

**PIAAC Background questionnaire
MS version 2.1 d.d. 15-12-2010**

Screening questions

Some countries will need some screening questions to select the respondent from a household. The set of screening questions will be developed by the countries themselves.

Draft introduction to screening items [to be developed]

Hello, my name is {NAME}. Is this {ADDRESS}? I am working on a study for {SPONSOR} (SHOW ID CARD) to collect information about work and educational activities. A letter and brochure were sent to you recently explaining the study, and to let you know that I would be stopping by to speak with a member of your household. Did you receive this mailing?

If someone from your household is eligible to participate, that person will receive {INCENTIVE} after completing the interview. Let's see if someone is eligible. May I ask you a few questions about the people who live here to see if someone is eligible? Before we begin, I want to assure you that all the information you give me will be kept confidential as required by law, and also that your answers will only be used in combination with answers from other households to make totals and averages, whereby no person or family will be identified. Would you like me to ask these questions here or may I come in?

General Information to be provided in the study management system

AA1

Name of town:

.....

COUNTRY INSTRUCTION: This information will be used for geocoding by countries, to get derived variables such as:

- TL2 region
- Size of community
- Other regional, community or neighborhood characteristics

The kind of derived variables can be determined later and may also vary from country to country. Only the derived variables will be taken up in the international data file. All personal identifiers like name, address should be stored by the countries in a separate file, with a link to the unique identifier number in the international data file to make it possible to add derived variables in the future.

Note on the calendar:

A calendar will be filled out automatically during the interview as a reminder for the respondent. It will also be incorporated into the CAPI system as a small Help screen within each screen. For all time related events, respondents may choose to answer either in age or in year. If the respondent answers in age, CAPI will automatically insert the corresponding year, estimated on the basis of the month and year of birth of the respondent and the age at which the event took place. As most respondents are not born on the 1st of January, the calculated year may take two values. CAPI will select the most likely of the two, based on the number of months the respondent was of the stated age in these two years. An equivalent procedure will be followed when the respondent reports the year, to calculate the most likely age at which the event took place.

Use the following selection rule: If A_Q01b=1-6, choose the lowest value of the two possible years if an age has been entered, or the highest of two possible ages if a year has been entered. If A_Q01b=7-12 choose the highest value of the two possible years if an age has been entered, or the lowest of two possible ages if a year has been entered. If A_Q01b = DK or RF, leave the corresponding age or year open.

	Item nr.	Age	Year
General			
Year of birth	A_Q01a/A_D01b		
Age or year of immigration	J_Q04c		
Education			
Age or year highest level of education	B_Q01c		
Age or year of education left without completion	B_Q03c		
Paid work			
Age or year end of last paid work	C_Q08c		
Age or year start current/last employer	D_Q05a/D_Q05b E_Q05a/E_Q05b		

Each screen should contain a button to allow the interviewer to proceed in case the respondent is unable to answer a question for reasons other than DK (Don't know) or RF (Refused).

Remark: The beginning of each question needs to be timed in CAPI recording Year Month Day Hour (24 hour clock) Minutes Seconds. This information will be used to get accurate information about the time needed per question and a notion of item difficulty etc.

Draft introduction to background questionnaire [to be developed]

[IF BQ RESPONDENT IS NOT THE SAME AS SCREENER RESPONDENT:]

Hello, I am {NAME} from {SURVEY INSTITUTE}. My organisation is helping the {SPONSOR} with a very important survey about work and educational activities. Recently, another member of your household told me about the people who live here. Based on this information, you were selected at random to take part in the survey.

[ALL RESPONDENTS:]

I will ask you a set of questions about your background, education, and work experiences. Then, I will ask you to do some exercises based on written materials. Others who have completed these exercises found them interesting and fun. The entire survey will take approximately 1 1/2 to 2 hours to complete {, and you will be paid \$xx for your participation}.

Your participation in this survey is voluntary and very important. All of your answers will be kept strictly confidential and private. All information will be reported for a group as a whole and your responses will not be linked to your name.

A_START General Information

[FOR ALL]

A_D01a1 Derived variable: month of the interview

1 January
2 February
3 March
4 April
5 May
6 June
7 July
8 August
9 September
10 October
11 November
12 December

A_D01a2 Derived variable: year, one year before the interview

format Year (4 digits)
Integer

A_D01a3 Derived variable: year of interview

format Year (4 digits)
Integer

A_D01a4 Derived variable: ^MonthYear

```
If A_D01a1=1 then ^MonthYear = 'January ' &
A_D01a2
else if A_D01a1=2 then ^MonthYear = 'February ' &
A_D01a2
else if A_D01a1=3 then ^MonthYear = 'March ' &
A_D01a2
else if A_D01a1=4 then ^MonthYear = 'April ' &
A_D01a2
else if A_D01a1=5 then ^MonthYear = 'May ' &
A_D01a2
else if A_D01a1=6 then ^MonthYear = 'June ' &
A_D01a2
else if A_D01a1=7 then ^MonthYear = 'July ' &
A_D01a2
else if A_D01a1=8 then ^MonthYear = 'August ' &
A_D01a2
else if A_D01a1=9 then ^MonthYear = 'September ' &
A_D01a2
else if A_D01a1=10 then ^MonthYear = 'October ' &
A_D01a2
else if A_D01a1=11 then ^MonthYear = 'November ' &
A_D01a2
else if A_D01a1=12 then ^MonthYear = 'December ' &
A_D01a2
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A_Q01a
(ALLc)
(A)

**I would like to start with some general questions.
Can you please tell me in which year you were born?**

INTERVIEWER:

1. This question is crucial for the routing. Don't knows or refusals are to be minimised. Please probe for an answer.

2. If the year of birth is out of range (for interviews conducted in 2011, this range is lower than 1945 or higher than 1995; for interviews conducted in 2012, this range is lower than 1946 or higher than 1996), please check the eligibility of the respondent. If the respondent is not eligible, you should break off the interview and set disposition code to <25> in the DISP_BQ screen.

COUNTRY INSTRUCTION: if a separate screening instrument is used, and this question is included in that instrument, we recommend that this question be asked in the screener, but kept (asked) in the BQ, as well. The respondent's report of their date of birth is expected to be more reliable than that given by another household member.

ADAPTATION INSTRUCTION: Countries can adapt these ranges to their own sample.

Year: (4 digits)

DK

RF

format

Integer

Note

(min:1945) (max:1996)

A_Q01b
(ALLc)
(A)

And in which month were you born?

1 January

2 February

3 March

4 April

5 May

6 June

7 July

8 August

9 September

10 October

11 November

12 December

DK

RF

A_D01b

Derived variable: age

IF (^A_D01a1 <= ^A_Q01b)

THEN ^AgeEdu = (^A_D01a3 - ^A_Q01a - "1")

ELSE ^AgeEdu = (^A_D01a3 - ^A_Q01a)

A_N01
(ALL)
(A)

Is the respondent male or female?

COUNTRY INSTRUCTION: if a separate screening instrument is used, this question should be asked in the screener, but also kept in the BQ. In the BQ, this question will be recorded by the interviewer through observation (or imported and confirmed by observation) and only asked of the respondent if needed.

INTERVIEWER: Ask only if uncertain.

1 Male
2 Female
DK
RF

A_END

Note ROUTING: Go to B_START

B_START Education and Training

[FOR ALL]

B_R01a I would now like to ask you some questions about your education.

INTERVIEWER: Hand show card 1. Press <Next key> to continue

B_Q01a **Which of the qualifications on this card is the highest you have obtained?**
(ALL)
(A)

COUNTRY INSTRUCTION: the qualifications referred to here and elsewhere in this section are defined in terms of 'formal education' according to the Classification of Learning Activities. The main characteristics of formal education are that it is provided in schools, colleges, universities or other educational institutions and leads to a certification that is taken up in the national educational classification. It is important that interviewers are trained to understand the difference between formal qualifications on one hand and training and courses as indicated in questions B_Q12 on the other. To avoid any misunderstanding, a card with all possible national levels of education should be shown. Please make sure that this card also includes all major types of education that any respondents in your country may have followed in their lifetimes, even if they no longer exist.

Please note that ISCED also includes vocational education. Whether or not apprenticeship training is included on the show card as qualifications will depend on national conventions.

Countries will be required to code this data to the new ISCED classification, if this is available at the time of the survey. For the field test we will use ISCED97. Countries will also be required to report the national codes. For each national level of education the minimum number of years it takes to complete a programme will have to be reported.

For ISCED level 3C countries are expected to draw a distinction between programmes that last 2 years or more and programmes that last less than 2 years. Foreign diplomas have to be coded into ISCED levels as well. The information given by the respondent on the national level that corresponds most closely with the foreign qualification reported can assist in this coding but should not replace it.

ADAPTATION INSTRUCTION: Countries may have to adapt the wording to reflect this concept in their own country properly, such as "What is the highest level of

education you have ever successfully completed?"
 Countries will have to develop a national list of educational programmes that closely follows the list presented here. Please note that this question only refers to full educational programmes actually resulting in the formal qualification in question, not to single courses or modules within such programmes.

INTERVIEWER:

If the respondent is currently enrolled in an educational programme, emphasize that the question refers to education that has been completed, and that current education will be addressed in a later question.

- 1 No formal qualification or below ISCED 1 (Go to B_Q02a)
- 2 ISCED 1 (Go to B_Q01c1)
- 3 ISCED 2 (Go to B_Q01c1)
- 4 ISCED 3C shorter than 2 years (Go to B_Q01b)
- 5 ISCED 3C 2 years or more (Go to B_Q01b)
- 6 ISCED 3A-B (Go to B_Q01b)
- 7 ISCED 3 (without distinction A-B-C, 2y+) (Go to B_Q01b)
- 8 ISCED 4C (Go to B_Q01b)
- 9 ISCED 4A-B (Go to B_Q01b)
- 10 ISCED 4 (without distinction A-B-C) (Go to B_Q01b)
- 11 ISCED 5B (Go to B_Q01b)
- 12 ISCED 5A, bachelor degree (Go to B_Q01b)
- 13 ISCED 5A, master degree (Go to B_Q01b)
- 14 ISCED 6 (Go to B_Q01b)
- 15 Foreign qualification
- DK (go to B_Q02a)
- RF (go to B_Q02a)

B_D01a Derived variable: Highest level of education in three levels
 If (^B_Q01a="1" OR ^B_Q01a="2" OR ^B_Q01a="3" OR ^B_Q01a="4"), ^EDLEVEL3="1"
 Else if (^B_Q01a="5" OR ^B_Q01a="6" OR ^B_Q01a="7" OR ^B_Q01a="8" OR ^B_Q01a="9" OR ^B_Q01a="10" OR ^B_Q01a="DK" OR ^B_Q01a="RF"), ^EDLEVEL3="2"
 Else if (^B_Q01a="11" OR ^B_Q01a="12" OR ^B_Q01a="13" OR ^B_Q01a="14"), ^EDLEVEL3="3"

B_C01a ROUTING: If (^B_Q01a=15) THEN goto ^B_S01a1 else if (^B_Q01a= "1" or ^B_Q01a= "DK" or ^B_Q01a= "RF"), THEN goto ^B_Q02a else if (^B_Q01a= "2" or ^B_Q01a= "3") THEN goto ^B_Q01c1, else goto ^B_Q01b

B_S01a1 **What is the name of this qualification?**

....
DK
RF
format String
Note (250 spaces)

B_Q01a2 In which country did you gain this qualification?

COUNTRY INSTRUCTION: The information gathered in questions B_Q01a2 and B_S01a2 will be used to assign foreign qualifications to a centrally provided list of countries. This will be done on the basis of the UN Statistical Division, Standard Country or Area Codes for Statistical Use, ST/ESA/STAT/SER.M/49/Rev.4/, the classification developed on the basis of ISO 3166.

ADAPTATION INSTRUCTION: Countries are required to provide a partly precoded 'drop-down' list of countries #Country 1, #Country 2, etc. that are expected to be reported frequently in their country. Both the number of listed countries and the specific selection of countries will vary from country to country.

INTERVIEWER: Please specify the CURRENT name of the country.

1 #Country 1 (go to B_Q01a3)
2 #Country 2 (go to B_Q01a3)
3 #Country 3 (go to B_Q01a3)
4 #Country 4 (go to B_Q01a3)
5 #Country 5 (go to B_Q01a3)
6 #Country 6 (go to B_Q01a3)
7 Other country
DK (go to B_Q01a3)
RF (go to B_Q01a3)

Note ROUTING: If B_Q01a2=7, go to B_S01a2, else go to B_Q01a3

B_S01a2 What country was that?

....
DK
RF
Format String
Note (250 spaces)

B_Q01a3 Can you indicate which level in our national education system corresponds most closely with the level of this qualification?

ADAPTATION INSTRUCTION: Countries may have to

adapt the wording to reflect this concept in their own country properly. Countries will have to develop a national list of educational programmes that closely follows the list presented here.

INTERVIEWER: Hand show card 11

- 1 No formal qualification or below ISCED 1 (Go to B_Q02a)
- 2 ISCED 1 (Go to B_Q01c1)
- 3 ISCED 2 (Go to B_Q01c1)
- 4 ISCED 3C shorter than 2 years
- 5 ISCED 3C 2 years or more
- 6 ISCED 3A-B
- 7 ISCED 3 (without distinction A-B-C, 2y+)
- 8 ISCED 4C
- 9 ISCED 4A-B
- 10 ISCED 4 (without distinction A-B-C)
- 11 ISCED 5B
- 12 ISCED 5A, bachelor degree
- 13 ISCED 5A, master degree
- 14 ISCED 6
- DK (Go to B_Q02a)
- RF (Go to B_Q02a)

B_D01a3 Derived variable: Highest level of education in three levels
If (^B_Q01a3="1" OR ^B_Q01a3="2" OR ^B_Q01a3="3" OR ^B_Q01a3="4"), ^EDLEVEL3="1"
Else if (^B_Q01a3="5" OR ^B_Q01a3="6" OR ^B_Q01a3="7" OR ^B_Q01a3="8" OR ^B_Q01a3="9" OR ^B_Q01a3="10" OR ^B_Q01a3="DK" OR ^B_Q01a3="RF"), ^EDLEVEL3="2"
Else if (^B_Q01a3="11" OR ^B_Q01a3="12" OR ^B_Q01a3="13" OR ^B_Q01a3="14"), ^EDLEVEL3="3"

B_C01a3 **ROUTING:** If (^B_Q01a3= "1" or ^B_Q01a3= "DK" or ^B_Q01a3= "RF"), then goto ^B_Q02a, else if (^B_Q01a3= "2" or ^B_Q01a3= "3"), then goto ^B_Q01c1, else go to ^B_Q01b

B_Q01b
(AESc)
(C) **What was the area of study, emphasis or major for your highest level of qualification? If there was more than one, please choose the one you consider most important.**

ADAPTATION INSTRUCTION: Countries may have to adapt the wording of this question, for example, 'What was the main subject or content of this qualification?'. They are allowed to have an open question in order to allow for national coding into the following categories (ISCED 97 broad fields of education and training) but they could also use a show card like the one presented here. To assist with the coding of open questions or translation of the show card, countries will be provided

with the Manual on Fields of Education and Training produced for Eurostat by Statistics Sweden. This manual lists in detail the programmes that fall into each of these 9 categories.

INTERVIEWER:

1. Hand show card 2.
2. If there was more than one area of study associated with the one qualification, this refers to the most important.
3. If there was more than one qualification at this level, this question refers to the area of study for the most recent.

- 1 General programmes
- 2 Teacher training and education science
- 3 Humanities, languages and arts
- 4 Social sciences, business and law
- 5 Science, mathematics and computing
- 6 Engineering, manufacturing and construction
- 7 Agriculture and veterinary
- 8 Health and welfare
- 9 Services
- DK
- RF

Layout	Item group list When you completed this qualification, how old were you, or what year was it?
B_Q01c1 (AESc) (A)	
Note	<u>INTERVIEWER:</u> 1. Enter age OR year. 2. If there was more than one qualification at this level, this refers to the most recent.
format	Age.... (2 digits) DK RF Integer
Note	(min:6)(max:65)
B_Q01c2	
format	Year....(4 digits) DK RF Integer
Note	(min:1951)(max:2012)
Note	Show calendar on screen

B_E01c	Unlikely answer has been entered. Please confirm age or year entered in the last question or change year of birth (A_Q01a) or year of completing qualification (B_Q01c2).
Note	Trigger soft edit if (B_Q01c2 - A_Q01a<10) or if (B_Q01c2 - A_Q01a>50) or if (B_Q01c1+A_Q01a>A_D01a3)
JUMP	B_Q01c1, A_Q01a
Note	<u>ROUTING:</u> If (A_D01a3 - B_Q01c2 < 2), go to B_Q01d, else go to B_D01d

Layout Item group end

B_Q01d **And in which month was that?**
(AESC)
(A)

- 1 January
- 2 February
- 3 March
- 4 April
- 5 May
- 6 June
- 7 July
- 8 August
- 9 September
- 10 October
- 11 November
- 12 December
- DK
- RF

B_D01d Derived variable: Months elapsed since completing highest level of qualification

If (B_Q01a=1 or B_Q01a=DK or B_Q01a=RF) B_D01d=999
 else if (B_Q01c2=DK or B_Q01c2=RF) B_D01d=999
 else if ((B_Q01d=DK or B_Q01d=RF) and (B_Q01c2=A_D01a3)) B_D01d=12
 else if ((B_Q01d=DK or B_Q01d=RF)) B_D01d=999
 else B_D01d=(A_D01a3*12+A_D01a1)-(B_Q01c2*12+B_Q01d)

B_Q02a **Are you currently studying for any kind of formal qualification?**
(NEW)
(A)

ADAPTATION INSTRUCTION: Countries may have to adapt the wording to reflect this concept in their own country properly, such as “Are you currently enrolled as a student in school or an educational programme ?” For a detailed explanation of the concept involved see

the country instruction in B_Q01a.

HELP:

1. If the respondent is unsure what is meant by 'formal qualification', explain that this question refers to the same concept as referred to in the preceding questions.
2. If the respondent is still in doubt, already hand over the SHOW CARD 3 intended for question B_Q02b, asking 'Are you currently pursuing any of the degrees or certificates listed on this card?'
3. If the respondent replies by mentioning one of the degrees or certificates on the list, mark the answer "yes", and then mark the appropriate programme on the next screen.

- 1 Yes
- 2 No (Go to B_Q03a)
- DK (Go to B_Q03a)
- RF (Go to B_Q03a)

Note ROUTING: If (B_Q02a=1), go to B_Q02b else go to B_Q03a

B_Q02b
(NEW)
(A)

What is the level of the qualification you are currently studying for?

ADAPTATION INSTRUCTION: Countries may have to adapt the wording to reflect this concept in their own country properly, such as "What level is the education you are currently enrolled in?" For a detailed explanation of the concept involved see the country instruction in B_Q01a. Countries will also have to develop a national list of educational programmes that closely follows the list presented here.

COUNTRY INSTRUCTION: The answer categories and SHOW CARD should follow those used in B_Q01a, but will differ from this list in three respects. Firstly, the first answer category ('No formal education or below ISCED 1') must be omitted here. Secondly, the answer categories and show cards used here should only include forms of education that are currently offered by the education system in your country. Thirdly, the category 'foreign qualification' should be omitted.

INTERVIEWER:

1. Hand show card 3.
2. In the case of a foreign qualification, ask the respondent to indicate the level using the national categories.

- 1 ISCED 1 (go to B_C05b)
- 2 ISCED 2 (go to B_C05b)
- 3 ISCED 3C shorter than 2 years
- 4 ISCED 3C 2 years or more

- 5 ISCED 3A-B
- 6 ISCED 3 (without distinction A-B-C, 2y+)
- 7 ISCED 4C
- 8 ISCED 4A-B
- 9 ISCED 4 (without distinction A-B-C)
- 10 ISCED 5B
- 11 ISCED 5A, bachelor degree
- 12 ISCED 5A, master degree
- 13 ISCED 6

DK (go to B_C05b)
 RF (go to B_C05b)

Note ROUTING: If (B_Q02b=1 or B_Q02b=2 or B_Q02b=DK or B_Q02b=RF), go to B_C05b else go to B_Q02c

B_Q02c
 (NEW)
 (C)

What is the area of study, emphasis or major for this qualification? If there is more than one, please choose the one you consider most important.

ADAPTATION INSTRUCTION: Countries may have to adapt the wording of this question, for example 'What is the main subject or content of the degree or certificate you are currently pursuing?'. They are allowed to have an open question in order to allow for national coding into the following categories (ISCED 97 broad fields of education and training) but they could also use a show card like the one presented here. To assist with the coding of open questions or translation of the show card, countries will be provided with the Manual on Fields of Education and Training produced for Eurostat by Statistics Sweden. This manual lists in detail the programmes that fall into each of these 9 categories.

INTERVIEWER: Hand show card 2

- 1 General programmes (go to B_C05b)
- 2 Teacher training and education science (go to B_C05b)
- 3 Humanities, languages and arts (go to B_C05b)
- 4 Social sciences, business and law (go to B_C05b)
- 5 Science, mathematics and computing (go to B_C05b)
- 6 Engineering, manufacturing and construction (go to B_C05b)
- 7 Agriculture and veterinary (go to B_C05b)
- 8 Health and welfare (go to B_C05b)
- 9 Services (go to B_C05b)
- DK (go to B_C05b)
- RF (go to B_C05b)

Note ROUTING: Go to B_C05b

B_Q03a
(ALLc)
(C)

Did you ever start studying for any formal qualification, but leave before completing it?

ADAPTATION INSTRUCTION: Countries may have to adapt the wording to reflect this concept in their own country properly, such as “Did you ever enroll in an educational programme, but leave before completing it?”, or Did you ever start pursuing an educational degree or certificate, but stop before completing it? For a detailed explanation of the concept involved see the country instruction in B_Q01a.

INTERVIEWER:

1. This question refers to programmes as a whole (for example a bachelors programme at university).
2. If the respondent had a temporary break, but continued the programme later, this should not be counted as ‘leaving before completing’.

1 Yes
2 No (Go to B_D03d)
DK (Go to B_D03d)
RF (Go to B_D03d)

Note ROUTING: If B_Q03a=1, go to B_Q03b else go to B_D03d

B_Q03b
(ALLc)
(C)

What was the level of the qualification you started studying for? If there was more than one, please report the one with the highest level.

ADAPTATION INSTRUCTION: Countries may have to adapt the wording to reflect this concept in their own country properly, such as “What level is the education you started studying for?” For a detailed explanation of the concept involved see the country instruction in B_Q01a. Countries will also have to develop a national list of educational programmes that closely follows the list presented here.

COUNTRY INSTRUCTION: The answer categories and SHOW CARD should follow those used in B_Q01a, but will differ from this list in that the first answer category (‘No formal education or below ISCED 1’) must be omitted here as well as the category ‘foreign qualification’.

INTERVIEWER:

1. Hand show card 4.
2. In the case of a foreign qualification, ask the respondent to indicate the level using the national categories.

1 ISCED 1

- 2 ISCED 2
- 3 ISCED 3C shorter than 2 years
- 4 ISCED 3C 2 years or more
- 5 ISCED 3A-B
- 6 ISCED 3 (without distinction A-B-C, 2y+)
- 7 ISCED 4C
- 8 ISCED 4A-B
- 9 ISCED 4 (without distinction A-B-C)
- 10 ISCED 5B
- 11 ISCED 5A, bachelor degree
- 12 ISCED 5A, master degree
- 13 ISCED 6

DK
RF

Layout Item group list
**When you stopped studying for this qualification,
how old were you or what year was it?**

B_Q03c1
(ALLc)
(C)

Note INTERVIEWER: Enter age OR year.

Age.... (2 digits)
DK
RF

format integer

Note (min:6)(max:65)

B_Q03c2

Year....(4 digits)
DK
RF

format integer

Note (min:1951)(max:2012)

Note Show calendar on screen

B_E03c Unlikely answer has been entered. Please confirm age
or year entered in the last question or change year of
birth (A_Q01a) or year of leaving education without
completing programme (B_Q03c2).

Note Trigger soft edit if (B_Q03c2 - A_Q01a<10) or if
(B_Q03c2 - A_Q01a>50) or if
(B_Q03c1+A_Q01a>A_D01a3)

JUMP B_Q03c1, A_Q01a

Layout Item group end

B_C03c2 ROUTING: If (A_D01a3 - B_Q03c2 < 2), go to B_Q03d, else go to B_D03d

B_Q03d **And in which month was that?**
(ALLc)
(C)

- 1 January
- 2 February
- 3 March
- 4 April
- 5 May
- 6 June
- 7 July
- 8 August
- 9 September
- 10 October
- 11 November
- 12 December
- DK
- RF

B_D03d Derived variable: Months elapsed since leaving education without completing programme

If (B_Q03a=2 or B_Q03a=DK or B_Q03a=RF) B_D03d=999,
else if (B_Q03c2=DK or B_Q03c2=RF) B_D03d=999
else if ((B_Q03d=DK or B_Q03d=RF) and (B_Q03c2=A_D01a3)) B_D03d=12
else if ((B_Q03d=DK or B_Q03d=RF)) B_D03d=999
else B_D03d=(A_D01a3*12+A_D01a1)-(B_Q03c2*12+B_Q03d)

B_C03d ROUTING: If (B_D01d=<12 or B_D03d=<12), go to B_R05a else go to B_Q04a

B_Q04a **During the last 12 months, that is since ^MonthYear, have you studied for any formal qualification, either full-time or part-time?**
(AESC)
(A)

COUNTRY INSTRUCTION: education is defined as 'formal education' according to the Classification of Learning Activities. The main characteristics of formal education are that it is provided in schools, colleges, universities or other educational institutions and leads to a certification that is taken up in the National Educational Classification. It is important that interviewers are trained to understand the difference between formal education on one hand and training and courses as indicated in question B_Q12 on the other. To avoid any misunderstanding, a card with all possible current national levels of education should be shown.

Please note that ISCED also includes vocational education. Whether or not apprenticeship training is included on the show card as education will depend on national conventions.
Countries will be required to code this data to the ISCED97.

ADAPTATION INSTRUCTION: Countries may have to adapt the wording to reflect this concept in their own country properly, such as “During the last 12 months, that is since ^MonthYear have you participated in any form of education, either full-time or part-time?”

INTERVIEWER: This question refers to all participation in formal education in the last 12 months, including education that the respondent left before completion.

HELP:

1. If the respondent is unsure what is meant by ‘formal qualification’, explain that this question refers to studies that, when completed, result in formal qualifications at primary, secondary, university or post-secondary level.
2. If the respondent is still in doubt, already hand over the SHOW CARD 3 intended for question B_Q05a, asking ‘During the last 12 months have you participated in any of the programmes listed on this card?’

- 1 Yes
- 2 No (go to B_R12)
- DK (go to B_R12)
- RF (go to B_R12)

Note ROUTING: If B_Q04a = 1, go to B_Q04b else go to B_R12

B_Q04b
(AESC)
(A)

How many qualifications have you studied for during the last 12 months?

INTERVIEWER: The number of qualifications refers to programmes as a whole (for example a bachelors programme at university), not to separate blocks or modules that may make up such programmes.

....qualifications

DK

RF

format integer

Note (min:1)(max:9)

B_R05a

I am now going to ask some more questions about ^ThisQualification

Note If ((B_Q03a=2 or B_Q03a=DK or B_Q03a=RF or

B_D03d>=B_D01d) and B_D01d=<12)
^ThisQualification='the highest qualification you
ever completed.'
else if ((B_D03d<B_D01d and B_D03d=<12) or
B_Q04b=1) then ^ThisQualification='this
qualification.'
else ^ThisQualification='the last qualification you
studied for.'
end if

INTERVIEWER: Press <Next key> to continue

B_C05a ROUTING: If (B_D01d=<12 and B_D01d=<B_D03d),
go to B_Q05c
else if B_D03d=<12, go to B_Q05b
else go to B_Q05a

B_Q05a **What was the level of this qualification?**
(A) (A) (A)

ADAPTATION INSTRUCTION: Countries will have to develop a national list of educational programmes that closely follows the list presented. In some cases it may be necessary to split this up into two or more questions. Countries will also have to develop a national list of educational programmes that closely follows the list presented here.

COUNTRY INSTRUCTION: The answer categories and SHOW CARD should be identical to those used in B_Q02b.

INTERVIEWER:

1. Hand show card 3.
2. In the case of a foreign qualification, ask the respondent to indicate the level using the national categories.

- 1 ISCED 1 (Go to B_Q05c)
- 2 ISCED 2 (Go to B_Q05c)
- 3 ISCED 3C shorter than 2 years
- 4 ISCED 3C 2 years or more
- 5 ISCED 3A-B
- 6 ISCED 3 (without distinction A-B-C, 2y+)
- 7 ISCED 4C
- 8 ISCED 4A-B
- 9 ISCED 4 (without distinction A-B-C)
- 10 ISCED 5B
- 11 ISCED 5A, bachelor degree
- 12 ISCED 5A, master degree
- 13 ISCED 6

DK
RF

Note ROUTING: If (B_Q05a=1 or B_Q05a=2 or B_Q05a=DK or B_Q05a=RF), go to B_Q05c else go to B_Q05b

B_Q05b
(AESC)
(C)

What was the area of study, emphasis or major for this qualification? If there was more than one, please choose the one you consider most important.

ADAPTATION INSTRUCTION: Countries may have to adapt the wording of this question, such as 'What was the main subject or content of this programme?'. They are allowed to have an open question in order to allow for national coding into the following categories (ISCED 97 broad fields of education and training) but they could also use a show card like the one presented here. To assist with the coding of open questions or translation of the show card, countries will be provided with the Manual on Fields of Education and Training produced for Eurostat by Statistics Sweden. This manual lists in detail the programmes that fall into each of these 9 categories.

INTERVIEWER: Hand show card 2

- 1 General programmes
 - 2 Teacher training and education science
 - 3 Humanities, languages and arts
 - 4 Social sciences, business and law
 - 5 Science, mathematics and computing
 - 6 Engineering, manufacturing and construction
 - 7 Agriculture and veterinary
 - 8 Health and welfare
 - 9 Services
- DK
RF

B_C05b

ROUTING:
IF ((^AgeEdu = "15" OR ^AgeEdu = "16" OR ^AgeEdu = "17" OR ^AgeEdu = "18" OR ^AgeEdu = "19")) AND (^B_Q02b = "1" OR ^B_Q02b = "2" OR ^B_Q02b = "3" OR ^B_Q02b = "4" OR ^B_Q02b = "5" OR ^B_Q02b = "6") THEN Goto ^B_END ELSE Goto ^B_Q05c

Note 15-19 year olds who are still in compulsory education (ISCED 1, 2 or 3) will skip the rest of the section

B_Q05c
(AESC)
(A)

Were the main reasons for choosing to study for this qualification job related?

INTERVIEWER: 'Job related' does not necessarily refer to one specific job, but could also refer to improving employment chances in general.

1 Yes
2 No
DK
RF

B_Q10a
(NEW)
(A)

In the last 12 months, while studying for this qualification, were you employed at any time, either full-time or part-time?

INTERVIEWER: If the respondent was self-employed at that time code 'yes'

1 Yes
2 No
DK
RF

B_C10a

ROUTING: If B_Q10a=1, go to B_Q10b else go to B_Q11

B_Q10b
(A)Esc
(A)

Did this study take place ...

INTERVIEWER:

Read categories to respondent.

HELP:

1. This question refers to the degree that the study takes place during working hours, meaning that the working hours are used to study for the qualification rather than for actually working. It also includes the case where a number of working hours are being replaced by study even if the studying itself takes place outside normal working time of the respondent.

2. If the study takes place outside working time and the respondent has received payment for the hours or additional leisure hours, the study should be coded as 'during working hours'. The answer should only reflect the participation in classes, tutorials etc. and not homework.

1 Only during working hours
2 Mostly during working hours
3 Mostly outside working hours
4 Only outside working hours
DK
RF

B_Q10c
(OECD)
(B)

**How useful were your studies for this qualification for the job or business you had at that time?
Would you say they were ...**

INTERVIEWER: Read categories to respondent.

- 1 Not useful at all
- 2 Somewhat useful
- 3 Moderately useful
- 4 Very useful
- DK
- RF

B_Q11
(AESc)
(A) **Did an employer or prospective employer pay for tuition or registration, exam fees, expenses for books or other costs associated with your studying for this qualification? Would that be ...**

INTERVIEWER:

1. Read categories to respondent.
2. Other costs include travel and accommodation.
3. If self-employed paid for own expenses, code 'yes, totally' or 'yes, partly'.

- 1 Yes, totally
- 2 Yes, partly
- 3 No, not at all
- 4 There were no such costs
- 5 No employer or prospective employer at that time
- DK
- RF

B_R12
(AES)
(A) **We would now like to turn to other organised learning activities you may have participated in during the last 12 months, including both work and non-work related activities. We will distinguish between courses mentioned on this show card. ^ExcludeStudy**

INTERVIEWER:

1. Hand show card 14 and ask the respondent to hold onto it until instructed to hand it back.
2. Include activities that have not (yet) been completed. All activities should be counted even if the duration was only one hour.
3. Press <Next key> to continue.

Note If (B_Q02a=1 or B_D01d=<12 or B_D03d=<12 or B_Q04a=1) then ^ExcludeStudy = **'When answering the next questions, please exclude any activity you engaged in as part of the study you already reported on.'**
else ^ExcludeStudy=' '.

B_Q12a
(AESc)
(A) **During the last 12 months, have you participated in courses conducted through open or distance education?**

HELP: This covers courses which are similar to face-to-face courses, but take place via postal correspondence or electronic media, linking instructors/teachers/tutors or students who are not together in a classroom.

ADAPTATION INSTRUCTION: Countries may have to adapt the wording of this question, to national terminology for such educational opportunities, for example correspondence or internet courses.

- 1 Yes
- 2 No (go to B_Q12c)
- DK (go to B_Q12c)
- RF (go to B_Q12c)

Note ROUTING: If B_Q12a=1, go to B_Q12b else go to B_Q12c

B_Q12b
(A) (AESc)
(A) **How many of these activities did you participate in?**

INTERVIEWER: Count related learning activities held on different days as a single episode.

.... (2 digits)

DK

RF

format

Integer

Note (min:0)(max:50)

Note if B_Q12a=2 then B_Q12b=0

B_Q12c
(A) (AESc)
(A) **During the last 12 months, have you attended any organized sessions for on-the-job training or training by supervisors or co-workers?**

HELP:

1. This type of training is characterised by planned periods of training, instruction or practical experience, using normal tools of work.

2. It is usually organised by the employer to facilitate adaptation of (new) staff.

3. It may include general training about the company as well as specific job-related instructions (safety and health hazards, working practices).

4. It includes for instance organised training or

instructions by management, supervisors or co-workers to help the respondent to do his/her job better or to introduce him/her to new tasks, but can also take place in the presence of a tutor.

- 1 Yes
- 2 No (go to B_Q12e)
- DK (go to B_Q12e)
- RF (go to B_Q12e)

Note ROUTING: If B_Q12c=1, go to B_Q12d else go to B_Q12e

B_Q12d
(AESC)
(A) **How many of these activities did you participate in?**

INTERVIEWER: Count related learning activities held on different days as a single episode.

.... (2 digits)
DK
RF

format Integer

Note (min: 0)(max:50)

Note if B_Q12c=2 then B_Q12d=0

B_Q12e
(AESC)
(A) **During the last 12 months, have you participated in seminars or workshops?**

- 1 Yes
- 2 No (go to B_Q12g)
- DK (go to B_Q12g)
- RF (go to B_QD12g)

Note ROUTING: If B_Q12e=1, go to B_Q12f else go to B_Q12g

B_Q12f
(AESC)
(A) **How many of these activities did you participate in?**

INTERVIEWER: Count related learning activities held on different days as a single episode.

.... (2 digits)
DK
RF

format Integer

Note (min: 0)(max:50)

Note if B_Q12e=2 then B_Q12f=0

B_Q12g **During the last 12 months, have you participated in courses or private lessons, not already reported?**
(AESC)
(A)

INTERVIEWER: This can refer to any course, regardless of the purpose (work or non-work).

HELP:

1. Courses are typically subject oriented and taught by persons specialised in the field(s) concerned. They can take the form of classroom instruction (sometimes in combination with practice in real or simulated situations) or lectures.

2. If the person delivering private lessons has a teacher-student relationship with the respondent this question should be coded as 'yes'. If the provider/tutor is assisting the learner as a friend, family member or other social relationship it should be coded as 'no'.

1 Yes
2 No (go to B_D12h1)
DK (go to B_D12h1)
RF (go to B_D12h1)

Note ROUTING: If B_Q12g=1, go to B_Q12h else go to B_D12h1

B_Q12h **How many of these activities did you participate in?**
(AESC)
(A)

INTERVIEWER: Count related learning activities held on different days as a single episode.

.... (2 digits)

DK

RF

format Integer

Note (min: 0)(max:50)

Note if B_Q12g=2 then B_Q12h=0

B_D12h1 IF (^B_Q12b = "NULL") THEN ^B_Q12bNumeric := "0"
ELSE ^B_Q12bNumeric := ^B_Q12b

B_D12h2 IF (^B_Q12d = "NULL") THEN ^B_Q12dNumeric := "0"
ELSE ^B_Q12dNumeric := ^B_Q12d

B_D12h3 IF (^B_Q12f = "NULL") THEN ^B_Q12fNumeric := "0"
ELSE ^B_Q12fNumeric := ^B_Q12f

B_D12h4 IF (^B_Q12h = "NULL") THEN ^B_Q12hNumeric := "0"
ELSE ^B_Q12hNumeric := ^B_Q12h

B_D12h Derived variable:
If
(B_Q12bNumeric+B_Q12dNumeric+B_Q12fNumeric+B_Q12hNumeric=1) then B_D12h =1,
else if
(B_Q12bNumeric+B_Q12dNumeric+B_Q12fNumeric+B_Q12hNumeric>1) then B_D12h =2,
else if (B_Q12a=2 and B_Q12c=2 and B_Q12e=2 and B_Q12g=2) then B_D12h =3
else if (B_Q12a=1 or B_Q12c=1 or B_Q12e=1 or B_Q12g=1) then B_D12h =4
else B_D12h=5
end if
1 Respondent reported 1 learning activity
2 Respondent reported more than 1 learning activity
3 Respondent reported no learning activities (go to B_Q26a)
4 Respondent reported learning activities but number is not known
5 Information on learning activities is not known (go to B_Q26a)

Note ROUTING: If (B_D12h = 3 or B_D12h = 5), go to B_Q26a else go to B_R13

B_R13 **I am going to ask some questions about ^CurrentLast**

Note If (B_D12h=1 and B_Q12a=1) then ^CurrentLast='your participation in open or distance education.' else if (B_D12h=1 and B_Q12c=1) then ^CurrentLast='your participation in organised sessions for on-the-job training or training by supervisors or co-workers.' else if (B_D12h=1 and B_Q12e=1) then ^CurrentLast='your participation in seminars or workshops.' else if (B_D12h=1 and B_Q12g=1) then ^CurrentLast='your participation in courses or private lessons.' else if (B_D12h=2 or B_D12h=4) then ^CurrentLast='the activities you just reported on. I will start with some questions on the last of these activities that you participated in.'

INTERVIEWER: Press <Next key> to continue

B_C13 ROUTING: If (B_D12h = 1 and B_Q12c = 1), go to B_Q14b else if (B_D12h = 1 and (B_Q12c = 2 or B_Q12c = DK or B_Q12c = RF)), go to B_Q14a else go to B_Q13

B_Q13 **What kind of activity listed on this card was this?**
(AESC)
(A)

INTERVIEWER: After the respondent has answered, take back show card 14.

HELP:

1. Open or distance courses are similar to face-to-face courses, but take place via postal correspondence or electronic media, linking instructors/teachers/tutors or students who are not together in a classroom.

2. Organised sessions for on-the-job training or training by supervisors or co-workers is characterised by planned periods of training, instruction or practical experience, using normal tools of work. It is usually organised by the employer to facilitate adaptation of (new) staff. It may include general training about the company as well as specific job-related instructions (safety and health hazards, working practices). This includes for instance organised training or instructions by management, supervisors or co-workers to help the respondent to do his/her job better or to introduce him/her to new tasks, but can also take place in the presence of a tutor.

3. Courses are typically subject oriented and taught by persons specialised in the field(s) concerned. They can take the form of classroom instruction (sometimes in combination with practice in real or simulated situations) or lectures. If the person delivering private lessons has a teacher-student relationship with the respondent this question should be coded as 'yes'. If the provider/tutor is assisting the learner as a friend, family member or other social relationship it should be coded as 'no'.

1 A course conducted through open or distance education

2 An organised session for on-the-job training or training by supervisors or co-workers (go to B_Q14b)

3 A seminar or workshop

4 Other kind of course or private lesson

DK

RF

Note ROUTING: If B_Q13=2, go to B_Q14b else go to B_Q14a

B_Q14a
(AES)
(A)

Was this activity mainly job related?

INTERVIEWER: 'Job related' does not necessarily refer to one specific job, but could also refer to improving employment chances in general.

1 Yes

2 No (go to B_C14)

DK (go to B_C14)

RF (go to B_C14)

Note ROUTING: If B_Q14a=1, go to B_Q14b else go to

B_Q14b
(AES)
(C)

Could you please specify more precisely the main reason for participating in this activity?

INTERVIEWER:

1. Hand show card 6.
2. Mark only one answer.
3. If you feel that the respondent has a problem in reading the show card, read the answer categories to the respondent.

- 1 To do my job better and/or improve career prospects
- 2 To be less likely to lose my job
- 3 To increase my possibilities of getting a job, or changing a job or profession
- 4 To start my own business
- 5 I was obliged to participate
- 6 To increase my knowledge or skills on a subject that interests me
- 7 To obtain a certificate
- 8 Other
- DK
- RF

B_C14

ROUTING: If (B_Q13=2 or (B_D12h = 1 and B_Q12c = 1)), go to B_Q15b, else go to B_Q15a

B_Q15a
(NEW)
(A)

Were you employed, either full-time or part-time, at any time while participating in this activity?

INTERVIEWER: If the respondent was self-employed at that time code 'yes'

- 1 Yes
- 2 No (go to B_Q16)
- DK (go to B_Q16)
- RF (go to B_Q16)

Note

ROUTING: If B_Q15a=1, go to B_Q15b else go to B_Q16

B_Q15b
(AESc)
(A)

Did this activity take place ...

INTERVIEWER: Read categories to respondent.

HELP:

1. This question refers to the degree that the activity takes place during working hours meaning that the working hours are used to attend the activity instead of working.

2. It also includes the case where a number of working hours are being replaced by the learning activity even if the activity itself takes place outside normal working time of the respondent.
3. If the learning activity takes place outside working time and the respondent has received payment for the hours or additional leisure hours, the activity should be coded as during working hours.
4. The answer should only reflect the participation in the course itself and not homework.

- 1 Only during working hours**
 - 2 Mostly during working hours**
 - 3 Mostly outside working hours**
 - 4 Only outside working hours**
- DK
RF

B_Q15c
(OECD)
(B)

How useful was this training for the job or business you had at that time or still have? Would you say it was ...

INTERVIEWER: Read categories to respondent.

- 1 Not useful at all**
 - 2 Somewhat useful**
 - 3 Moderately useful**
 - 4 Very useful**
- DK
RF

B_Q16
(AESC)
(A)

Did an employer or prospective employer pay for tuition or registration, exam fees, expenses for books or other costs resulting from your participation in this activity? Would that be ...

INTERVIEWER:

1. Read categories to respondent.
2. Other costs include costs for travel and accommodation.
3. If self-employed *and* paid for own expenses, code 'yes, totally' or 'yes, partly'.

- 1 Yes, totally**
 - 2 Yes, partly**
 - 3 No, not at all**
 - 4 There were no such costs**
 - 5 No employer or prospective employer at that time**
- DK
RF

B_Q17
(ALL)
(A)

Now let's look at the total amount of time you have spent in the past 12 months on all types of courses, training, private lessons, seminars or

workshops. What is the easiest way to describe the total time you spent on all these activities: would that be in whole weeks, in whole days or in hours? Exclude time spent on homework or travel.

- 1 Weeks
- 2 Days (go to B_Q19a)
- 3 Hours (go to B_Q20a)
- DK (go to B_Q20a)
- RF (go to B_Q26A)

Note ROUTING: If B_Q17=1, go to B_Q18a else if B_Q17=2, go to B_Q19a else if (B_Q17=3 or B_Q17=DK), go to B_Q20a else go to B_Q26a

B_Q18a From ^MonthYear until now, how many whole weeks did you spend in these activities?
(ALL)
(A)

.... weeks (2 digits)
DK
RF

format Integer

Note (min:1)(max:52)

Note ROUTING: Go to B_C20b

B_Q19a From ^MonthYear until now, how many whole days did you spend in these activities?
(ALL)
(A)

.... days (3 digits)
DK
RF

format integer

Note (min:1)(max:365)

Note ROUTING: Go to B_C20b

B_Q20a From ^MonthYear until now, how many hours did you spend in these activities? Exclude hours spent travelling to and from the places at which these activities took place.
(ALL)
(A)

.... hours (4 digits)
DK
RF

format integer

Note (min:1)(max:2500)

B_C20b ROUTING: If (^B_D12h= "2") then goto ^B_Q20b else goto ^B_Q26a

B_Q20b **About how much of this time was spent on activities that were job-related?**
(NEW)
(A)

INTERVIEWER: Hand show card 5

- 1 None of the time
 - 2 Up to a quarter of the time
 - 3 Up to half of the time
 - 4 More than half of the time
 - 5 All of the time
- DK
RF
-

B_Q26a **In the last 12 months, were there ^MoreAny learning activities you wanted to participate in but did not? Include both learning activities that lead to formal qualifications and other organised learning activities.**
(AESC)
(A)

Note If (B_D01d=<12 or B_D03d=<12 or B_Q02a =1 or B_Q04a =1 or B_D12h=1 or B_D12h=2 or B_D12h=4) then ^MoreAny='more', else ^MoreAny='any'

- 1 Yes
- 2 No (go to B_END)
- DK (go to B_END)
- RF (go to B_END)

Note ROUTING: If B_Q26a=1, go to B_Q26b else go to B_END

B_Q26b **Which of the following reasons prevented you from participating in education and training? Please indicate the most important reason.**
(AESC)
(C)

INTERVIEWER:

1. Hand show card 7.
2. If you feel that the respondent has a problem in reading the show card, read the answer categories to the respondent.

- 1 I did not have the prerequisites
- 2 Education or training was too expensive/I could not afford it
- 3 Lack of employer's support
- 4 I was too busy at work
- 5 The course or programme was offered at an

inconvenient time or place

6 I did not have time because of child care or family responsibilities

7 Something unexpected came up that prevented me from taking education or training

8 Other

DK

RF

B_END

Note

ROUTING: go to C_START

C_START Current status and Work history [FOR ALL]

C_R01 I would now like to ask some questions about your activities last week, that is, the 7 days ending last Sunday.

INTERVIEWER: Press <Next key> to continue

C_Q01a
(LFSukc)
(A) **In the last week, did you do any PAID work for [All] at least one hour, either as an employee or as self-employed?**

HELP:

1. Paid work means any work for pay or profit during the reference week, even for as little as one hour. Pay includes cash payments or "payment in kind" (payment in goods or services rather than money), whether payment was received in the week the work was done or not. Also counted as working for pay is anyone who receives wages for on-the-job training that involves the production of goods or services.
2. Self-employed: a person who works directly for himself/herself. A self-employed person may or may not have personnel.

INTERVIEWER:

1. This question is crucial for the routing. Don't know or refusals are to be minimised. Please probe for an answer.
2. Unpaid work for family business should be excluded here and reported in C_Q01c.

- 1 Yes (go to C_D05)
2 No
DK
RF

Note ROUTING: If C_Q01a=1, go to C_D05 else go to C_Q01b

C_Q01b
(LFSuk)
(A) **Last week, were you away from a job or business that you plan to return to?**

HELP:

1. People who are temporarily away from their job because of holiday, sickness, maternity leave, sabbatical etc should be coded 'yes'.
2. People who have been temporarily laid off, but receive at least 50% of their wage or salary from their employer or expect to return to their former

job within 3 months, should also be coded 'yes'.

INTERVIEWER: This question is crucial for the routing. Don't knows or refusals are to be minimised. Please probe for an answer.

- 1 Yes (go to C_D05)
- 2 No
- DK
- RF

Note ROUTING: If C_Q01b=1, go to C_D05 else go to C_Q01c

C_Q01c
(LFSukc)
(A)

Last week, did you do any UNPAID work for at least one hour for a business that you own or a relative owns?

HELP:

1. Unpaid work for a business that you own or a relative owns means that the respondent does not receive any pay or profit from the work during the reference week. They should not have received or expect to receive cash payments or "payment in kind" (payment in goods or services rather than money) for work done at a business s/he or a relative owns.

2. Unpaid family work is any task directly contributing to the operation of the family farm or business.

INTERVIEWER: This question is crucial for the routing. Don't knows or refusals are to be minimised. Please probe for an answer.

- 1 Yes (go to C_D05)
- 2 No
- DK
- RF

Note ROUTING: If C_Q01c=1, go to C_D05 else go to C_Q02a

C_Q02a
(LFSuk)
(A)

In the 4 weeks ending last Sunday, were you[Not currently working] looking for paid work at any time?

ADAPTATION INSTRUCTION: In some countries, it may be necessary to add one or more questions concerning other work-related search behaviour, e.g. looking for a place on a government scheme.

- 1 Yes (go to C_S03)
- 2 No
- DK
- RF

Note ROUTING: If C_Q02a=1, go to C_S03 else go to C_Q02b

C_Q02b
(LFSuk)
(A) **In these 4 weeks, were you waiting to start a job for which you had already been hired?**

- 1 Yes
- 2 No (go to C_R03)
- DK (go to C_R03)
- RF (go to C_R03)

Note ROUTING: If C_Q02b=1, go to C_Q02c else go to C_Q03

C_Q02c
(LFSuk)
(A) **Will you be starting that job within three months, or in more than three months?**

- 1 within three months (go to C_S03)
- 2 in more than three months (go to C_S03)
- DK (go to C_S03)
- RF (go to C_S03)

Note ROUTING: Go to C_S03

Layout Item group checkbox

C_Q03
(LFSuk)
(C) **In the last 4 weeks, for which of the following reasons did you not look for work?** *[Not currently working and not looking for work]*

INTERVIEWER:

- 1. Hand show card 8.
- 2. If you feel that the respondent has a problem in reading the show card, read the answer categories to the respondent.
- 3. Mark all that apply
 - 1 I was waiting for the results of an application for a job or was being assessed by a training agent
 - 2 I was a student
 - 3 I was looking after the family or home
 - 4 I was temporarily sick or injured
 - 5 I have a long-term illness or disability
 - 6 I did not believe any jobs were available
 - 7 I did not get around to looking yet
 - 8 I did not need employment
 - 9 I retired from paid work
 - 10 Other reason
- DK
- RF

Note ROUTING: go to C_D05

Layout	Item group end
C_S03	How many months in total have/had you been looking for paid work?
	<u>INTERVIEWER:</u>
	1. If the respondent answers in years this must be recorded as the equivalent number of months.
	2. The respondent should be prompted to report the exact number of months if the time spent looking for work is less than two years.
	3. Replies of less than a month should be entered as zero.
 months (2 digits)
	DK
	RF
format	integer
Note	(min: 0)(max: 99)
Note	<u>ROUTING:</u> If C_Q02a=1 go to C_Q04a, else if C_Q02c=1 go to C_Q05, else go to C_D05

ADAPTATION INSTRUCTION: C_Q04a to C_Q04j Countries are allowed to adapt the item categories to reflect national relevant ways of looking for work. The list should include a category 'do anything else to find work' (see C_Q04j), including open answer specification (see C_S04j). In the case that the open answer specifies an action that is classed as active search behavior in your country, the derived variable C_D04 should be assigned the value 1 (respondent has taken active steps to find a job).

Layout	Item group table
	In the four weeks ending last Sunday, did you do any of these things ...
C_Q04a (LFS) (B)	get in contact with a public employment office to find work? <i>[Not currently working but looking for work]</i>
	1 Yes
	2 No
	DK
	RF
C_Q04b (LFS) (B)	get in contact with a private agency (temporary work agency, firm specialising in recruitment, etc.) to find work?
	1 Yes
	2 No
	DK
	RF
C_Q04c	apply to employers directly?

(LFS)
(B)

1 Yes
2 No
DK
RF

C_Q04d **ask among friends, relatives, unions, etc. to
(LFS) find work?
(B)**

1 Yes
2 No
DK
RF

C_Q04e **place or answer job advertisements?
(LFS)
(B)**

1 Yes
2 No
DK
RF

Layout Item group new page
**In the four weeks ending last Sunday, did you
do any of these things ...**

C_Q04f **study job advertisements?
(LFS)
(B)**

1 Yes
2 No
DK
RF

C_Q04g **take a recruitment test or examination or
(LFS) undergo an interview?
(B)**

1 Yes
2 No
DK
RF

C_Q04h **look for land, premises or equipment for work?
(LFS)
(B)**

1 Yes
2 No
DK
RF

C_Q04i **apply for permits, licences or financial
(LFS) resources for work?
(B)**

- 1 Yes
- 2 No
- DK
- RF

C_Q04j **do anything else to find work?**
(LFS)
(B)

- 1 Yes
- 2 No (go to C_D04)
- DK (go to C_D04)
- RF (go to C_D04)

Note ROUTING: If C_Q04j=1, go to C_S04j else go to C_D04

Layout Item group end

C_S04j **Could you please specify what else you did to find work?**

....

- DK
- RF

format string

Note (99 spaces)

C_D04 Derived variable: respondent has taken active steps to find a job

ADAPTATION INSTRUCTION: If countries have adapted the questions C_Q04a to C_Q04j to reflect national relevant ways of looking for work, this will need to be taken into account in the calculation of whether the respondent has taken active steps to find a job.

If (C_Q04a=1 or C_Q04b=1 or C_Q04c=1 or C_Q04d=1 or C_Q04e=1 or C_Q04g=1 or C_Q04h=1 or C_Q04i=1), then C_D04=1
Else If (C_Q04a=2 and C_Q04b=2 and C_Q04c=2 and C_Q04d=2 and C_Q04e=2 and C_Q04g=2 and C_Q04h=2 and C_Q04i=2), then C_D04=2
else C_D04=3

- 1 Yes
 - 2 No
 - 3 Not known
-

C_Q05 **If a job had been available in the week ending***[Not currently working last Sunday, would you have been able to start***but looking for work or within 2 weeks?***waiting to start a job]*
(LFSuk)
(A)

ADAPTATION INSTRUCTION: Countries may have to adapt the wording to reflect the national situation. In some countries, it may be necessary to extend the question to include other work-related categories, e.g. a place on a government scheme.

- 1 Yes
- 2 No
- DK
- RF

C_D05 Derived variable: employment status

- 1 Employed
- 2 Unemployed
- 3 Out of the labour force
- 4 Not known

If (C_Q01a=1 or C_Q01b=1 or C_Q01c=1), then C_D05=1
else if (C_Q02a=1 and (C_D04=1 and C_Q05=1)), then C_D05=2
else if (C_Q02c=1 and C_Q05=1), then C_D05=2
else if ((C_Q01a=2 and C_Q01b=2 and C_Q01c=2) and (C_Q02a=2 or C_Q02b=2 or C_Q02c=2)), then C_D05=3
else if ((C_D04=2 and C_Q02a=1) or C_Q05=2), then C_D05=3
else C_D05=4
end if

Note ROUTING: If (C_Q01a=1 or C_Q01b=1), go to C_Q06 else go to C_D06

C_Q06
(NEW)
(A) **In the last week, did you have one job or one [Currently working] business or was there more than one? Please only consider paid work.**

INTERVIEWER:

- 1. This includes work from which the respondent was temporarily away.
- 2. If the respondent had one job AND one business, this should be marked as 'More than one job or business'.

- 1 One job or business
- 2 More than one job or business
- DK
- RF

C_D06 Derived variable: respondent currently working or doing unpaid work for family business

- 1 Yes, paid work one job or business
- 2 Yes, paid work more than one job or business or number of jobs/businesses missing
- 3 Yes, unpaid work for family business
- 4 No
- 5 Not known

If ((C_Q01a=1 or C_Q01b=1) and C_Q06=1), then C_D06=1
 else if ((C_Q01a=1 or C_Q01b=1) and (C_Q06=2 or C_Q06=DK or C_Q06=RF)), then C_D06=2
 else if C_Q01c=1, then C_D06=3
 else if (C_Q01a=2 and C_Q01b=2 and C_Q01c=2) then C_D06=4
 else C_D06=5
 end if

C_Q07
 (AESuk)
 (A)

Please look at this card and tell me which ONE [All] of the statements best describes your current situation. If more than one statement applies to you, please indicate the statement that best describes how you see yourself.

INTERVIEWER:

1. Hand show card 9.
2. Mark only one answer.

- 1 Full-time employed (self-employed, employee)
 - 2 Part-time employed (self-employed, employee)
 - 3 Unemployed
 - 4 Pupil, student
 - 5 Apprentice, internship
 - 6 In retirement or early retirement
 - 7 Permanently disabled
 - 8 In compulsory military or community service
 - 9 Fulfilling domestic tasks or looking after children/family
 - 10 Other
- DK
 RF

C_C08

ROUTING: If (C_D06=1 or C_D06=2), go to C_Q09 else go to C_Q08a

C_Q08a
 (NEW)
 (A)

Have you ever had paid work? Please include self-employment. *[Not currently in paid work]*

HELP:

1. Paid work means any work for pay or profit, even for as little as one hour. Pay includes cash payments or "payment in kind" (payment in goods or services rather than money). Also counted as working for pay is anyone who receives wages for on-the-job training that involves the production of

goods or services.

2. Self-employed: a person who works directly for himself/herself. A self-employed person may or may not have personnel.

INTERVIEWER: Unpaid work for family business should be excluded.

ADAPTATION INSTRUCTION: Countries may have to adapt the wording to reflect the national situation. In some countries, it may be necessary to extend the question to include other work-related categories, e.g. a place on a government scheme.

- 1 Yes
- 2 No (go to C_D09)
- DK (go to C_D09)
- RF (go to C_D09)

Note ROUTING: If C_Q08a=1, go to C_Q08b else go to C_D09

C_Q08b
(NEW)
(A)

**During the last 12 months, that is since
^MonthYear , did you have any paid work?
Please include self-employment.**

HELP:

1. Paid work means any work for pay or profit, even for as little as one hour. Pay includes cash payments or "payment in kind" (payment in goods or services rather than money). Also counted as working for pay is anyone who receives wages for on-the-job training that involves the production of goods or services.

2. Self-employed: a person who works directly for himself/herself. A self-employed person may or may not have personnel.

INTERVIEWER: Unpaid work for family business should be excluded.

- 1 Yes (go to C_Q09)
- 2 No
- DK (go to C_Q09)
- RF (go to C_Q09)

Note ROUTING: if C_Q08b=2, go to C_Q08c1 else go to C_Q09

Layout

Item group list

**When you stopped working in your last paid
job, how old were you or what year was it?**

C_Q08c1
(NEW)
(A)

*[Not currently in paid
work but with work
experience]*

Note INTERVIEWER: Enter age OR year.

Age.... (2 digits)
DK
RF
format Integer

Note (min:6)(max:65)

C_Q08c2
(NEW)
(A)

Year....(4 digits)
DK
RF
format Integer

Note (min:1951)(max:2012)

Note Show calendar on screen

C_E08c Unlikely answer has been entered. Please confirm age or year entered in the last question or change year of birth (A_Q01a) or year leaving last paid job (C_Q08c2).

Note Trigger soft edit if (C_Q08c2-A_Q01a<15) or if (C_Q08c2-A_Q01a>65) or if (C_Q08c1+A_Q01a>A_D01a3)

JUMP C_Q08c1, A_Q01a

Layout Item group end

C_D08c Derived variable: left work in past 5 years

1 Yes
2 No or unknown

If (A_D01a3-C_Q08c2<6) then C_D08c=1
Else C_D08c=2

C_Q09
(JRAc)
(A)

In total, approximately how many years have*[Currently in paid work you had paid work? Only include those years or with work where 6 months or more was spent in either experience]* **full-time or part-time work.**

HELP:

1. Paid work means any work for pay or profit, even for as little as one hour. Pay includes cash payments or "payment in kind" (payment in goods or services rather than money). Also counted as working for pay is anyone who receives wages for on-the-job training that involves the production of

- goods or services.
2. Self-employed: a person who works directly for himself/herself. A self-employed person may or may not have personnel.
 3. Example: someone who worked 2 years part-time (for more than 6 months) and 2 years fulltime, would have 4 years of work experience)

INTERVIEWER:

1. Count each year whether full-time or part-time (see example in HELP).
2. Include periods of self-employment and paid internships.
3. Do not include in this total any years where more than 6 months was spent away from work due to for example unemployment, education, childcare or long-term sickness.
4. Unpaid work for family business should be excluded.
5. If necessary, round answers off to the nearest full year.

Approximately....years (2 digits)

DK

RF

format

integer

Note

(min:0)(max:55)

C_D09

Derived variable: status

- 1 Currently working (paid or unpaid)
- 2 Recent work experience in last 12 months
- 3 Left paid work longer than 12 months ago
- 4 No work experience
- 5 Status unknown

If (C_Q01a=1 or C_Q01b=1 or C_Q01c=1), then C_D09=1
 else if (C_Q08a=1 and C_Q08b=1), then C_D09=2
 else if (C_Q08a=1 and C_Q08b=2), then C_D09=3
 else if (C_Q08a=2), then C_D09=4
 else C_D09=5
 end if

C_C09

ROUTING: If (C_D09=1 or C_D09=2 or C_D08c=1) go to C_Q10a
 else go to C_END

C_Q10a
 (NEW)
 (A)

In the last 5 years, for how many different*[Currently in paid or firms or organisations did you work? Include unpaid work or with your own business or businesses in the case**work experience in*

of self-employment.

last 5 years]

INTERVIEWER: In the case that the formal status of an organisation changed while the respondent was working there, for example as a result of a merger or reorganisation, respondents should report the full period of time he/she has been working for the organisation or part thereof as a single firm or organisation.

HELP:

1. All jobs should be counted, even short-term jobs and jobs involving only a few hours of work per week.
2. An unbroken spell of employment with the same temporary work agency should be counted as having worked for one firm, irrespective of how many different firms the person worked in during that period. Similarly, an unbroken spell of employment as a consultant or freelance worker should be counted as having worked for one firm, irrespective of how many different firms the person worked in during that period.
3. 'Business' refers to more or less continuous and coherent settings within which one works for oneself. It could refer to an actual business enterprise like a farm or a factory, but also in the case of freelancers to a line of work whereby one provides a similar set of products or services to one or more clients. Short periods in which the respondent is idle because no orders have been received, but is available to perform the same kind of work, should be counted as part of the same 'business'. If the respondent returns to the same kind of work after a significant period in which he or she has not been available, this should be counted as a different 'business'.

.... firms or organisations (2 digits)

DK

RF

format

integer

Note

(Min:1)(Max:90)

C_END

Note

ROUTING: If C_D09=1, go to D_START
Else if (C_D09=2 or C_D08c=1), go to E_START
Else go to H_START

D_START Current work

[FOR
CURRENTLY
WORKING]

D_R01a **The next questions are about the job or business where you worked ^DuringLastWeek We will refer to this as ‘your current job’ or ‘your current business’.**

Note If (C_D06=1 or C_D06= 3) then ^DuringLastWeek=‘**during the last week.**’
Else if (C_D06=2) then ^DuringLastWeek=‘**THE MOST HOURS in the last week. If you had two jobs or businesses where you worked the same amount of time, choose the job or business where you earned most.**’

INTERVIEWER:

1. If the respondent did not work last week, this refers to the job or business they usually work in.
2. If the respondent worked for a temporary employment agency, the questions refer to the firm or organisation where he or she actually carried out the work.
3. Press <Next key> to continue.

HELP: For external consultants brought in to advise a firm or organization on specific aspects of its operations the questions refer to the firm providing the consultancy services (including the respondent if he/she is a freelance consultant).

D_Q01a
(OECD)
(A)

What is your job title?

INTERVIEWER:

1. Avoid vague occupational titles such as manager, clerk, or farmer.
2. Descriptions must always reflect the respondent’s most important duties. For example, accountant would be certified industrial accountant, clerk would be sales clerk, farmer would be dairy farmer, and manager would be regional sales manager.

COUNTRY INSTRUCTION: The information gathered in questions D_Q01a and D_Q01b will be used to code occupation to 4 digit ISCO2008.

ADAPTATION INSTRUCTION: Questions D_Q01a and D_Q01b should be considered as indicative of the kinds of questions that should be asked. Countries should apply a set of standard questions that is appropriate for coding occupations in their country, which may or may not correspond to these questions. If necessary, appropriate examples can be provided.

....
DK

format RF
string

Note (250 spaces)

D_Q01b
(OECD)
(A)

What are your most important responsibilities? Please give a full description.

INTERVIEWER: Descriptions must always reflect the respondent's most important activities or duties. For example, stocking shelves, keeping track of costs and payments, looking after sick animals, caring for sick people, fixing sore teeth, building roads and bridges.

....
DK
RF
format string

Note (250 spaces)

D_Q02a
(OECD)
(A)

In what kind of business, industry or service do you work? Please give a full description.

INTERVIEWER:

1. Describe specifically the kind of business, industry or service where the respondent works.
2. Give an exact description of the industry, indicating both a general and specific function for the employer. For example: copper mine, fountain pen manufacturer, wholesale grocery supplier, retail bookstore, road construction, shoe repair service.

HELP: For external consultants brought in to advise a firm or organization on specific aspects of its operations the questions refer to the firm providing the consultancy services (including the respondent if he/she is a freelance consultant).

COUNTRY INSTRUCTION: The information gathered in questions D_Q02a and D_Q02b will be used to code industry to 4 digit ISIC.

ADAPTATION INSTRUCTION: Questions D_Q02a and D_Q02b should be considered as indicative of the kinds of questions that should be asked. Countries should apply a set of standard questions that is appropriate for coding industries in their country, which may or may not correspond to these questions. If necessary, appropriate examples can be provided.

....
DK
RF
format String

Note (250 spaces)

D_Q02b
(OECD)
(A)

**What does your firm or organisation mainly make or do?
Please give a full description.**

HELP: For external consultants brought in to advise a firm or organization on specific aspects of its operations the questions refer to the firm providing the consultancy services (including the respondent if he/she is a freelance consultant).

INTERVIEWER: Describe specifically the type of products or services that the respondent's workplace provides.

....
DK
RF
String

format

Note

(250 spaces)

D_Q03
(JRAC)
(C)

In which sector of the economy do you work? Is it ...

INTERVIEWER:

1. Read categories to respondent
2. If the respondent works for a temporary employment agency the questions refer to the firm or organisation where he/she actually carried out his/her work.
3. Private companies in which the government is minority shareholder should be classified as belonging to the private sector.

HELP:

1. The private sector includes all companies and organisations that are not in public ownership.
2. The public sector includes: all parts of the public administration at the national, regional or local levels; public services provided by the state or from state funds (including publicly run schools, hospitals, universities, etc.); and publicly-owned companies.
3. The non-profit sector includes all organisations that are not publicly funded but whose principle aim is not to generate a profit and would include charities, many NGOs, etc.
4. For external consultants brought in to advise a firm or organization on specific aspects of its operations the questions refer to the firm providing the consultancy services (including the respondent if he/she is a freelance consultant).

1 The private sector (for example a company)

2 The public sector (for example the local government or a state school)

3 A non-profit organisation (for example a charity, professional association or religious organisation)

DK
RF

D_C03 ROUTING: If C_D06=3, go to D_Q05a1, else go to D_Q04

D_Q04 **In this job, are you working as an employee or are you self-*[Paid workers]***
(LFSuk) **employed?**
(A)

HELP:

1. By employee we mean someone who gets a salary or wage from an employer or a temporary employment agency.
2. Self-employed includes people who have their own business or are partners in a business as well as freelancers. A self-employed person may or may not have personnel.

INTERVIEWER:

1. Note that this refers to the job in which the respondent is working most hours per week.
2. Someone who works as an employee for his or her own business should be coded as self-employed.

- 1 Employee
- 2 Self-employed (go to D_Q05b1)
- DK
- RF

Note ROUTING: If D_Q04=2, go to D_Q05b1 else go to D_Q05a1

Layout Item group list
At what age or in which year did you start working for your current employer?

D_Q05a1 *[Unpaid worker/salaried employee]*
(NEW)
(A)

HELP:

1. In the case that the respondent has returned to working for an employer after a period in which he/she did not work for that employer, only the current episode should be counted, except in the following cases:
 - *When people were temporarily away from their job because of holiday, sickness, maternity leave, sabbatical etc.
 - * When people were temporarily laid off, but received at least 50% of their wage or salary from their employer.In these latter two cases the start of the episode before the temporary break should be indicated.
2. In the case that the formal status of the organisation has changed since the respondent started working there, for example as a result of a merger or reorganisation, respondents should report the full period of time he/she has been working for the organisation or part thereof.

Note INTERVIEWER: Enter age OR year.

Age.... (2 digits)
DK
RF
format Integer

Note (min:6)(max:65)

D_Q05a2

*[Unpaid
worker/salaried
employee]*

Year....(4 digits)
DK
RF
format Integer

Note (min:1951)(max:2012)

Note Show calendar on screen

D_E05a

Unlikely answer has been entered. Please confirm age or year entered in the last question or change year of birth (A_Q01a) or year of starting work for current employer (D_Q05a1).

Note Trigger soft edit if (D_Q05a2-A_Q01a<10) or if (D_Q05a2-A_Q01a>65) or if (D_Q05a1+A_Q01a>A_D01a3)

JUMP D_Q05a1, A_Q01a

Note ROUTING: If (A_D01a3 - D_Q05a2 < 2) go to D_Q05a3, else go to D_C05b

Layout Item group end

D_Q05a3 And in which month was that?

- 1 January
 - 2 February
 - 3 March
 - 4 April
 - 5 May
 - 6 June
 - 7 July
 - 8 August
 - 9 September
 - 10 October
 - 11 November
 - 12 December
 - DK
 - RF
-

D_C05b ROUTING: If (D_Q04=1 or D_Q04=DK or D_Q04=RF or C_D06=3), go to D_Q06a else go to D_Q05b1

Layout Item group list
At what age or in which year did you start working in your current business?

D_Q05b1
(NEW)
(A)

[Self-employed]

HELP:

1. In the case that the respondent has returned to running a business after a period in which he/she did not run that business, only the current episode should be counted, except when people were temporarily away from their business because of holiday, sickness, maternity leave, sabbatical etc.

2. In the case that the formal status of the business has changed since the respondent started running this, for example as a result of a merger or reorganisation, respondents should report the full period of time he/she has been working in this business or part thereof.

Note INTERVIEWER: Enter age OR year.

Age.... (2 digits)
DK
RF
format integer

Note (min:6)(max:65)

D_Q05b2

[Self-employed]

Year....(4 digits)
DK
RF
format integer

Note (min:1951)(max:2012)

Note Show calendar on screen

D_E05b Unlikely answer has been entered. Please confirm age or year entered in the last question or change year of birth (A_Q01a) or year of starting work for your current business (D_Q05b1).

Note Trigger soft edit if (D_Q05b2-A_Q01a<10) or if (D_Q05b2-A_Q01a>65) or if (D_Q05b1+A_Q01a>A_D01a3)

JUMP D_Q05b1, A_Q01a

Note ROUTING: If (A_D01a3 – D_Q05b2 < 2) go to D_Q05b3, else go to D_C06

Layout Item group end

D_Q05b3 **And in which month was that?**

- 1 January
- 2 February
- 3 March
- 4 April
- 5 May
- 6 June
- 7 July
- 8 August
- 9 September
- 10 October
- 11 November
- 12 December
- DK
- RF

D_C06 ROUTING: If D_Q04=2, go to D_Q07a else go to D_Q06a

D_Q06a
(LFSuk-c)
(A)

How many people work for your employer at the place where you work? Would that be ... *[Unpaid worker/salaried employee]*

INTERVIEWER:

- 1. Read categories to respondent.
- 2. This question refers to the geographical location where the job is mainly carried out or based.
- 3. If the respondent works for a temporary employment agency the questions refer to the firm or organisation where he/she actually carries out his/her work.

HELP: For external consultants brought in to advise a firm or organization on specific aspects of its operations the questions refer to the firm providing the consultancy services (including the respondent if he/she is a freelance consultant).

- 1 1 to 10 people**
- 2 11 to 50 people**
- 3 51 to 250 people**
- 4 251 to 1000 people**
- 5 more than 1000 people**
- DK
- RF

D_Q06b
(Wage)
(C)

Over the last 12 months, has the number of people working at the place where you work ... *[Unpaid worker/salaried employee]*

INTERVIEWER: Read categories to respondent.

- 1 Increased**
- 2 Decreased**
- 3 Stayed more or less the same**
- DK
- RF

D_Q06c
(NEW)
(C)

Is the place where you work part of a larger firm or organisation? *[Unpaid worker/salaried employee]*

HELP: This can refer to a parent company or to other branches, agencies etc of a firm that is not related to a single location, e.g. a chain of stores, a university with separate departments or faculties.

- 1 Yes
- 2 No
- DK
- RF

Note ROUTING: Go to D_Q08a

D_Q07a
(LFSuk-c)
(A)

Do you have employees working for you? Please include family members working paid or unpaid in the business. *[Self-employed]*

- 1 Yes
- 2 No (go to D_Q10)
- DK (go to D_Q10)
- RF (go to D_Q10)

Note ROUTING: If D_Q07a=1, go to D_Q07b else go to D_Q10

D_Q07b
(LFSuk-c)
(A)

How many people do you employ? Would that be ... *[Self-employed]*

INTERVIEWER:

1. Read categories to respondent.
2. This question refers to the geographical location where the work is mainly carried out or based.

- 1 **1 to 10 people** (go to D_Q10)
- 2 **11 to 50 people** (go to D_Q10)
- 3 **51 to 250 people** (go to D_Q10)
- 4 **251 to 1000 people** (go to D_Q10)
- 5 **more than 1000 people** (go to D_Q10)
- DK (go to D_Q10)
- RF (go to D_Q10)

Note ROUTING: Go to D_Q10

D_Q08a
(JRAc)
(A)

Do you manage or supervise other employees? *[Unpaid worker/salaried employee]*

HELP:

1. By managing or supervising other employees, we mean that a person is in some way responsible for how other employees do their work.

2. This may be either direct, for example overseeing subordinates, assigning tasks or evaluating performance, or indirect, for example designing work schedules or directing the work of lower level managers.

1 Yes

2 No (go to D_C09)

DK (go to D_C09)

RF (go to D_C09)

Note ROUTING: If D_Q08a=1, go to D_Q08b, else go to D_C09

D_Q08b
(JRAc)
(A)

How many employees do you supervise or manage directly or indirectly? Would that be ... *[Unpaid worker/salaried employee]*

HELP:

1. 'Directly' refers to a situation in which employees are directly accountable to the respondent. For example, a general manager of a firm may supervise three managers directly, giving them orders or instructions, and checking to see whether these have been followed.

2. 'Indirectly' refers to a situation in which employees are not directly accountable to the respondent, but are accountable to another person who falls under the chain of command of the respondent. For example, if each of the three managers directly supervised by the general manager supervises 10 people, the general manager will supervise 3 people directly plus 30 people indirectly. In this case, the correct answer would be 33 people (25 to 99 people). If the 10 people supervised by the managers each supervise 10 people, 300 people would be added to the total, which would become 333 (100 or more people).

INTERVIEWER: Read categories to respondent.

1 1 to 5 people

2 6 to 10 people

3 11 to 24 people

4 25 to 99 people

5 100 or more people

DK

RF

D_C09 ROUTING: If C_D06=3, go to D_Q10, else go to D_Q09

D_Q09
(EWCS)
(A)

What kind of employment contract do you have? Is that ... *[Only salaried employee]*

ADAPTATION INSTRUCTION: Countries should use the appropriate national wording of response categories, e.g. permanent/temporary contract or contract of unlimited/limited duration. Some countries may add the phrase 'or probationary period' to the specification of indefinite contracts.

INTERVIEWER: Read categories to respondent.

- 1 **An indefinite contract** (go to D_Q10)
- 2 **A fixed term contract** (go to D_Q10)
- 3 **A temporary employment agency contract** (go to D_Q10)
- 4 **An apprenticeship or other training scheme** (go to D_Q10)
- 5 **No contract** (go to D_Q10)
- 6 **Other**
- DK (go to D_Q10)
- RF (go to D_Q10)

Note ROUTING: If D_Q09=6, go to D_S09, else go to D_Q10

D_S09 **Could you please specify what kind of contract you have?**

....
DK
RF
format string

Note (250 spaces)

D_Q10 **How many hours do you usually work per week in this job? Include any usual paid or unpaid overtime, but exclude lunch breaks or other breaks**
(EWCS)
(A)

INTERVIEWER:

- 1. If the respondent's hours of work vary, the respondent should be prompted to give an estimated average over the past month.
- 2. In the case of an apprenticeship, time spent at school should be excluded

.... hours per week (3 digits)
DK
RF
format integer

Note (min:1)(max:125)

D_E10 Unlikely answer has been entered. Please confirm.

Note Trigger soft edit if (D_Q10>80)

JUMP D_Q10

D_R11 **The next few questions are about the amount of flexibility you have in deciding how you do your job.**
(EWCS)
(B)

- INTERVIEWER:
- 1. Hand show card 10 and ask the respondent to hold onto it until instructed to hand it back.
 - 2. Press <Next key> to continue

Layout Item group table
**To what extent can you choose or change ...
the sequence of your tasks?**

D_Q11a
(EWCS*c*)
(B)

- 1 Not at all
 - 2 Very little
 - 3 To some extent
 - 4 To a high extent
 - 5 To a very high extent
- DK
RF

D_Q11b **how you do your work?**

(EWCS*c*)
(B)

- 1 Not at all
 - 2 Very little
 - 3 To some extent
 - 4 To a high extent
 - 5 To a very high extent
- DK
RF

D_Q11c **the speed or rate at which you work?**

(EWCS*c*)
(B)

- 1 Not at all
 - 2 Very little
 - 3 To some extent
 - 4 To a high extent
 - 5 To a very high extent
- DK
RF

D_Q11d **your working hours?**

(EWCS*c*)
(B)

- 1 Not at all
 - 2 Very little
 - 3 To some extent
 - 4 To a high extent
 - 5 To a very high extent
- DK
RF

Layout Item group end

D_N11d INTERVIEWER:
1. Take back show card 10 from the respondent.
2. Press <Next key> to continue.

D_C12ROUTING: If D_Q04=2 go to D_C13, else go to D_Q12a**D_Q12a**
(JRA)
(A)**Still talking about your current job: If applying today, what *[Unpaid worker/salaried employee]* would be the usual qualifications, if any, that someone would need to GET this type of job?**

ADAPTATION INSTRUCTION: Countries should develop their own list of current national levels that allows recoding into the categories given below. It is important that the national list is ordered in the same way as below, that is: from the lowest to the highest level. Countries will also have to develop a national list of educational programmes that closely follows the list presented here.

COUNTRY INSTRUCTION: The answer categories and SHOW CARD should be identical to those used in B_Q01a, except that the answer category 15 (Foreign qualification) should be omitted.

INTERVIEWER: Hand show card 11.

- 1 No formal education or below ISCED 1
 - 2 ISCED 1
 - 3 ISCED 2
 - 4 ISCED 3C shorter than 2 years
 - 5 ISCED 3C 2 years or more
 - 6 ISCED 3A-B
 - 7 ISCED 3 (without distinction A-B-C, 2y+)
 - 8 ISCED 4C
 - 9 ISCED 4A-B
 - 10 ISCED 4 (without distinction A-B-C)
 - 11 ISCED 5B
 - 12 ISCED 5A, bachelor degree
 - 13 ISCED 5A, master degree
 - 14 ISCED 6
- DK
RF

Note

ROUTING: If (D_Q12a=1 or D_Q12a=DK or D_Q12a=RF) go to D_Q12c, else go to D_Q12b

D_Q12b
(JRAc)
(C)**Thinking about whether this qualification is necessary for *[Unpaid worker/salaried employee]* doing your job satisfactorily, which of the following statements would be most true?**

INTERVIEWER: Read categories to respondent.

- 1 This level is necessary
 - 2 A lower level would be sufficient
 - 3 A higher level would be needed
- DK
RF

D_Q12c
(JRA)
(B)**Supposing that someone with this level of qualification *[Unpaid worker/salaried employee]* were applying today, how much related work experience would they need to GET this job? Would that be ...**

INTERVIEWER:

1. Read categories to respondent.
2. Exclude internships or work placements that are considered part of formal education.

- 1 None
 - 2 Less than 1 month
 - 3 1 to 6 months
 - 4 7 to 11 months
 - 5 1 or 2 years
 - 6 3 years or more
- DK
RF

D_C13 ROUTING: If (^D_Q04= "2" and ^D_Q07a= "2") then goto ^D_Q13b else goto ^D_Q13a

D_Q13a **In your own job, how often do you learn new work-related things from co-workers or supervisors?**
(JRA)
(B)

INTERVIEWER:

1. Hand show card 12 and ask the respondent to hold onto it while answering the next three questions.
2. If the respondent has no co-workers or supervisors, the answer should be 'never'.

- 1 Never
 - 2 Less than once a month
 - 3 Less than once a week but at least once a month
 - 4 At least once a week but not every day
 - 5 Every day
- DK
RF

D_Q13b **How often does your job involve learning-by-doing from the tasks you perform?**
(JRAc)
(B)

- 1 Never
 - 2 Less than once a month
 - 3 Less than once a week but at least once a month
 - 4 At least once a week but not every day
 - 5 Every day
- DK
RF

D_Q13c **How often does your job involve keeping up to date with new products or services?**
(JRA)
(B)

- 1 Never
- 2 Less than once a month
- 3 Less than once a week but at least once a month

- 4 At least once a week but not every day
- 5 Every day
- DK
- RF

D_N13c INTERVIEWER:
 1. Take back show card 12 from the respondent.
 2. Press <Next key> to continue.

D_Q14
 (ESSc)
 (C)

All things considered, how satisfied are you with your current job? Would you say you are ...

INTERVIEWER: Read categories to respondent.

- 1 **Extremely satisfied**
- 2 **Satisfied**
- 3 **Neither satisfied nor dissatisfied**
- 4 **Dissatisfied**
- 5 **Extremely dissatisfied**
- DK
- RF

D_C16 ROUTING: If D_Q04=2 go to D_Q18a, else if C_D06=3 go to D_END else go to D_Q16a

D_Q16a
 (ALLc)
 (A)

What is the easiest way for you to tell us your usual gross wage or salary for your current job? Would it be ... *[Only salaried employee]*

INTERVIEWER:
 1. Read answer categories to respondent.
 2. Make sure that this is expressed in time units.
 3. When people get paid per piece, ask them how long it takes on average to finish a piece of work and specify this in hours.
 4. Code 8 'I get no salary or wage at all' could e.g. refer to apprentices who only receive training.

- 1 **Per hour** (go to D_D16a)
- 2 **Per day** (go to D_D16a)
- 3 **Per week** (go to D_D16a)
- 4 **Per two weeks** (go to D_D16a)
- 5 **Per month** (go to D_D16a)
- 6 **Per year** (go to D_D16a)
- 7 **Piece rate**
- 8 **I get no salary or wage at all** (go to D_END)
- DK (go to D_END)
- RF (go to D_END)

Note ROUTING: If (D_Q16a=7), go to D_S16a, else if (D_Q16a=8 or D_Q16a=DK or D_Q16a=RF), go to D_END else go to D_D16a

D_S16a **Could you please specify how many hours on average it takes to produce one piece?** *[Only salaried employee]*

INTERVIEWER:

1. If finishing a piece takes less than 2 hours, you may enter decimals to specify the minutes as well.
2. For easy reference: 0,5 is half hour; 0,25 is 15 minutes; 0,10 is approximately 5 minutes; and 0,02 is approximately one minute.

.... hours
DK
RF
Format Decimal
Note (min:0)(max: 9999)

D_D16a Derived variable: convert D_Q16a to hourly basis

If (D_Q16a=1 and (D_Q10=0 or D_Q10= DK or D_Q10=RF))
then D_D16a=1,
Else if D_Q16a=1 then D_D16a=40/D_Q10,
Else if D_Q16a=2 then D_D16a=8,
Else if D_Q16a=3 then D_D16a=40,
Else if D_Q16a=4 then D_D16a=80,
Else if D_Q16a=5 then D_D16a=173,
Else if D_Q16a=6 then D_D16a=2080,
Else if D_Q16a=7 then D_D16a=D_S16a,
End if

D_Q16b
(OECDc)
(A) **What is your usual gross pay ^PerHourDayEtc? Please***[Only salaried*
give as good an approximation as you can. By gross, we*employee]*
mean before deductions for tax, social security
contributions, and the like. Please include any regular
overtime pay, regular bonuses, tips and commissions.
Don't include annual bonuses such as 13th month or
holiday pay.

Note If D_Q16a=1 then ^PerHourDayEtc=**'per hour'**,
Else if D_Q16a=2 then ^PerHourDayEtc =**'per day'**,
Else if D_Q16a=3 then ^PerHourDayEtc =**'per week'**,
Else if D_Q16a=4 then ^PerHourDayEtc =**'per two weeks'**,
Else if D_Q16a=5 then ^PerHourDayEtc =**'per month'**
Else if D_Q16a=6 then ^PerHourDayEtc =**'per year'**
Else if D_Q16a=7 then ^PerHourDayEtc =**'per piece'**
Else ^PerHourDayEtc ="
End if

ADAPTATION INSTRUCTION: Gross pay refers to the total before any deductions are made by the employer in respect of taxes, contributions of employees to social security and pension schemes, life insurance premiums, union dues and other obligations of employees. Gross pay does NOT include employers' social security contributions. Pay should be expressed in the local currency. Countries should use the appropriate national wording and give country-specific instructions to the interviewer. Countries can adapt the digit

range if necessary. Countries should adapt the thousand separator and the decimal separator to their own standard.

INTERVIEWER:

1. If necessary you can enter 2 decimals. Please use ',' as a decimal separator (e.g. 4,50).
2. You may also use '.' to separate thousands (e.g. 33.500 instead of 33500).

HELP: Holiday pay refers to any pay that is received for annual holidays **in addition** to usual earnings received when working.

Approximately euro's (8 digits)

DK (go to D_C16d)

RF (go to D_Q16c)

Format
thousandSeparator Yes
Decimals 2

Note (min:0)(max:10000000)

Note ROUTING: If (D_Q16b=DK) go to D_C16d, else if (D_Q16b=RF) go to D_Q16c, else go to D_D16c1

D_D16c1 Derived variable: ^rule16b1=5

ADAPTATION INSTRUCTION: ^rule16b1 is the Euro amount specified to trigger the soft edit for unlikely hourly wage. Countries are allowed to adapt this amount to fit the local situation. If the local currency is not the Euro, adapt the amount to trigger unlikely hourly wages in the local currency.

D_D16c2 Derived variable: ^rule16b2=100

ADAPTATION INSTRUCTION: ^rule16b2 is the Euro amount specified to trigger the soft edit for unlikely hourly wage. Countries are allowed to adapt this amount to fit the local situation. If the local currency is not the Euro, adapt the amount to trigger unlikely hourly wages in the local currency.

D_E16b Unlikely answer has been entered. Please confirm gross pay or change answer in D_Q16b or usually worked hours (D_Q10).

Note Trigger soft edit if $((D_Q16b/D_D16a)*(40/D_Q10)) < ^rule16b1$ or if $((D_Q16b/D_D16a)*(40/D_Q10)) > ^rule16b2$

JUMP D_Q16b, D_Q10

D_C16c ROUTING: If D_Q16b=RF go to D_Q16c, else if D_Q16b=DK go to D_C16d, else go to D_Q17a

D_Q16c **Would you be prepared to answer this question if we ask it**

in broad categories?

- 1 Yes
- 2 No (go to D_Q17a)
- DK (go to D_Q17a)
- RF (go to D_Q17a)

Note ROUTING: If D_Q16c=1 go to D_C16d, else go to D_Q17a

D_C16d ROUTING: If D_Q16a=1 go to D_Q16d1,
Else if D_Q16a=2 go to D_Q16d2,
Else if D_Q16a=3 go to D_Q16d3,
Else if D_Q16a=4 go to D_Q16d4,
Else if D_Q16a=5 go to D_Q16d5,
Else if D_Q16a=6 go to D_Q16d6,
Else if (D_Q16a=7 and (D_Q16b=DK or D_Q16b=RF)) go to
D_Q16d5,
Else go to D_Q17a

D_Q16d1 **How much would you estimate your usual gross pay per hour is?** *[Only salaried employee]*
(NEW)
(A)

ADAPTATION INSTRUCTION: Gross pay refers to the total before any deductions are made by the employer in respect of taxes, contributions of employees to social security and pension schemes, life insurance premiums, union dues and other obligations of employees. Gross pay does NOT include employers' social security contributions. Answer category boundaries should be adjusted to national deciles and quartiles and rounded to appropriate numbers. Countries should develop a list of individual gross hourly earnings in their own local currency that correspond as closely as possible to the national deciles and quartiles for the hourly earnings. Countries should use the appropriate national wording and give country-specific instructions to the interviewer.

INTERVIEWER: Hand show card 19a to respondent.

- 1 Less than #10% (Go to D_Q17a)
- 2 #10% to less than #25% (Go to D_Q17a)
- 3 #25% to less than #50% (Go to D_Q17a)
- 4 #50% to less than #75% (Go to D_Q17a)
- 5 #75% to less than #90% (Go to D_Q17a)
- 6 # 90% or more (Go to D_Q17a)
- DK (Go to D_Q17a)
- RF (Go to D_Q17a)

Note National adaptations have to be inserted. #xx% refers a value corresponding to xx% of national distribution of hourly gross earnings

Note ROUTING: Go to D_Q17a

D_Q16d2 **How much would you estimate your usual gross pay per day is?** *[Only salaried employee]*
(NEW)

(A)

ADAPTATION INSTRUCTION: Gross pay refers to the total before any deductions are made by the employer in respect of taxes, contributions of employees to social security and pension schemes, life insurance premiums, union dues and other obligations of employees. Gross pay does NOT include employers' social security contributions. Answer category boundaries should be adjusted to national deciles and quartiles and rounded to appropriate numbers. Countries should develop a list of individual gross daily earnings in their own local currency that correspond as closely as possible to the national deciles and quartiles for the daily earnings. Countries should use the appropriate national wording and give country-specific instructions to the interviewer.

INTERVIEWER: Hand show card 19b to respondent.

- 1 Less than #10% (Go to D_Q17a)
- 2 #10% to less than #25% (Go to D_Q17a)
- 3 #25% to less than #50% (Go to D_Q17a)
- 4 #50% to less than #75% (Go to D_Q17a)
- 5 #75% to less than #90% (Go to D_Q17a)
- 6 # 90% or more (Go to D_Q17a)
- DK (Go to D_Q17a)
- RF (Go to D_Q17a)

Note National adaptations have to be inserted. #xx% refers a value corresponding to xx% of national distribution of daily gross earnings

Note **ROUTING:** Go to D_Q17a

D_Q16d3
(NEW)
(A)

How much would you estimate your usual gross pay per week is? *[Only salaried employee]*

ADAPTATION INSTRUCTION: Gross pay refers to the total before any deductions are made by the employer in respect of taxes, contributions of employees to social security and pension schemes, life insurance premiums, union dues and other obligations of employees. Gross pay does NOT include employers' social security contributions. Answer category boundaries should be adjusted to national deciles and quartiles and rounded to appropriate numbers. Countries should develop a list of individual gross weekly earnings in their own local currency that correspond as closely as possible to the national deciles and quartiles for the weekly earnings. Countries should use the appropriate national wording and give country-specific instructions to the interviewer.

INTERVIEWER: Hand show card 19c to respondent.

- 1 Less than #10% (Go to D_Q17a)
- 2 #10% to less than #25% (Go to D_Q17a)
- 3 #25% to less than #50% (Go to D_Q17a)
- 4 #50% to less than #75% (Go to D_Q17a)
- 5 #75% to less than #90% (Go to D_Q17a)

- 6 # 90% or more (Go to D_Q17a)
- DK (Go to D_Q17a)
- RF (Go to D_Q17a)

Note National adaptations have to be inserted. #xx% refers a value corresponding to xx% of national distribution of weekly gross earnings

Note ROUTING: Go to D_Q17a

D_Q16d4
(NEW)
(A)

How much would you estimate your usual gross pay per*[Only salaried employee]*
two weeks is?

ADAPTATION INSTRUCTION: Gross pay refers to the total before any deductions are made by the employer in respect of taxes, contributions of employees to social security and pension schemes, life insurance premiums, union dues and other obligations of employees. Gross pay does NOT include employers' social security contributions. Answer category boundaries should be adjusted to national deciles and quartiles and rounded to appropriate numbers. Countries should develop a list of individual gross bi-weekly earnings in their own local currency that correspond as closely as possible to the national deciles and quartiles for the bi-weekly earnings. Countries should use the appropriate national wording and give country-specific instructions to the interviewer.

INTERVIEWER: Hand show card 19d to respondent.

- 1 Less than #10% (Go to D_Q17a)
- 2 #10% to less than #25% (Go to D_Q17a)
- 3 #25% to less than #50% (Go to D_Q17a)
- 4 #50% to less than #75% (Go to D_Q17a)
- 5 #75% to less than #90% (Go to D_Q17a)
- 6 # 90% or more (Go to D_Q17a)
- DK (Go to D_Q17a)
- RF (Go to D_Q17a)

Note National adaptations have to be inserted. #xx% refers a value corresponding to xx% of national distribution of b-weekly gross earnings

Note ROUTING: Go to D_Q17a

D_Q16d5
(NEW)
(A)

How much would you estimate your usual gross pay per*[Only salaried employee]*
month is?

ADAPTATION INSTRUCTION: Gross pay refers to the total before any deductions are made by the employer in respect of taxes, contributions of employees to social security and pension schemes, life insurance premiums, union dues and other obligations of employees. Gross pay does NOT include employers' social security contributions. Answer category boundaries should be adjusted to national deciles and quartiles and rounded to appropriate numbers. Countries should develop

a list of individual gross monthly earnings in their own local currency that correspond as closely as possible to the national deciles and quartiles for the monthly earnings. Countries should use the appropriate national wording and give country-specific instructions to the interviewer.

INTERVIEWER: Hand show card 19e to respondent.

- 1 Less than #10% (Go to D_Q17a)
- 2 #10% to less than #25% (Go to D_Q17a)
- 3 #25% to less than #50% (Go to D_Q17a)
- 4 #50% to less than #75% (Go to D_Q17a)
- 5 #75% to less than #90% (Go to D_Q17a)
- 6 # 90% or more (Go to D_Q17a)
- DK (Go to D_Q17a)
- RF (Go to D_Q17a)

Note National adaptations have to be inserted. #xx% refers a value corresponding to xx% of national distribution of monthly gross earnings

Note **ROUTING:** Go to D_Q17a

D_Q16d6 **How much would you estimate your usual gross pay per***[Only salaried*
(NEW) **year is?** *employee]*
(A)

ADAPTATION INSTRUCTION: Gross pay refers to the total before any deductions are made by the employer in respect of taxes, contributions of employees to social security and pension schemes, life insurance premiums, union dues and other obligations of employees. Gross pay does NOT include employers' social security contributions. Answer category boundaries should be adjusted to national deciles and quartiles and rounded to appropriate numbers. Countries should develop a list of individual gross annual earnings in their own local currency that correspond as closely as possible to the national deciles and quartiles for the annual earnings. Countries should use the appropriate national wording and give country-specific instructions to the interviewer.

INTERVIEWER: Hand show card 19f to respondent.

- 1 Less than #10%
- 2 #10% to less than #25%
- 3 #25% to less than #50%
- 4 #50% to less than #75%
- 5 #75% to less than #90%
- 6 # 90% or more
- DK
- RF

Note National adaptations have to be inserted. #xx% refers a value corresponding to xx% of national distribution of annual gross earnings

D_Q17a **In addition to your usual pay, do you receive any other***[Only salaried*

(OECDc)
(C)

**payments related to this job, such as annual bonuses e.g. aemployee]
13th month or holiday pay?**

ADAPTATION INSTRUCTION: Countries should use the appropriate national wording for annual bonuses and other additional payments and give country-specific instructions to the interviewer. Pay should be expressed in the local currency.

- 1 Yes
- 2 No (go to D_END)
- DK (go to D_END)
- RF (go to D_END)

Note ROUTING: If D_Q17a=1 go to D_Q17b, else go to D_END

D_Q17b
(OECDc)
(C)

In total, how much were these additional payments last year? Please think in terms of gross payments. *[Only salaried employee]*

ADAPTATION INSTRUCTION: Pay should be expressed in the local currency. Countries should use the appropriate national wording for annual bonuses and other additional payments and give country-specific instructions to the interviewer. Countries can adapt the digit range if necessary. Countries should adapt the thousand separator to their own standard.

INTERVIEWER:

1. If the respondent started the job this year, ask about the expected additional payments.
2. You may use '.' to separate thousands (e.g. 33.500 instead of 33500).

Approximately # euros (7 digits) (go to D_END)
DK (go to D_Q17d)
RF

format Integer
thousandSeparator Yes

Note (min:1)(max:1.000.000)

Note ROUTING: If D_Q17b=DK, go to D_Q17d, else if D_Q17b=RF, go to D_Q17c else go to D_END

D_Q17c

Would you be prepared to answer this question if we ask it in broad categories?

- 1 Yes
- 2 No (go to D_END)
- DK (go to D_END)
- RF (go to D_END)

Note ROUTING: If D_Q17c=1 go to D_Q17d, else go to D_END

D_Q17d
(NEW)

How much would you estimate these additional payments were last year? Please think in terms of gross payments. *[Only salaried employee]*

(C) **Were they ...**

ADAPTATION INSTRUCTION: Answer category boundaries should be adjusted to national distribution in their own local currency and rounded to appropriate numbers.

INTERVIEWER: Read categories to respondent.

- 1 **Less than #5%**
- 2 **#5% to less than #10%**
- 3 **#10% or more**
- DK
- RF

Note National adaptations have to be inserted. #5% refers a value corresponding to 5% of the median of national annual gross earnings and #10% refers to a value corresponding to 10% of median of national annual gross earnings in the national currency.

Note ROUTING: Go to D_END

D_Q18a
(OECDc)
(A) **What were your total earnings last ^YearMonth from your[Self-employed] current business after deducting all business expenses, but before deducting income taxes, social security contributions, and the like?**

Note If (((A_D01a3*12)+A_D01a1) - ((D_Q05b2*12)+D_Q05b3)) < 12) then ^YearMonth='month'
Else ^YearMonth='year'

ADAPTATION INSTRUCTION: Countries should use the appropriate national wording and give country-specific instructions to the interviewer. Pay should be expressed in the local currency. Countries may adapt digit range if necessary. Countries should adapt the thousand separator to their own standard.

INTERVIEWER:

- 1. You may use '.' to separate thousands (e.g. 33.500 instead of 33500).
- 2. In the case of negative earnings, code 0. No check will be performed on this variable.

Approximately# euros (8 digits) (go to D_END)
DK (go to

D_C18c)
RF

format Integer
thousandSeparator Yes

Note (min:0)(max:10.000.000)

Note ROUTING: If D_Q18a=DK go to D_C18c, else if D_Q18a=RF go to D_Q18b, else go to D_END

D_Q18b **Would you be prepared to answer this question if we ask it in broad categories?**

- 1 Yes
- 2 No (go to D_END)
- DK (go to D_END)
- RF (go to D_END)

Note ROUTING: If D_Q18b=1 go to D_C18c, else go to D_END

D_C18c ROUTING: If (((A_D01a3*12)+A_D01a1) - ((D_Q05b2*12)+D_Q05b3)) < 12) go to D_Q18c1, else go to D_Q18c2

D_Q18c1 **How much would you estimate your earnings last month[Self-employed] were?**
(NEW)
(A)

ADAPTATION INSTRUCTION: Answer category boundaries should be adjusted to national deciles and quartiles and rounded to appropriate numbers. Countries should develop a list of INDIVIDUAL GROSS MONTHLY earnings in their own local currency that corresponds as closely as possible to the national deciles and quartiles.

INTERVIEWER: Hand show card 19e to respondent.

- 1 Less than #10%
- 2 #10% to less than #25%
- 3 #25% to less than #50%
- 4 #50% to less than #75%
- 5 #75% to less than #90%
- 6 # 90% or more
- DK
- RF

Note National adaptations have to be inserted. #xx% refers a value corresponding to xx% of national distribution of monthly gross earnings

Note ROUTING: Go to D_END

D_Q18c2 **How much would you estimate your earnings last year[Self-employed] were?**
(NEW)
(A)

ADAPTATION INSTRUCTION: Answer category boundaries should be adjusted to national deciles and quartiles and rounded to appropriate numbers. Countries should develop a list of INDIVIDUAL GROSS ANNUAL earnings in their own local currency that corresponds as closely as possible to the national deciles and quartiles.

INTERVIEWER: Hand show card 19f to respondent.

- 1 Less than #10%
 - 2 #10% to less than #25%
 - 3 #25% to less than #50%
 - 4 #50% to less than #75%
 - 5 #75% to less than #90%
 - 6 # 90% or more
- DK
RF

Note National adaptations have to be inserted. #xx% refers a value corresponding to xx% of national distribution of annual gross earnings

D_END ROUTING: Go to F_START

E_START Last job

[NOT
CURRENTL
Y
WORKING
BUT HAD
PAID
WORK IN
past 5
years]

E_D01a Derived variable: ^LastYearEarlier
If C_Q08b=1 then ^LastYearEarlier='in the last 12 months'
else if (C_Q08c2=DK or C_Q08c2=RF)
^LastYearEarlier='before you last stopped working'
Else ^LastYearEarlier= 'in ' & C_Q08c2

E_R01a **The next questions are about the last job or business you held. This is the job or business you had ^LastYearEarlier.**

INTERVIEWER:

1. If the respondent worked for a temporary employment agency, the questions refer to the firm or organisation where he or she actually carried out the work.
2. Press <Next key> to continue.

HELP: For external consultants brought in to advise a firm or organization on specific aspects of its operations the questions refer to the firm providing the consultancy services (including the respondent if he/she was a freelance consultant).

E_Q01a **What was your job title?**
(OECD)
(A)

INTERVIEWER:

1. Avoid vague occupational titles such as manager, clerk, or farmer.
2. Descriptions must always reflect the respondent's most important duties. For example, accountant would be certified industrial accountant, clerk would be sales clerk, farmer would be dairy farmer, and manager would be regional sales manager.

COUNTRY INSTRUCTION: The information gathered in questions E_Q01a and E_Q01b will be used to code occupation to 4 digit ISCO2008.

ADAPTATION INSTRUCTION: Questions E_Q01a and E_Q01b should be considered as indicative of the kinds of questions that should be asked. Countries should apply a set of standard questions that is appropriate for coding occupations in their country, which may or may not

correspond to these questions. If necessary, appropriate examples can be provided.

....
DK
RF
format string
Note (250 spaces)

E_Q01b
(OECD)
(A)

What were your most important responsibilities? Please give a full description.

INTERVIEWER: Descriptions must always reflect the respondent's most important activities or duties. For example, stocking shelves, keeping track of costs and payments, looking after sick animals, caring for sick people, fixing sore teeth, building roads and bridges.

....
DK
RF
format string
Note (250 spaces)

E_Q02a
(OECD)
(A)

In what kind of business, industry or service did you work? Please give a full description.

INTERVIEWER:

1. Describe specifically the kind of business, industry or service where the respondent worked.
2. Give an exact description of the industry, indicating both a general and specific function for the employer. For example: copper mine, fountain pen manufacturer, wholesale grocery supplier, retail bookstore, road construction, shoe repair service.

HELP: For external consultants brought in to advise a firm or organization on specific aspects of its operations the questions refer to the firm providing the consultancy services (including the respondent if he/she was a freelance consultant).

COUNTRY INSTRUCTION: The information gathered in questions E_Q02a and E_Q02b will be used to code industry to 4 digit ISIC.

ADAPTATION INSTRUCTION: Questions E_Q02a and E_Q02b should be considered as indicative of the kinds of questions that should be asked. Countries should apply a set of standard questions that is appropriate for coding industries in their country, which may or may not correspond to these questions. If necessary, appropriate examples can be provided.

format
 DK
 RF
 string

Note (250 spaces)

E_Q02b
(OECD)
(A)

**What did your firm or organisation mainly make or do?
Please give a full description.**

HELP: For external consultants brought in to advise a firm or organization on specific aspects of its operations the questions refer to the firm providing the consultancy services (including the respondent if he/she was a freelance consultant).

INTERVIEWER: Describe specifically the type of products or services that the respondent's workplace provides.

format
 DK
 RF
 string

Note (250 spaces)

E_Q03
(JRAC)
(C)

In which sector of the economy did you work? Was it ...

INTERVIEWER:

1. Read categories to respondent.
2. If the respondent worked for a temporary employment agency the questions refer to the firm or organisation where he/she actually carried out his/her work.
3. Private companies in which the government is minority shareholder should be classified as belonging to the private sector.

HELP:

1. The private sector includes all companies and organisations that are not in public ownership.
2. The public sector includes all parts of the public administration at national, regional or local level as well as public services provided by the state or from state funds (including publicly run schools, hospitals, universities, etc.).
3. The non-profit sector includes all organisations that are not publicly funded but whose principle aim is not to generate a profit and would include charities, many NGOs, etc.
4. For external consultants brought in to advise a firm or organization on specific aspects of its operations the questions refer to the firm providing the consultancy services (including the respondent if he/she was a freelance consultant).

- 1 The private sector (for example a company)
- 2 The public sector (for example the local government or a state school)
- 3 A non-profit organisation (for example a charity, professional association or religious organisation)
- DK
- RF

E_Q04
(LFSuk)
(A)

In this job, were you working as an employee or were you self-employed?

HELP:

- 1. By employee we mean someone who gets a salary or wage from an employer or a temporary employment agency.
- 2. Self-employed includes people who have their own business or are partners in a business as well as freelancers. A self-employed person may or may not have personnel.

INTERVIEWER: Someone who worked as an employee for his or her own business should be coded as self-employed.

- 1 Employee
- 2 Self-employed (go to E_Q05b1)
- DK
- RF

Note ROUTING: If E_Q04=2 go to E_Q05b1, else go to E_Q05a1

Layout

Item group list
Still talking about the job you left ^LastYearEarlier: At what age or in which year did you start working for your former employer?

E_Q05a1
(NEW)
(A)

[Paid worker in last job]

HELP:

- 1. In the case that the respondent has returned to working for an employer after a period in which he/she did not work for that employer, only the last episode should be counted, except in the following cases:
 *When people were temporarily away from their job because of holiday, sickness, maternity leave, sabbatical etc.
 * When people were temporarily laid off, but received at least 50% of their wage or salary from their employer.
 In these latter two cases the start of the episode before the temporary break should be indicated.
- 2. In the case that the formal status of the organisation has changed since the respondent started working there, for example as a result of a merger or reorganisation, respondents should report the full period of time he/she has been working for the organisation or part thereof.

Note INTERVIEWER: Enter age OR year.

	Age.... (2 digits) DK RF	
format	integer	
Note	(min:6)(max:65)	
E_Q05a2 (NEW) (A)		<i>[Paid worker in last job]</i>
	Year....(4 digits) DK RF	
format	integer	
Note	(min:1951)(max:2012)	
Note	show calendar on screen	
E_E05a	Unlikely answer has been entered. Please confirm age or year entered in the last question or change year of birth (A_Q01a) or year of starting work for former employer (E_Q05a2) or year leaving last employer (C_Q08c2).	
Note	Trigger soft edit if (E_Q05a2-A_Q01a<10) or if (E_Q05a2-A_Q01a>65) or if ((C_Q08b=2) and (C_Q08c2-E_Q05a2 <0)) or if (E_Q05a1+A_Q01a>A_D01a3)	
JUMP	E_Q05a1, C_Q08c1, A_Q01a	
Layout	Item group end	
E_C05b	<u>ROUTING:</u> Go to E_C06	
Layout	Item group list	
	Still talking about the business you left ^LastYearEarlier: At what age or in which year did you start working in your former business?	
E_Q05b1 (NEW) (A)		<i>[Self- employed in last job]</i>
	<u>HELP:</u> 1. In the case that the respondent has returned to running a business after a period in which he/she did not run that business, only the last episode should be counted, except when people were temporarily away from their business because of holiday, sickness, maternity leave, sabbatical etc. 2. In the case that the formal status of the business has changed since the respondent started running this, for example as a result of a merger or reorganisation, respondents should report the full period of time he/she has been working in this business or part thereof.	
Note	<u>INTERVIEWER:</u> Enter age OR year.	

format	Age.... (2 digits) DK RF integer	
Note	(min:6)(max:65)	
E_Q05b2 (NEW) (A)		<i>[Self-employed in last job]</i>
format	Year....(4 digits) DK RF integer	
Note	(min:1951)(max:2012)	
Note	Show calendar on screen	
E_E05b	Unlikely answer has been entered. Please confirm age or year entered in the last question or change year of birth (A_Q01a) or year of starting work for your former business (E_Q05b2) or year leaving last employer (C_Q08c2).	
Note	Trigger soft edit if (E_Q05b2-A_Q01a<10) or if (E_Q05b2-A_Q01a>65) or if ((C_Q08b=2) and (C_Q08c2-E_Q05b2 <0)) or if (E_Q05b1+A_Q01a>A_D01a3)	
JUMP	E_Q05b1, C_Q08c1, A_Q01a	
Layout	Item group end	
E_C06	<u>ROUTING</u> : If E_Q04=2, go to E_Q07a else go to E_Q06	
E_Q06 (LFSuk-c) (A)	How many people worked for your employer at the place where you worked? Would that be ...	<i>[Paid worker in last job]</i>
	<u>INTERVIEWER</u> : 1. Read categories to respondent. 2. This question refers to the geographical location where the job was mainly carried out or based. 3. If the respondent worked for a temporary work agency the questions refer to the firm or organisation where he/she actually carried out his/her work.	
	<u>HELP</u> : For external consultants brought in to advise a firm or organization on specific aspects of its operations the questions refer to the firm providing the consultancy services (including the respondent if he/she was a freelance consultant).	

- 1 **1 to 10 people** (go to E_Q08)
- 2 **11 to 50 people** (go to E_Q08)
- 3 **51 to 250 people** (go to E_Q08)
- 4 **251 to 1000 people** (go to E_Q08)
- 5 **more than 1000 people** (go to E_Q08)
- DK (go to E_Q08)
- RF (go to E_Q08)

Note ROUTING: Go to E_Q08

E_Q07a (LFSuk-c) (A) **Did you have employees working for you? Please include family members who worked paid or unpaid in the business.** *[Self-employed in last job]*

- 1 Yes
- 2 No (go to E_Q09)
- DK (go to E_Q09)
- RF (go to E_Q09)

Note ROUTING: If E_Q07a=1 go to E_Q07b, else go to E_Q09

E_Q07b (LFSuk-c) (A) **How many people did you employ at the place where you worked? Would that be ...** *[Self-employed in last job]*

INTERVIEWER:

1. Read categories to respondent.
2. This question refers to the geographical location where the work was mainly carried out or based.

- 1 **1 to 10 people**
- 2 **11 to 50 people**
- 3 **51 to 250 people**
- 4 **251 to 1000 people**
- 5 **more than 1000 people**
- DK
- RF

Note ROUTING: Go to E_Q09

E_Q08 (EWCS) (A) **What kind of employment contract did you have? Was that ...** *[Paid worker]*

ADAPTATION INSTRUCTION: Countries should use the appropriate national wording of response categories, e.g. permanent/temporary contract or contract of unlimited/limited duration. Some countries may add the phrase 'or probationary period' to the specification of indefinite contracts.

INTERVIEWER: Read categories to respondent.

- 1 **An indefinite contract** (go to E_Q09)
- 2 **A fixed term contract** (go to E_Q09)
- 3 **A temporary employment agency contract** (go to E_Q09)
- 4 **An apprenticeship or other training scheme** (go to E_Q09)
- 5 **No contract** (go to E_Q09)
- 6 **Other**
- DK (go to E_Q09)
- RF (go to E_Q09)

Note ROUTING: If E_Q08=6, go to E_S08, else go to E_Q09

E_S08 **Could you please specify what kind of contract you had?**

....
DK
RF
string

format

Note (250 spaces)

E_Q09 **How many hours did you usually work per week in this job? Include any usual paid or unpaid overtime, but exclude lunch breaks or other breaks.**
(EWCS)
(A)

INTERVIEWER:

- 1. If there is variation in the number of hours, the respondent should make an estimated average.
- 2. In the case of an apprenticeship, time spent at school should be excluded.

.... hours per week (3 digits)
DK
RF
integer

format

Note (min:1)(max:125)

E_E09 Unlikely answer has been entered. Please confirm.

Note Trigger soft edit if (E_Q09>80)

JUMP E_Q09

E_C10 ROUTING: If E_Q04=2 go to E_END, else go to E_Q10

E_Q10 **Could you tell me the main reason you stopped working in your last job?** *[Paid worker in last job]*
(LFSuk)
(A)

INTERVIEWER:

- 1. Hand show card 13.

2. If you feel that the respondent has a problem in reading the show card, read the answer categories to the respondent.

- 1 I was dismissed
 - 2 I was made redundant or took voluntary redundancy
 - 3 It was a temporary job which came to an end
 - 4 I resigned
 - 5 I gave up work for health reasons
 - 6 I took early retirement
 - 7 I retired (at or after State Pension age)
 - 8 I gave up work because of family responsibilities or child care
 - 9 I gave up work in order to study
 - 10 I left for some other reason
- DK
RF

E_END

ROUTING: If C_D09=2, go to F_START else go to H_START

F_START Skills used at work

[CURRENTLY WORKING OR HAS WORKED IN THE LAST YEAR]

F_D01a	Derived variable: If C_D09=1 then ^DoDid='do', else if C_D09=2 then ^DoDid='did'
F_D01a2	Derived variable: If C_D09=1 then ^DoiDid='Do', else if C_D09=2 then ^DoiDid='Did'
F_D01b	Derived variable: If C_D09=1 then ^DoesDid='does', else if C_D09=2 then ^DoesDid='did'
F_D01c	Derived variable: If C_D09=1 then ^JobLastjob='current job', else if C_D09=2 then ^JobLastjob='last job'
F_C01	<u>ROUTING:</u> If (^D_Q04= "2" and ^D_Q07a= "2") or (^E_Q04= "2" and ^E_Q07a= "2") then goto ^F_N01b else go to ^F_R01
F_R01	I am now going to ask you about activities in your ^JobLastjob. <u>INTERVIEWER:</u> 1. Hand show card 5 and ask the respondent to hold onto it while answering the next two questions. 2. Press <Next key> to continue.
Layout	Item group table
F_Q01b (JRA) (B)	In your ^JobLastjob what proportion of your time ^DoDid you usually spend ... cooperating or collaborating with co-workers? <u>INTERVIEWER:</u> If the respondent has no co-workers, the answer should be 'none of the time'. 1 None of the time 2 Up to a quarter of the time 3 Up to half of the time

- 4 More than half of the time
- 5 All the time
- DK
- RF

Layout	Item group end
F_N01b	<u>INTERVIEWER:</u> 1. Hand show card 12 and ask the respondent to hold onto it until instructed to hand it back. 2. Press <Next key> to continue.

Layout	Item group table
F_Q02a (JRA) (B)	How often ^DoesDid your ^JobLastjob usually involve ... sharing work-related information with co-workers? <u>INTERVIEWER:</u> If the respondent has no co-workers, the answer should be 'never'. 1 Never 2 Less than once a month 3 Less than once a week but at least once a month 4 At least once a week but not every day 5 Every day DK RF
F_Q02b (JRA) (B)	instructing, training or teaching people, individually or in groups? 1 Never 2 Less than once a month 3 Less than once a week but at least once a month 4 At least once a week but not every day 5 Every day DK RF
F_Q02c (JRA) (B)	making speeches or giving presentations in front of five or more people? 1 Never 2 Less than once a month 3 Less than once a week but at least once a month 4 At least once a week but not every day 5 Every day DK RF
F_Q02d (JRA) (B)	selling a product or selling a service?

- 1 Never
 - 2 Less than once a month
 - 3 Less than once a week but at least once a month
 - 4 At least once a week but not every day
 - 5 Every day
- DK
RF

F_Q02e
(JRA)
(B)

advising people?

- 1 Never
 - 2 Less than once a month
 - 3 Less than once a week but at least once a month
 - 4 At least once a week but not every day
 - 5 Every day
- DK
RF

Layout

Item group table

**How often ^DoesDid your ^JobLastjob usually involve ...
planning your own activities?**

F_Q03a
(JRA)
(B)

- 1 Never
 - 2 Less than once a month
 - 3 Less than once a week but at least once a month
 - 4 At least once a week but not every day
 - 5 Every day
- DK
RF

F_Q03b
(JRA)
(B)

planning the activities of others?

- 1 Never
 - 2 Less than once a month
 - 3 Less than once a week but at least once a month
 - 4 At least once a week but not every day
 - 5 Every day
- DK
RF

F_Q03c
(JRA)
(B)

organising your own time?

- 1 Never
 - 2 Less than once a month
 - 3 Less than once a week but at least once a month
 - 4 At least once a week but not every day
 - 5 Every day
- DK
RF

Layout	Item group table
F_Q04a (JRA) (B)	<p>How often ^DoesDid your ^JobLastjob usually involve ... persuading or influencing people?</p> <p>1 Never 2 Less than once a month 3 Less than once a week but at least once a month 4 At least once a week but not every day 5 Every day DK RF</p>
F_Q04b (JRA) (B)	<p>negotiating with people either inside or outside your firm or organisation?</p> <p>1 Never 2 Less than once a month 3 Less than once a week but at least once a month 4 At least once a week but not every day 5 Every day DK RF</p>
F_D05a1	Derived variable: If C_D09=1 then ^AreWere='are', else if C_D09=2 then ^AreWere='were'
F_D05a2	Derived variable: If C_D09=1 then ^TakeTook='take', else if C_D09=2 then ^TakeTook='took'
Layout	Item group list
F_Q05a (JRA) (B)	<p>The next question is about “problem solving” tasks you ^DoDid in your ^JobLastjob. Think of “problem solving” as what happens when you are faced with a new or difficult situation which requires you to think for a while about what to do next. How often ^AreWere you usually faced by relatively simple problems that ^TakeTook no more than 5 minutes to find a good solution?</p> <p>1 Never 2 Less than once a month 3 Less than once a week but at least once a month 4 At least once a week but not every day 5 Every day DK RF</p>
F_Q05b (JRA) (B)	<p>And how often ^AreWere you usually confronted with more complex problems that ^TakeTook at least 30 minutes to find a good solution? The 30 minutes only refers to the time needed to THINK of a solution, not the time needed to carry it out.</p>

- 1 Never
 - 2 Less than once a month
 - 3 Less than once a week but at least once a month
 - 4 At least once a week but not every day
 - 5 Every day
- DK
RF

Layout

Item group table

F_Q06b
(JRA)
(B)

**How often ^DoesDid your ^JobLastjob usually involve ...
working physically for a long period?**

- 1 Never
 - 2 Less than once a month
 - 3 Less than once a week but at least once a month
 - 4 At least once a week but not every day
 - 5 Every day
- DK
RF

F_Q06c
(JRA)
(B)

using skill or accuracy with your hands or fingers?

- 1 Never
 - 2 Less than once a month
 - 3 Less than once a week but at least once a month
 - 4 At least once a week but not every day
 - 5 Every day
- DK
RF

Layout

Item group end

F_N06c

INTERVIEWER:

- 1. Take back show card 12 from the respondent.
- 2. Press <Next key> to continue.

F_C07

ROUTING: If C_D09=1, go to F_Q07a else go to F_END

F_Q07a
(JRA)
(B)

**Do you feel that you have the skills to cope with more
demanding duties than those you are required to perform
in your current job?**

HELP: By 'more demanding duties' we mean tasks and responsibilities that would require more knowledge and skills than are required to carry out the tasks and responsibilities that are typical of the respondent's current job.

- 1 Yes
- 2 No

DK
RF

F_Q07b
(JRA)
(B)

Do you feel that you need further training in order to cope well with your present duties?

1 Yes
2 No
DK
RF

F_END

ROUTING: Go to G_START

G_START Skill Use Literacy, Numeracy and ICT at work [CURRENTLY WORKING OR HAD PAID WORK IN THE LAST 12 MONTHS]

G_D01a Derived variable: If C_D09=1 then ^UndertakeUndertook='undertake', else if C_D09=2 then ^UndertakeUndertook='undertook'

G_D01b Derived variable: If C_D09=1 then ^IsWas='is', else if C_D09=2 then ^IsWas='was'

G_R01 The following questions are about reading activities that you ^UndertakeUndertook as part of your ^JobLastjob. Please only report reading that ^IsWas part of your ^JobLastjob, not reading you ^DoDid in your non-work time. Include any reading you might do on computer screens or other electronic displays.

INTERVIEWER:

1. Hand show card 12 and ask the respondent to hold onto it until instructed to hand it back.
2. Press <Next key> to continue.

Layout Item group table
In your ^JobLastjob, how often ^DoDid you usually ... read directions or instructions?

G_Q01a
 (ALL,JRA)
 (B)

- 1 Never
- 2 Less than once a month
- 3 Less than once a week but at least once a month
- 4 At least once a week but not every day
- 5 Every day
- DK
- RF

G_Q01b
 (ALL,JRA)
 (B) **read letters, memos or e-mails?**

- 1 Never
- 2 Less than once a month

- 3 Less than once a week but at least once a month
- 4 At least once a week but not every day
- 5 Every day
- DK
- RF

G_Q01c
(ALL,JRA)
(B)

read articles in newspapers, magazines or newsletters?

- 1 Never
- 2 Less than once a month
- 3 Less than once a week but at least once a month
- 4 At least once a week but not every day
- 5 Every day
- DK
- RF

G_Q01d
(ALL,JRA)
(B)

read articles in professional journals or scholarly publications?

- 1 Never
- 2 Less than once a month
- 3 Less than once a week but at least once a month
- 4 At least once a week but not every day
- 5 Every day
- DK
- RF

Layout

Item group new page

G_Q01e
(ALL,JRA)
(B)

In your ^JobLastjob, how often ^DoDid you usually ... read books?

- 1 Never
- 2 Less than once a month
- 3 Less than once a week but at least once a month
- 4 At least once a week but not every day
- 5 Every day
- DK
- RF

G_Q01f
(ALL,JRA)
(B)

read manuals or reference materials?

- 1 Never
- 2 Less than once a month
- 3 Less than once a week but at least once a month
- 4 At least once a week but not every day
- 5 Every day
- DK
- RF

G_Q01g
(ALL,JRA)
(B)

read bills, invoices, bank statements or other financial statements?

- 1 Never

- 2 Less than once a month
- 3 Less than once a week but at least once a month
- 4 At least once a week but not every day
- 5 Every day
- DK
- RF

G_Q01h
(ALL,JRA)
(B)

read diagrams, maps or schematics?

- 1 Never
- 2 Less than once a month
- 3 Less than once a week but at least once a month
- 4 At least once a week but not every day
- 5 Every day
- DK
- RF

Layout

Item group end

G_R02

The following questions are about writing activities that you ^{^UndertakeUndertook} as part of your ^{^JobLastjob}. Include any writing you might do on computers or other electronic devices.

INTERVIEWER: Press <Next key> to continue.

Layout

Item group table

G_Q02a
(ALL,JRA)
(B)

In your ^{^JobLastjob}, how often ^{^DoDid} you usually ... write letters, memos or e-mails?

- 1 Never
- 2 Less than once a month
- 3 Less than once a week but at least once a month
- 4 At least once a week but not every day
- 5 Every day
- DK
- RF

G_Q02b
(ALL,JRA)
(B)

write articles for newspapers, magazines or newsletters?

- 1 Never
- 2 Less than once a month
- 3 Less than once a week but at least once a month
- 4 At least once a week but not every day
- 5 Every day
- DK
- RF

G_Q02c
(ALL,JRA)
(B)

write reports?

- 1 Never
 - 2 Less than once a month
 - 3 Less than once a week but at least once a month
 - 4 At least once a week but not every day
 - 5 Every day
- DK
RF

G_Q02d
(ALL,JRA)
(B)

fill in forms?

- 1 Never
 - 2 Less than once a month
 - 3 Less than once a week but at least once a month
 - 4 At least once a week but not every day
 - 5 Every day
- DK
RF

Layout

Item group end

G_R03

**The following questions are about activities that you
^UndertakeUndertook as part of your ^JobLastjob and that
involve numbers, quantities, numerical information,
statistics or mathematics.**

INTERVIEWER:

Press <Next key> to continue.

Layout

Item group table

G_Q03b
(ALL,JRA)
(B)

**In your ^JobLastjob, how often ^DoDid you usually ...
calculate prices, costs or budgets?**

- 1 Never
 - 2 Less than once a month
 - 3 Less than once a week but at least once a month
 - 4 At least once a week but not every day
 - 5 Every day
- DK
RF

G_Q03c
(ALL,JRA)
(B)

use or calculate fractions, decimals or percentages?

- 1 Never
 - 2 Less than once a month
 - 3 Less than once a week but at least once a month
 - 4 At least once a week but not every day
 - 5 Every day
- DK
RF

G_Q03d
(ALL,JRA)

use a calculator - either hand-held or computer based?

(B)

- 1 Never
 - 2 Less than once a month
 - 3 Less than once a week but at least once a month
 - 4 At least once a week but not every day
 - 5 Every day
- DK
RF

Layout

Item group new page

**In your ^JobLastjob, how often ^DoDid you usually ...
prepare charts, graphs or tables?**

G_Q03f
(ALL,JRA)
(B)

- 1 Never
 - 2 Less than once a month
 - 3 Less than once a week but at least once a month
 - 4 At least once a week but not every day
 - 5 Every day
- DK
RF

G_Q03g
(ALL,JRA)
(B)

use simple algebra or formulas?

HELP: By simple algebra or formula, we mean a mathematical rule that enables us to find an unknown number or quantity, for example a rule for finding an area when knowing length and width, or for working out how much more time is needed to travel a certain distance if speed is reduced.

- 1 Never
 - 2 Less than once a month
 - 3 Less than once a week but at least once a month
 - 4 At least once a week but not every day
 - 5 Every day
- DK
RF

G_Q03h
(ALL,JRA)
(B)

**use more advanced math or statistics such as calculus,
complex algebra, trigonometry or use of regression
techniques?**

- 1 Never
 - 2 Less than once a month
 - 3 Less than once a week but at least once a month
 - 4 At least once a week but not every day
 - 5 Every day
- DK
RF

Layout

Item group end

G_Q04
(NEW)
(A)

^DoDid you use a computer in your ^JobLastjob?

INTERVIEWER: This includes cell-phones and other hand-held electronic devices that are used to connect to the internet, check e-mails etc.

HELP: By computer we mean a mainframe, desktop or laptop computer, or any other device that can be used to do such things as sending or receiving e-mail messages, processing data or text, or finding things on the internet.

- 1 Yes
- 2 No (go to G_END)
- DK (go to G_END)
- RF (go to G_END)

Note ROUTING: If G_Q04=1 go to G_R05, else go to G_END

G_R05

The following questions are about the use of computers or internet as part of your ^JobLastjob. They do not refer to the use of computers or internet in any jobs you may have held prior to your ^JobLastjob.

INTERVIEWER: Press <Next key> to continue.

Layout

Item group table

In your ^JobLastjob, how often ^DoDid you usually ... use email?

G_Q05a
(ALL,JRA)
(B)

- 1 Never
- 2 Less than once a month
- 3 Less than once a week but at least once a month
- 4 At least once a week but not every day
- 5 Every day
- DK
- RF

G_Q05c
(ALL,JRA)
(B)

use the internet in order to better understand issues related to your work?

- 1 Never
- 2 Less than once a month
- 3 Less than once a week but at least once a month
- 4 At least once a week but not every day
- 5 Every day
- DK
- RF

G_Q05d
(ALL,JRA)
(B)

conduct transactions on the internet, for example buying or selling products or services, or banking?

- 1 Never
 - 2 Less than once a month
 - 3 Less than once a week but at least once a month
 - 4 At least once a week but not every day
 - 5 Every day
- DK
RF

Layout

Item group new page

**In your ^JobLastjob, how often ^DoDid you usually ...
use spreadsheet software, for example Excel?**

G_Q05e
(ALL,JRA)
(B)

ADAPTATION INSTRUCTION: Countries are allowed to give country-specific examples of spreadsheet software.

- 1 Never
 - 2 Less than once a month
 - 3 Less than once a week but at least once a month
 - 4 At least once a week but not every day
 - 5 Every day
- DK
RF

G_Q05f
(ALL,JRA)
(B)

use a word processor, for example Word?

ADAPTATION INSTRUCTION: Countries are allowed to give country-specific examples of word processing software.

- 1 Never
 - 2 Less than once a month
 - 3 Less than once a week but at least once a month
 - 4 At least once a week but not every day
 - 5 Every day
- DK
RF

G_Q05g
(ALL,JRA)
(B)

use a programming language to program or write computer code?

- 1 Never
 - 2 Less than once a month
 - 3 Less than once a week but at least once a month
 - 4 At least once a week but not every day
 - 5 Every day
- DK
RF

G_Q05h
(ALL,JRA)
(B)

participate in real-time discussions on the internet, for example online conferences, or chat groups?

- 1 Never
- 2 Less than once a month
- 3 Less than once a week but at least once a month
- 4 At least once a week but not every day

5 Every day
DK
RF

Layout Item group end

G_N05h INTERVIEWER:
1. Take back show card 12 from the respondent.
2. Press <Next key> to continue.

G_Q06
(JRA)
(B) **What level of computer use ^IsWas needed to perform your ^JobLastjob?**

INTERVIEWER: Hand show card 15.

1 STRAIGHTFORWARD, for example using a computer for straightforward routine tasks such as data entry or sending and receiving e-mails
2 MODERATE, for example word-processing, spreadsheets or database management
3 COMPLEX, for example developing software or modifying computer games, programming using languages like java, sql, php or perl, or maintaining a computer network
DK
RF

G_D07a Derived variable: If C_D09=1 then ^HaveHad='have', else if C_D09=2 then ^HaveHad='had'

G_D07b Derived variable: If C_D09=1 then ^NeedNeeded='need', else if C_D09=2 then ^NeedNeeded ='needed'

G_Q07
(NEW)
(B) **Do you think you ^HaveHad the computer skills you ^NeedNeeded to do your ^JobLastjob well?**

1 Yes
2 No
DK
RF

G_Q08
(NEW)
(B) **Has a lack of computer skills affected your chances of being hired for a job or getting a promotion or pay raise?**

1 Yes
2 No
DK
RF

G_END ROUTING: Go to H_START

H_START Skill Use Literacy, Numeracy and ICT in everyday life [FOR ALL]

H_D01a Derived variable: If C_D09=1 then ^Ineverydaylife=**'Outside your work'**,
Else ^Ineverydaylife=**'In everyday life'**
End if

H_R01 ^TalkedAboutWork I would now like to talk about your reading activities ^EverydayReading Include any reading you might do on computer screens or other electronic displays.

Note If C_D09=1 then ^TalkedAboutWork=**'Until now we talked about your activities at work.'**, else if C_D09=2 then ^TalkedAboutWork=**'Until now we talked about your activities in your last job.'** else ^TalkedAboutWork=' '.

Note If (C_D09=1 and (B_Q02a=2 or B_Q02a=DK or B_Q02a=RF)) then ^EverydayReading=**'outside work.'**
Else if (C_D09=1 and B_Q02a=1) then ^EverydayReading=**'outside work, including any reading you do as part of your studies.'**
Else if (C_D09=2 and (B_Q02a=2 or B_Q02a=DK or B_Q02a=RF)) then ^EverydayReading=**'in everyday life. Exclude any reading you did as part of your last job.'**
Else if (C_D09=2 and B_Q02a=1) then ^EverydayReading=**'in everyday life. Exclude any reading you did as part of your last job, but include any reading you do as part of your studies.'**
Else ^EverydayReading=**'in everyday life.'**

INTERVIEWER:

1. Hand show card 12 and ask the respondent to hold onto it until instructed to hand it back.
2. Press<Next key> to continue.

Layout Item group table
^Ineverydaylife, how often do you usually ... read directions or instructions?

H_Q01a
(ALL,JRA)
(B)

- 1 Never
- 2 Less than once a month
- 3 Less than once a week but at least once a month
- 4 At least once a week but not every day
- 5 Every day
- DK
- RF

H_Q01b
(ALL,JRA)
(B)

read letters, memos or e-mails?

- 1 Never
 - 2 Less than once a month
 - 3 Less than once a week but at least once a month
 - 4 At least once a week but not every day
 - 5 Every day
- DK
RF

H_Q01c
(ALL,JRA)
(B)

read articles in newspapers, magazines or newsletters?

- 1 Never
 - 2 Less than once a month
 - 3 Less than once a week but at least once a month
 - 4 At least once a week but not every day
 - 5 Every day
- DK
RF

H_Q01d
(ALL,JRA)
(B)

read articles in professional journals or scholarly publications?

- 1 Never
 - 2 Less than once a month
 - 3 Less than once a week but at least once a month
 - 4 At least once a week but not every day
 - 5 Every day
- DK
RF

Layout

Item group new page

**^Ineverydaylife, how often do you usually ...
read books, fiction or non-fiction?**

H_Q01e
(ALL,JRA)
(B)

- 1 Never
 - 2 Less than once a month
 - 3 Less than once a week but at least once a month
 - 4 At least once a week but not every day
 - 5 Every day
- DK
RF

H_Q01f
(ALL,JRA)
(B)

read manuals or reference materials?

- 1 Never
 - 2 Less than once a month
 - 3 Less than once a week but at least once a month
 - 4 At least once a week but not every day
 - 5 Every day
- DK
RF

H_Q01g

read bills, invoices, bank statements or other financial

(ALL,JRA)
(B)

statements?

- 1 Never
 - 2 Less than once a month
 - 3 Less than once a week but at least once a month
 - 4 At least once a week but not every day
 - 5 Every day
- DK
RF

H_Q01h
(ALL,JRA)
(B)

read diagrams, maps, or schematics?

- 1 Never
 - 2 Less than once a month
 - 3 Less than once a week but at least once a month
 - 4 At least once a week but not every day
 - 5 Every day
- DK
RF

Layout

Item group end

H_R02

**The following questions are about your writing activities
^EverydayWriting Include any writing you might do on
computers or other electronic devices.**

Note

If (C_D09=1 and (B_Q02a=2 or B_Q02a=DK or B_Q02a=RF))
then ^EverydayWriting='outside work.'
Else if (C_D09=1 and B_Q02a=1) then
^EverydayWriting='outside work, including any writing you
do as part of your studies.'
Else if (C_D09=2 and (B_Q02a=2 or B_Q02a=DK or
B_Q02a=RF)) then ^EverydayWriting='in everyday life.
Exclude any writing you did as part of your last job.'
Else if (C_D09=2 and B_Q02a=1) then ^EverydayWriting='in
everyday life. Exclude any writing you did as part of your
last job, but include any writing you do as part of your
studies.'
Else if ((C_D09=3 or C_D09=4) and B_Q02a=1) then
^EverydayWriting='that you do in everyday life, including
any writing you do as part of your studies.'
Else ^EverydayWriting='in everyday life.'

INTERVIEWER: Press <Next key> to continue.

Layout

Item group table

H_Q02a
(ALL,JRA)
(B)

**^Ineverdaylife, how often do you usually ...
write letters, memos or e-mails?**

- 1 Never
- 2 Less than once a month
- 3 Less than once a week but at least once a month
- 4 At least once a week but not every day

5 Every day
DK
RF

H_Q02b
(ALL,JRA)
(B)

write articles for newspapers, magazines or newsletters?

1 Never
2 Less than once a month
3 Less than once a week but at least once a month
4 At least once a week but not every day
5 Every day
DK
RF

H_Q02c
(ALL,JRA)
(B)

write reports?

1 Never
2 Less than once a month
3 Less than once a week but at least once a month
4 At least once a week but not every day
5 Every day
DK
RF

H_Q02d
(ALL,JRA)
(B)

fill in forms?

1 Never
2 Less than once a month
3 Less than once a week but at least once a month
4 At least once a week but not every day
5 Every day
DK
RF

Layout

Item group end

H_R03

The following questions are about activities that you undertake ^EverydayNumbers

Note

If (C_D09=1 and (B_Q02a=2 or B_Q02a=DK or B_Q02a=RF)) then ^EverydayNumbers='outside work that involve numbers, quantities, numerical information, statistics or mathematics.'

Else if (C_D09=1 and B_Q02a=1) then ^ EverydayNumbers='outside work that involve numbers, quantities, numerical information, statistics or mathematics, including any such activities you undertake as part of your studies.'

Else if (C_D09=2 and (B_Q02a=2 or B_Q02a=DK or B_Q02a=RF)) then ^ EverydayNumbers='in everyday life that involve numbers, quantities, numerical information, statistics or mathematics. Exclude any such activities you undertook as part of your last job.'

Else if (C_D09=2 and B_Q02a=1) then ^ EverydayNumbers='in everyday life that involve numbers, quantities, numerical information, statistics or mathematics. Exclude any such activities you undertook as part of your last job, but include any such activities you undertake as part of your studies.'

Else if ((C_D09=3 or C_D09=4) and B_Q02a=1) then ^ EverydayNumbers='in everyday life that involve numbers, quantities, numerical information, statistics or mathematics. Include any such activities you undertake as part of your studies.'

Else ^ EverydayNumbers='in everyday life that involve numbers, quantities, numerical information, statistics or mathematics.'

INTERVIEWER:

Press <Next key> to continue.

Layout

Item group table
 ^Ineverydaylife, how often do you usually ...
 calculate prices, costs or budgets?

H_Q03b
 (ALL,JRA)
 (B)

- 1 Never
- 2 Less than once a month
- 3 Less than once a week but at least once a month
- 4 At least once a week but not every day
- 5 Every day
- DK
- RF

H_Q03c
 (ALL,JRA)
 (B)

use or calculate fractions, decimals or percentages?

- 1 Never
- 2 Less than once a month
- 3 Less than once a week but at least once a month
- 4 At least once a week but not every day
- 5 Every day
- DK
- RF

H_Q03d
 (ALL,JRA)

use a calculator - either hand-held or computer based?

(B)

- 1 Never
 - 2 Less than once a month
 - 3 Less than once a week but at least once a month
 - 4 At least once a week but not every day
 - 5 Every day
- DK
RF

Layout

Item group new page

**^Ineverdaylife, how often do you usually ...
prepare charts, graphs or tables?**

H_Q03f
(ALL,JRA)
(B)

- 1 Never
 - 2 Less than once a month
 - 3 Less than once a week but at least once a month
 - 4 At least once a week but not every day
 - 5 Every day
- DK
RF

H_Q03g
(ALL,JRA)
(B)

use simple algebra or formulas?

HELP: By simple algebra or formula, we mean a mathematical rule that enables us to find an unknown number or quantity, for example a rule for finding an area when knowing length and width, or for working out how much more time is needed to travel a certain distance if speed is reduced.

- 1 Never
 - 2 Less than once a month
 - 3 Less than once a week but at least once a month
 - 4 At least once a week but not every day
 - 5 Every day
- DK
RF

H_Q03h
(ALL,JRA)
(B)

**use more advanced math or statistics such as calculus,
complex algebra, trigonometry or use of regression
techniques?**

- 1 Never
 - 2 Less than once a month
 - 3 Less than once a week but at least once a month
 - 4 At least once a week but not every day
 - 5 Every day
- DK
RF

H_C04a

ROUTING: If G_Q04=1, go to H_Q04b, else go to H_Q04a

Layout Item group end

H_Q04a
(NEW)
(A)

Have you ever used a computer?

INTERVIEWER: This includes cell-phones and other hand-held electronic devices that are used to connect to the internet, check e-mails etc.

HELP: By computer we mean a mainframe, desktop or laptop computer, or any other device that can be used to do such things as sending or receiving e-mail messages, processing data or text, or finding things on the internet.

- 1 Yes
- 2 No (go to H_END)
- DK (go to H_END)
- RF (go to H_END)

Note ROUTING: If H_Q04a=1, go to H_Q04b, else go to H_END

H_Q04b
(NEW)
(A)

**Do you use a computer in your everyday life now
^OutsideWork?**

Note If (C_D09=1) then ^OutsideWork='outside work', else ^OutsideWork=' '.

- 1 Yes
- 2 No (go to H_END)
- DK (go to H_END)
- RF (go to H_END)

Note ROUTING: If H_Q04b=1 go to H_R05, else go to H_END

H_R05

The following questions are about the use of computers or the internet ^EverydayComputers This could be at home or in other places that offer internet services, like internet cafes or libraries.

Note If (C_D09=1 and (B_Q02a=2 or B_Q02a=DK or B_Q02a=RF)) then ^EverydayComputers='outside work.'
Else if (C_D09=1 and B_Q02a=1) then ^EverydayComputers='outside work, including any such activities you undertake as part of your studies.'
Else if (C_D09=2 and (B_Q02a=2 or B_Q02a=DK or B_Q02a=RF)) then ^EverydayComputers='in everyday life. Exclude any such activities you undertook as part of your last job.'
Else if (C_D09=2 and B_Q02a=1) then ^EverydayComputers='in everyday life. Exclude any such activities you undertook as part of your last job, but include any such activities you undertake as part of your studies.'
Else if ((C_D09=3 or C_D09=4) and B_Q02a=1) then ^EverydayComputers='in everyday life, including any such activities you undertake as part of your studies.'

Else ^EverydayComputers='in everyday life.'

INTERVIEWER: Press <Next key> to continue.

Layout

H_Q05a
(ALL,JRA)
(B)

Item group table
**^Ineverdaylife, how often do you usually ...
use email?**

- 1 Never
 - 2 Less than once a month
 - 3 Less than once a week but at least once a month
 - 4 At least once a week but not every day
 - 5 Every day
- DK
RF

H_Q05c
(ALL,JRA)
(B)

**use the internet in order to better understand issues related
to, for example, your health or illnesses, financial matters,
or environmental issues?**

- 1 Never
 - 2 Less than once a month
 - 3 Less than once a week but at least once a month
 - 4 At least once a week but not every day
 - 5 Every day
- DK
RF

H_Q05d
(ALL,JRA)
(B)

**conduct transactions on the internet, for example buying or
selling products or services, or banking?**

- 1 Never
 - 2 Less than once a month
 - 3 Less than once a week but at least once a month
 - 4 At least once a week but not every day
 - 5 Every day
- DK
RF

Layout

H_Q05e
(ALL,JRA)

Item group new page
**^Ineverdaylife, how often do you usually ...
use spreadsheet software, for example Excel?**

(B)

ADAPTATION INSTRUCTION: Countries are allowed to give country-specific examples of spreadsheet software.

- 1 Never
 - 2 Less than once a month
 - 3 Less than once a week but at least once a month
 - 4 At least once a week but not every day
 - 5 Every day
- DK
RF

H_Q05f
(ALL,JRA)
(B)

use a word processor, for example Word?

ADAPTATION INSTRUCTION: Countries are allowed to give country-specific examples of word processing software.

- 1 Never
 - 2 Less than once a month
 - 3 Less than once a week but at least once a month
 - 4 At least once a week but not every day
 - 5 Every day
- DK
RF

H_Q05g
(ALL,JRA)
(B)

use a programming language to program or write computer code?

- 1 Never
 - 2 Less than once a month
 - 3 Less than once a week but at least once a month
 - 4 At least once a week but not every day
 - 5 Every day
- DK
RF

H_Q05h
(ALL,JRA)
(B)

participate in real-time discussions on the internet, for example online conferences or chat groups?

- 1 Never
 - 2 Less than once a month
 - 3 Less than once a week but at least once a month
 - 4 At least once a week but not every day
 - 5 Every day
- DK
RF

Layout

Item group end

H_N05h

INTERVIEWER:

1. Take back show card 12 from the respondent.
2. Press <Next key> to continue.

H_END

ROUTING: Go to I_START

I_R01

INTERVIEWER:

1. Hand show card 10 and ask the respondent to hold onto it until instructed to hand it back.
2. Press <Next key> to continue.

Layout

Item group table

I would now like to ask you some questions about how you deal with problems and tasks you encounter. To what extent do the following statements apply to you?

I_Q04b
(NEW)
(B)

When I hear or read about new ideas, I try to relate them to real life situations to which they might apply

- 1 Not at all
 - 2 Very little
 - 3 To some extent
 - 4 To a high extent
 - 5 To a very high extent
- DK
RF

I_Q04d
(NEW)
(B)

I like learning new things

- 1 Not at all
 - 2 Very little
 - 3 To some extent
 - 4 To a high extent
 - 5 To a very high extent
- DK
RF

I_Q04h
(NEW)
(B)

When I come across something new, I try to relate it to what I already know

- 1 Not at all
 - 2 Very little
 - 3 To some extent
 - 4 To a high extent
 - 5 To a very high extent
- DK
RF

Layout

Item group new page

To what extent do the following statements apply to you?

I_Q04j
(NEW)
(B)

I like to get to the bottom of difficult things

- 1 Not at all
 - 2 Very little
 - 3 To some extent
 - 4 To a high extent
 - 5 To a very high extent
- DK
RF

I_Q04l
(NEW)
(B)

I like to figure out how different ideas fit together

- 1 Not at all
 - 2 Very little
 - 3 To some extent
 - 4 To a high extent
 - 5 To a very high extent
- DK
RF

I_Q04m
(NEW)
(B)

If I don't understand something, I look for additional information to make it clearer

- 1 Not at all
 - 2 Very little
 - 3 To some extent
 - 4 To a high extent
 - 5 To a very high extent
- DK
RF

Layout

Item group end

I_N04m

INTERVIEWER:

1. Take back show card 10 from the respondent and hand show card 12.
2. Press <Next key> to continue.

I_Q05f
(GSOEPc)
(B)

In the last 12 months, how often, if at all, did you do voluntary work, including unpaid work for a charity, political party, trade union or other non-profit organisation?

- 1 Never
 - 2 Less than once a month
 - 3 Less than once a week but at least once a month
 - 4 At least once a week but not every day
 - 5 Every day
- DK
RF

I_N05h

INTERVIEWER:

1. Take back show card 12 from the respondent and hand show card 16. Ask the respondent to hold onto it until requested to hand it back.
 2. Press <Next key> to continue.
-

Layout

Item group table

To what extent do you agree or disagree with the following statements?

I_Q06a
(ISSP)
(B)

People like me don't have any say about what the government does

- 1 Strongly agree
 - 2 Agree
 - 3 Neither agree nor disagree
 - 4 Disagree
 - 5 Strongly disagree
- DK
RF
-

I_Q07a
(ISSP)
(B)

There are only a few people you can trust completely

- 1 Strongly agree
 - 2 Agree
 - 3 Neither agree nor disagree
 - 4 Disagree
 - 5 Strongly disagree
- DK
RF

I_Q07b
(ISSP)
(B)

If you are not careful, other people will take advantage of you

- 1 Strongly agree
 - 2 Agree
 - 3 Neither agree nor disagree
 - 4 Disagree
 - 5 Strongly disagree
- DK
RF
-

Layout

Item group end

I_N07d

INTERVIEWER:

1. Take back show card 16 from the respondent.
 2. Press <Next key> to continue.
-

I_Q08

(WHS)
(A)

The next question is about your health.

In general, would you say your health is excellent, very good, good, fair, or poor?

INTERVIEWER: Health can include both physical and mental health.

- 1 Excellent
 - 2 Very good
 - 3 Good
 - 4 Fair
 - 5 Poor
 - DK
 - RF
-

I_END

ROUTING: go to J_START

J_START Background information

[FOR
ALL]

COUNTRY INSTRUCTION: If a separate screening instrument is used, and the following question is included, we recommend that this question be asked in the screener and not asked in the BQ. The screener response can simply be imported (not asked) into the BQ item

J_Q01
(ALLC)
(A)

Now I would like to ask you some general questions. Including yourself, how many people usually live in your household? Please include people who are temporarily living elsewhere.

HELP:

1. Boarders and lodgers are only considered as member of the household IF they share in the household expenses.
2. Students sharing a dwelling can only be considered as members of one household IF they share in the household expenses.
3. People absent for a long period due to work, but continuing to have a clear financial relation with the household, are considered member of the household (e.g. head of household working abroad).
4. Children who are educated away from home should be considered member of the household if they have no private address and continue to maintain close relations (e.g. come home every weekend).

INTERVIEWER:

1. Household membership is defined by the existence of SHARED EXPENSES (including benefiting from expenses as well contributing to expenses) and the place of usual residence.
2. A person shall be considered 'usually resident' if he/she spends most of his/her daily rest at this household evaluated over the last one year.

.... people
DK
RF
integer

format

Note

(min:1)(max:90)

J_C01

ROUTING: If J_Q01=1 go to J_Q03a, else go to J_Q02a

J_Q02a
(NEW)
(B)

Are you living together with a spouse or partner?

1 Yes

- 2 No (go to J_Q03a)
- DK (go to J_Q03a)
- RF (go to J_Q03a)

Note ROUTING: If J_Q02a=1 go to J_Q02c, else go to J_Q03a

J_Q02c
(AESuk)
(B)

Please look at this card and tell me which of the statements best describes the current situation of your spouse or partner.

INTERVIEWER: Hand show card 9.

- 1 Full-time employed (self-employed, employee)
 - 2 Part-time employed (self-employed, employee)
 - 3 Unemployed
 - 4 Pupil, student
 - 5 Apprentice, internship
 - 6 In retirement or early retirement
 - 7 Permanently disabled
 - 8 In compulsory military or community service
 - 9 Fulfilling domestic tasks or looking after children/family
 - 10 Other
- DK
RF

J_Q03a
(ALLc)
(B)

Do you have children? Please include stepchildren and children not living in your household.

- 1 Yes
 - 2 No (go to J_Q04a)
- DK (go to J_Q04a)
RF (go to J_Q04a)

Note ROUTING: If J_Q03a=1 go to J_Q03b, else go to J_Q04a

J_Q03b
(NEW)
(B)

How many children do you have?

.... children (2 digits)

DK

RF

format

integer

Note (min:1)(max:25)

Note ROUTING: If J_Q03b=1 go to J_Q03c else if (J_Q03b=DK or J_Q03b=RF) go to J_Q04a else go to J_Q03d1

J_Q03c
(ALLc)
(B)

How old is this child?

 years of age (2 digits) (go to J_Q04a)
	DK (go to J_Q04a)
	RF (go to J_Q04a)
format	integer
Note	(min:0)(max:55)
Note	<u>ROUTING:</u> Go to J_Q04a

J_Q03d1 (ALLc) (B)	How old is your youngest child?
	Youngest Years of age (2 digits)
	DK
	RF
format	integer
Note	(min:0)(max: 55)

J_Q03d2 (ALLc) (A)	And how old is your oldest child?
	Oldest Years of age (2 digits)
	DK
	RF
format	integer
Note	(min:0)(max: 55)

J_E03	Unlikely answer has been entered. Please confirm age of youngest and oldest child and change age of youngest child (J_Q03d1) or age of oldest child (J_Q03d2).
Note	Trigger soft edit if (J_Q03d2-J_Q03d1<0)
JUMP	J_Q03d2, J_Q03d1

J_Q04a (ALL) (A)	Now I have some questions on your background. Were you born in #CountryName?
	<u>ADAPTATION INSTRUCTION:</u> Countries need to insert their own country name in #CountryName
	1 Yes (go to J_Q05a1)
	2 No

DK (go to J_Q05a1)
RF (go to J_Q05a1)

Note ROUTING: If J_Q04a=2 go to J_Q04b, else go to J_Q05a1

J_Q04b
(NEW)
(A)

In what country were you born?

COUNTRY INSTRUCTION: The information gathered in questions J_Q04b and J_S04b will be used to assign foreign qualifications to a centrally provided list of countries. This will be done on the basis of the UN Statistical Division, Standard Country or Area Codes for Statistical Use, ST/ESA/STAT/SER.M/49/Rev.4/, the classification developed on the basis of ISO 3166

ADAPTATION INSTRUCTION: Countries are required to provide a partly precoded 'drop-down' list of countries #Country 1, #Country 2, etc. that are expected to be reported frequently in their country. Both the number of listed countries and the specific selection of countries will vary from country to country.

INTERVIEWER: Please specify the name of the country as it is CURRENTLY called.

1 #Country 1 (go to J_Q04c1)
2 #Country 2 (go to J_Q04c1)
3 #Country 3 (go to J_Q04c1)
4 #Country 4 (go to J_Q04c1)
5 #Country 5 (go to J_Q04c1)
6 #Country 6 (go to J_Q04c1)
7 Other country
DK (go to J_Q04c1)
RF (go to J_Q04c1)

Note ROUTING: If J_Q04b=7, go to J_S04b, else go to J_Q04c1

J_S04b

What country was that?

....
DK
RF

format string

Note (250 spaces)

Layout

Item group list
At what age or in which year did you first immigrate to #CountryName?

J_Q04c1
(ALL)
(A)

ADAPTATION INSTRUCTION: For some countries, it might be important to find a different expression that captures first moving to the country on a continuous basis. Countries need to

insert their own country name in #CountryName

Note Show calendar on screen

Note INTERVIEWER: Enter age OR year.

Age.... (2 digits)
DK
RF
format integer

Note (min:0)(max:65)

J_Q04c2

(ALL)
(A)

Year....(4 digits)
DK
RF
format integer

f

Note (min:1945)(max:2012)

J_E04c2 Unlikely answer has been entered. Please confirm age or year entered in the last question or change year of birth (A_Q01a) or year of immigration (J_Q04c2).

Note Trigger soft edit if (J_Q04c2-A_Q01a<0)

JUMP J_Q04c1, A_Q01a

Layout Item group end

J_Q05a1

(ALL)
(A)

What is the language that you first learned at home in childhood AND STILL UNDERSTAND?

COUNTRY INSTRUCTION: The information gathered in questions J_Q05a1 and J_S05a1 will be used to assign foreign languages to a centrally provided list of countries.

ADAPTATION INSTRUCTION: Countries are required to provide a partly precoded 'drop-down' list of languages #Language1, #Language2, etc. that are expected to be reported frequently in their country. Both the number of listed languages and the specific selection of languages will vary from country to country.

INTERVIEWER:

1. Mark only one.
2. If the respondent spontaneously mentions TWO languages, you can enter the second language in J_Q05a2.

1 #Language1 (go to J_N05a2)
2 #Language2 (go to J_N05a2)
3 #Language3 (go to J_N05a2)

- 4 #Language4 (go to J_N05a2)
- 5 #Language5 (go to J_N05a2)
- 6 #Language6 (go to J_N05a2)
- 7 Other language
- DK (go to J_N05a2)
- RF (go to J_N05a2)

Note ROUTING: If J_Q05a1=7, go to J_S05a1, else go to J_N05a2

J_S05a1 What language was that?

....

DK

RF

Format string

Note (250 spaces)

J_N05a2 Did the respondent mention more than 1 language?
 1 Yes
 2 No (go to J_Q05b)

Note ROUTING: If J_N05a2=1, go to J_Q05a2, else go to J_Q05b

J_Q05a2 **What is the second language that you first learned at home in childhood AND STILL UNDERSTAND?**
 (ALL)
 (A)

COUNTRY INSTRUCTION: The information gathered in questions J_Q05a2 and J_S05a2 will be used to assign foreign languages to a centrally provided list of countries.

ADAPTATION INSTRUCTION: Countries are required to provide a partly precoded 'drop-down' list of languages #Language1, #Language2, etc. that are expected to be reported frequently in their country. Both the number of listed languages and the specific selection of languages will vary from country to country.

INTERVIEWER: Mark only one.

- 1 #Language1 (go to J_Q05b)
- 2 #Language2 (go to J_Q05b)
- 3 #Language3 (go to J_Q05b)
- 4 #Language4 (go to J_Q05b)
- 5 #Language5 (go to J_Q05b)
- 6 #Language6 (go to J_Q05b)
- 7 Other language
- DK (go to J_Q05b)
- RF (go to J_Q05b)

Note ROUTING: If J_Q05a2=7, go to J_S05a2, else go to J_Q05b

J_S05a2 What language was that?

....

DK

RF

format String

Note (250 spaces)

J_Q05b

(ALL)

(A)

What language do you speak most often at home?

COUNTRY INSTRUCTION: The information gathered in questions J_Q05b and J_S05b will be used to assign foreign qualifications to a centrally provided list of countries.

ADAPTATION INSTRUCTION: Countries are required to provide a partly precoded 'drop-down' list of languages #Language1, #Language2, etc. that are expected to be reported frequently in their country. Both the number of listed countries and the specific selection of countries will vary from country to country. If they wish, they may also use an open question, which will then need to be manually coded according to a centrally provided list.

HELP:

1. This question refers to the language spoken most often by the respondent.
2. It should not be interpreted to mean the language spoken most often by the family as a whole. It is quite possible that different family members speak different languages (e.g., Chinese children may speak English most often while the parents speak mostly Chinese).
3. If the respondent lives alone, report the language that is used on a daily basis.

INTERVIEWER: Mark only one.

- 1 #Language1 (go to J_Q06a)
- 2 #Language2 (go to J_Q06a)
- 3 #Language3 (go to J_Q06a)
- 4 #Language4 (go to J_Q06a)
- 5 #Language5 (go to J_Q06a)
- 6 #Language6 (go to J_Q06a)
- 7 Other language
- DK (go to J_Q06a)
- RF (go to J_Q06a)

Note ROUTING: If J_Q05b=7, go to J_S05b, else go to J_Q06a

J_S05b

What language was that?

....

DK

RF

format string
Note (250 spaces)

J_Q06a
(ALL)
(A)

**The next few questions are about your mother or female guardian.
Was your mother or female guardian born in #CountryName?**

ADAPTATION INSTRUCTION: Countries need to insert their own country name in #CountryName

INTERVIEWER: If there was more than one person, these questions refer to the one who was present for the longest time during childhood (0-16 years).

- 1 Yes
 - 2 No
 - DK
 - RF
-

J_Q06b
(ALL)
(A)

What was the highest level of education your mother or female guardian ever completed?

COUNTRY INSTRUCTION: Countries will have to develop a national specific show card which allows them to convert into the three levels that are distinguished below. ISCED123cshort refers to primary or lower secondary education (ISCED levels 1 and 2 and 3c short), ISCED3excl3c4 refers to upper secondary education (ISCED levels 3 excluding 3c short and 4) and ISCED56 refers to tertiary education (ISCED levels 5 and 6)

ADAPTATION INSTRUCTION: Countries may have to adapt the wording to reflect this concept in their own country properly, such as "What was the highest qualification she ever attained".

INTERVIEWER:
1. Hand show card 17.
2. If the mother or female guardian did not attain any qualification, this should be coded as the lowest category '1'.

- 1 ISCED123cshort
 - 2 ISCED3excl3c4
 - 3 ISCED56
 - DK
 - RF
-

J_D06c1 Derived variable: ^DidDoes
If ^AgeEdu= 16 then ^DidDoes = 'Does'
Else ^DidDoes = 'Did'

J_D06c2 Derived variable: ^When
If ^AgeEdu= 16 then ^When = "
Else ^When = **'when you were 16 years old'**

J_D06c3 Derived variable: ^WasIs
If ^AgeEdu= 16 then ^WasIs = 'is'

	Else ^WasIs = 'was'
J_D06c4	Derived variable: ^AreWere2 If ^AgeEdu= 16 then ^AreWere2 = 'are' Else ^AreWere2 = 'were'
J_D06c5	Derived variable: ^DidiDoes If ^AgeEdu= 16 then ^DidiDoes = 'does' Else ^DidiDoes = 'did'

J_Q07a
(ALL)
(A)

**The next few questions are about your father or male guardian.
Was your father or male guardian born in #CountryName?**

ADAPTATION INSTRUCTION: Countries need to insert their own country name in #CountryName

INTERVIEWER: If there was more than one person, these questions refer to the one who was present for the longest time during childhood (0-16 years).

- 1 Yes
- 2 No
- DK
- RF

J_Q07b
(ALL)
(A)

What was the highest level of education your father or male guardian ever completed?

COUNTRY INSTRUCTION: Countries will have to develop a national specific show card which allows them to convert into the three levels that are distinguished below. ISCED123cshort refers to primary or lower secondary education (ISCED levels 1 and 2 and 3c short), ISCED3excl3c4 refers to upper secondary education (ISCED levels 3 excluding 3c short and 4) and ISCED56 refers to tertiary education (ISCED levels 5 and 6)

ADAPTATION INSTRUCTION: Countries may have to adapt the wording to reflect this concept in their own country properly, such as "What was the highest qualification he attained".

INTERVIEWER:

- 1. Hand show card 17.
- 2. If the father or male guardian did not attain any qualification, this should be coded as the lowest category '1'.

- 1 ISCED123cshort
- 2 ISCED3excl3c4
- 3 ISCED56
- DK
- RF

J_Q08
(PISA)
(B)

About how many books ^AreWere2 there in your home ^When? Do not include magazines, newspapers or schoolbooks. To give an estimation, one meter of shelving is about 40 books.

INTERVIEWER: Hand show card 18.

- 1 10 books or less
- 2 11 to 25 books
- 3 26 to 100 books
- 4 101 to 200 books
- 5 201 to 500 books
- 6 More than 500 books
- DK
- RF

J_END

General information to be derived after the interview

ZZ1a

Besides the respondent, was anyone else present during the interview?

- 1 Yes
- 2 No

Routing: If ZZ1a=1 go to ZZ1b, else go to ZZ2

ZZ1b

Did this/these person(s) assist the respondent in answering any of the following? (Select all that apply)

- 1 The background questionnaire
- 2 The skills assessment

ZZ2

Overall, did you feel that the respondent understood the questions in the interview?

- 1 Never
- 2 Almost never
- 3 Now and then
- 4 Often
- 5 Very often

ZZ3

Did the respondent ask for clarification on any questions while undertaking the assessment?

- 1 Yes
- 2 No

ZZ4

Did any of the following events occur during the assessment? Check all that apply

- 1 The respondent held a conversation with someone else in the household besides the interviewer.
- 2 The respondent answered a phone call, text message or e-mail.
- 3 The respondent was looking after children.
- 4 The respondent was undertaking domestic tasks such as cooking or washing.
- 5 A television set, radio, game console or music player was in use in the immediate vicinity of the respondent.
- 6 The respondent was interrupted by some other activity, task or event.

ZZ5

Did the respondent complain that the assessment was taking too long or taking too much time?

- 1 Yes
- 2 No

ZZ6

In which room did the assessment mainly take place?

- 1 Living room
- 2 Kitchen
- 3 Bedroom
- 4 Entrance
- 5 Hallway or corridor
- 6 Office
- 7 Other space
- 8 Only one room available

ZZ7

If you have any additional comments on the interview, please write them in the space below.