassment

[IF MODE= Web OR CATI GRID COLUMN]

1. Yes
2. No

**[ASK IF BEMPSTAT=1 AND (B1AGO=EMPTY (not on route) OR B1AGO=1) (i.e., employee in work a year ago)]**



## InoSupp4

[IF MODE = CAPI and ICASI<>1: SHOW CARD I8]

Over the past 12 months, during the course of your work have you been subjected to any of the following:

[IF MODE = Web OR CATI GRID ROW4]

Cyber bullying

[IF MODE= Web OR CATI GRID COLUMN]

1. Yes
2. No

**[ASK ALL]**

**Ksex**

Finally, some questions about you.

What is your sex?

[IF MODE = CAPI and ICASI=1: If you don't want to answer a question, click NEXT, and then select 'Prefer not to answer' to move onto the next question]

[IF MODE=CAPI and ICASI<>1: INTERVIEWER: Click NEXT, and then select 'Prefer not to answer' to move onto the next question.]

1. Male
2. Female

[IF ICASI=2 OR MODE=CATI I.E. QUESTIONS INTERVIEWER ADMINISTERED:

INTERVIEWER: IF A RESPONDENT QUERIES WHAT IS MEANT BY SEX PLEASE STATE THAT THIS CAN EITHER BE SEX ASSIGNED AT BIRTH OR SEX ON LEGAL DOCUMENTS. PLEASE INFORM RESPONDENTS A QUESTION ON GENDER IDENTITY IS ALSO INCLUDED AT THE NEXT QUESTION. ]

**[ASK ALL]**

**KGender**

Is the gender you identify with the same as your sex registered at birth?

1. Yes
2. No

**[ASK ALL]**

**KSexual**

Which of the following best describes your sexual orientation?

[IF ICASI=2 or MODE=CATI: READ OUT...]

Straight/heterosexual  
Gay or lesbian  
Bisexual  
Other sexual orientation

**[ASK ALL]**

**KReligion**

What is your religion?

1. No religion
2. Christian (including Church of England, Catholic, Protestant and all other Christian demoninations)
3. Buddist
4. Hindu
5. Jewish
6. Muslim
7. Sikh
8. Any other religion (Please specify)

**IF KReligion = 8 Any other religion**

**KReligionO**

Write in other religion.

Text[250]

**[ASK IF COUNTRY=NI and KReligion=2 (WEB/CATI ONLY)]**

**KReligNI**

What religion, religious denomination or body do you belong to?

1. Roman Catholic
2. Presbyterian Church in Ireland
3. Church of Ireland
4. Methodist Chruch of Ireland
5. Other Christian

**[ASK IF ICASI=1]**

**IEnd**

Please stop here.

Tell the interviewer you have finished answering this set of questions.

INTERVIEWER: CODE 1 TO CONTINUE

## BLOCK K: Personal details

**[ASK ALL]**  
**KMarried**

Are you...

[IF MODE =CAPI OR CATI "READ OUT..."]

[IF MODE=WEB ""]

1. Married
2. In a registered civil partnership
3. Living together as a couple
4. Single
5. Widowed
6. Separated/divorced?

**[ASK ALL]**  
**KChildrn**

Do you have any children under the age of 16 who are financially dependent on you?

*Children do not have to live in the same household as you, and do not have to be your biological children.*

1. Yes
2. No

**[ASK IF KChildrn=1]**  
**Ku16**

How many children under the age of 16 do you have?

NUMERIC RANGE 1...30

**[ASK IF KChildrn=1]**  
**Ku5**

How many are under five years old?

NUMERIC 0...30

SOFT CHECKS IF MODE = CAPI OR CATI ONLY

**[If Ku5>Ku16]**

YOU HAVE ENTERED THAT THIS RESPONDENT HAS MORE CHILDREN UNDER FIVE THAN THE TOTAL NUMBER OF CHILDREN THEY SAID THEY HAD AT THE PREVIOUS QUESTION. PLEASE CHECK THIS AND GO BACK TO KU16 AND/OR KU5 TO RE-ENTER.

**[ASK ALL]**

## **KHealth1**

In general, would you say your health is ...

1. Excellent
2. Very good
3. Good
4. Fair
5. Poor

**[ASK ALL]**

## **KHealth2**

Do you have any physical or mental health conditions or illnesses  
lasting or expecting to last 12 months or more?

1. Yes
2. No

**[ASK IF KHEALTH2=1]**

## **KHealthlim**

Does your condition or illness reduce your ability to carry out day-to-day  
activities?

1. Yes, a lot
2. Yes, a little
3. Not at all

**[ASK ALL]**

## **KEthnicP**

**[IF MODE= CAPI "SHOW CARD K1"]**

To which of these groups do you consider that you belong?

1. White
2. Black – Caribbean
3. Black – African
4. Black – Other
5. Indian
6. Pakistani
7. Bangladeshi
8. Chinese
9. Mixed/ multiple ethnic groups
10. Other

**[ASK ALL]**

## **KCountry1**

**[IF MODE=CAPI: SHOW CARD K2]**

In which country were you born?

1. England
2. Wales
3. Scotland
4. Northern Ireland
5. Republic of Ireland
6. Elsewhere (Please specify)

**[IF KCOUNTRY1=Elsewhere]  
KCountry2**

Write in the current name of country of birth.

Text [250]

**[ASK ALL]  
KLifeSat**

**[IF MODE= CAPI "SHOW CARD K3"]**

All things considered how satisfied would you say you are with your life these days?

1. Completely satisfied
2. Very satisfied
3. Fairly satisfied
4. Neither satisfied nor dissatisfied
5. Fairly dissatisfied
6. Very dissatisfied
7. Completely dissatisfied

**[IF MODE= CAPI or CASI - NO DK, NO REF]**

**IF MODE = WEB/ CATI HIDDEN DK AND HIDDEN REF IN KEEPING WITH  
REST OF ITEMS].**

## BLOCK Q: Follow-up and Conclusion

**[ASK IF MODE=CAPI]**

**QFuture**

In three years' (36 months') time, NatCen or Cardiff University would like to contact you again about your job to see how things have changed. You could decide then whether you would be willing to take part.

Would you be willing for us (or someone working on our behalf) to contact you again in three years?

1. Yes
2. No

NO DK/REF

**[IF QFTUURE=1]**

**Ttl**

INTERVIEWER: Please ask and record the participants full name.

INTERVIEWER: IF NEEDED: This will only be used to contact you for reasons you have agreed to.

INTERVIEWER: Code the title of the participant

- 1 Mr
- 2 Mrs
- 3 Ms
- 4 Miss
- 5 Other

**[IF Ttl = 5 Other]**

**Title**

INTERVIEWER: Record the title of the participant

Text: Maximum 4 characters

**FrstName**

INTERVIEWER: Enter the first name of the participant.

Text: Maximum 30 characters

**Surname**

INTERVIEWER: Enter the surname of the participant.

Text: Maximum 30 characters

**[IF FUTURE=1]**

**GiveEm**

Please may I have an email address, so we can contact you?

INTERVIEWER: IF NECESSARY: THIS IS JUST TO HELP WITH RECONTACT IN CASE OF CHANGE OF ADDRESS ETC. IT WILL NOT BE USED FOR ANY OTHER PURPOSES, AND IT WILL BE KEPT SECURELY AND IN COMPLETE CONFIDENTIALITY BY THE RESEARCH TEAM.

- 1 Yes
- 2 No

3 No email

**[IF GiveEm =1]  
Email1**

INTERVIEWER: RECORD EMAIL ADDRESS

String: 255

**Email2**  
Is this correct:

<Email from Email1>

**[ASK IF QFuture=1]  
QTelNo**

Do you have a landline telephone number that I can take?

INTERVIEWER: IF NECESSARY: AGAIN, THIS IS JUST TO HELP WITH RECONTACT IN CASE OF CHANGE OF ADDRESS ETC. IT WILL NOT BE USED FOR ANY OTHER PURPOSES, AND IT WILL BE KEPT SECURELY AND IN COMPLETE CONFIDENTIALITY BY THE RESEARCH TEAM.

- 1 Yes
- 2 No
- 3 No Landline number

**[IF QTelNo =1]  
TelNo**

INTERVIEWER: RECORD TELEPHONE NUMBER  
(Must include STD code and number).

**[ASK IF QFuture=1]  
QTelNo2**

And do you have a mobile telephone number that I can take?

INTERVIEWER: IF NECESSARY: AGAIN, THIS IS JUST TO HELP WITH RECONTACT IN CASE OF CHANGE OF ADDRESS ETC. IT WILL NOT BE USED FOR ANY OTHER PURPOSES, AND IT WILL BE KEPT SECURELY AND IN COMPLETE CONFIDENTIALITY BY THE RESEARCH TEAM.

1. Yes
2. No
3. No mobile number

**[IF QTelNo =1]  
TelNo2**

INTERVIEWER

RECORD TELEPHONE NUMBER

**[ASK IF QFuture = 1 AND ((QTelno =1) OR (QTelno2 =1))]  
QSuperv**

A few interviews on any survey are checked by a supervisor to make sure people are satisfied with the way the interview was carried out. In case my supervisor needs to contact you, can they use the telephone number(s) you have just provided for this purpose?

1. Yes
2. No

**[ASK IF (QFuture = 2) OR ((QFuture = 1) AND (QTelno <>1 ) AND (QTelno2 <>1))]** i.e. if QSuperv not on route  
**QSuperv2**

A few interviews on any survey are checked by a supervisor to make sure people are satisfied with the way the interview was carried out. In case my supervisor needs to contact you, it would be helpful if you could let me have your landline telephone or mobile number. Are you happy to give me a number for that purpose?

1. Yes
2. No

**[ASK IF QSuperv2 =1]  
QsupervTel**

INTERVIEWER

RECORD TELEPHONE NUMBER

(Must include STD code and number or mobile number).

**[ASK IF MODE=CAPI]  
Incentive**

I have now got to the end of the questions I want to ask you.

Thank you very much for giving your time to help us.

We offered you a £10 Gift Card as a token of appreciation for taking part. I'm just going to get this all set up for you. This will need to be activated by our Head Office, so please wait for three days before using it.

INTERVIEWER: Please get a gift card ready for the respondent.

Before handing over ...

Enter the last 8 digits of the card in the next question.

Press 1 and <enter> to continue

**GiftNX [1-3]**

Enter the last 8 digits of the card number.

**1<sup>st</sup> attempt**

String: 8

[IF GiftNX[1] incorrect]

**2<sup>nd</sup> attempt, 1<sup>st</sup> attempted failed please check card number and try again**



String: 8

[IF GiftN[2] incorrect]

3<sup>rd</sup> attempt, 2<sup>nd</sup> attempted failed please check card number and try again

**N.B. THIS IS THE LAST ATTEMPT AT ENTERING THE CARD NUMBER**

String: 8

**[IF GiftN[1 or 2 or 3] = correct]**

**GiftGood**

INTERVIEWER: Full card number is ^GiftN

Please hand the gift card to the respondent

Press 1 and <Enter to continue>

**END IF**

**[IF GiftN[3] = Incorrect]**

**GiftBad**

INTERVIEWER: The 8 digit numbers you entered have not been recognised.

Please leave the card and record the number in special action SAS2Act in the admin block.

You will need to use code 1 (Yes) at SAS1Act to get to SAS2Act.

Press 1 and <enter> to continue.

**[ASK IF MODE=CAPI]**

Interviewer, please code whether the interview was conducted in English, Welsh or another language.

CODE ONE ONLY

1. English
2. Welsh
3. Another language

## APPENDIX B: Showcards

# **SKILLS AND EMPLOYMENT SURVEY 2023**

**P16561**

## **SHOWCARDS**

## **SHOW CARD B1**

1. Paid a salary or a wage by an agency
2. Sole director of own limited business
3. Running a business or professional practice
4. A partner in a business or professional practice
5. Working for yourself
6. Working as a sub-contractor
7. Doing freelance work
8. None of these

## **SHOW CARD B2**

1. Always
2. Often
3. Sometimes
4. Rarely
5. Never

## **SHOW CARD B3**

1. Strongly agree
2. Agree
3. Disagree
4. Strongly disagree

## **SHOW CARD B4**

1. At home
2. In the same grounds and buildings as home (eg, in adjoining property or surrounding land)
3. At a single workplace away from home (eg, office, factory or shop)
4. In a variety of different places of work (eg, working on clients' premises or in their homes)
5. Working on the move (eg, delivering products or people to different places)

## **SHOW CARD B5**

1. 100%
2. At least 80%
3. At least 60%
4. At least 40%
5. At least 20%
6. Less than 20%



## **SHOW CARD B6**

1. Have your own home office
2. Share your home office with someone else
3. Have a permanent workstation but not a home office
4. Work in spaces also intended for other uses (e.g., kitchen, dining table)

## **SHOW CARD B7**

1. Strongly agree
2. Agree
3. Disagree
4. Strongly disagree

## **SHOW CARD B8**

1. Never
2. Once
3. More than once

## **SHOW CARD B9**

1. A great deal

2. A fair amount

3. Not much

4. Not at all

## **SHOW CARD B10**

1. Strongly agree
2. Agree
3. Disagree
4. Strongly disagree

# SHOW CARD B11

1. None/no qualifications

## **GCSEs, A-Level or equivalent**

2. GCSE D-G/CSE below Grade 1/ Welsh Baccalaureate Foundation
3. GCSE A\*-C/GCE 'O' Level/CSE Grade 1/ Welsh Baccalaureate National
4. GCE 'A' Level/Welsh Baccalaureate Advanced

## **Scottish Certificate of Education**

5. SCE Standard (4-7)/Ordinary (below C)/National 3/ National 4
6. SCE Standard (1-3)/Ordinary (A-C) or SLC/SUPE Lower/ National 5
7. SCE Higher or SLC/SUPE Higher
8. Certificate of Sixth Year Studies/Advanced Higher/Scottish Baccalaureate

## **Vocational Qualifications**

9. Level 1 NVQ: Award, diploma, certificate or skills/ GNVQ Foundation
10. Level 2 NVQ: Award, diploma, or skills/ National certificate or diploma/ GNVQ Intermediate
11. Level 3 NVQ: Award, diploma, or certificate/ GNVQ Advanced/ ONC/OND (or SNC/SND)/ T level
12. Level 4 NVQ: Award, diploma, or certificate/ Higher national certificate (or SHNC)
13. Level 5 NVQ: Award, diploma, or certificate/HND (or SHND)/Diploma of Higher Education (not Degree)

## **Scottish higher-level qualifications**

14. SCOTVEC National Certificate
15. SCOTBEC/SCOTEC Certificate/Diploma

## **Professional qualification involving exams**

16. Professional qualification below degree level (e.g., social worker, security guard)
17. Nursing (e.g., SCM, RGN, SRN, SEN)
18. Degree-level professional qualification/membership (e.g., law, medicine, accounting, engineering)

## **Degree Level**

19. Foundation degree
20. Undergraduate degree
21. Masters
22. Teaching (e.g. PGCE)
23. PhD

## **Other**

24. Completion of an Apprenticeship
25. Professional qualification without sitting exam
26. Other [please specify]

## **SHOW CARD B12**

1. Totally unnecessary
2. Not really necessary
3. Fairly necessary
4. Essential

## **SHOW CARD B13**

1. Less than 1 week
2. Less than 1 month
3. 1 month and over, up to 3 months
4. 3 months and over, up to 6 months
5. 6 months and over, up to 1 year
6. 1 year and over, up to 2 years
7. 2 years or over



## **SHOW CARD B13a**

1. Less than 1 week
2. Less than 1 month
3. 1 month or more, up to 3 months
4. 3 months or more, up to 6 months
5. 6 months or more, up to 1 year
6. 1 year or more, up to 2 years
7. 2 years or more

## **SHOW CARD B14**

1. Strongly agree
2. Agree
3. Disagree
4. Strongly disagree

## **SHOW CARD B15**

1. Very true
2. True
3. Somewhat true
4. Not at all true

## **SHOW CARD B16**

1. All the time
2. Almost all the time
3. Around three quarters of the time
4. Around half the time
5. Around quarter of the time
6. Almost never
7. Never

## **SHOW CARD B17**

1. A great deal
2. A fair amount
3. Not much
4. None at all

## SHOW CARD B18

1. Very easy

2. Quite easy

3. Quite difficult

4. Very difficult

## SHOW CARD B19

1. Very likely
2. Quite likely
3. Evens
4. Quite unlikely
5. Very unlikely

# SHOW CARD C1

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply



## SHOW CARD C2

1. STRAIGHTFORWARD (for example, using a computer for straightforward routine procedures such as printing out an invoice in a shop)
2. MODERATE (for example, using a computer for word-processing and/or spreadsheets or communicating with others by 'e-mail')
3. COMPLEX (for example, using a computer for analysing information or design, including use of computer aided design or statistical analysis packages)
4. ADVANCED (for example, using computer syntax and/or formulae for programming)

## **SHOW CARD C3**

1. Yes

2. No

3. Unsure

## **SHOW CARD C4**

1. Essential
2. Very important
3. Fairly important
4. Not very important
5. Not at all important/Does not apply

# SHOW CARD D1

1. None/no qualifications

## **GCSEs, A-Level or equivalent**

2. GCSE D-G/CSE below Grade 1/ Welsh Baccalaureate Foundation
3. GCSE A\*-C/GCE 'O' Level/CSE Grade 1/ Welsh Baccalaureate National
4. GCE 'A' Level/Welsh Baccalaureate Advanced

## **Scottish Certificate of Education**

5. SCE Standard (4-7)/Ordinary (below C)/National 3/ National 4
6. SCE Standard (1-3)/Ordinary (A-C) or SLC/SUPE Lower/ National 5
7. SCE Higher or SLC/SUPE Higher
8. Certificate of Sixth Year Studies/Advanced Higher/Scottish Baccalaureate

## **Vocational Qualifications**

9. Level 1 NVQ: Award, diploma, certificate or skills/ GNVQ Foundation
10. Level 2 NVQ: Award, diploma, or skills/ National certificate or diploma/ GNVQ Intermediate
11. Level 3 NVQ: Award, diploma, or certificate/ GNVQ Advanced/ ONC/OND (or SNC/SND)/ T level
12. Level 4 NVQ: Award, diploma, or certificate/ Higher national certificate (or SHNC)
13. Level 5 NVQ: Award, diploma, or certificate/HND (or SHND)/Diploma of Higher Education (not Degree)

## **Scottish higher-level qualifications**

14. SCOTVEC National Certificate
15. SCOTBEC/SCOTEC Certificate/Diploma

## **Professional qualification involving exams**

16. Professional qualification below degree level (e.g., social worker, security guard)
17. Nursing (e.g., SCM, RGN, SRN, SEN)
18. Degree-level professional qualification/membership (e.g., law, medicine, accounting, engineering)

## **Degree Level**

19. Foundation degree
20. Undergraduate degree
21. Masters
22. Teaching (e.g. PGCE)
23. PhD

## **Other**

24. Completion of an Apprenticeship
25. Professional qualification without sitting exam
26. Other [please specify]

## SHOW CARD D2

1. A lot
2. A fair amount
3. A little
4. None at all

## SHOW CARD D3

1. Very difficult
2. Quite difficult
3. Neither easy nor difficult
4. Quite easy
5. Very easy

## **SHOW CARD E2**

1. Very well organised
2. Quite well organised
3. Quite poorly organised
4. Very poorly organised

## SHOW CARD E3

1. A great deal
2. A fair amount
3. Not much
4. Not at all



## SHOW CARD E4

1. More than three-quarters

2. Half to three-quarters

3. About half

4. A quarter to half

5. Less than a quarter

6. None

## **SHOW CARD E5**

1. Very high

2. High

3. Neither high nor low

4. Low

5. Very low

6. Not applicable

## **SHOW CARD E6**

1. Strongly agree

2. Agree

3. Disagree

4. Strongly disagree

## SHOW CARD E7

1. Within a week
2. Within a month
3. Within 6 months
4. Within a year
5. More than a year
6. Never

## SHOW CARD E8

1. Always

2. Most of the time

3. Sometimes

4. Rarely

5. Never

## **SHOW CARD E9**

1. A great deal of help
2. Quite a lot of help
3. Of some help
4. A little help
5. Of no help at all

## **SHOW CARD E10**

1. Strongly agree
2. Agree
3. Disagree
4. Strongly disagree

# SHOW CARD E1

1. Essential
2. Very important
3. Fairly important
4. Not very important



# SHOW CARD G1

1. One hour
2. One week
3. Four weeks
4. Calendar month
5. Year
6. Other period [Please specify]

# SHOW CARD G2

WEEKLY earnings BEFORE tax		MONTHLY earnings BEFORE tax		ANNUAL earnings BEFORE tax
Less than £190	L	Less than £835	L	Less than £10,000
£190 - £315	B	£835 - £1,375	B	£10,000 - £16,500
£316 - £425	M	£1,376 - £1,835	M	£16,501 - £22,000
£426 - £500	D	£1,836 - £2,165	D	£22,001 - £26,000
£501 - £575	A	£2,166 - £2,500	A	£26,001 - £30,000
£576 - £675	G	£2,501 - £2,915	G	£30,001 - £35,000
£676 - £775	X	£2,916 - £3,375	X	£35,001 - £40,500
£776 - £960	C	£3,376 - £4,165	C	£40,501 - £50,000
£961 - £1,250	P	£4,166 - £5,415	P	£50,001 - £65,000
£1,251 or more	E	£5,416 or more	E	£65,001 or more

## **SHOW CARD J1**

1. Much more efficient
2. Somewhat more efficient
3. Made no difference
4. Somewhat less efficient
5. Much less efficient

## SHOW CARD J2

1. Received instruction or training from someone which took you away from your normal job
2. Received instruction whilst performing your normal job
3. Taught yourself from a book /manual /video /computer/ DVD /Internet
4. Followed a correspondence or Internet course (such as Open University)
5. Taken an evening class
6. Done some other work-related training
7. None of these

## SHOW CARD J3

1. A great deal
2. Quite a lot
3. To some extent
4. A little
5. Not at all

# SHOW CARD I1

1. Never
2. Occasionally
3. Some of the time
4. Much of the time
5. Most of the time
6. All of the time

## SHOW CARD I2

1. Completely satisfied
2. Very satisfied
3. Fairly satisfied
4. Neither satisfied nor dissatisfied
5. Fairly dissatisfied
6. Very dissatisfied
7. Completely dissatisfied

## **SHOW CARD I3**

1. Very anxious
2. Fairly anxious
3. Not very anxious
4. Not anxious at all



## SHOW CARD I4

1. Disagree strongly
2. Disagree moderately
3. Disagree a little
4. Neither agree nor disagree
5. Agree a little
6. Agree moderately
7. Agree strongly

# SHOW CARD K1

1. White
2. Black – Caribbean
3. Black – African
4. Black – Other
5. Indian
6. Pakistani
7. Bangladeshi
8. Chinese
9. Mixed/multiple ethnic groups
10. Other

## SHOW CARD K2

1. England
2. Wales
3. Scotland
4. Northern Ireland
5. Republic of Ireland
6. Elsewhere (Please specify)

## **SHOW CARD K3**

1. Completely satisfied
2. Very satisfied
3. Fairly satisfied
4. Neither satisfied nor dissatisfied
5. Fairly dissatisfied
6. Very dissatisfied
7. Completely dissatisfied

## APPENDIX C: Face to Face respondent materials

The Resident

Your reference number:

P16561

# You and Your Work

## A Study of Working Life in Britain Today

Dear Resident,

I am writing to ask for your help with an important national survey. The survey aims to find out what people do in their jobs and how this has changed since our research first began in 1986. A leaflet is enclosed which explains more about why the study matters and the positive impact it has had on promoting job quality and well-being at work.

The study is being carried out by a group of universities (Cardiff University; University College London; Nuffield College, Oxford; and the University of Surrey) in partnership with the National Centre for Social Research (NatCen).

Your participation will help to inform future policies to improve job quality, raise skill levels and increase well-being at work.

**We want to talk to people aged 20–65 who carry out paid work for at least one hour a week, either as an employee or self-employed.**

### > What happens next?

An interviewer from NatCen will call at your address in the next few weeks. They will ask a couple of questions to determine if anyone in your household is eligible to take part in the study and, if they are, arrange a time to interview up to two people in your household. The interviewer will show you Photo ID so you know who they are

### > We value your help:

Taking part is voluntary but we hope that you will agree to take part. **Those who are eligible and agree to take part will be given a £10 voucher as a ‘thank you’ for sharing their views. This can be spent in a wide range of high street stores.**

### > Want to know more?

Contact NatCen on **0800 652 2704** or via email **[SES2023@natcen.ac.uk](mailto:SES2023@natcen.ac.uk)** or visit **[natcen.ac.uk/SES2023](https://natcen.ac.uk/SES2023)**.

Thank you very much for your help.



**Rebecca Perring**  
Economic and Social Research Council



**Simon McKee**  
Department for Education



➤ **Who is carrying out the survey?**

The National Centre for Social Research (NatCen) is conducting this study. We are part of a wider research team including academics from Cardiff University; University College London; Nuffield College, Oxford; and the University of Surrey.

NatCen is Britain's biggest independent research organisation. We carry out many national research studies for a range of government and charitable bodies.

The study is funded by the Economic and Social Research Council (ESRC), the Department for Education (DfE), and the Advisory, Conciliation and Arbitration Service (Acas).

➤ **Why did we choose you?**

Your address has been selected at random from a list of all addresses in Great Britain for inclusion in the survey. To ensure our results are accurate, we rely on the voluntary co-operation of people living at the selected address – no one else can take your place.

We want to speak to people aged 20–65 who are in paid work. Where there are multiple eligible adults living at your address, up to two may be asked to take part in the study.

➤ **What is the study about?**

You will be asked for details on what you do at work, what skills you use, how you work, as well as any recent changes to your work. You can find results from the last survey, in 2017 here: [www.wiserd.ac.uk/project/ses/ses2017](http://www.wiserd.ac.uk/project/ses/ses2017)

➤ **Will my response be kept confidential?**

Your answers will be kept strictly confidential. It will not be possible for any individual person to be identified from their responses or the survey findings. We will follow all data protection legislation.

➤ **What will happen to any information I give?**

The information you give will be used by the research team for statistical purposes only. Your answers will be put together and analysed with those from everyone else taking part in the study.

The findings will not focus on any individual and it will not be possible to identify you. No personal details will be shared with anyone outside of the research team and any data shared will be for non-commercial research purposes only.

You can find out more at [natcen.ac.uk/SES2023/privacy](http://natcen.ac.uk/SES2023/privacy)

**Where can I find out more about this study?**

A leaflet is provided with this letter, or you can visit [www.natcen.ac.uk/SES2023](http://www.natcen.ac.uk/SES2023). You can also call **0800 652 2704** or email **SES2023@natcen.ac.uk**.



## Findings from the 2017 survey

The survey provides researchers and policy makers with important information about the nature of people's jobs and how jobs have changed over time:



**46%** of the British employed workforce strongly agreed that their jobs required them to work very hard, up from **32%** in 1992



**7%** of employees were very anxious that their working hours could change unexpectedly, equivalent to **1.7 million** employees



**30%** of graduates worked in jobs that did not require a degree



Further details available at  
[www.wiserd.ac.uk/project/ses/ses2017/](http://www.wiserd.ac.uk/project/ses/ses2017/)

## Our responsibility to you



### We answer your questions

We will always tell you the purpose of the research and who is funding it.



### No 'junk mail'

You will not receive any 'junk mail' as a result of taking part. We do not pass addresses onto other organisations for commercial purposes.



### For more information

If you'd like to know more about this study, or have any questions, please visit [www.natcen.ac.uk/SES2023](http://www.natcen.ac.uk/SES2023). If you would prefer you can e-mail us at [SES2023@natcen.ac.uk](mailto:SES2023@natcen.ac.uk) or call **0800 652 2704**.

## Contact

**Address:** National Centre for Social Research,  
35 Northampton Square, London EC1V 0AX

**Tel:** +44(0)20 7250 1866

**Email:** [info@natcen.ac.uk](mailto:info@natcen.ac.uk)

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# You and Your Work

## A Study of Working Life in Britain Today

Why your help is important



 **National Centre  
for Social Research**



## What is the Study of Working Life in Britain Today?

Working Life in Britain Today is a long-running national study of working people aged 20-65 which began in 1986. The survey focuses on the work that people do and how working life has changed over time.

The high-quality findings from this research inform government policy on many aspects of working life. Previous surveys shed light on:



how the content of jobs is changing with technology and what skills are needed in the workplace



how to improve the recruitment and retention of teachers and nurses



differences in pay between the public and private sector

Anonymised data from the survey has also been used to develop a website which anyone can use to see how their job compares with others. Visit [www.howgoodismyjob.com](http://www.howgoodismyjob.com) to find out more.

## Why are your views important?

Where and how we work has a huge impact on our daily lives. Working life is constantly evolving due to advances in technology or disruptions such as the COVID-19 pandemic.

Your contribution will help provide a true picture of how work is organised in Britain today. Your views are important regardless of the type of work you do. Taking part in the survey is voluntary but we strongly encourage you to do so.

The research is designed by a team from Cardiff University, University College London, Nuffield College, Oxford and Surrey University with the National Centre for Social Research (NatCen).

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working for everyone

## How will we use your data?

The information given to us during the interview will be treated as strictly confidential in line with UK Data Protection legislation. It will be used for research purposes only. The research team will use the data to produce statistics and publish reports. It will not be possible to identify you or anyone in your household from these reports. An anonymised dataset – in which no individual or household can be identified – will be made available to other researchers and policy makers to carry out further research into people's working lives.



## Who are we?

NatCen is Britain's largest independent research organisation studying social affairs. We carry out many important national research studies for Government departments, research councils and charitable foundations.

The kinds of policy areas we study include: health, education, work, childcare, housing and transport.

[www.natcen.ac.uk/about-us](http://www.natcen.ac.uk/about-us)

## APPENDIX D: Address Record Form


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**Skills and Employment Survey 2023 DRH**

Fieldwork end: &lt;date&gt;

NatCen, 101-135 Kings Road, Brentwood, Essex CM14 4LX, Telephone 01277 200 600, Fax 01277 214 117

ADDRESS DETAILS	
SERIAL: <Serial> <CKL> POINT: <Point> <Add1> <Add2> <Add3> <Add4> <Add5> <Postcode>	FA: <FA>        GR: <Easting> <Northing>

DU / HH SELECTION LABEL	
SERIAL: <Serial> <CKL> POINT: <Point>	
DU / HH: 2 3 4 5 6 7 8 9 10 11 12 SELECT: <selnum02> thru <selnum12>	

Title, first name, surname	
Name of selected adult 1:	
Name of selected adult 2:	
Telephone number 1:	
Telephone number 2:	
Contact name for call backs:	
No telephone:	2
Number refused:	3

PERSON SELECTION LABEL	
SERIAL: <Serial> <CKL> POINT: <Point>	
No. PERS: 3 4 5 6 7 8 9 10 11 12 Person 1: <Pers1Sel03> thru <Pers1Sel12> Person 2: <Pers2Sel03> thru <Pers2Sel12>	

Call No.	Date DD/MM	Day of week	Call Start Time (24hr clock)	VISITS RECORD Record all visits, even if no reply. For phone calls – see separate grid on next page	*Call Status (Enter codes only)	Call End Time (24hr Clock)	Call followed by personal/non-CAPI time (tick)
1	/		:			:	
2	/		:			:	
3	/		:			:	
4	/		:			:	
5	/		:			:	
6	/		:			:	
7	/		:			:	
8	/		:			:	

**\*Call Status codes:** 1= No reply, 2= Contact made, 3= Appointment made, 4= Any CAPI interviewing done, 5= Any other status

**TELEPHONE CONTACT:**

Call No.	Date DD/MM	Day of week	Call Time 24hr clock	TELEPHONE CALLS RECORD Record all calls, even if no reply. DO NOT ENTER THESE CALLS IN THE CAPI MENU SYSTEM
1	/		:	
2	/		:	
3	/		:	
4	/		:	
5	/		:	

**AA: Individual outcomes**

Record details of all eligible persons living in the household below. Complete grid for all individuals. **Only record individual outcome codes for adults selected for interview. Complete for all addresses.**

Person no.	Age	Title	Full initials	Surname	Selected? (circle)		Individual outcome code
					Yes	No	
0 1					1	2	
0 2					1	2	
0 3					1	2	
0 4					1	2	
0 5					1	2	
0 6					1	2	
0 6					1	2	
0 8					1	2	
0 9					1	2	
1 0					1	2	

**INDIVIDUAL OUTCOME CODES**
**Productive:**

11 = Full interview

21 = Partial interview

**Unproductive:**

32 = No contact with selected individual  
 43 = No interview - Refusal before interview  
 44 = No interview - Refusal during interview  
 45 = No interview - Broken appointment, no recontact  
 51 = Ill at home during survey period  
 52 = Away or in hospital all survey period  
 53 = Physically or mentally unable  
 54 = Language difficulties  
 59 = Other reason for no interview  
 70 = Individual ineligible

## A: Tracing Address & Area Observations

**A.1** Is this address traceable, residential and occupied as main residence?

Yes	1	Answer A.2 – A.5; Go to B.1
No (Deadwood)	2	Go to E.6
Unsure (no contact)	3	Answer A.2 – A.5; Go to E.5
Unsure (contact made)	4	Answer A.2 – A.5; Go to E.7
Office refusal	5	Answer A.2 – A.5; Go to E.3 : Code 410

**WHERE FEASIBLE, INFORMATION AT A.2 – A.5 SHOULD BE COLLECTED BEFORE MAKING CONTACT.  
FOR OFFICE REFUSALS: PLEASE VISIT THE ADDRESS BUT DO NOT APPROACH OCCUPANTS.**

**A.2** Are any of these physical barriers to entry present at the house/flat/building?

Locked common entrance	1
Locked gates	2
Security staff or other gatekeeper	3
Entry phone access	4
None of these	5
Unable to obtain information	8

**A.3** Which of these best describes the selected flat or house of the intended respondent?

Detached house	1
Semi-detached house	2
Terraced house (including end of terrace)	3
Flat or maisonette – purpose built	4
Flat or maisonette – conversion	5
Other	6
Unable to obtain information	8

**A.4** Which of these best describes the condition of residential properties in the area?

Mainly good	1
Mainly fair	2
Mainly bad	3
Mainly very bad	4
Unable to obtain information	8

**A.5** How is the external condition of the selected flat or house relative to other residential properties in the area?

Better	1
About the same	2
Worse	3
Unable to obtain information	8

## B: Selection of 1 dwelling unit (DU)

Definition of a DU: *an address or part of an address, which has its own front door. The front door does not have to be at street level, but it must separate one part of the address from other parts.*

**B.1** How many dwelling units (DUs) are at this address? Write in number of DUs

--	--

and then code:

1 DU	1	Go to B.3
2+ DUs	2	Go to B.2
Unsure about number of DUs: information refused	3	Go to E.3 : Code 421
Unsure about number of DUs: no contact	4	Go to E.2
Unsure about number of DUs: language barrier	5	Go to E.4 : Code 540

**B.2** List all dwelling units in flat/room number order OR from bottom to top of building, left to right, front to back (continue on separate sheet if necessary).

DU Code	Description	DU Code	Description	DU Code	Description
01		05		09	
02		06		10	
03		07		11	
04		08		12	

- **IF 2–12 DUs:** Select 1 DU using **DU / HH** selection label on page 1 and ring on grid above.
- **IF 13+ DUs:** Select 1 DU using the lookup chart in **Section G**.

Go to B.3

**B.3** Check address of selected dwelling unit is correct and complete. If not, amend address label of selected DU on front page as necessary

Go to B.4

**B.4** Is the selected DU residential and occupied?

Yes	1	Go to C.1
No	2	Go to E.6
Unsure: contact made	3	Go to E.7
Unsure: no contact	4	Go to E.5

## C: Selection of 1 household (HH)

Definition of a household: *One person living alone or a group of people (not necessarily related) living at the same address who share cooking facilities AND share a living room or sitting room or dining area*

### C.1 ESTABLISH NUMBER OF HOUSEHOLDS IN (SELECTED) DU.

Ask: *Do you all share a living room or sitting room or dining area AND do you share cooking facilities?*

Write in total number of households:

--	--

and then code:

1 HH	1	Go to D.1
2+ HHs	2	Go to C.2
Unsure about number of HHs: information refused	3	Go to E.3
Unsure about number of HHs: no contact	4	Go to E.2
Unsure about number of HHs: language barrier	5	Go to E.4 : Code 540

### C.2 IF 2+ HOUSEHOLDS

List households in alphabetical order of names. Identify households by the first names or initials of adult members. If more than one adult per household, list the adult with the name first in the alphabet.

HH Code	Description	HH Code	Description	HH Code	Description
01		05		09	
02		06		10	
03		07		11	
04		08		12	

- **If 2-12 households:** Select 1 household using **DU / HH** selection label on page 1 and ring on grid above.
- **If 13+ Households:** Select 1 household using the lookup chart in **Section G**.

**GO TO SECTION D**

## D: Selection of eligible adult(s)

### D.1 ESTABLISH NUMBER OF PEOPLE CURRENTLY IN PAID WORK IN (SELECTED) HH.

*Ask: Including yourself, how many people in the household are currently in paid work? This includes all people doing a total of at least one hour per week of any type(s) of paid work.*

**INCLUDE:**

- Employees, being paid by cash or for a salary
- Self-employed individuals, being paid by cash or for a salary
- Anyone who is temporarily away from a paid job (this may be due to sickness, holiday or some sort of agreed leave arrangement such as maternity or paternity leave)

*Write in total number of people in the household currently in paid work:*

--	--

*and then code:*

At least 1 person currently in paid work	1	<b>Go to D.2</b>
No one currently in paid work	2	<b>Go to E.6; Code 770</b>
Unsure about number of people currently in paid work: information refused	3	<b>Go to E.7; Code 830</b>
Unsure about number of people currently in paid work: no contact	4	<b>Go to E.5; Code 650</b>
Unsure about number of people currently in paid work: language barrier	5	<b>Go to E.4 : Code 540</b>
Unsure about number of people currently in paid work: other reason	6	<b>Go to E.7</b>

### D.2 ESTABLISH NUMBER OF PEOPLE ELIGIBLE IN (SELECTED) HH.

*Ask: Of those in paid work, how many are aged between 20 and 65 inclusive?*

People in the selected HH **aged between 20 and 65 and currently in paid work** are eligible to take part.

*Write in total number of people in the household that are eligible:*

--	--

*and then code:*

1 or 2 person(s) in the household eligible	1	<b>Go to D.4</b>
3 or more people in the household eligible	2	<b>Go to D.3</b>
No one in the household eligible	3	<b>Go to E.6; Code 770</b>
Unsure about number of people eligible: information refused	4	<b>Go to E.3; Code 830</b>
Unsure about number of people eligible: no contact	5	<b>Go to E.5; Code 650</b>
Unsure about number of people eligible: language barrier	6	<b>Go to E.4 : Code 540</b>
Unsure about number of people eligible: other reason	7	<b>Go to E.7</b>



**D.3****IF 3+ PERSONS ELIGIBLE:**

Ask for name or initials of each eligible person in (selected) HH.

List in **alphabetical order** in the grid below. Continue on separate sheet if necessary.

Person Code	Description	Person Code	Description	Person Code	Description
01		05		09	
02		06		10	
03		07		11	
04		08		12	

- **If 3–12 persons eligible:** Select 2 people using the **Person** selection label on page 1 and ring on grid above.
- **If 13+ persons eligible:** Select 2 people using the selection grid in **Section H**.

**D.4**

Record full name of (selected) person(s) on the front of the ARF and record an individual outcome code for each person.

**GO TO SECTION E**

## E: Final Outcome

### E.1 Productive or Partial

Fully productive (All eligible respondents)	110	Go to Page 2, Section AA
Partial interview (All eligible respondents)	211	
One respondent fully productive, other respondent refused	212	
One respondent fully productive, no contact with other respondent	213	
One respondent fully productive, other respondent unproductive	214	
One respondent fully productive, other respondent partial interview	215	
One respondent partial productive, other respondent unproductive	216	

### E.2 Non-contact after 4+ calls

No contact with anyone at address	310	Go to F.2
Contact made at address, but not at selected DU/HH (USE IF MULTIPLE DUs/HHs ONLY)	321	
Contact made but not with responsible resident	322	
Contact made at selected HH but not with selected respondent	323	

### E.3 Refusal

Office refusal	410	END
Information refused about number of DU/HH at address	421	Go to F.1
Eligible respondents confirmed but can't carry out respondent selection – information refused	422	
Refusal by (all) target respondent(s) before interview	431	
Refusal by proxy	432	
Refusal by (all) respondent(s) during the interview	440	
Broken appointment, no re-contact	450	

### E.4 Other unproductive

(All) eligible respondent(s) ill at home during field period	510	Go to F.2
(All) eligible respondent(s) away / in hospital throughout field period	520	
(All) eligible respondent(s) physically or mentally unable / incompetent	530	
Language barrier	540	
OFFICE APPROVAL ONLY: Other non-response (give details)	590	

### E.5 Unknown eligibility (No contact)

OFFICE APPROVAL ONLY: Issued not attempted	612	Go to F.2
OFFICE APPROVAL ONLY: Inaccessible	620	
Unable to locate address	630	
Unknown if address residential due to non-contact	640	
Residential- DK if eligible person(s)- no contact	650	
Other unknown eligibility (due to non-contact)	690	

### E.6 Deadwood/Ineligible

Not yet built / under construction	710	Go to F.2
Demolished / derelict	720	
Vacant / empty	730	
Non-residential	740	
Address occupied, but no resident household	750	
Communal establishment / institution	760	
Resident HH but not eligible for the survey	770	
Other ineligible	790	

### E.7 Unknown eligibility (Contacted)

Information refused about whether address residential	810	Go to F.2
Contact but not could not confirm resident HH	820	
Information refused about whether resident(s) are eligible	830	
Unable to confirm eligibility of resident(s) - lack of knowledge	840	
Unable to confirm eligibility of residents(s) - language barrier	850	
Other unknown eligibility (contact made)	890	

## F: Unproductive outcome – further details

### F.1 CODE REASON FOR REFUSAL (CODE ALL THAT APPLY)

Never takes part in surveys	1	Go to F.2
Dislikes/not willing to help government (or other survey funder)	2	
Inconvenient time – about to move house, go away etc.	3	
Not prepared to give (so much) time/can't be bothered	4	
Genuinely too busy i.e. not an excuse	5	
Concerned about Covid-19 and having an interviewer and dental examiner present in home	6	
Waste of money, money could be better used	7	
Invasion of privacy	8	
Security concerns – nervous/fearful of strangers	9	
Confidentiality concerns	10	
Not qualified/able to give opinions	11	
Does not consider survey relevant as not permanent resident/British citizen	12	
Subject of no interest/boring/not relevant	13	
Put off by advance letter, other survey documents	14	
Other reason	97	

### F.2 RECORD ANY FURTHER INFORMATION ABOUT UNPRODUCTIVE OUTCOME

Please record any information that you think might be useful to a reissue interviewer in the box below, and transfer to **AdInf** in CAPI admin.

**END**

## G: Lookup chart for 13+ DUs/HHs

NUMBER OF DUs/HHs:	SELECT NUMBER:	NUMBER OF DUs/HHs:	SELECT NUMBER:
13	12	57	39
14	8	58	3
15	11	59	48
16	7	60	35
17	13	61	22
18	3	62	10
19	14	63	51
20	2	64	37
21	14	65	64
22	8	66	65
23	13	67	66
24	5	68	28
25	12	69	45
26	6	70	53
27	17	71	25
28	17	72	48
29	2	73	50
30	21	74	39
31	10	75	51
32	26	76	11
33	8	77	12
34	22	78	74
35	8	79	42
36	3	80	9
37	28	81	33
38	19	82	51
39	25	83	69
40	16	84	78
41	41	85	53
42	32	86	19
43	9	87	66
44	40	88	23
45	7	89	17
46	35	90	19
47	8	91	40
48	36	92	11
49	15	93	35
50	44	94	12
51	35	95	41
52	2	96	3
53	24	97	10
54	17	98	25
55	49	99	61
56	27	100	99

## H: Lookup chart for 13+ eligible persons

NUMBER OF PERSONS:	SELECT NUMBERS:		NUMBER OF PERSONS:	SELECT NUMBERS:	
13	10	13	21	12	3
14	6	4	22	14	3
15	9	14	23	15	21
16	2	5	24	5	22
17	16	12	25	19	8
18	7	6	26	6	20
19	16	8	27	5	20
20	2	8	28	12	22

## APPENDIX E: Interviewer project instructions

# Skills and Employment Survey 2023

[P16561 Interviewer Project Instructions](#)

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# 1 Quick Reference

<b>Project number</b>	P16561
<b>Research team</b>	Sarah Butt – Research Director  Simon Moss – Senior Researcher  Noémie Bourguignon – Research Assistant
<b>Research Consortium</b>	University of Cardiff; University College London; University of Surrey; Nuffield College, Oxford
<b>Funders</b>	Economic and Social Research Council, Department for Education, Acas, , Northern Ireland Executive
<b>Sample</b>	10,368 addresses across Great Britain, drawn from Postcode Address File
<b>Eligibility</b>	Adults aged 20 – 65 currently in paid work
<b>Assignment size</b>	32 addresses
<b>Fieldwork model</b>	Screening for eligible households; face to face interviews with up to two eligible adults at one household per sampled address.
<b>Fieldwork dates</b>	Wave 1 – 25 <sup>th</sup> September to 5 <sup>th</sup> November  Wave 2 – 23 <sup>rd</sup> October to 3 <sup>rd</sup> December  Wave 3 – 20 <sup>th</sup> November to 31 <sup>st</sup> December  Wave 4 – 8 <sup>th</sup> January 2024 to 18 <sup>th</sup> February 2024

## Contacts

<b>Contacts</b>	Equipment / Materials	Please <b>email</b> requests to <a href="mailto:equipment@natcen.ac.uk">equipment@natcen.ac.uk</a> quoting the project number. Emailing your request is the best way to order new supplies, and you will be told when your order will be met.
	Program related queries	Contact support <a href="mailto:support@natcen.ac.uk">support@natcen.ac.uk</a>
	Briefings, allocations, re-issues or incentives	Contact your FPM



	Questions about the questionnaire or interviews	<a href="mailto:SESQueries@natcen.ac.uk">SESQueries@natcen.ac.uk</a>
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## 2 Background

The Skills and Employment Survey (SES) has been carried out regularly since 1986. The survey was last conducted in 2017.

The focus of the study is on the work that people do and how working life has changed over time. Findings from the study will be used by academics and government departments to inform future policies, including around improving job quality, raising skill levels and increasing involvement at work.

The study is referred to as Working Life in Britain Today in the field and in all respondent facing materials.

### 2.1 Study overview

NatCen is carrying out the SES 2023 with academics from four universities: University of Cardiff; University College London; University of Surrey; Nuffield College, Oxford.

Up until now the survey has been carried out face to face and involves a 60 minute interview with a randomly selected sample of adults aged 20-65 and in paid work. The research consortium wants to explore the feasibility of moving the survey online. Therefore, in 2023, alongside the main face to face data collection, we will be asking members of the NatCen Panel to complete the survey online as well. We will then compare the responses obtained in the two survey modes and make recommendations as to whether it would be feasible to conduct future surveys online and still maintain a robust data time series to track trends in skills and employment.

These project instructions relate only to the face to face component of the survey.

Information about the last survey carried out in 2017 can be found here:

<https://wiserd.ac.uk/project/ses/ses2017>

### 2.2 Aims of the survey

The overarching aim of this study is to collect survey data on the skills and employment experiences of those working in Britain in 2023.

More specifically, the study aims to:

- Measure the level and distribution of key aspects of job quality in 2023 – such as employee involvement, work intensity, insecurity, skills, and training and development– and make comparisons with earlier data points in the series.
- Use the data to develop substantive contributions to scholarship, on topics such as the impact of digitalisation, remote working and the disruption of the pandemic on aspects of job quality, and the importance of meaningful work in explaining outcomes such as the intention to quit, sickness rates and levels of work effort.

- Archive the data and provide necessary documentation to allow further analyses by academic and policy-based researchers.
- Assess the effects on survey estimates of collecting data on skills and employment using online/telephone methods as a potential means of future proofing the survey.

## 2.3 Impact of the study

Since the Skills and Employment Survey was first conducted in 1986, its findings have informed several policy areas and have been covered in national publications and newspapers. Findings have also provided evidence for government committees and international organisations around the lived experience of work. Key areas in which the study has had significant impact can be found below:

- Results from the survey have been used to give the workers' perspective on how work is changing. This evidence has been reported in the government proceedings, such as in written and verbal reports given to the House of Commons Select Committees, House of Lords inquiries, and in the devolved parliaments in Wales and Scotland.
- The results of the survey have also been used to shed light on how particular jobs, such as teachers and nurses, are changing. This has resulted in evidence being given to the relevant government departments – such as the Department for Education – on how to respond to the retention and recruitment difficulties these professions face.
- The survey has revealed that job insecurity is more widespread than previously thought. For example, in 2017 it showed that around one in four employees were anxious that their hours of work might change unexpectedly. Based on this evidence, the UK government made a commitment to bring forward legislation to address this issue.
- The survey has also been used to estimate the public-private sector wage differential. This evidence was used by the NHS Pay Review Body to justify recommending for pay rises for 1.5 million NHS staff.
- The survey suggests that workers have some of the best ideas about ways of working smarter, yet many are not listened to sufficiently. For example, in 2017 a fifth of employees were able to identify changes which, if implemented, would make them a great deal more productive and one in eight made suggestions which contributed a great deal to making work more efficient. However, many employers do not tap into these ideas. This evidence has been presented to HM Treasury and is being used to shape public sector reforms.
- The survey has been used to monitor pre-pandemic trends in hybrid working and has provided the basis for advice given to the Welsh Parliament, Chartered Institute of Personal Development and the Bank of England as preparations are made for a world in which hybrid working becomes part of the new normal.
- International organisations, such as the OECD and the European Union, have used the survey to advise government bodies around the world about how to collect information on the lived experience of work in ways which official surveys often miss.

The survey has also been used to develop online tools for individuals to assess how their job quality compares with others. For example, the **[www.howgoodismyjob.com](http://www.howgoodismyjob.com)** quiz has been completed by over 100,000 individuals and counting. It consists of a short set of empirically validated survey questions. In exchange, all quiz takers are presented with a 'job quality results dashboard' which benchmarks their job against those in similar occupations as well as against the average job in Britain across ten domains. The comparator data for the quiz are taken from two national surveys carried out by a Cardiff University-led research team in 2012 and 2017.

## 2.4 The research consortium and study funders

NatCen is carrying out this study as part of a research consortium led by the University of Cardiff and comprising researchers from:

- University of Cardiff
- University College London
- University of Surrey
- Nuffield College, Oxford
- National Centre for Social Research

The study is funded by the Economic and Social Research Council (ESRC), Department for Education (DfE) and Acas, the advisory, Conciliation and Arbitration Service. The Northern Ireland executive are funding online data collection in Northern Ireland.

## 2.5 Ethical clearance

This survey gained ethical clearance from the School of Social Sciences Research Ethics Committee at Cardiff University (Reference Number 358).

## 3 Fieldwork Overview

### 3.1 Methodology

A random sample of addresses in Great Britain drawn from the Postcode Address File. You will need to carry out Dwelling Unit/Household selection on the doorstep.

Only **people aged 20-65 and currently in paid work are eligible** for the study. You will screen for eligibility as part of the doorstep selection process.

A face-to-face interview with up to **two** eligible adults per household. As well as standard CAPI questions the interview includes two self-completion CASI sections to collect data on more sensitive questions.

### 3.2 Fieldwork dates

Fieldwork will start on the 25<sup>th</sup> September and be split into four waves, finishing on 18<sup>th</sup> February. The dates for each wave are as follows:

Wave 1 – 25<sup>th</sup> September to 5<sup>th</sup> November

Wave 2 – 23<sup>rd</sup> October to 3<sup>rd</sup> December

Wave 3 – 20<sup>th</sup> November to 31<sup>st</sup> December

Wave 4 – 8<sup>th</sup> January 2024 to 18<sup>th</sup> February 2024

### 3.3 Assignment structure and eligibility

The overall sample contains 10,368 addresses. The sample has been divided into assignments each containing 32 addresses and have been split across four waves of fieldwork.

You should attempt to make contact and carry out eligibility screening at each address.

You should select a maximum of two eligible adults at each address and attempt to interview each selected adult.

We anticipate that around half of households you make contact with will be screened in and that you should obtain at least one productive interview in around 45% of eligible households.

### 3.4 Making contact

The standard requirements as regards the number of contact attempts you must make and call patterns are in place for this project, that is you must make at least six contact attempts before signing off a case as a non-contact and at least one of these calls must be in the evening (after 6pm) and one at the weekend.

Given that the target population for this survey is people in paid work, starting work on your assignment early to allow time for multiple contact attempts and attempting contact in the evenings or weekends (that is outside of core working hours) will be particularly important for this study.

### **3.5 Interview length**

The interview is expected to take around 60 minutes. This is the time you should give participants if asked, but you should also say that it does vary from person to person – some interviews may be shorter, a few will take longer. The biggest driver of interview length is likely to be how quickly respondents are able to work through the CASI sections.

## 4 Introducing the survey

### 4.1 Advance letter

The office will be sending out advance letters for this survey. The advance letter contains information about the survey and stating that you will call. You may therefore wish to refer to this when introducing yourself:

- You will have a laminated copy of the advance letter in your briefing pack and spare copies in your work pack to use as a tool on the doorstep.
- Hand the respondent a copy of the letter, remind them that they had received them previously, and allow them plenty of time to read through.

The letter also provides a freephone number and email address that the respondent can contact for further information.

Different versions of the advance letter will be provided to Scottish and Welsh respondents, with key differences around the use of logos and signatories. Where certain organisations do not have jurisdiction in these nations, their logo and / or signatory will not be included in the advance letter. Additionally, the letter and leaflet will be translated into Welsh and copies of these translated documents will be provided to interviewers working in Wales.

### 4.2 Survey leaflet

There is also a survey leaflet which contains more information about the project including examples of findings from the previous Skills and Employment Survey, conducted in 2017. We are not sending the survey leaflet with the advance letter on this project. This is because a lot of households will be screened out as ineligible and so the information will not be relevant to them. However, you will have copies of the leaflet in your workpack to hand out when you think most appropriate.

- We anticipate that the leaflet will be most relevant/useful once you have done the person selection and need to persuade people to take part in the survey.
- You can hand over the leaflet before then if you think it would help.
- In order to ensure informed consent, you **MUST** ensure every individual who takes part in the survey has read the survey leaflet before they begin the interview.

Make sure you have carefully read the letter and leaflet before you visit the household - it may help you to answer some questions on the doorstep and they contain some interesting information that may help to sell the survey.

### 4.3 Incentives

We want to encourage as many people as possible to take part in the survey. **Every individual who completes the survey** will receive a £10 Love2Shop gift card as a thank you. This is mentioned in the advance letter (and you can mention it on the doorstep).

The CAPI programme will prompt you to hand over the gift card – after entering the 8 digit activation code – at the end of the interview. Please make sure you have sufficient Love2Shop giftcards

available before starting work. These are not supplied as part of the project workpack. If you need more please contact the Equipment team ([equipment@natcen.ac.uk](mailto:equipment@natcen.ac.uk)) in the usual way.

## 4.4 Doorstep introduction

The doorstep introduction should follow NatCen standard procedures, such as checking you are at the correct address; showing your ID card; and asking if the advance letter has been received. As not every household will be eligible to take part, we would recommend that you keep your introduction as short as possible and fairly general until you have established:

- Whether or not the household contains anyone eligible to take part, and
- You have identified the person(s) to be interviewed and are talking to them personally.

Before you visit, think of a short and succinct way to introduce why you are there, and what this is about. Do not assume that the person on the doorstep has read the advance letter.

You may find it easier to engage people with the survey request – and collect the necessary information for screening – if you speak to someone in the household who is eligible, that is in paid work. If necessary, be prepared to call back another time when other members of the household will be at home.

- Show your identity card
- Say who you are
- Say who you work for
- Say that you are carrying out “*an important study about the working life of people living in Britain and how this is changing.*”
- Say that this is a chance for their views to be heard, especially with changes in working patterns post-Covid and advances in technology, and under the current economic situation.



Only elaborate if you need to. Introduce one new idea at a time. Do not give a full explanation right away - you will not yet know what is most likely to convince that particular person to take part.

### 4.4.1 Things to mention when introducing the survey

- Refer to the study as Working Life in Britain Today. Although the survey is about skills and employment, you may want to avoid mentioning skills on the doorstep in case respondents think that they are not qualified to take part.
- It is a long-running national study of working people. It began in 1986 and helps to build a picture of the work that people do and how working life has changed over time.
- The National Centre for Social Research is carrying out this study together with a group of universities, with funding from the Economic and Social Research Council, the Department for Education, and Acas, the Advisory, Conciliation and Arbitration Service.



- Findings from this research are used to inform government policy or many aspects of working life. See Section 2.3 above for further details.
- Make them feel important but not picked on – this is their chance to get their views heard about their work, outside of the workplace. We are interested in their views and experiences, not just factual information about their job.
- Their address has been randomly selected to represent a cross-section of working people in Britain – we can't just go next door instead, as this would bias the survey results.
- No-one outside the research team will know who has been interviewed or will be able to identify an individual's results. We manage their data in line with UK Data Protection legislation, and never hand it to third parties.
- Highlight the benefits to the respondents – there is a £10 shopping voucher for each respondent as a token of a thank you for their time and participation.
- During dress rehearsal fieldwork, interviewers identified several 'key words' related to the study which resonated with some respondents (e.g., work hours, pay, use of artificial intelligence, flexible working, training) to create small talk on the doorstep and enable relationship building with prospective participants. The survey covers a range of different aspects of work, including the relationship between work and wellbeing for example, which you could mention to engage the respondent.
- Discussing the study's potential to influence best practice in the workplace was also found to be helpful during the dress rehearsal.
- It's important that as many people who are selected to take part do so, so that we can make sure that all views and attitudes are represented in our data. We are equally interested in people in all types of jobs – employed or self-employed, full-time or part-time, whether they think their work is interesting or not.
- There is flexibility about when they do it – you are not looking to interview them there and then. No preparation is required.

## 4.5 Website

There is a Taking Part page on the NatCen website that is dedicated to the study. This has information for potential respondents about who NatCen are, the purpose of the survey, why they have been chosen and reasons to take part. It also has contact details for the Freephone Team and a link to the study Privacy Notice. The website may be useful for respondents who are deciding whether they would like to participate. The website can be found at:

**<http://www.natcen.ac.uk/SES2023>**

## 5 Who to interview

Only **adults aged 20-65 and currently in paid work are eligible** to take part in the Skills and Employment Survey (SES). Before you can conduct an interview you will therefore need to screen each address in your assignment to determine if there is anyone living there who is eligible to take part.

Before you can **screen individuals for eligibility** you may first need to carry out a **dwelling unit or household selection** at the issued address.

### 5.1 Dwelling unit and household selection

For each address we issue we need to aim to interview adults belonging to one household and living in one dwelling unit. In most cases this will be straightforward - the address printed on the ARF will correspond to one dwelling unit and there will be a single household living at the dwelling.

However, in some cases, to ensure that the sample is representative, you may be required to select dwelling units or households. For example, an address may contain more than one flat or bedsit or have more than one household living there. You may therefore need to select:

- One dwelling unit (DU)
- One household (HH)

These are defined in this section. Section 6 describes how to make these selections using your Address Record Form (ARF).

#### 5.1.1 Dwelling unit selection

A Dwelling Unit (DU) is an address or part of an address, which has its own front door. The front door does not have to be at street level, but it must separate one part of the address from other parts (i.e. only those who live behind the door have access to the area, it is not a communal part of the address).

A DU need not be fully self-contained - for example, an address may contain four bedsits, the inhabitants of whom share a bathroom. Each bedsit would count as a DU so long as it has its own front door.

We are interviewing one dwelling unit per address, if there is more than one DU a selection needs to be carried out. DU selection will be carried out using the ARF.

#### 5.1.2 Household selection

A household is either one person living alone or a group of people (not necessarily related) living at the same address (or the selected DU within the address) who share cooking facilities AND share a living room or sitting room or dining area.

Please see the Interviewers' Manual for further information on establishing who is resident at the address and on dividing residents into households.

## 5.2 Person selection: Screening for eligibility

Once you have identified/selected the household at which you will be interviewing, you then need to carry out screening to determine whether anyone in the household is eligible to take part.

Adults **aged between 20 and 65 inclusive and currently in paid work**, within the selected household, are eligible to take part in SES 2023.

Increasingly you may find people aged 66 and over who are still in paid work and who would like to take part. An upper age limit needs to be retained to support comparability of findings across different waves of the study and for analysis purposes. However, it is important to respond sensitively in situations where an individual is screened out of the study on the basis of age; emphasise that the individuals' views and willingness to participate are valued.

It doesn't matter if the selected individuals are employed or self-employed, full-time or part-time, as long as they are paid for their work and do **at least one hour a week**.

This would include:

- Anyone on holiday, maternity leave or sick leave, as long as the job does not come to an end as a result of the period of absence.
- Anyone on unpaid leave or a sabbatical, as long as they feel that they still have a job to go back to at the end of the period of unpaid leave.
- Anyone who works in a family business, as long as they get any pay or financial profit from the work they do in the business.
- Anyone claiming unemployment benefit, as long as they are also doing at least one hour of paid work a week.

But do not include:

- Anyone doing voluntary work.
- Anyone on long term sick leave (6 months or more).
- Anyone in an irregular job who has not worked in two weeks (e.g. a self-employed gardener who works one Saturday every month).

Anyone who is paid but does not work (e.g. a non-executive Director of a company who gets a wage but only has to sit in on a Board meeting once a year).

### Some examples of people who would and would not be eligible:

1. Jane is 32 and currently off sick with a back injury. She has been off work for 3 weeks but is hoping to return to work full-time next week. Jane would therefore be eligible because, although she hasn't worked in the last 7 days, she nonetheless has a job to go back to when she is better. (For Jane, the last 7 days would constitute the last 7 days she was working before she fell ill.)
2. Ken is 43 and a freelance photographer. He works every other week for a fashion magazine for about 20 hours. He did not work in the last 7 days but is working next week. Ken would therefore be eligible as, although he hasn't worked in the last 7 days, he did work the week before and intends to work next week, so his job is ongoing. As he in fact works every other week, his weeks off would be treated as a holiday and, like Jane in the example above, the last 7 days for him would constitute the last 7 days he worked (i.e. the week before last).

**Some examples of people who would and would not be eligible:**

3. Carrie, aged 20, receives unemployment benefit but has a small cleaning job at a local shop, where she does a 30-45 minute shift once a week. Carrie would therefore be ineligible as, although she does do some paid work alongside receiving her unemployment benefit, she falls short of the minimum requirement of 1 hour of paid work a week to qualify for the survey. If her cleaning job was for 1-2 hours a week she would be eligible, even while claiming unemployment benefit.
4. Bob is 64 and was made redundant from a full time job at the end of last week, but he had worked Monday to Friday last week. As he was in paid work for more than one hour last week, Bob would be eligible.

A person remains eligible for interview if they were eligible on the date of selection even if their status changes before the interview. For example, if someone was in paid work on the date of selection but has since retired (or lost their job) when you come to interview them, please try to encourage them to complete the interview, answering about the job they had.

We are looking to **interview up to two eligible adults per household**. If there are more than two eligible adults in the household you will need to carry out a **person selection** to identify two people to interview. The selection will be done using the ARF (see Section 6).

**A selected respondent doesn't want to take part, but someone else in the household does, can I interview them instead?**

Unfortunately, no – if we used interviews from self-selected respondents this would bias our sample and survey answers. Our data is representative because it is a random sample of the population. Where possible, try to persuade the selected respondent to take part.

## 5.3 People unable to take part due to health or incapacity

**No proxy interviews** are to be conducted. If a participant is unable to take part due to health or incapacity, they will not be able to take part and no one else will be able to complete the interview on their behalf. You will need to code them with the appropriate “other unproductive” outcome code.

## 5.4 Language Difficulties

If your respondent cannot understand English sufficiently well to complete an interview with them you can use another person as an interpreter, provided that person is aged 16 or over.

If the respondent requests to carry out the interview in Welsh, NatCen will arrange for a Welsh-speaking interviewer to conduct the interview.

# 6 The Address Record Form (ARF)

You will receive an ARF for each of the addresses in your point. The ARF will enable you to:

- record all attempts to make contact at the address
- record details about the address
- select a dwelling unit (DU)
- select a household (HH; within the selected DU)
- select two eligible adults (aged between 20 and 65 and currently in paid work) within the selected household
- record the final outcome for the selected respondents.

This section outlines each part of the ARF and what you will be required to do at each stage. It is essential that you follow the routing on the ARF as it will guide you to the correct outcome code for each address and each selected individual.

## 6.1 Address label

The Address Label at the top of the ARF gives the full address and the corresponding eightdigit serial number. It is made up of:

- The first four digits give the point number (1001 to 1358)
- One digit to indicate if the address is part of the core sample (1) or a potential boost in Wales (2)<sup>1</sup>
- One digit to indicate the wave number (1,2,3 etc.)
- Two digits for the address number, within point (01...32)

The address label will also give the grid reference for the address to help you in locating it.

ADDRESS DETAILS	
SERIAL: 10110102 A	FA: 3
POINT: 101	
Address details	
GR:	

## 6.1 Section A: Tracing address & area observations

The interviewer observation is in Section A of the ARF. Please complete this before making contact at the address. Note the structure of this section is slightly different to the NatCen standard, so

<sup>1</sup> We will provide further details of the Welsh Boost at the project briefing

make sure you are familiar with what's required. Fill in these questions only once for each address. If the address is an office refusal, please still visit the address to complete this section, but do not approach the occupants.

## 6.2 Selection

There are potentially three stages of selection:

- in Section B, you select one **dwelling unit** (if there are two or more at the address)
- In Section C, you select one **household** in the dwelling unit (if there are two or more households)
- In section D, you select **two adults** in the selected household (if there are three or more eligible)

### 6.2.1 Section B and C: Dwelling and household selection

The **DU / HH selection label** on the front page should be used where there are two or more DUs or HHs. This label allows you to make random selections of DUs or HHs whenever you come across more than one of any of these at your selected address. These selection labels differ from one ARF to another.

The selection procedure is identical for both DU or HH selections. You must: find out how many dwellings there are at the address / households there are at the selected dwelling; list them in the order stated on the ARF (for example, list DU in order by flat/room number) ; read across the 'DU/HH' row until you reach that number and then select the number displayed in the **selection row**. For example, in the label below, if there were 4 dwelling units at the address you would read across the DU/HH row to 4 and select the number immediately below it. In this example you would select dwelling 3.

DU / HH SELECTION LABEL												
SERIAL: 10110104 Q												
POINT: 101												
DU/HH:	2	3	4	5	6	7	8	9	10	11	12	
SEL:	1	3	3	1	3	3	3	5	3	5	4	

If there are **13 or more DUs or HHs** at the selected address or dwelling, please refer to the lookup chart in section G and select the number listed. You will need to list the first 12 DUs or HHs in the grid as normal and continue as space permits on the same page or a separate page for additional DUs or HHs which you later attach to the ARF. If you encounter such a scenario, we recommend getting in touch with the office to discuss.

### 6.2.2 Section D: Person selection

Once the correct household has been identified, you must determine: first, whether anyone in the household is eligible to take part; second, how many people are eligible; third, if there are more than two eligible adults (aged between 20 and 65 and currently in paid work) living in the household, you must use a random selection procedure to choose two to interview (as instructed on the ARF).

Always **try to explain and do this selection procedure inside the home**, rather than on the doorstep.

Questions D1 to D4 help you to screen for eligibility and select the two individuals to take part in the survey. Any responsible **adult** member aged 18+ living in the household may provide the information that you need in order to establish who it is you are to interview. But never take information from those aged under 18, except in cases where 16 to 17-year-olds are not living with their parent/guardian. If everyone in the household is under 18 then the household is not eligible for this study. Before filling out questions D1-D4, explain that you have to ask a few questions to make sure you interview individuals selected randomly, so as to get a true picture of the views of everyone. Try to make the person giving the information feel that he or she is helping.

- At question **D1**, you must find out how many people in the household are currently in paid work.
- At **D2** you should find out, of those in paid work, how many are aged between 20 and 65 inclusive – these people are eligible to take part.
- If there are one or two people in the household eligible you should try to obtain an interview with (both of) them.
- If there are three or more people eligible, at **D3**, list the first name or initial of all eligible residents in alphabetical order of their first name or initial; **also include those residents that are not at home at that moment**. Then, by referring to the **Person** selection label that is included on the front of your ARF, you can determine which persons have been selected. An example is shown in the box below.
- At **D4** you will be prompted to list the names of all **eligible** respondents on the front of the ARF and to indicate whether or not they were selected for interview. You will need to record an individual outcome code for each person selected for interview (see Section 6.3.2 below).

It is really important that you fill in Section AA of the ARF and do not just finish with the person selection and completing the table at D3. You will later be prompted to enter the information from Section AA – including a separate 2 digit outcome code for each selected, eligible individual – in the CAPI admin block.

Please also note:

- the **selection labels vary across addresses**. So, the selection label that you have to use for one household will not be identical to the one for the next household.
- if there are **two people with the same first name**, list them in alphabetic order of their full name. If the full names are the same, list them in order of their age, with the eldest first. Make sure that you write in the initials: this is part of the way that back-checks can be carried out on your work, to reassure us that the correct person has been selected.
- If the participant is concerned with you recording name information (for data security/confidentiality reasons) you can use initials only.
- if there are **13 or more eligible adults** living at the selected address, please refer to the lookup chart in section H and select the two numbers listed. You will need to list the first 12 names in the grid as normal and continue as space permits on the same page or a separate

page for additional adults which you later attach to the ARF. If you encounter such a scenario, we recommend getting in touch with the office to discuss.

#### EXAMPLE: WORKING WITH SELECTION LABELS

In this example, there are four adults in a household called Brian, John, Maggie and Paul.

Person Code	Description
01	B.
02	J.
03	M.
04	P.

By referring to the example selection label shown below, you will see that in this example person number 2 and 4 are to be interviewed, as this is the number printed under '4' on the label. So in the example, person number 2 (initial J) and person number 4 (initial P) has been selected, and you will write the names on the front page.

PERSON SELECTION LABEL												
SERIAL: 10110102 A												
POINT: 101												
No.PERS	3	4	5	6	7	8	9	10	11	12		
Pers1	1	2	1	2	1	1	6	2	5	7		
Pers2	2	4	4	3	2	5	8	9	6	11		

A few last points about selecting respondents:

- Interview **only** persons living at the selected addresses. You could of course carry out the interview somewhere else (e.g. at work). **No substitutes are permitted**, so if the selected person is away for the duration of the survey or too ill to be interviewed, then no interview can take place.
- This survey is intended to cover only the population living in **private households**. **Those living in institutions are excluded from the sample**.

## 6.3 Outcome codes

### 6.3.1 Section E: Household outcome code

Section E allows you to choose an outcome code for the address. For households with at least one productive interview (fully or partially productive) the outcome code is calculated within the CAPI Admin block. It can only be coded when you have finished interviewing. For unproductive addresses (i.e. those which do not result in a full or partial productive interview), you will select the appropriate household outcome code from the ARF.

Please then record the final outcome on the front of the ARF.

If (either of) the selected respondents has refused to take part, you will be asked, at Section F, to record the reason(s) for refusal.



## 6.3.2 Section AA: Individual outcomes

Please record details of all eligible persons living in the household on the front of the ARF. The details of the one/two people selected for interview should be entered in the first (two) row(s) of the grid. Indicate for each eligible person whether they have been selected or not.

- Individual outcome codes should be recorded for (both) persons selected to take part. There is no need to record an individual outcome code for anyone not selected.
- You will be prompted to enter these individual outcome codes – as well as the overall household outcome code – in the CAPI admin block (see Section 7).

INDIVIDUAL OUTCOME CODES	Unproductive:
<p>Productive:</p> <p>11 = Full interview</p> <p>21 = Partial interview</p>	<p>32 = No contact with selected individual</p> <p>43 = No interview – Refusal before interview</p> <p>44 = No interview – Refusal during interview</p> <p>45 = No interview – Broken appointment, no recontact</p> <p>51 = Ill at home during survey period</p> <p>52 = Away or in hospital during survey period</p> <p>53 = Physically or mentally unable</p> <p>54 = Language difficulties</p> <p>59 = Other reason for no interview</p> <p>70 = Individual ineligible</p>

# 7 The interview

You will conduct individual interviews with up to two adults (aged 20-65 and currently in paid work) in the household. There is no household component to the interview, just the separate interviews with each selected individual.

## 7.1 Getting started

### 7.1.1 Confirming who has been selected for interview

When you first enter a serial number you will be asked to record the names of all **eligible** adults in the household, **starting with those selected for interview**, and confirm the names of the person(s) selected for interview. The order in which you enter people into the CAPI should match the order in which you listed eligible adults in Table AA of the ARF. Note: This may differ from the order in which you listed them in Section D of the ARF for selection purposes.

**Figure 1** Two adults are selected from front of ARF (from three members of the household)



INTERVIEWER. Please enter unproductive outcome for J. SMITH

DEP Watch Window - P16561  
\*\*\* Selected fields \*\*\*  
QMS.PayItem[1]: <empty>  
QMS.PayItem[2]: <empty>  
QMS.PayItem[3]: <empty>  
QMS.PayItem[4]: <empty>  
QMS.PayItem[5]: <empty>  
QMS.PayItem[6]: <empty>  
QMS.PayItem[7]: <empty>  
QMS.PayItem[8]: <empty>  
QMS.PayItem[9]: <empty>  
QMS.PayItem[10]: <empty>  
QMS.PayItem[11]: <empty>

☐ 32. No contact with selected individual
 ☒ 43. No interview - Refusal before interview (personal or proxy)
 ☐ 70. Not eligible

☐ 44. No interview - Refusal during Interview  
☐ 45. No interview - Broken appointment, no recontact  
☐ 51. Ill at home during survey period  
☐ 52. Away or in hospital all survey period  
☐ 53. Physically or mentally unable  
☐ 54. Language difficulties  
☐ 59. Other reason for no interview

PNum	1	IntroC	2	No
PIndNo	1	Unprod	43	
PName	J. SMITH	ReasRef		

**Figure 4** Unproductive outcome is entered as a result of the first individual selected refusing to be interviewed

Before we get started, thank you for agreeing to take part on this study.

☒ 1. Agree to take part  
☐ 2. Do not agree to take part

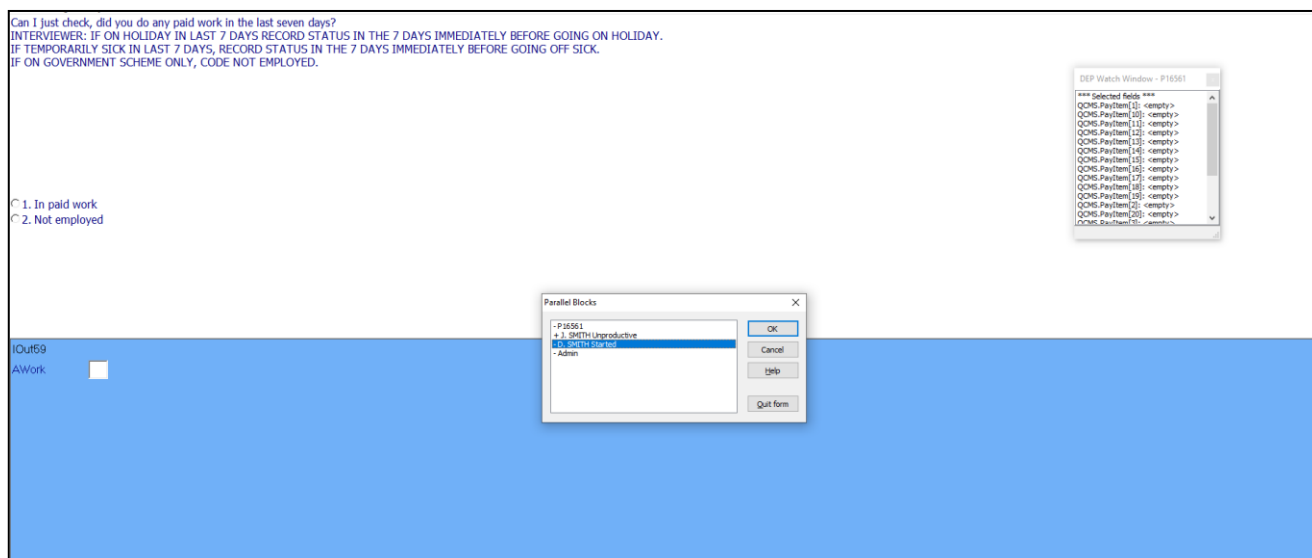
PNum	2	IntrOC	1
PIndNo	2	Unprod	
PName	D. SMITH	ReasRef	

DEP Watch Window - P16561  


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 \*\*\* Selected fields \*\*\*  
 QCMSPayItem[0] <empty>  
 QCMSPayItem[10] <empty>  
 QCMSPayItem[11] <empty>  
 QCMSPayItem[12] <empty>  
 QCMSPayItem[13] <empty>  
 QCMSPayItem[14] <empty>  
 QCMSPayItem[15] <empty>  
 QCMSPayItem[16] <empty>  
 QCMSPayItem[17] <empty>  
 QCMSPayItem[18] <empty>  
 QCMSPayItem[19] <empty>  
 QCMSPayItem[20] <empty>  
 QCMSPayItem[21] <empty>  
 QCMSPayItem[22] <empty>

**Figure 5** The second individual agrees to be interviewed – enter the interview for the second individual via the parallel blocks



**Figure 6** The parallel blocks now display one unproductive interview and one interview has started - the main screen displays the first interview question for the second individual selected in the household

## 7.1.2 Confirm whether each selected individual will take part or not

You **MUST enter the individual interview for each selected individual listed in Section AA of the ARF** and at the first question of the CAPI programme, **whether or not they agree to be interviewed**. To enter the interview for the selected person(s), use the CAPI parallel blocks and select the interview for the relevant individual. In the individual interview:

- Record whether the individual agreed to be interviewed or not.
- If “no”, you will be prompted to enter the individual unproductive outcome code for this individual (as recorded in Section AA of the ARF).
- If “yes”, continue to do the interview. The relevant productive outcome code will be calculated automatically via the CAPI.

## 7.2 Overview of content

The Skills and Employment Survey interview is comprised of the following modules:

Module	Who is asked
Eligibility checks	All
Broad job characteristics	All
Detailed job analysis	All -- self-completion (CASI)
Skills use and qualifications	All
Work attitudes	All
Organisation	All
Pay	All
Recent changes to the job and training experiences	All
Wellbeing at work	All – self-completion (CASI)
Demographics	All
Follow up and conclusion	All

## 7.3 Administering the Self-Completion/CASI Questionnaire

The CASI covers some sensitive questions (e.g., experiences of bullying and harassment at work, job insecurity). These questions are asked self-completion to help respondents feel able to answer honestly. If the respondent does not wish to (or is unable to) complete these questions self-completion you have the option of asking them in the usual way (The CAPI will ask you to record whether the questions were respondent of interviewer administered and the reason for the latter). However, the default should be to assume these questions will be completed via CASI. They should only be interviewer-administered if the respondent requests it or needs additional assistance.

The CASI has a locking function. When the respondent comes to the end of the CASI it locks so that you can't review any of their answers. You can tell the respondent about this function before they start the CASI, to provide reassurance.

Before handing over the first CASI module, there is a practice question you should go through together. This question is designed to help the respondent feel familiar with how to navigate, and help you assess whether they may need additional assistance. Even if they are happy completing it independently please remain on hand to answer any queries they may have.

## 7.4 Recording job details and income

The focus of this study is on the respondent's employment situation. Therefore, it is especially important that you record as much information as possible at the open-ended questions in Section B (BFirmDo to BWhatUDo) which ask about the type of work the respondent does. This will ensure that we can accurately code the respondent's occupation and the industry in which they work. It is The information about the work someone does and the industry they work in is coded by editors to ultimately produce a social classification of the members of the household. There are hundreds of very specific codes that the occupation and industry descriptions need to be matched to. Follow the instructions on screen to make sure you probe for full information. When recording the details do not use abbreviations. Give as much information as possible. Do not record company name in place of a description of the industry (this both risks a breach of confidentiality and doesn't provide the correct information to code the answer). Even if the job seems obvious e.g. 'teacher' it is really important that you provide full information e.g. whether they are a primary or secondary teacher and/or a classroom or headteacher

Collecting information on income (Section G) is also very important to this study given its focus on employment. For that reason we ask respondents to give their exact income from employment (in pounds and pence) rather than selecting an income band from a showcard (as is done on many other studies). Respondents are first asked to give their income and then asked what time period that covers. They can supply their income as an hourly, weekly, monthly or annual amount. The respondent can reply don't know or refuse to answer these questions but please collect as much information as possible. Provide reassurances about data confidentiality where necessary.

## 7.5 Notes on selected other questions

### 7.5.1 Section A: Eligibility checks

A person remains eligible for interview if they were eligible on the date of selection even if their status changes before the interview.

If someone was in paid work on the date of selection but has since retired (or lost their job) when you come to interview them, please record that they are eligible when prompted and ask them to answer the questions that follow in relation to their last paid job.

If an individual was 65 at the time of selection and has since turned 66 please record their age at last birthday as 65.

### 7.5.2 Don't know and refusal responses

At most questions you will be able to record a "don't know" or "refusal" in the usual way, that is by using CTRL + K or CTRL + R. There are just a few questions where this option is not available.

These are questions which are essential to future routing and for which a response is required. The questions where this is the case are:

- AInelig
- AAge
- Bempstat

There is also no provision for don't know or refusal responses in the CASI sections. This is consistent with the approach taken in previous years.

### 7.5.3 Randomisation

At several points in the interview the order in which the questions appear has been randomised and will vary between respondents. Do not be surprised if the questions do not appear in the same order each time. This is to minimise the impact on the data if responses to later questions are affected by the answers given at earlier questions.

## 7.6 Privacy during the interview

Ideally the interview should be conducted in a quiet space to avoid distraction and where responses cannot be overheard by other household members. This is to ensure that the respondent has privacy to answer honestly. If necessary, offer to come back at another time to complete the interview. If complete privacy is not possible, please record in the admin block whether others were present in the household during the interview.

## 7.7 Partial interview definition

For a partial interview, the questionnaire must have been completed at least as far as the end of the 'Work Attitudes' module. The CAPI will automatically generate a productive outcome code for an individual if the threshold for a partial or full interview is reached.

- 11 = Full Interview – respondent has completed questions up to and including 'Incentive' (Module Q).
- 21 = Partial Interview – respondent has completed questions up to and including 'FWorkImp' (Module F).
- 44 = No interview – refusal during the interview before the end of Module F
- 59 = No interview – other reason for no interview



## 7.8 Completing the admin block and transmitting work

### 7.8.1 Recording individual outcome codes

Before going into the main CAPI admin block **make sure you have assigned an individual outcome code for each individual selected for interview, whether or not they consented to do the interview.** (See also Section 7.1.2).

To do this:

- Enter the interview for each selected respondent (using the CAPI parallel blocks) The first question in the individual interview will ask you if the individual consented to be interviewed.
- If the individual consented to interview you will be taken into the questionnaire and a full/partial productive outcome code will automatically be generated.
- If the individual did not consent to be interviewed, you will be prompted to enter the two-digit unproductive outcome code for this individual (as recorded in Section AA of the ARF).

### 7.8.2 Recording household outcome codes

Once you have recorded/generated an outcome code for each selected respondent you can complete the standard admin block in the usual way.

In the event that no interviewing was carried out at the address the main admin block will prompt you to record a household level unproductive outcome code as recorded in Section E of the ARF.

If at least some interviewing was done with at least one selected respondent the household outcome code will be computed automatically.

### 7.8.3 Recording the outcome of screening

The admin block will also prompt you to record:

- If screening was completed at the address
- How many people at the address were in paid work
- How many people at the address were aged 20-65

All of this information should have been recorded in Section D of the ARF.

It is very important to complete screening at as many addresses as possible – and to record the outcome of that screening accurately – so that that we have the necessary information to ensure that the final data are representative of the population.

## 7.8.4 Transmitting work

You should transmit **CAPI work** at the end of each day. This is to ensure participants' vouchers are received as soon as possible. We also need to monitor how fieldwork is progressing and inform our client.