

IP10 Interviewer Materials

GB mrs leaflet

Consent flowchart

COA card

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Interviewer card

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Interviewer feedback form

Economic consent leaflet

Showcards

Thank you leaflet

Boomerangs case studies

First daughter case study

Grandparents case study

Wellbeing case study

GB mrs leaflet

This Understanding Society interview was conducted by:

Interviewer Name: _____

Interviewer No: _____

Date: _____

TNS is conducting this project as an 'MRS Company Partner', which can be verified by calling the MRS Freephone on 0500 39 69 99.

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The Market Research Society (MRS) is the professional body for market researchers. The MRS Code of Conduct regulates all market research activity in the UK, in compliance with Data Protection and Human Rights legislation.

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- To know the purpose of the interview
- To know who is interviewing you: Interviewers always carry the MRS personal identification card to identify themselves, this gives the interviewer's name, photograph and organisation
- To end the interview at any point
- To know that any personal information provided will only be used for the purposes about which you have been told

The information that is collected is strictly controlled and used only for research purposes, so you can be assured that taking part in our interview will not result in any subsequent sales or promotional activities by third parties.

For more information on the Market Research Society, contact:

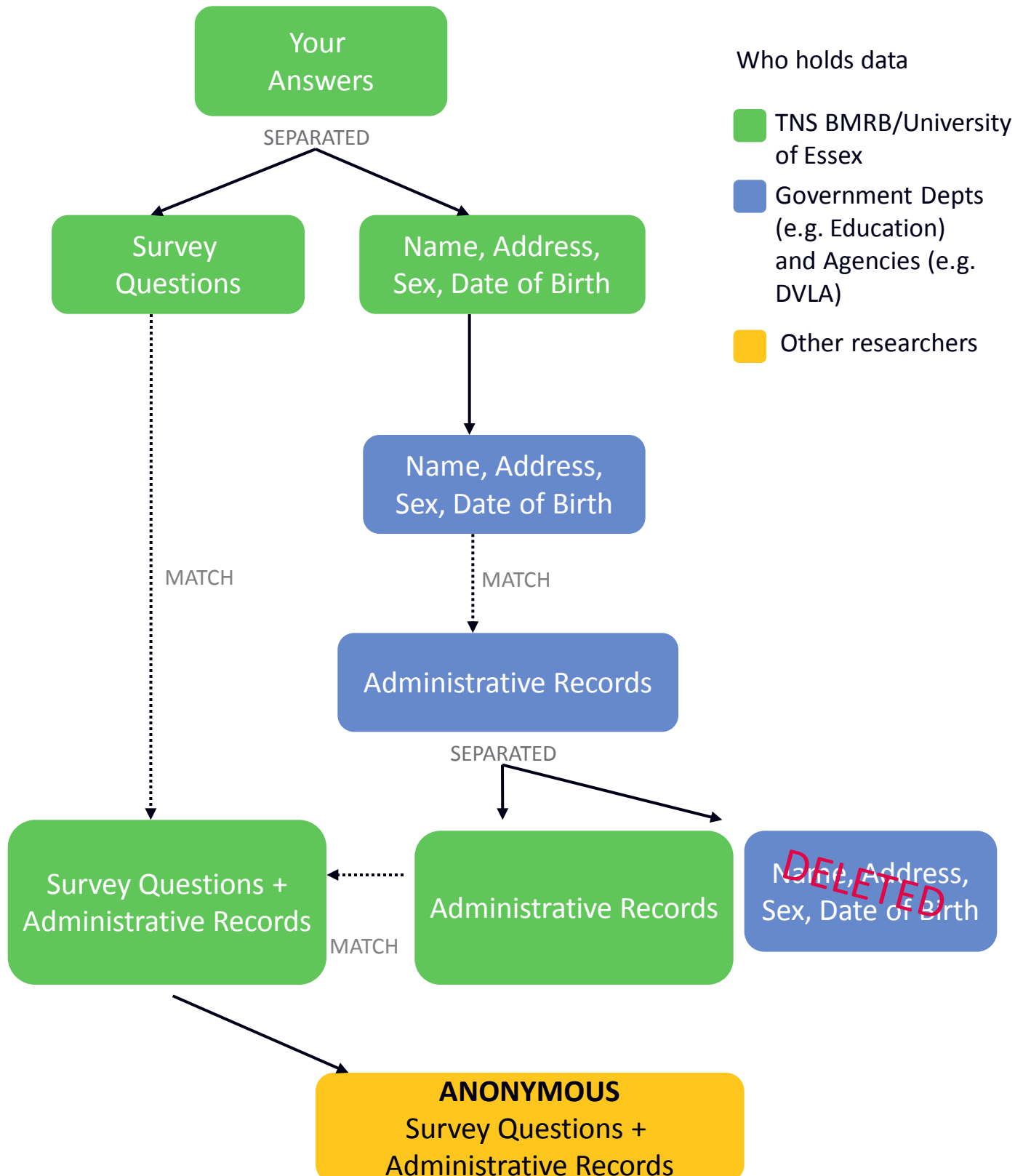
The Standards Manager, Market Research Society, 15 Northburgh Street, London EC1V 0JR Telephone: 020 7490 4911 email: codeline@mrs.org.uk or visit website www.mrs.org.uk

TNS is compliant with the following standards and legislation: The 1998

UK Data Protection Act, The Market Research Society (MRS) Code of Conduct, ISO 20252, ISO 9001 and ISO 27001.

Consent flowchart

Data Flow for Administrative Records



COA card

Moving home? Take us with you

www.understandingsociety.ac.uk
contact@understandingsociety.ac.uk

FREEPOST RRXX-KEKJ-JGKS
Understanding Society, University of Essex
Wivenhoe Park, Colchester, CO4 3SQ



Your continuing participation is very important to us. Please let us know if you move by updating your details on the *Understanding Society* website at **www.understandingsociety.ac.uk**, alternatively you could call us on **Freephone 0800 252 853** or return this card in the **Freepost envelope** (no stamp needed). To say thank-you we will send you a £5 voucher.

Name: _____

MOVING TO...

PID: _____

New Address: _____

MOVING FROM...

Home phone: _____
(inc STD code)

Postcode: _____

Mobile: _____

Postcode: _____

E-mail address: _____

Date of move: _____

Please let us know who will be living with you at your new address. Please list their full names below as we may like to ask them to take part in *Understanding Society* in the future. If possible, please provide their mobile number.

Name: _____

Mobile: _____

Name: _____

Mobile: _____

Name: _____

Mobile: _____

Name: _____

Mobile: _____

GB info leaflet



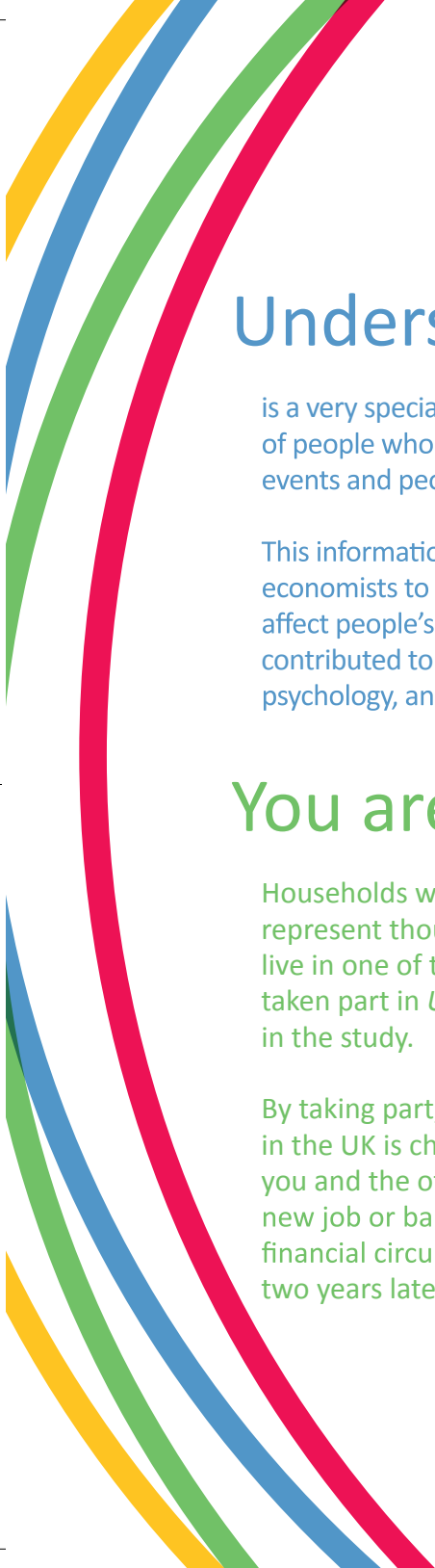
Understanding Society: Information for Participants



KANTAR PUBLIC

NatCen
Social Research that works for society





Understanding Society...

is a very special study that follows the lives of tens of thousands of people who live in the UK, collecting information about the events and people that affect them.

This information is used by social scientists, policy makers and economists to help make better decisions about things that affect people's lives. In the past, studies like this have contributed to changes in the law, given insights into human psychology, and helped doctors treat illnesses more effectively.

You are important to us

Households were chosen to take part in this study to represent thousands of other people living in the UK. If you live in one of those households, or with someone who has taken part in *Understanding Society* before, you can take part in the study.

By taking part, you are helping to create a record of how life in the UK is changing and what impact those changes have on you and the other people you live with, for example, how a new job or baby affects your health and well-being, your financial circumstances and personal relationships a year or two years later.

What do I have to do?

To join in, all you have to do is answer some questions about your life and your opinions. If you are already a member of the study you will be familiar with most aspects of the interview. The interview will take approximately 45 minutes to an hour, depending on your circumstances. It will cover some of the key areas of your life such as health, employment, retirement, personal relationships, friends and family, childcare, and leisure activities.

Do you just want to talk to me?

We would like to talk to everyone aged 16 and over who lives in your home. With parents' consent, we would also like young people aged 10-15 to fill in a short questionnaire.

Are you new to this household?

You are being asked to take part because you are now living in the household of someone who has previously taken part in the study.

Without your input, we won't be able to gain a complete understanding of how household and family circumstances may be changing.

What do I get out of it?

Each person in the household who takes part will receive a High Street voucher that can be used at a range of retailers. Young people aged 10-15 who complete a self-completion questionnaire will receive a £5 High Street voucher. As a member of *Understanding Society* you will also have access to study findings and research updates.

Is the study confidential?

Yes, we always take great care to protect the confidentiality of the information you give us, in accordance with the Data Protection Act. The results of the study will be used for research purposes only. You can ask to see your details at any time or to have them removed from our database. The data is and will remain anonymous – it will be impossible for anyone to identify you or your household from the study's results.

Who is doing the research?

Researchers at the University of Essex are running *Understanding Society* together with Kantar Public and NatCen. Funding has been provided by the Economic and Social Research Council (ESRC).

How do I find out more?

If you'd like some more information on the study: visit www.understandingsociety.ac.uk, email contact@understandingsociety.ac.uk, call the University of Essex on Freephone 0800 252 853 or write to FREEPOST RRRX-KEKJ-JGKS, Understanding Society, University of Essex, Wivenhoe Park, Colchester, CO4 3SQ. We'll be really pleased to hear from you.

GB info leaflet



Understanding Society

0800 015 2908

www.understandingsociety.ac.uk

contact@understandingsociety.ac.uk

Interviewer instructions

Understanding Society

Interviewer Instructions Innovation Panel 10

Covering elements that are specific to IP10
TO BE USED IN CONJUNCTION WITH CORE
INSTRUCTIONS



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1. INSTRUCTIONS SPECIFIC TO IP10

How to use these instructions

Understanding Society is now a well-established study with many of the fieldwork procedures common across several waves including a core panel of dedicated interviewers who have worked on multiple waves. In order to reflect this, the interviewer instructions will consist of a CORE set of generic instructions which are common to all current waves of fieldwork PLUS a separate set of instructions that are SPECIFIC to the wave you are working on. This document covers instructions specific to Innovation Panel Wave 10 (IP10).

Unless described otherwise in these instructions all processes and procedures should follow those outlined in the core instructions (see separate CORE document).

If you are working on multiple waves please ensure you use the correct documents and instructions for each specific wave.

Queries

Please contact your Regional Management Team if you have any queries regarding your assignment and general fieldwork processes. **Your Regional Team should be your FIRST POINT OF CONTACT.**

If you are having technical difficulties please contact the CAPI Helpline on

Kantar interviewers: 0800 015 2103

NatCen interviewers: 01277 690200

Sample members can call the TNS Freephone 0800 015 5128 to speak to someone about your visit. This number (printed on the Understanding Society interviewer card) is staffed 9am – 5pm Monday to Friday. Outside these hours, an answer phone service operates.

Interviewers should NOT be calling this number *under ANY circumstances* as it goes to ISER and is for sample members only.

2. KANTAR AND NATCEN CONSORTIUM

A consortium has been developed with NatCen Social Research to deliver Waves 9 – 11 including the Innovation Panels (IP10 – IP12).

Combining field forces allows the most experienced random probability interviewers in the country to work on Understanding Society as well as allowing a greater number of interviewers with Understanding Society experience to increase interview continuity.

Assignments have been allocated between the two field forces in a way that will best help us maximise the response rate for the face-to-face interviews. This ensures we make the best use of interviewers from across the consortium who have a strong track record of performance on Understanding Society and who perform best in relation to their allocation of work.

2.1 Division of face-to-face fieldwork

All IP10 face-to-face fieldwork in England and Wales will be shared evenly between Kantar and NatCen. Kantar will be responsible for fieldwork in Scotland.

2.2 Telephone interviews

NatCen's Telephone Unit will conduct **all** CATI mop-up interviews used to improve the response rate towards the end of fieldwork.

3. FIELDWORK DESIGN

3.1 Mixed-mode design

The fieldwork for IP10 follows a **mixed-mode** design, similar to that used for Wave 9.

All issued longitudinal households are allocated to one of two sample groups:

1. CAPI-first
2. WEB-first

The CAPI-first group is initially invited to take part face-to-face. The WEB-first group is able to take part online.

It is very likely that your assignment will contain both households from the CAPI-first group and the WEB-first groups. You will need to be aware of which group your households are in. The Sample Information Sheet (SIS) will clearly indicate which group a household is allocated to. More details about these two sample groups can be found in Chapter 3.

3.2 Refreshment sample

There will be a new refreshment sample at IP10; these households will be new to the survey and thus will require 'starting from scratch'.

Information on how to work the refreshment sample can be found in Chapter 12.

3.3 Fieldwork

IP10 fieldwork will run over late spring and summer 2017. Face to face fieldwork begins in early May for the refreshment sample and early June for the longitudinal sample.

3.4 The interview

The IP10 questionnaire is made up of three parts:

- Household grid;
- Household questionnaire;
- Individual questionnaire.

The main topic areas covered are:

Household questionnaire

- Structural characteristics;
- Tenure;
- Fuel types;
- Consumer durables;
- Expenditure;
- Deprivation;
- Financial investments;
- Household vehicles.

Individual questionnaire:

- Demographics;
- Educational aspirations for young people;
- Family background, ethnicity and religion;
- Health and disability;
- Family relationships (partnerships, fertility, childcare)
- Personal history and changes in circumstances (partnerships, fertility, education, employment);
- Consent to link information collected to Electoral Register records;
- Employment details;
- Unearned income, benefits, pensions, household and joint finances;
- Benefit unit finances;
- **CASI**: Health;
- **CASI**: Satisfaction;
- **CASI**: Young adults;
- **CASI**: child development;
- **CASI**: non-resident relationships;
- **CASI**: Mobile device use;
- Consent to link to employer records;
- Contact details and stable contact;
- Interviewer observations.

At one point in the survey, the CAPI script will instruct you to pass the laptop to the respondent to complete a self-completion section (CASI).

Please note that there are **no translated scripts for IP10**. There are also no formal processes for household translators but you can use

another household member to assist with translations where there are any difficulties in understanding the English wording. In these cases, please be aware of any parts of the questionnaire that may be sensitive and use your judgment accordingly.

3.5 Youth self-completion booklet

At IP10 all children aged 10-15 are eligible for a **green** paper self-completion booklet.

4. THE IP10 SAMPLE

At IP10 you will be revisiting a mixture of households in the established Innovation Panel sample (longitudinal households), and new households issued for the first time at this wave (refreshment households). The longitudinal sample includes both productive and unproductive households from previous waves of the Innovation Panel.

All longitudinal households have taken part in the study before. Some households have been part of *Understanding Society* since the first wave of the Innovation Panel (IP1). Other households were introduced to the sample at IP4 or IP7.

4.1 Mixed-mode sample design

IP10 has a mixed-mode sample design; the three modes are: **CAPI** (F2F), **CAWI** (WEB) and **CATI** (TEL). Modes will be used to complement and support each other as described below.

4.1.1 WEB-first households – longitudinal sample only

There is an initial four week period of **web-only fieldwork**, during which respondents in WEB-first longitudinal households are able to complete the survey online. **This is before any IP10 longitudinal CAPI interviewing starts.**

Respondents receive an invitation letter inviting them to take part online. This letter includes their unique login details for accessing the survey and their incentive if they were a productive household in IP9 (last wave non-responding households receive incentives only upon completion). Where we have valid email addresses for sample members, they also receive an email inviting them to take part online with a link to the survey.

Towards the end of the web-only period, respondents who have not completed the survey online are sent a reminder email (where we have a valid email address) and a reminder letter. The letter informs respondents that they can still complete online, but that a face-to-face interviewer will be visiting them soon to offer them the chance to take part via CAPI.

Respondents who have not completed the survey online by the end of the web-only fieldwork period are then allocated to CAPI fieldwork and form

part of your assignment. You will need to attempt to contact and interview these sample members and any new entrants to their households.

Respondents are still able to complete the survey online after CAPI fieldwork starts. If they wish to do so, you can help them by making sure they have their login details and know how to access the survey.

You will need to follow these and all addresses in your assignment until a final outcome is coded.

4.1.2 CAPI-first households

CAPI-first longitudinal households are included in your assignment. They are sent an advance letter shortly before the beginning of CAPI fieldwork, informing them that an interviewer will be calling soon. This letter includes their incentive for households that were productive at IP9. For non-productive households at IP9, the letter will mention that they will receive their incentive if they take part this year.

If any respondents in this group express a preference to complete their interview online before the re-issue stage, you can facilitate this by giving the web address (which is printed on your interviewer card) and their login details contained in the SIS and in the AddInfo screen.

If CAPI-first households do not take part face-to-face during the CAPI fieldwork period they will be invited to take part online during a two week mop-up period at the end of fieldwork.

All refreshment sample households will be CAPI-only and fieldwork for these households will start in early May, around a month before the CAPI longitudinal fieldwork starts. The following table outlines the fieldwork phases.

Sample group	CAWI opens	CAPI fieldwork start	CAPI fieldwork ends
Longitudinal sample – CAWI first	w/c 8 th May	w/c 5 th June	w/c 11 th Sept
Longitudinal sample – CAPI first	n/a	w/c 5 th June	w/c 11 th Sept
Refreshment sample	n/a	w/c 8 th May	w/c 11 th Sept

See chapter 14 for more details on working the refreshment sample.

4.2 Your assignment

You are responsible for managing and monitoring progress for **all individuals in all households** in your assignment through to allocation of a final outcome. This includes both CAPI-first and WEB-first households.

Please note that your WEB-first households in your assignment may be:

- Un-started households – where no online interviews have been completed
- Partial households – where some but not all adults have completed their interview
- Partial adult interviews – where someone has started but not finished their interview online. For these the CAPI interview will start at the section where they left the CAWI interview.

If a WEB-first household is fully complete before face-to-face fieldwork starts (i.e. if the HH grid/HH questionnaire are completed and all eligible adults have already completed their interview), this household will not appear in your eReps grid. This is because there is no further work for you to do with this household.

4.3 Keeping track of CAWI completions

To identify the status of WEB-first households in your assignment you will need to access **the ‘status summary’ screen at Screen 0**. Screen 0 will show the status of all individuals in the household (e.g., whether not yet

started, complete or partially complete). When you return to the eRep grid from the ECS, outcomes will be updated for any newly completed cases. Outcomes for both CAWI and CAPI individuals will be shown.

It is vital that before setting out to interview any WEB respondents you check the 'summary 'status' screen in Screen 0 for any updates. Because the CAWI option remains available throughout the fieldwork period, participants in the Web sample may complete their survey at any point during that time. It is equally important that you send your contact information back to us electronically **at the end of each working day** so as to minimise the chance that respondents go online to complete or finish a web interview.

If you call at a household where you believe there are interviews outstanding yet the respondent(s) say they have completed in CAWI you should contact your Regional Team (after checking the status summary screen).

NatCen Interviewers: section 5.9 of your technical instructions shows you how to check for CAWI progress.

4.4 Mop-up period

At the end of the CAPI fieldwork stage, there will be a CAPI reissue stage followed by a CATI and CAWI mop-up stage. The CATI mop-up will be managed by NatCen.

4.5 The CAWI survey

Occasionally, you may be required to assist respondents in accessing the CAWI survey. The web address to log in to the survey is:

www.understandingsociety.ac.uk/society

Each individual sample member has their own username and password. You can find these on the SIS and in AddInfo. Respondents in WEB-first households will have also been sent their username and password in their advance letter.

The login page is shown below. Respondents enter their username and password, then click the 'Next' button (>) to continue

If you are unsure how to guide the respondents on technical issues they may raise, please get in touch with the Helpline. The respondent helpline number and email address are shown on every screen in the survey.

Please log in to begin

Thank you for taking part in the web survey for Understanding Society. Each member of your household will have received a username and password in the letter we sent. Please enter your username and password into the boxes below and click > to proceed.

Username

Password

Got a question?
Call: 0800 015 2908
help.understandingsociety@tns-bmrb.co.uk

FAQs > 

Find out more > 

Contact Understanding Society 

4.6 Summary of your responsibilities

Throughout your fieldwork assignment you will be responsible for:

4.6.1 CAPI-first sample:

- Contacting households and individuals and conducting CAPI interviews;
- Enabling CAWI where this is a stated preference among respondents in longitudinal households, by giving individuals their CAWI username and password and providing support

4.6.2 WEB-first sample:

- Monitoring and following up CAWI completions in your assignments by viewing the 'status summary' screen by accessing Screen 0. You will not need to conduct interviews with individuals or households that have completed their CAWI interviews online;
- Contacting households and individuals and conducting CAPI interviews with those members of the WEB-first sample who haven't completed their interviews online;
- Picking up and completing any interviews that have been started in CAWI but are incomplete;

- Reminding WEB-first sample members that they can complete their interview in CAWI (until the end of the fieldwork period);
- Enabling CAWI where this is a stated preference, by reminding individuals of their CAWI username and password and providing support

4.7 Notifying the police

It is no longer necessary to notify the police that you are working in the area.

5. EXPERIMENTS

A key feature of the Innovation Panel is experimentation. The study is designed to improve the way that social surveys are run and the quality of data collected. It does this by incorporating into its design some experimental variation between different groups of participants. Analysing the data from the interviews with these different groups will allow us to assess the effect and relative merits of the different approaches. A number of the experiments are continuing from previous waves to allow longitudinal assessment of effects.

The allocation into experimental groups is usually done at the household level. That is, all eligible adults in a household will receive the same treatment for any given experiment. This also includes any new entrants or re-joiners to issued households. Similarly, respondents in split households will be allocated to the same treatment groups as those in the originating household.

5.1 Procedural experiments

IP10 includes a number of experiments which will help us improve our understanding of how different survey processes and contact methods can improve our ways of getting – and keeping – in touch with participants, collecting self-completion data and securing participant co-operation. These experiments are described below.

5.1.1 Mixed modes experiment

This experiment has been ongoing since IP5 and involves offering and encouraging a proportion of the longitudinal households the possibility of completing the questionnaire online before F2F fieldwork commences. The rest of the sample will be approached F2F in the first instance. This will allow estimating of the take-up of the WEB instrument and the impact of this mode on response rates and costs of the survey.

5.1.2 Incentives experiment

The IP10 incentives experiment has been running since IP1. The experiment assesses the impact of incentives on response rates, efficiency of fieldwork and costs.

For the longitudinal sample, incentives in the form of a pre-activated Love2Shop High Street gift card are sent in the advance mailing to last wave responding households and are given per adult rather than per household. For existing sample members, an advance letter is sent to every adult in the household containing their individual incentive. For last wave non-responding households, incentives are **conditional upon completion of the survey**; therefore no incentives are sent in the advance letters. You will need to issue an incentive to each individual interview upon completion of the interview.

For new entrants to the survey, if the household grid is completed face-to-face then the interviewer gives the new entrant their incentive upon completion of their individual interview. If the household grid is completed online, the new entrant's incentive is mailed to them. In both cases, the incentive amount is the same as given to other members of the household.

For the IP10 CAPI refreshment sample a £10 incentive is sent in the advance letter addressed to the occupier. At the end of each individual interview (after you have completed the household grid) you will check with the respondent whether they received a letter with a voucher; if they say they haven't you will give them an incentive upon completion of the interview.

For IP10, CAPI-first sample members who were part of the original sample at IP1 or who were introduced at IP4 or IP10 will all receive £10. Households first introduced to the sample at IP7 are divided into three roughly equal groups receiving £10, £20 or £30 – they will receive the same amount as given at IP7 (the amount will be noted on the SIS).

The remaining WEB-first sample members are also divided into three roughly equal groups. Two groups will receive £10 and £30 respectively. The third group will receive £10, plus an additional £20 each if everyone in the household participates online by a specified date.

5.1.3 Advance letter wording experiment

A new experiment for IP10 is around the wording of the advance letters to test a theory that requests based on avoiding a negative outcome are more likely to achieve compliance than requests based on achieving a

positive outcome. Households in IP10 will have been allocated to receive an advance letter with either positive outcome wording or negative outcome wording.

5.2 Questionnaire experiments

Some of the IP10 questionnaire content is also experimental in design; essentially we are trying out different ways of asking the questions. As an interviewer you should simply follow the CAPI interview which automatically routes you (or the participant in the CASI section) to the correct questions, but it may be useful to be aware of the experiments and the rationale behind them.

Some experiments test how question wording affects measurement, to find out which approach yields the most accurate/complete/reliable answers. The different versions of wording are allocated across the sample and interviews and, in order to ensure the experimental design is followed as intended, it is very important to follow the best practice procedures on **standardised interviewing** covered in basic training.

These are:

- you must read the questions from the CAPI screen carefully and **exactly as scripted**;
- use only **neutral probes** to identify the intended response option;
- say “whatever it means to you?” or repeat the question where the respondent is unsure about question meaning, words in the question etc.;
- retain a **professional rapport** at all times.

The following sections give a brief overview of each questionnaire experiment included in IP10.

5.2.1 Twitter Consent

This is new experiment for IP10 with the aim of exploring feasibility and practicality of linking survey data to social media data. There will be two questions for this experiment, the first asks all respondents if they have a personal Twitter account and the second asks, to those who say they do, if they are willing for their Twitter information to be linked with their answers for this survey. The intention of this experiment is to develop an understanding of consent rates and profile, to create ‘new’ survey variables using social media data, and to explore the ethical issues around

accessing data, managing information and making it available in anonymised formats to researchers.

5.2.2 Joint Finances: financial management and perceptions of ownership of money within couples

This experiment compares two ways of asking couples about their financial management and perception of money ownership. The wellbeing of individuals within couple relationships depends upon their access to household resources. Different approaches to managing finances within a couple can affect the ability to access money. The aim of this experiment is to enrich understanding of access to resources within relationships, and enable the evaluation of different approaches to ascertaining this information.

Two conditions are included to compare measures, to identify differences in outcomes and which measures best capture couples' financial management and perceptions of money. There is a random allocation of two conditions for this experiment. Each adult in a couples in households randomly allocated to the first condition are asked only one question each, asking about how joint expenses are shared, with a response option included about shared money. Couples in households randomly allocated to the second condition are asked as set of eight questions surrounding management and perceptions of money in the relationship - all measured on a five-point scale ranging from strongly agree to strongly disagree.

5.2.3 Improving consent to link to the electoral register

This new experiment aims to test ways of asking for consent to link survey data to the electoral register. There will be two wording versions for the requests. The second version includes a short pre-amble about the reasons why the information is useful.

5.2.4 Improving identification of non-resident parents and reasons for separation

Identifying children who do not reside with parents, and parents who do not reside with the other parent or their children has been difficult in many household surveys. This experiment explores ways to improve such identification through two connected research questions:

1. How (far) can we improve the number and representativeness of non-resident parents who self-identify as such
2. What is the best way of asking separated parents about why they separated

Two question modules which have been used in the past in the Innovation Panel have been adapted to capture information on non-resident parents. Both of these modules, Fertility History and Family Networks, will be asked of all respondents using a within-respondent design. Respondents will be assigned to one of two conditions which rotate which one of these modules is asked first. That is, half of respondents will be asked Fertility History first, with the other half asked Family Networks first; later in the survey respondents will be asked the other module. Both modules have been adapted to expand questions on children not residing in the household, including separation of biological, step-, and adopted children.

After whichever module is asked first, respondents will be asked a series of questions about each non-resident child identified (e.g. name, DOB). After the second module, a summary screen of the children identified in the first asked module will be presented, and any discrepancies identified based on the second module asked will be reconciled, by either removing children incorrectly identified, updating the information previously provided, or adding new children not identified in the first module asked. For any updated children, the questions about information about the children and reasons for separation from the child's other parent will be asked.

Below is an example of the summary screen shown after the second module:

	Name	Sex	Date	Month	Year
Child 1	Jason	Male	1	January	2012
Child 2	Larissa	Female	2	February	2015

Earlier you told me you had 2 children under 18 not living with you, while based on what you have just told me, you have 0 children under 18 not living with you.
Please take a look at this summary and confirm that each child is under 18 and living outside of this household.

[HELP](#)

☒ All of this information is correct
☐ Yes, but I need to add another child to this list
☐ No – please edit the details that are incorrect

5.2.5 Grid design in mobile surveys

This experiment aims to explore the effect of grid designs in mobile devices on data quality. The objective of this experiment is to compare the standard static grid design, with an alternative dynamic grid design. Dynamic grids present the response options as a constant display aligned below a question of the set normally in a grid. When a response is selected, the response options remain unmoved, but the question dynamically changes to the next question of the set and so on. The dynamic grid is intended to better control for the possible visibility and usability issues. This experiment is applied to two self-completion modules already carried in the IP that use several grids, SF-12 (Health) and Mobile Device Use. As these are both self-completion, those in both web and face-to-face conditions will be included.

Respondents will be assigned to the experiment individually, not at the household, within the course of the questionnaire. There will be a random assignment of grid-type at the start of each module included in the experiment, independent of the other assignment. The expected distribution will be that $\frac{1}{4}$ of respondents get each of the following combinations for the two modules: static-static; static-dynamic; dynamic-static; and dynamic-dynamic.

Following these grids respondents are asked how easy they found it to answer these questions based on the format used. Those who said they found difficult are then asked for their reasons for this.

Below is an example of a static grid:

Test - v43

In general, how concerned would you be about the security of **financial** information, such as your income and expenditure, that you may be asked to provide in the following ways?

	Not at all concerned	A little concerned	Somewhat concerned	Very concerned	Extremely concerned
Face-to-face with an interviewer	☒	☐	☐	☐	☐
Over the telephone with an interviewer	☐	☒	☐	☐	☐
In a postal questionnaire	☐	☒	☐	☐	☐
Using a desktop computer / laptop to complete an online questionnaire	☐	☐	☐	☐	☐
Using a smartphone to complete an online questionnaire	☐	☐	☒	☐	☐
Using a tablet to complete an online questionnaire	☐	☒	☐	☐	☐

< || >

And below is an example of a dynamic grid:

Test - v8

In general, how concerned would you be about the security of **financial** information, such as your income and expenditure, that you may be asked to provide in the following ways?

Using a desktop computer / laptop to complete an online questionnaire

Not at all concerned

A little concerned

Somewhat concerned

Very concerned

Extremely concerned

☐ Don't know
 ☐ Don't want to answer

< || >

5.2.6 Audio recording of the consent to link to DWP benefits data question

One question will be recorded in IP10. This is the question asking respondents if they consent to have their survey data linked to their DWP

benefits data. Only respondents who haven't been asked before or have refused once in the past will be asked this question. The intention of recording this is to help in research on the reasons people give for consenting or not consenting to data linkage, and what questions they ask. Permission to record this question will only be asked at the start of the interview to those who will be asked the consent question, which in turn appears much later in the survey.

6. ADVANCE MAILINGS

6.1 Continuing sample members

Advance letters are sent to all sample members eligible to take part in the survey this year. For last wave responding households, advance letters include the respondent's incentive (£10, £20 or £30). For last wave non-responding households advance letters will not contain incentives (incentives are conditional upon completion at IP10), while for the refreshment sample a £10 incentive will be sent in a letter addressed to the occupier. For sample members in WEB-first households, the advance letter also includes their unique username and password, as well as instructions for logging into the CAWI survey.

In your workpack, you will receive a generic advance letter which you can use on the doorstep, for example, with new household members or those who say they did not receive an advance letter.

Please refer to core instructions for further details on advance mailings.

6.2 New entrants

For WEB-first respondents, where a new entrant is identified by a household grid that is completed online, the office will send out an advance letter containing their login details.

If you identify a new entrant by completing a household grid face to face, please go ahead and conduct the interview in CAPI. If the new entrant insists they would prefer to complete the interview online you can provide them with a username and password from the AddInfo. You will need to have completed the Household Grid and synchronised first. In these cases there will be a delay of one working day before the new entrant is able to log in, so it may be advantageous to encourage a CAPI interview.

An example of the advance letter is shown on the next page.

IP9 Advance letter example



Dear Sir/Madam

A chance to influence decision making.

I would like to enlist your help. The Understanding Society survey helps researchers and policy makers understand the changes in the needs of the country. By taking part, you'll be helping to influence the decisions made by everyone from government ministers to local councillors.

An interviewer will soon be in touch with you to arrange a convenient time to talk to you. The interview will last between 40 minutes and an hour, depending on your circumstances. On the day, the interviewer will be carrying photographic identification.

Your participation is entirely voluntary, but we do hope you'll be able to help. By taking part, your voice is heard. If you have any questions, please call us on 0800 015 0655 or contact us at understandingsociety@rns-bmrb.co.uk.

With many thanks



Professor Michaela Benzaval
Director, Understanding Society
Institute for Social and Economic Research
University of Essex

We need your help

We'll arrange a time

Complete the survey

Find out more

Contact us:
Participant helpline
(Colette):
0800 252 853
Web:
understandingsociety.ac.uk
Email:
contact@understandingsociety.ac.uk
You can also follow us on
Twitter @usociety.

©131809 / Letter 137 / General

Why are you important to us?

You make the survey more complete and useful. Without you, the study is less complete.

You have been specially selected to help us make sure that Understanding Society accurately represents experiences of all types of people. This way, we can see how factors such as the economy or housing affect lives across the whole of the UK.

Your participation is crucial to the success of the study, its value to researchers and accuracy of their research findings. If we lose you, we can't replace you.

What is the study about?

Understanding Society is a long-term study that helps us find out about the issues that matter to everyone. How is the recession affecting you? Are you happy with your local services and facilities? Are your health care requirements being met?

The information we collect is used by academics and researchers to inform policy debates on issues that matter to you.

Why do you interview young people?

Young people's opinions matter to us, too. If there are young people aged 10-15 in your household, we hope that they can complete their part of the survey. We'll ask them about their hobbies, friends, school life and hopes for the future. Each child that takes part will receive a £5 voucher.

6.3 Advance emails

For the WEB-first sample members where email addresses are available we also send **tailored emails**. These contain a unique link that takes them straight into the questionnaire. This is an important advantage over typing in the Web address and then the username and password. It is another reason why it is **very important to prompt for email addresses and ensure that they are recorded correctly during the interview**.

An example of the email text is below:

We can't do without you, <NAME>.

I would like to ask you again if I can enlist your help. The Understanding Society helps track changes in our lives and needs. By taking part, you'll be helping to influence decisions at a local and national level on issues that matter to you.

You can complete this year's survey online. Just click [here](#).

<Click to Start the Survey>

To say thank you for your help, if you are able to take part this year, we will send you a £10 voucher.

Your participation is entirely voluntary, but we do hope you'll be able to help. We rely on the contribution you make. If you have any questions, please [email Colette](#). You can also find out more about the survey [here](#).

Many thanks,

*Professor Michaela Benzeval
Director, Understanding Society
Institute for Social and Economic Research
University of Essex*

6.4 Additional items in the mailing

In addition to a letter, the advance mailing will include the following items:

- Incentive (£10, £20 or £30 gift card) for those in the unconditional incentive groups;
- Personalised Change of Address (COA) card (see core instructions);
- Freepost return envelope.

6.5 Reminder emails

Respondents in the WEB-first group will be sent up to two reminder emails periodically throughout the fieldwork period.

The reminder email reads as follows:

<NAME>, your help is still needed.

You may remember I emailed you recently asking for your help in this year's Understanding Society survey. There's still time to take part, and by doing so you can help influence decisions at a local and national level on issues that really matter to you. We hope you can take part this year. If you have already completed the survey then please ignore this message.

You can complete the survey online by clicking [<here>](#).

<Click to Start the Survey>

*Many thanks,
Professor Michaela Benzeval
Director, Understanding Society
Institute for Social and Economic Research
University of Essex*

7. IP10 INCENTIVES

For general information about administration of incentives please refer to core instructions.

7.1 Incentive amounts

Not all sample members at IP10 receive the same incentive amount. See Section 4.1.2 for more details on the Incentives experiment.

All members of a household are allocated to the same incentive group. That means that all members of a household should receive the same incentive amount. This includes rejoiners, new entrants and split-off households.

7.2 When to issue incentives

The majority of adult participants will receive their incentive as part of their advance mailing. For others you will be required to hand out the incentive and will be provided with a supply of gift cards as part of your fieldwork kit. Those who you will need to provide gift cards to include:

- **New entrants/re-joiners** will not have received an incentive in the advance mailing and you will be required to issue a £10, £20 or £30 gift card (depending on the household's incentive group). You will be prompted to hand out the incentive at the end of the CAPI script – this will also tell you the value of the incentive. Everyone in a household is in the same incentive group. Please note that incentives for new-entrants are always conditional so are only to be issued where they have completed an interview.
- **For the refreshment sample**, an advanced letter with the £10 incentive is sent addressed to 'The Occupier'. At the end of the interview you will ask the respondent whether they received an advance letter with a gift voucher, if they say yes you will be prompted to close the interview; if they say no you will be prompted to hand out the incentive at the end of the CAPI script.
- **10-15 year olds** should be issued a £5 gift card when you give them the youth paper self-completion questionnaire.

- Those in conditional groups (see SIS)

In addition there may be some respondents who should have received an incentive in their advance mailing who say they did not receive it. In these cases you will need to code at the end of the interview that they did not receive their letter and you should then issue them a gift card. Please let the participant know that it will take around 2 working days for the card to be activated.

Please make sure that you accurately enter the gift card code into the CAPI script when prompted.

No incentives are offered for proxy interviews.

8. CONTACTING THE HOUSEHOLD

General information about call patterns and contacting longitudinal households is in core instructions.

9. INTRODUCING THE STUDY

Please refer to core instructions for more details. For further information on how to introduce the survey to refreshment sample households please refer to chapter 13.

For some frequently asked questions and answers, please consult the '*Understanding Society: Information for Participants*' leaflet and also refer to the 'Introduction' of these instructions for the background information on the study.

10. WHO TO INTERVIEW

10.1 Eligible adults aged 16+

The CAPI script determines the eligibility of individuals once you have completed the Household Grid. Generally, you will be interviewing **everyone aged 16+ who is part of the household**; regardless of whether or not they have been interviewed previously i.e., they could be a new entrant to the household or a re-joiner.

Please refer to core instructions for more details.

10.2 Children aged 10-15

You will also give out **green** paper self-completion booklets to young people (aged 10-15).

Please refer to core instructions for more details.

For web interviews, a self-completion questionnaire will be posted out from the office for any eligible young people, once the household grid has been completed. Therefore, if you are visiting any partially complete web households, you may find that the youth questionnaire has already been received. Please carry spares just in case.

11. MOVERS AND SPLIT HOUSEHOLDS

For the longitudinal sample you may find that, since the previous wave, some households have moved, and some households have split, i.e., not everyone in the household from the last wave lives together any longer.

Possible scenarios, and how to deal with them are in core instructions.

12. THE ELECTRONIC CONTACT SHEET (ECS)

12.1 Introduction to the Electronic Contact Sheet

Please refer to core instructions for more details.

It is important that you record **every** contact made with an address on the ECS.

The information you record on the ECS needs to be sent back to us electronically **at the end of each working day**. You should also send back any audio files from completed interviews as instructed by your field manager (see Section 4.2.6 for further details on the audio recording experiment).

The addresses in your assignment are listed on the eReps grid.

To enter call details for an address you should click on the address line and press the 'Start Screener/Int' button. **You should always start the interview via screen 0 to complete the household grid before doing anything else.** If you receive a new telephone number in screen 0 (q14 as part of ECS), this will now be displayed in eReps. It can be found in additional info> newaddress2_Telephone for the individual concerned.

The household grid, household questionnaire and status summary screen are on screen 0.

Individual interviews are completed on screen 1 onwards (one screen per individual) with potential re-joiners appearing on screens 17 onwards.

12.2 Final outcome codes – main adult interview

Please refer to core instructions for more details.

Remember you must report a Final Outcome Code for each of the addresses that have been issued to you – whether or not you have actually achieved an interview.

A Final Outcome Code should only be completed after you have made ALL your calls at an address.

If you obtain an interview at the sample address the ECS should automatically populate a full/partial interview outcome in the eReps grid.

12.3 Interim codes

Please refer to core instructions for more details.

Every call at an address must be recorded with either an interim or a final outcome code depending on which is appropriate. **If an individual/household intends to complete online, this is an interim outcome.**

A full list of outcome codes is given in Chapter 21 below.

12.4 Observations at issued address

All questions in this section should be answered **before** making contact with the address and **not** changed once completed.

The following rules apply for completing observation questions:

- If the whole household is completed online before the start of CAPI fieldwork you will not need to complete the observation questions (these serial numbers won't be in your EReps).
- If the household is incomplete you will need to answer these questions as you will be visiting the household to complete interviews with any outstanding sample members.
- If the whole household refuses or completes online after the serial number appears on your EReps then you should only complete the observation questions if you are in the area (within a 5 minute walk/drive).

You do not need to complete the observation questions for deadwood addresses. You should attempt to complete these questions for office refusals but do not make a special trip just to complete the observation questions for households you know you will not be doing any interviewing at.

13. WORKING THE REFRESHMENT SAMPLE

For the refreshment sample you will be issued 8 fresh sample addresses to work prior to the longitudinal sample. Most interviewers will have both refreshment sample and longitudinal sample addresses to work.

Refreshment sample addresses will be issued around 4 weeks before longitudinal sample addresses. This will allow you to make good progress on the fresh sample addresses prior to starting to visit your longitudinal sample.

Please note that to allow easier monitoring your refreshment sample addresses will be given a separate area code to your longitudinal sample addresses. However, both assignments will be in the same area and you can work both alongside each other once the longitudinal sample is underway.

We are targeting a 55% household response rate for the refreshment sample which means on average that we will need to achieve 4-5 productive households from the 8 issued. As always, you should try to get as many interviews as possible from the households issued.

Before coding a final 'no contact' outcome you must make at least 6 face to face visits to the address, on different days. These must include at least three visits on a weekday evening or at the weekend (and least one evening & at least one weekend).

13.1.1 Identifying deadwood in the ECS

When you log a first visit in the ECS you get asked whether the address is 'traceable, residential & occupied', if this is not the case the address is deadwood and you will be routed to the outcome screen to select the relevant unproductive outcome code.

13.1.2 Dwelling unit selection

In many of our studies if there is more than one dwelling unit at an address we randomly select just one to conduct the interviewing in. For the refreshment sample the procedure differs; we want to attempt to interview at up to three dwelling units so you should make contact with someone at the address to find out how many dwelling units there are.

For example, one of your addresses may be 15 Church Street. However, when you visit this address you find that it has recently been split into three small flats – 15a, 15b and 15c Church Street.

A dwelling unit (DU) is a living space with its own front door – this can be either a street door or a door within a property. Usually there is only one dwelling unit at an address. If there are two or three DUs at a property you will need to enter a unique description of each DU (e.g. flat number) into the ECS. You can use the serial you currently have to do the interviewing at one of these DUs, and you will need to wait until you are issued with additional serials for the other DU(s). Once you synchronise your outcomes the process of creating new serials for the other DUs will begin; you will usually need to wait 2-3 days for these to appear in your eRep grid.

You can choose which DU of those selected to start at (i.e. where to use the original serial). It makes sense to start at a household where you have already made contact – so you can conduct an interview / make an appointment straightaway.

If there are four or more DUs you will need to enter a unique description of each DU (e.g. flat number) into CAPI, the CAPI will select 3 DUs for you. You can use the serial you currently have to do the interviewing at one of these DUs and you will need to wait until you are issued with additional serials for the other three or more DUs.

Below is how the dwelling unit selection appears in the CAPI script:

DWELLINGS

INTERVIEWER: Three dwelling units have been selected for interview at this address:

- FLAT 1
- FLAT 2
- FLAT 3

If you are speaking to someone from a Dwelling Unit NOT listed above, thank them and let them know you do not need to speak to them any further.

You can use **THIS** serial to do the interviewing at **ONE OF THE ABOVE** dwelling units. You can choose which of these dwelling units you use this serial for below.

Your e-reps grid will be updated with another two dwelling unit serial numbers in the next two working days. Once this has happened you should use these new serial numbers to interview at the other dwelling unit(s).

WHICH DWELLING UNIT DO YOU WANT TO USE THIS SERIAL (973505) FOR?

- ☐ FLAT 1
- ☐ FLAT 2
- ☐ FLAT 3

In cases of addresses with more than one DU, the information in the Erep grid will be updated so that you can identify which serial is for which DU. The address line will be updated, and you can also hover over the postcode to see the full address and you can go into “Open all call history” to see further details.

When you go into screen zero after the DU has been selected a screen will appear also confirming which DU this serial is for:

Dwell

You should conduct the interviewing at the following dwelling unit: **FLAT/ HOUSE 1st floor flat**

You should conduct the interviewing with the following household: **Family 2**

13.1.3 Household selection

In some rare cases a dwelling unit may include more than one household.

You should count a group of people as a household if they:

- a) Share one meal per day; or
- b) Share living accommodation; and
- c) Have the same address as their main residence

For the refreshment sample we want you to attempt to interview at up to three households within each dwelling unit. The process works in exactly the same way as for DUs, the ECS will take care of the random selection if there are more than three households. If there are two or more households you can use the existing serial for one of these but you will need to wait until you have been issued additional serials for the other households.

13.1.4 Introducing the survey

Refreshment sample households will be new to the study so it is important to spend more time introducing the survey and encouraging participation. The ECS includes our suggested introduction to the study:

Good afternoon/evening. My name is [NAME] (SHOW ID CARD). I'm working on the Understanding Society study for the University of Essex. We recently sent a letter to this address about the study so I hope you were expecting my call.

IF NECESSARY:

The study covers important subjects such as your health, your neighbourhood, your opinions, your family and your job, and will create a lasting record of who we are and what we believe.

The information collected can inform Government policy and is used by academics, policy-makers and researchers working for charities and the voluntary sector in this country and abroad.

You will need to use your expertise and experience when introducing the study and highlight different areas of the study as you feel is appropriate. The case studies issued in your assignment packs are designed to help you with introducing the study and 'warming up' people to take part, please use them accordingly.

13.1.5 Interviewing complete households

All adults within households need to be interviewed. It is very important that as far as possible we obtain fully productive households where all adults are interviewed. In trying to obtain full household participation among refreshment sample households it is vital that you stress that this is a household study and that we are interested in how members of the household influence each other, for example how decisions about one person's work and working hours affect others in the household etc.

14. SAMPLE INFORMATION SHEET (SIS)

For the longitudinal sample, a Sample Information Sheet has been provided to you which contains extra information that may prove helpful when contacting the household and planning the interview. You have been given one SIS for each address in your issued longitudinal sample.

The SIS is based on the information from the sample member's last interview. However, as circumstances change, this information may be out of date by the time the case is issued to you.

You will receive one SIS for all longitudinal households in your assignment including all web-first households. If these households subsequently complete the survey online in the first four weeks of fieldwork you will not need to contact them and they will not appear in your ereps grid.

The SIS is for your own use only; it should not be shown to the respondents or anyone else. If you choose to write any additional confidential information about respondents on to the SIS, please ensure you take great care with it.

The IP10 SIS contains the following household information:

- Area code
- Serial number
- Final household outcome from IP9
- Mode allocation (CAPI-first or WEB-first)
- Whether stable contact details are available
- Day/time household questionnaire was completed at IP9
- Whether or not we believe the household may have split since they last took part

In addition, the SIS contains the following information about individual household members:

- Screen number
- First name
- Sex
- Age
- Working status
- Final individual outcome from IP9
- Mode of completion from IP9 (CAPI / CATI / CAWI)

- Whether or not they are likely to have moved
- Sample status (OSM / TSM / PSM)
- If there is a reason that individual should not be interviewed
- Incentive type
- Login details for online survey (username and password)

Please note that no information on the refreshment sample will be available in the SIS; household information for this sample will be contained on the Assignment Sheet.

Once you have fully completed your assignment, the SIS should be **confidentially** destroyed.

15. TRACING SAMPLE MEMBERS – LONGITUDINAL SAMPLE ONLY

It's vital that we re-contact and interview as many sample members as possible. We will follow and attempt to interview any sample member who has moved except those who:

- Have left the UK (they may be eligible at a later date if they return);
- Are in prison;
- TSM only households.

We will also attempt to locate untraced movers from IP9.

Please refer to core instructions for more details.

You are expected to make reasonable attempts to contact and /or trace the sample members; this may require more than one visit.

In general, if the household has moved to a new address within 15 miles of the original address, or is closer than that address to your own home you should attempt the interview at the new address (and be prepared to follow up further moves). You should check this with your Field co-ordinator if you are unsure.

15.1 Split-off households

Please refer to core instructions for more details.

Suspected split-offs will be included in the original IP9 household (rather than being put in a separate household) and this will be indicated on Sample Information Sheet (SIS) under the 'Suspected split-off mover?' heading.

For suspected split households, you MUST visit the original household first and confirm that the sample member is no longer resident at the address.

16. THE INTERVIEW PROCESS

16.1 Overview of data collection instruments

Please refer to core instructions for more details.

16.2 Planning your work/tracking progress

If you have a large household you are very likely to have to make multiple trips to complete all interviews and to collect youth self-completions.

16.3 Proxy interviews

Please refer to core instructions for more details.

16.4 Recording contact details

It is hugely important that we obtain and maintain as much contact information as possible about the respondents. One of the biggest challenges for longitudinal studies is finding people who have moved since their last interview. The more information we can collect about how to contact them at this interview, the better chance we have of finding them in the future.

Please refer to core instructions for more details.

16.5 Collecting details about respondents' occupations

The job description the sample member gave at the previous interview will be fed forward. Please confirm whether it is still correct and amend if it has changed. For new entrants to the household and all respondents in the longitudinal sample you will be required to record their job description as described below.

For *Understanding Society* there is a requirement to code the Standard Industrial Classification (SIC) to 4 digits rather than to the standard 2. To code to 4 digits, the Operations team needs more detailed information.

Please refer to core instructions for more details.

16.6 Adult CASI

Adults will be asked to complete a CASI interview during their CAPI. Please refer to core instructions for more details.

16.7 Youth self-completions

Paper self-completions are only administered to young people (aged 10-15). The questionnaire is an A5 booklet with a **green** cover. Please make sure you are using the right one, it should have **IP10** in the bottom right hand corner.

Please refer to core instructions for more details.

Incentive

There is an **unconditional** incentive of a £5 gift card for young people to complete the self-completion.

Please do make every effort to collect the self-completions in person, either when you return to the household to complete other appointments or if you are in the area (though you should not make a special visit just to collect the youth booklet).

16.8 Consent for linking to administrative records

At IP10, we are asking for the following consents for linking to administrative records:

- Consent to link to records held by the Department for Work and Pensions (DWP). These records include details of benefit claims and time on employment programmes.
- Consent to link to electoral register records

The mixed mode approach means that signed consent is no longer required and you now only need to code in the CAPI script whether or not the respondent has consented to the linkage.

The CAPI script will prompt you if you need to ask for consents.

For the consent to link to records held by DWP, the CAPI script will prompt you to give the respondent an economic consent information

leaflet to read before giving consent (called 'Information on adding economic records'). **Please ensure that you give the correct leaflet.**

In addition there is a privacy notice which should be handed to all respondents who agree to consent. This is for them to keep.

Please refer to core instructions for more details.

16.8.1 The CAPI questionnaire

There are several components to the CAPI questionnaire, which are covered in detail in core instructions.

16.9 Household Grid and questionnaire

Please refer to core instructions for more details.

16.10 Feed forward information

Please refer to core instructions for more details.

16.11 Individual CAPI interviews

Please refer to core instructions for more details.

Some of the topic areas will only be asked of certain people such as those new to the household, re-joiners or those who have never been interviewed before. Chapter 20 lists all the questionnaire modules and the conditions under which they are asked.

It is important to note that some of the topic areas covered in CAPI are sensitive and should be treated accordingly. The areas that some sample members might find particularly sensitive are fertility (including pregnancy and child birth history questions), previous relationships, financial questions (such as savings and investments) and benefits. For these reasons, it is extremely important that wherever possible you interview the sample member alone and in private so they feel comfortable providing you with this information. It also helps to reassure them that the information they give you is confidential and no-one else will be seeing their answers.

Please familiarise yourself with the different types of **benefits** listed in the core instructions in order to be able to answer queries from respondents in the module 'Unearned income and state benefits'.

Please note that '**winter fuel allowance / payment**' does not count as a type of benefit for *Understanding Society*, and does not have to be recorded here.

16.12 **Unproductive and proxy interviews**

Please refer to core instructions for details on proxy interviews.

The individual level IP10 outcome codes can be found in Chapter 19.

17. IP10 WORKPACK

Your workpack for the IP10 should contain the following documents. If anything is missing or you need extra copies, contact your Field Co-ordinator.

No.	Document
ASSIGNMENT MATERIALS	
AREA SPECIFIC	Assignment Map – SAMPLE SPECIFIC
AREA SPECIFIC	Results Summary Sheet – SAMPLE SPECIFIC
AREA SPECIFIC	Assignment Sheet – SAMPLE SPECIFIC
AREA SPECIFIC	Sample Info Sheet – SAMPLE SPECIFIC
1	Interviewer pay chart
1	Interviewer feedback form
SURVEY SUPPORTING MATERIALS	
1	IP10 Interviewer Instructions
1	IP10 showcards (green cover)
3	GB Info leaflet
1	GB Info leaflet LAMINATED
5	Generic advance letter
1	Generic advance letter LAMINATED
1	Six <i>Understanding Society</i> case studies (Boomerangers, First daughter, Grandparents, Teenagers, The daily commute, Wellbeing)
5	Benefits consent information leaflet
1	Consent flowchart LAMINATED
YOUTH SELF-COMPLETION QUESTIONNAIRE	
5	Youth questionnaires (green cover)
LETTERS, CARDS AND FLYERS	
3	Tracing letter
3	Stable contact letter
20	Thank you flyer
20	MRS leaflet (Kantar only)
10	Change of address card
20	Interviewer card

ENVELOPES	
5	Freepost DL Envelope
5	C5 'Private and Confidential' printed brown envelopes (Non window) - Privacy envelope for 10-15 year old questionnaires
8	Freepost C4 brown peel and seal envelopes addressed to High Wycombe (Survey Name: 'Understanding Society Study') (respondents and interviewers will use this to return 10-15 Questionnaires in their privacy envelopes and consent forms)
2	Pre-stamped/Queen's Head 1 st Class Blank DL envelope (for A4 letter folded in thirds) – no window (for sending Tracing and Stable Contact letters)
INCENTIVES	
5	High street gift cards

18. ADMIN AND RETURN OF WORK

Before you start work

You should read these instructions carefully and go through the questionnaire a few times to make sure that you are used to the interview process and the various instructions and so that you are also aware of the sort of questions that appear in the self-completion section.

Also ensure you are comfortable with the ECS and have made a number of 'practice calls' before you go out. Refer to the ECS Guidelines and contact the CAPI Helpline if you have any questions.

In addition, you should ensure that your computer batteries are fully charged. If you have a spare battery, then you should charge it up and take it along as well.

The CAPI name used for all functions (logging your ECS calls, completing the HH Grid; the HH Interview and Individual Interviews) is UIP10.

Connecting

You **MUST** get into a regular habit of connecting each day before you work on *Understanding Society*. We will be sending you emails regarding opt outs and cancelled appointments that may affect your work schedule for the day.

You will also need to connect in order to pick up any split households or movers. The Status Summary Screen will also be updated overnight for any WEB completions.

Return of work

After each day's interviewing, you should complete your DAYREC and synchronise both your DAYREC and all your interviews overnight. It is essential that you send back your DAYREC along with your completed interviews in a timely fashion. This applies to Kantar interviewers only.

All unused branded materials should be returned to the office – including all youth booklets (used/unused), consent leaflets, unused gift cards, the Sample Information Sheets and any other documentation.

Payment

Please refer to the Paychart in your workpack for details on pay.

If you have any queries about anything covered by these instructions please contact your Regional Team - they should **always** be your first point of contact if you have any field issues and you should contact the CAPI Helpline if you have any technical issues.

19. PRACTICE CASES AND PRACTICE CAPI

You must complete several Practice Interviews before you start work.

The IP10 Practice Capi script is UIP10PR. ALL PRACTICE INTERVIEWS MUST BE CONDUCTED UNDER THIS CAPI NAME.

To conduct a Practice Interview,

- In your eRep Grid go to UIP10PR
- Select one of the test serials you have been assigned
- Click on START SCREENER INT (do not click on PRACTICE)

Complete AT LEAST 2 practice HHs with 2 16+ Individual interviews before beginning your assignment.

Familiarise yourself with:

- ECS script for various scenarios
- Movers, refusals
- Individual interview
- Individual Interview for Rising 16 (16 year old Individual)
- Data linkage material
- Logging the administration of the Youth questionnaire
- Youth questionnaire content

The practice serials cover a range of household sizes, ages etc.

20. IP10 OUTCOME CODES

Code	Description
1	Not yet built / under construction
2	Derelict/demolished
3	Vacant / empty housing unit
4	Non-residential address
5	Communal establishment / institution
6	Not main residence
18	HH OFFICE APPROVAL ONLY: Issued but not attempted
19	Other ineligible
20	HH Address inaccessible
21	HH Unable to locate address
24	HH Unknown if named HH members at address - Info refused
25	HH Unknown if named HH members at address - No Contact
26	HH Unknown if named HH members at address - OTHER REASON
27	HH Unknown if eligible person due to language barrier
29	HH Contact made – Other ineligible
40	HH No contact with anyone at address
41	HH Contact made but not with a responsible resident
50	HH Office refusal
51	HH Contact made. All info refused (1+ HH members at address)
52	HH Refusal before Grid interview (HH ELIGIBLE TO TAKE PART)
60	HH Contact made but no subsequent contact
63	HH Broken appointment - no recontact
64	HH Whole household - Ill at home during survey period
65	HH Household away or in hospital during survey period
66	HH Household physically or mentally unable/incompetent
67	HH Language difficulties with HH as a whole
69	HH Other unproductive
70	HH Completed HH & all eligible HH members
71	HH Completed HH & at least 1 individual interview
72	HH Completed HH Interview but no individual interviews
73	HH Completed HH Grid and at least 1 IV Int but no HH Int
74	HH Completed enumeration grid only
78	HH Interview - Data lost/corrupted. Int could not be redone
79	HH Interview - Household requested data to be deleted
81	HH Untraced-add unknown. No more tracing poss by TNS/client
82	HH Follow up address is in GB but is outside area
85	HH All respondents no longer eligible - died
86	HH All respondents no longer eligible - live outside UK
89	HH Untraced -no more tracing poss by int (office check done)
90	HH Follow up address is in NI or Scotland
96	HH CAWI not complete

110	INTERIM No contact at address (no selection done yet)
111	INTERIM - Contact made at address but need to call back
201	HH Household no longer eligible - TSM's only
202	HH Household no longer eligible - merged with another HH
203	HH Household has already completed the survey via CAWI (web)
204	HH Split created in error - office deletion
205	HH Office use only: Not issued to interviewer
206	HH Household no longer eligible - IVs died/abroad. No TSMs
210	HH Unproductive- no IV ints(IVs within HH- all unproductive)
300	HH No phone number provided for respondent
301	HH Always ringing. No voicemail or no response on pick up
302	HH Always busy/engaged line
303	HH Always fax/modem/data line/pager
304	HH Technical phone problems
305	HH Out of service or disconnected
306	HH Always answerphone/voicemail
542	IV No contact with adult sample member
543	IV Parental consent required for 16/17yr old- NC with parent
550	IV Office refusal
552	IV Refusal before interview
553	IV Proxy refusal
554	IV Parental consent required for 16/17yr old- parent refused
555	IV Refusal during interview
557	IV Issued adamant refuser - Interview not required
560	IV Contact made but no appointment made
563	IV Broken appointment - No recontact
564	IV Ill at home during survey period
565	IV Away or in hospital all survey period
566	IV Physically or mentally unable/incompetent
567	IV Language difficulties
569	IV Other unproductive
570	IV Full adult interview
571	IV Full proxy interview
575	IV Partial adult interview
576	IV Partial proxy interview
578	IV Interview - Data lost. Interview could not be redone
579	IV Interview - Respondent requested data to be deleted
581	IV Untraced-add unknown. No more tracing poss by TNS/client
582	IV Moved within GB but outside assignment area
585	IV Individual has died
586	IV Moved outside of UK
587	IV In prison
588	IV In armed forces accommodation or institution
589	IV Untraced- no more tracing poss by int (office check done)

590	IV Moved to NI or Scotland
597	IV TSM - all OSM/PSM moved out from HH (TSM not eligible for
598	IV TSM - Moved out separately from any OSM/PSM (no tracing)
599	IV MOVER - SPLIT OFF CREATED
601	IV Adult in non-contacted household
602	IV Adult in refusal household
603	IV Adult in other non-responding household
604	IV Unknown if Adult in household - no contact
605	IV Unknown if Adult in household - refusal
606	IV Unknown if Adult in household - other reason
611	IV Youth - Paper qnaire NOT placed/completed. NC with Youth
612	IV Youth-Paper qnaire NOT placed.NC with Parent(no consent)
613	IV Youth - Paper qnaire NOT placed/completed. Youth Refusal
614	IV Youth - Paper qnaire NOT placed/done. Parent Refusal
615	IV Youth - Paper qnaire NOT placed/completed. Proxy Refusal
616	IV Youth - Paper qnaire NOT placed/completed. OTHER REASON
617	IV Youth - Paper qnaire to be returned by Youth/HH
621	IV Child under 10 in non-contacted household
622	IV Child under 10 in refusal household
623	IV Child under 10 in other non-responding household
624	IV Unknown if Child under 10 in household - no contact
625	IV Unknown if Child under 10 in household - refusal
626	IV Unknown if Child under 10 in household - other reason
701	IV Youth in non-contacted household
702	IV Youth in refusal household
703	IV Youth in other non-responding household
704	IV Unknown if Youth in household - no contact
705	IV Unknown if Youth in household - refusal
706	IV Unknown if Youth in household - other reason
710	IV Full youth interview
720	IV Partial youth interview
750	IV Ineligible for interview - aged under 10
751	IV Ineligible for adult interview - aged under 16
800	HH Untraced - int completed tracing (office check pending)
801	HH INTERIM HH not at address. Int still trying to trace
802	HH INTERIM HH not at address. New address collected in area
803	HH Household intends to complete on the web
804	HH INTERIM Household Grid started. Not yet complete
805	HH INTERIM Househld Grid COMPLETE
806	HH INTERIM HH Int started but not complete (GRID Complete)
807	HH INTERIM Household Interview COMPLETE
808	HH INTERIM Lost interview. TO BE REDONE
809	HH INTERIM Contact made - conducting Individual interviewing
810	HH INTERIM No contact made with anyone (SCREENING NOT COMP)

811	HH INTERIM Contact made-int to call back SCREENING NOT COMP
812	HH INTERIM No contact made call (SCREENING NOT YET COMP)
813	HH INTERIM Contact made - call back (FTF) (HH GRID DONE)
814	HH INTERIM No contact- valid dial tone (HH tel) (NO HH GRID)
815	HH INTERIM Contact - to call back (TEL) (HH GRID NOT DONE)
816	HH INTERIM No contact-valid tone (HH tel) (HH GRID DONE)
817	HH INTERIM Contact made - call back (TEL) (HH GRID DONE)
818	HH INTERIM No contact - disconnected/no dial tone (HH tel)
819	HH INTERIM No contact with Stable Contact (SC FTF)
820	HH INTERIM No contact with Stable Contact (SC Tel)
821	HH INTERIM No contact with neighbour
822	HH INTERIM No contact with other (O tel)
823	HH INTERIM Contact with Stable Contact (SC FTF)
824	HH INTERIM Contact with Stable Contact (SC Tel)
825	HH INTERIM Contact with neighbour (Nbr FTF)
826	HH INTERIM Contact with other contact (O Tel)
827	HH INTERIM Letter posted for Stable Contact
828	HH INTERIM Letter posted for Other
829	HH INTERIM Stable Contact NOT available on this number/addre
830	HH INTERIM Obs to be recorded (Final HH & IV outcomes done)
831	HH INTERIM Office Refusal recorded for an INDIVIDUAL
835	HH INTERIM Appointment arranged (SCREENING NOT YET COMP)
839	HH Interim Able to code final outcome but still pursuing
840	HH INTERIM Min visits made
850	IV Untraced - int completed tracing (office check pending)
851	IV INTERIM Not at address. Int still trying to trace
852	IV INTERIM IV not at address. Collected new add in area
853	HH More than one dwelling unit at address – SPLIT REQUIRED
854	HH More than one HH at address – SPLIT REQUIRED
858	IV INTERIM Lost interview. TO BE REDONE
860	IV INTERIM Parent consent 16/17yr old-consent yet to collect
861	IV INTERIM Youth - have consent but qnaire yet to be given
862	IV INTERIM Youth-Paper qnaire NOT yet given(no consent yet)
863	IV INTERIM Youth-Paper qnaire NOT yet given(consent given)
864	IV INTERIM Youth - Paper q'naire given but not yet collected
875	IV INTERIM IN PROGRESS Usable Partial Individual Interview
877	IV INTERIM Interview started but not yet complete
880	IV INTERIM Appointment arranged
883	IV Individual intends to complete on the web
900	Within area but I am unable to complete (CONTACT OFFICE)
901	IV NA - NO INDIVIDUAL ASSOCIATED WITH SCREEN (HH GRID DONE)
902	IV NA - NO HH GRID
907	HH CAWI FULLY completed via CAWI
960	IV Did not complete online

970	IV CAWI FULLY completed via CAWI
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21. LIST OF IP10 QUESTIONNAIRE MODULES

No.	Module description	Who gets asked the questions
1	Web login	ALL – CAWI only
2	Household enumeration	ALL
3	Deriving grid variables	ALL
4	Household questionnaire	ALL - one person per HH
5	Individual intro module	ALL
5b	Request to record	ALL new entrant/never interviewed and those who have not previously consented or refused
6	Demographics	ALL
7	Twitter consent	ALL
8	Initial conditions	New entrant/never interviewed
9	Own first job	new entrant never interviewed (excluding rising 16 year olds) and current economic activity is not employed or self-employed
10	Educational aspirations	Full time student
11	Young adults	Young adults (aged 16-21)
12	Family background	proxy last wave, non-interviewed adult or new entrant never interviewed, excluding rising 16 year olds
13	Ethnicity and national identity	New entrant never interviewed
14	Religion	New entrant never interviewed or religion brought up in is missing or religion NI brought up in is missing
15	Disability	ALL
16	Health conditions	new entrant never interviewed
17	Health service use	ALL
18	Smoking	ALL
19	Caring	ALL
20	Partnership history	new entrant never interviewed, excluding rising 16 year olds
21	Family Networks A	Subset based on experimental variable
22	Fertility History A	Subset based on experimental variable
23	Non-Resident Identifier	Subset based on experimental variable
25	Annual event history	Interviewed at prior wave or has been interviewed previously
26	Current employment	ALL
27	Employees	Employees
28	Self-employed	Self-employed
29	Job satisfaction	Employed
30	Electoral Consents	ALL
31	Non employment	Did no paid work in the last week and does not have a job

32	Mothers return to work	Female respondents
33	Second jobs	ALL
34	Childcare	
35	Unearned Income & State Benefits	ALL
36	Household finances	ALL
37	Benefit Unit Finances	ALL
38	Joint finances	Couples
39	Family Networks B	Subset based on experimental variable
40	Fertility History B	Subset based on experimental variable
41	Non-resident summary	Subset based on experimental variable
42	Non-resident children two	Subset based on experimental variable
43	CASI start	ALL where mode is face to face
44	CASI: SF12	Mode is face-to-face and has agreed to self-completion OR mode is telephone OR web
45	CASI: GHQ	Mode is face-to-face and has agreed to self-completion OR mode is telephone OR web
46	CASI: Satisfaction	Mode is face-to-face and has agreed to self-completion OR mode is telephone OR web
47	CASI: Young Adults	Mode is face-to-face and has agreed to self-completion OR mode is telephone OR web AND aged 16-21
48	CASI: Child Development	Mode is face-to-face and has agreed to self-completion OR mode is web AND has at least one child aged 3, 5 or 8
49	CASI: Non resident relationships	Mode is face-to-face and has agreed to self-completion OR mode is telephone OR web AND not living with partner
50	CASI: Mobile device use	Mode is face-to-face and has agreed to self-completion OR mode is web AND uses internet
51	CASI: End	Mode is face-to-face
52	DWP consent	All who don't have current consent recorded
53	Respondent Contact Details	ALL
54	Stable Contact Details	ALL
55	End of interview	ALL
56	Interviewer observations	Mode is face-to-face OR telephone
57	Proxy	Proxy interviews only

22. HOW TO USE ADDINFO IN ECS

22.1 What is AddInfo

AddInfo is a table of data items that are used at various points within the questionnaire or for producing the SIS, advance letters or emails. Items with the prefix “ff_” are feed forward variables ie data items collected from the last wave of interviewing or updated between waves. These items form part of the sample information provided by the University of Essex. Other items are created by the Sampling Department at Kantar and are used by Sampling and Field to allocate and manage fieldwork.

22.2 How to access the AddInfo?

- Open EReps and click on the Screen number you want to view the AddInfo for. In the row for “Selected Respondent” there is a button for “Open all Call History”
- Click on “Open all Call History”. This brings up the Call History for that serial number. The AddInfo button is in the centre bottom.
- Click on “Additional info”. Use the vertical scroll bar to see all variables.

To close the AddInfo screen: click on the red button marked “x” in the top right.

22.3 Where can I find full names, DoB, telephone numbers and login details?

Many of the data items are used to populate fields within questions during the interview eg relationships and job description. Other useful items are those that show the full details for the items on the anonymised SIS eg:

Full name:	<i>ff_forname, ff_surname</i>
DoB:	<i>ff_birthd, ff_birthm, ff_birthy</i>
Telephone numbers (respondent):	<i>ff_rhland, ff_rphmob, ff_rphwrk, ff_homephon</i>
Telephone numbers (contact person):	<i>cttel, ff_ctte2</i>
Telephone numbers (movers):	<i>NewAddress2_Telephone, NewAddress3_Telephone, NewAddress4_Telephone,</i>
Useful information for re-contact:	<i>ff_saadinf</i>

Date of individual interview at previous wave: *ff_intdate*

Username and password for WEB interviews: *UserName, Password*

These fields are highlighted in the table below.

22.4 Complete list of all AddInfo data

Variable	Description	Values
HHSerial	Household serial number	digits 1-4 = sample point; digits 5-6 = incremental HH ID within that point;
IndivSerial	Individual serial number	digits 1-4 = sample point; digits 5-6 = 2 digit TNS HH ID (digits 5-6 of HHSerial); digits 7-8 = incremental Individual ID within that household;
Screen	Screen number	00 for household, 01-16 for household individuals, 17+ for each rejoiner in the rejoiner file
ff_tel	<i>NOT RELEVANT FOR IP10</i>	1 = telephone interview 0 = Otherwise
ff_nonprod	Non-productive household at preceding wave:	1 = household refusal 2 = household non-contact 3 = no interview due to age/ill-health 4 = untraced split-off household 5 = untraced (unknown address) 6 = other non-productive 7 = other "dormant" household 8 = We
Field_Region_2	Field region	Values 1 to 6
ADMIN_HHOLD	Original or split household	1 = Original household 2 = Split household
ff_sid	Survey Identifier	Survey Identifier Digits 1-5 of HID
ff_newhid	Current wave HID	Current wave HID; digits 1-2 = wave number; digit 3 = stage (0 for IP; 1 for DR; 2 for Main); Digits 4-5 = month of issue (when originally issued) but for the DR this will be 01 for all cases; Digits 6-10 = incremental unique ID within wave; Digit 11 = original household (issued in this wave) or a split household created during (or immediately prior to) fieldwork. It's 0 for the original household, 1 for the first split, 2 for the 2nd split etc.; Digit 12 = check digit
ff_EMBoostLW	<i>NOT RELEVANT FOR IP10</i>	1 = EM boost 0 = Otherwise
ff_GPCompareLW	<i>NOT RELEVANT FOR IP10</i>	1 = GP comparison sample 0 = Otherwise
ff_EMBoost	<i>NOT RELEVANT FOR IP10</i>	1 = EM boost: 0 = Otherwise

ff_hhgrid_mode_dv	Hhold grid mode type:	1 = CAPI 2 = CATI 3 = CAWI 4 = Unproductive
ff_GPCompare	NOT RELEVANT FOR IP10	1 = GP comparison sample 0 = Otherwise
ff_address1	Address Line1	
ff_address2	Address Line 2	
ff_address3	Address Line 3	
ff_address4	Address Line 4	
ff_address5	Address Line 5	
ff_postcode	PostCode	
ff_country	Previous wave Region of residence:	1 = England 2 = Wales 3 = Scotland 4 = Northern Ireland
ff_homephone	Home Telephone Number	
ff_all_moved	If all members of the household since previous interview have moved	1 = To known address 2 = To unknown address 3 = Out of scope 4 = Deceased
ff_suspsplit	Suspected split-off mover	1 = Yes 0 = Otherwise
ff_outcomelw	Household outcome at IP9	
ff_useother	Other useful info	
ff_saadinf	Useful information for re-contact	
ff_forname	First Name	
ff_surname	Surname (Family Name)	
ff_sex	Sex	
ff_birthd	Day of birth	
ff_birthm	Month of birth	
ff_birthy	Year of birth	
ff_intdate	Date of individual interview at previous wave	Date of individual interview at previous wave
ff_HHComment	Household level comments	
ff_IndivComment	Individual comments	
ff_potrejoiner	Potential rejoiner flag:	1 = Yes 2 = Yes, and in an untraced but fed forward split-off household 0 = Otherwise
ff_LDA	NOT RELEVANT FOR IP10	1 = LDA ethnic minority respondent 0 = Otherwise
ff_idateiv	Day of week, date and time of day when the individual was interviewed at previous wave	
ff_ivlolw	Individual Interview Outcome at IP9	1 = individual interview (inc. tel.) 2 = proxy interview 3 = adult not interviewed 4 = youth interview 5 = youth not interviewed 6 = child
ff_everint	Ever full individual interview (inc. tel.)	1 = Interviewed previously 2 = Never interviewed

ff_lingua	NOT RELEVANT FOR IP10	
ff_conlang	Individuals contact language: NOT RELEVANT FOR IP10	
ff_rhland	Home landline number	
ff_rphmob	Personal mobile phone number	
ff_rphwrk	Work phone number	
ff_remail	Email address	
ff_ctname	Name of contact person	
ff_ctrel	Relationship to respondent:	1 = Mother / Father 2 = Son / Daughter 3 = Brother / Sister 4 = Aunt / Uncle 5 = Grandparent 6 = Other Relative 7 = Friend / Work Colleague 8 = Someone else
ff_ctadd1	Address line 1	
ff_ctadd2	Address line 2	
ff_ctadd3	Address line 3	
ff_ctadd4	Address Line 4	
ff_ctadd5	Address Line 5	
ff_ctpcode	Postcode	
ff_cttel1	Telephone number	
ff_cttel2	Alternative telephone number	
ff_ctemail	Email address	
ff_exclude	Part of the household, but not to be contacted:	1 = Deceased (for confirmation – see above) 2 = Refuses to participate 3 = Too old / infirm 4 = Other no contact Blank otherwise
ff_marstat	Legal Marital Status at previous interview:	1 = Single, never married or never in a Civil Partnership 2 = Married 3 = Legally recognised Civil Partnership 4 = Separated, but legally married 5 = Divorced 6 = Widowed 7 = Separated from Civil Partner 8 = Former Civil Partnership (legally dissolved) 9 = Surviving Civil Partner

ff_r01 to ff_r016	Relationship codes (as per household grid) at previous household enumeration:	0 = Self 1 = Husband/Wife 2 = Partner/Cohabitee 3 = Civil Partner 4 = Natural son/daughter 5 = Adopted son/daughter 6 = Foster child 7 = Stepson/stepdaughter 8 = Son-in-law/daughter-in-law 9 = Natural Parent 10 = Adoptive parent 11 = Foster parent 12 = Step-parent 13 = Parent-in-law 14 = Natural brother/sister 15 = Half-brother/sister 16 = Step-brother/sister 17 = Adopted brother/sister 18 = Foster brother/sister 19 = Brother/sister-in-law 20 = Grand-child 21 = Grand-parent 22 = Cousin 23 = Aunt/Uncle 24 = Niece/Nephew 25 = Other relative 26 = Employee 27 = Employer 28 = Lodger/Boarder/Tenant 29 = Landlord/Landlady 30 = Other non-relative
ff_spid	Spouse PID	Computed if living with spouse at previous interview
ff_ppid	Partner PID	Computed if cohabiting with partner at previous interview
ff_absent	Absent at previous interview:	1 = At boarding school 2 = In halls of residence 3 = In an institution
ff_ivlowlw01-ff_ivlowlw20	Participation in previous waves. ff_ivlowlw01 for wave 1, ff_ivlowlw02 for wave 2, etc. (uses the same coding frame as ff_ivlowlw)	For waves 1-7. Blank for waves 8+ and for waves prior to individual joining survey
ff_brfedlw	Flag indicating whether child was breastfed at the last wave the biological mother was interviewed	1 = Breastfed previous wave Blank otherwise
ff_pid	PID	Digits 1-11 = digits 1-11 from HID; Digits 12-13 = the person number of that person from the first wave they are enumerated in; Digit 14 = check digit
ff_hholdcontact	Principal household contact	
ff_hhcphone1	Principal contact landline	
ff_hhcphone2	Principal contact mobile	
ff_jbsemp	Employment type at previous interview:	1=Employee 2=Self-employed

ff_jbstat	Employment Status at previous interview:	1 = Self employed 2 = In paid employment 3 = Unemployed 4 = Retired 5 = On maternity leave 6 = Looking after family or home 7 = Full-time student 8 = Long term sick or disabled 9 = On a government training scheme 10 = Unpaid worker in a family business 11 = Working in an apprenticeship 97 = Doing something else
ff_emplw	Whether in paid employment at previous interview	1 = in paid employment 2 = not in paid employment
ff_jbsoc00	Occupational description	(verbatim)
ff_xsoc2000	Four digit SOC code	
ff_jbsic07	Industry description	(verbatim)
ff_sic2007	Five digit SIC code	Five digit SIC code
ff_jbmngr	Managerial duties (employees):	1 = A manager 2 = A Foreman/supervisor 3 = Not a manager or supervisor
ff_jbsize	Number of people at workplace (employees):	1 = 1 – 2 2 = 3 – 9 3 = 10 – 24 4 = 25 – 49 5 = 50 – 99 6 = 100 – 199 7 = 200 – 499 8 = 500 – 999 9 = 1000 or more 10 = Don't know but fewer than 25 11 = Don't know but 25 or more
ff_bentype01 to ff_bentype41	Non-employment income sources at previous wave:	1 = Mentioned 0 = Not mentioned
ff_soccont	Permission to use social network sites	Permission to use social network sites
ff_hlpreg	Whether pregnant at previous interview:	1 = Pregnant Blank, or zero, otherwise
ff_drive	Has driving licence at previous interview:	1 = Has licence 2 = No licence
ff_notuk	Flag for non-UK citizens:	1 = Not a UK citizen Blank otherwise
ff_newimm	Recent immigrant:	1 = Recent immigrant 0 = Otherwise
NewAddress2_1		
NewAddress2_2		
NewAddress2_3		
NewAddress2_4		
NewAddress2_5		
NewAddress2_Postcode		
NewAddress2_Telephone		
NewAddress3_1		
NewAddress3_2		
NewAddress3_3		
NewAddress3_4		
NewAddress3_5		

NewAddress3_Postcode		
NewAddress3_Telephone		
NewAddress4_1		
NewAddress4_2		
NewAddress4_3		
NewAddress4_4		
NewAddress4_5		
NewAddress4_Postcode		
NewAddress4_Telephone		
ff_hsbds	Number of bedrooms at previous interview	
ff_hsrooms	Number of other rooms at previous interview	
ff_hshownd	Tenancy Status at previous interview:	1 = Owned outright 2 = Owned/being bought on mortgage 3 = Shared ownership(part owned/part rented) 4 = Rented 5 = Rent free 97 = other
ff_sampst	Sample membership status:	1 = OSM 2 = PSM 3 = TSM
ff_idate	Interview date for the household interview:	
ff_mail_flag	Advance letter code	
Month	months within wave	values: 1 to 24
ff_dead	Notified deceased since last interview:	1 = Deceased since previous wave 2 = Otherwise
ff_hhorig	Sample origin	7 = Original IP sample (IP1) 10 = IP4 refreshment sample 11 = IP7 refreshment sample 14 = IP10 refreshment sample
ff_xpmg	Last total monthly mortgage payment (from previous interview)	
Ff_rent	Net amount of last rent payment (from previous interview)	
Ff_rentwc	Weeks covered by last rental payment (from previous interview)	
Ff_edtype	Type of educational institution attending (from previous interview)	1 = School 2 = 6 th form college 3 = FE college 4 = HE college 5 = University
Ff_paytyp	Salaried or paid by the hour (from previous interview)	1 = Salaried 2 = Salaried plus commission 3 = Hourly paid 97 = Other

Ff_worktrav	Mode of transport for journey to work (from previous interview)	1 = Car 2 = Lift with person in hhold 3 = Lift with person not in hhold 4 = Motorcycle, etc 5 = Taxi/minicab 6 = Bus/coach 7 = Train 8 = Underground, etc 9 = Cycle 10 = Walk 97 = Other
Ff_jspart	Own account or partnership (from previous interview)	1 = Sole owner 2 = Partnership
Ff_jsworktrav	Mode of transport to work (from previous interview).	1 = Car 2 = Lift with person in hhold 3 = Lift with person not in hhold 4 = Motorcycle, etc 5 = Taxi/minicab 6 = Bus/coach 7 = Train 8 = Underground, etc 9 = Cycle 10 = Walk 97 = Other
Ff_health	Long standing illness or disability	1 = Yes 2 = No
Ff_diw5	IP5 Dependent interviewing wording experiment <i>NOT RELEVANT FOR IP10</i>	1 = Still the case 2 = Has this changed 3 = Balanced, still first 4 = Balanced, changed first
Ff_disabilityw6	IP6 disability data quality experiment <i>NOT RELEVANT FOR IP10</i>	1 = group A 2 = group B 3 = group C
Ff_reversew7	IP7 reverse response option experiment <i>NOT RELEVANT FOR IP10</i>	1 = Standard responses 2 = Reversed order
Ff_motivw7	IP7 motivational message experiment <i>NOT RELEVANT FOR IP10</i>	1 = Receives message 2 = Does not receive message
Ff_envtaxqw7	IP7 environmental tax question experiment <i>NOT RELEVANT FOR IP10</i>	1 = Question Version A 2 = Question Version B 3 = Question Version C 4 = Question Version D 5 = Question Version E 6 = Question Version F 7 = Question Version G 8 = Question Version H 9 = Question Version I 10 = Question Version J
Ff_contintw7	Interesting questions experiment <i>NOT RELEVANT FOR IP10</i>	1 = Tailored questions 2 = Control, no tailored questions

Ff_mtmmw7	IP7 Multi-trait Multi-method experiment <i>NOT RELEVANT FOR IP10</i>	Values 1-56
Ff_trwinw7	IP7 time/risk preference experiment <i>NOT RELEVANT FOR IP10</i>	Values 1-10
Ff_trqw7	IP7 time/risk preference experiment <i>NOT RELEVANT FOR IP10</i>	Values 1-91
Ff_trdw7	IP7 time/risk preference experiment <i>NOT RELEVANT FOR IP10</i>	Values 1-10
Ff_diaryweekw7	IP7 Time Diary <i>NOT RELEVANT FOR IP10</i>	1 = Monday 2 = Tuesday 3 = Wednesday 4 = Thursday 5 = Friday
Ff_paygl	Gross pay (from previous interview)	
Ff_paygwc	Gross pay period (from previous interview)	
Ff_paynl	Net pay (from previous interview)	
Ff_paynwc	Net pay period (from previous interview)	
Ff_jbhrs	Number of hours normally worked (from previous interview)	
Ff_jshrs	Self-employed hours normally worked per week (from previous interview)	
Ff_jbterm1	Current job: permanent or temporary	1 = Permanent 2 = Temporary
Ff_lkmove	Prefers to move house (from previous interview)	1 = Stay here 2 = Prefer to move
Ff_diarywew7	IP7 Time Diary <i>NOT RELEVANT FOR IP10</i>	1 = Saturday 2 = Sunday
Ff_incentw7	IP7 incentive experiment <i>NOT RELEVANT FOR IP10</i>	Values 1-51
Ff_condincw7	Conditional incentives experiment <i>NOT RELEVANT FOR IP10</i>	1 = Control group 2 = Treatment
ff_issue_mode	Allocated interview mode <i>NOT RELEVANT FOR IP10</i>	1 = CAPI first 2 = Web first 3 = Web only
Tranche		Values 1 - 100

Ff_consentben	Benefit records consent	0 = no consent information (e.g., never asked consents) 1 = consent revoked 2 = consent rejected more than once 3 = consent rejected once only 4 = consent given, form is present and valid 5 = consent given, either form is not present or present but not valid
Ff_scriptnow7	Script number from wave 7	
Ff_gridmodew8	IP8 mixed mode allocation <i>NOT RELEVANT FOR IP10</i>	1 = F2F (CAPI-first) 3 = WEB (WEB-first)
Ff_reversew8	IP8 reverse response option experiment <i>NOT RELEVANT FOR IP10</i>	1 = Standard responses 2 = Reversed order
Ff_mtmmw8	IP8 Multi-trait Multi-method experiment <i>NOT RELEVANT FOR IP10</i>	Values 1-56
Ff_wageinfow8	IP8 education expectations information treatment experiment <i>NOT RELEVANT FOR IP10</i>	1 = Wage information given 2 = No wage information given
Ff_ictimw8	IP8 immigration item count experiment <i>NOT RELEVANT FOR IP10</i>	1 = Control 2 = Muslim countries item count 3 = East European item count 4 = Caribbean item count
Ff_sexidw8	IP8 sexuality measurement direct question experiment <i>NOT RELEVANT FOR IP10</i>	1 = UKHLS protocol 2 = IHS protocol
Ff_ictsexw8	IP8 sexuality measurement item count experiment <i>NOT RELEVANT FOR IP10</i>	1 = Group A 2 = Group B
ff_pris	Absent in prison at previous interview	1 = Absent at prison 0 = Otherwise
Ff_lowwebw8	IP8 low-web propensity	-9 = Inapplicable, prior wave WEB allocation 0 = WEB allocation 1 = Low WEB propensity
Ff_incentw8	IP8 incentive experiment	Values 1-87
ff_email_flag	Advance email code	
Ff_oldhid	Previous wave HID	
UserName	Username for CAWI interview	
Password	Password for CAWI interview	
Ff_yahechoiceip8	Responded to young adult expectations questions at IP8	1 = Received questions 0 = Did not receive questions blank if not interviewed

Ff_bufmodule	Benefit unit finance type	1 = Version A : gross flows 2 = Version B : net flows
Ff_mtmmw9	IP9 Multi-trait Multi-method experiment <i>NOT RELEVANT FOR IP10</i>	Values 1-56
Ff_paredexpectip8	Responded to parental expectations questions at IP8 <i>NOT RELEVANT FOR IP10</i>	1 = Received questions 0 = Did not receive questions blank if not interviewed
Ff_paredaboutip8	PID of child who was subject of parental expectation questions at IP8 <i>NOT RELEVANT FOR IP10</i>	
Ff_incomesummary	Benefit unit summary options <i>NOT RELEVANT FOR IP10</i>	1 = Summary screen not used 2 = Summary screen used
Ff_satisw9	Presentation options for satisfaction question <i>NOT RELEVANT FOR IP10</i>	1 = Grid format 2 = One per screen, vertical 3 = One per screen, horizontal
Ff_ictimw9	IP9 immigration item count experiment <i>NOT RELEVANT FOR IP10</i>	1 = Control 2 = Muslim countries item count 3 = East European item count 4 = Caribbean item count
Ff_maildayindw9	Day of email sent to non-responding individuals	0 = Sunday 1 = Monday 2 = Tuesday 3 = Wednesday 4 = Thursday 5 = Friday 6 = Saturday 7 = Control 8 = Unassigned
Ff_gridmodew9	IP9 mixed mode allocation <i>NOT RELEVANT FOR IP10</i>	1 = F2F (CAPI-first) 3 = WEB (WEB-first)
Ff_maildayhhw9	Day of email sent to the entire household <i>NOT RELEVANT FOR IP10</i>	0 = Sunday 1 = Monday 2 = Tuesday 3 = Wednesday 4 = Thursday 5 = Friday 6 = Saturday 7 = Control 8 = Unassigned
Ff_incentw9	IP9 incentive experiment	Values 1-87
Ff_intqw7	Interesting question type	
Ff_intqtxtw7	Interesting question text fill (64 chars max)	
Ff_intqtxtw7a	Interesting question text fill (64 chars max)	

ff_trflag	IP7 time/risk preference experiment. Flag calculated at IP6 for individual selected to participate in the Time/Risk preference experiment.	
ff_incentw10	IP10 incentive experiment	Values 1-88
ff_gridmodew10	IP10 mixed mode allocation	1 = F2F (CAPI-first) 3 = WEB (WEB-first)
ff_jointfinw10	IP10 joint finances experiment	1 = Group 1 2 = Group 2
ff_electlinkw10	IP10 Electoral Register Linkage, opt-in/opt-out	1 = Electoral Register linkage opt-in 2 = Electoral Register linkage opt-out
ff_elecwordw10	IP10 Electoral Register Linkage, linkage wording allocation	1 = Wording version A 2 = Wording version B
ff_mailwordw10	IP10 Advance Letter wording experiment	1 = Positive outcome wording letter 2 = Negative outcome wording letter
ff_nonres10	IP10 Family Separation Experiment module ordering allocation	1 = Family Networks (Version A) module first 2 = Fertility History (Version A) module first

Interviewer feedback form



IP10 Interviewer Feedback Form

Interviewer name: Number:

Company (Kantar / NatCen):

We would like to collect feedback from you about IP10; please tell us about your experiences of working on it by completing this interviewer feedback form. Once completed, please return this to the office in the pre-paid envelope provided, by **September 17th**.

Please read through the questions on this form after each interview and add notes as appropriate. Please also review the whole form once you have completed your assignment and include as much detail as possible.

FIELDWORK SUMMARY

Number of households successfully interviewed (productive households, i.e. household interview plus at least one adult individual interview):

Number of achieved individual interviews (adults 16+):

1. CONTACT WITH LONGITUDINAL SAMPLE HOUSEHOLDS

a. Had you interviewed any of these households at a previous wave of the Innovation Panel?

Yes

➡ Q2a

No

➡ Q1b

b. Were there any issues with encouraging people to take part given you had not interviewed them previously? What strategies did you use to encourage people to take part?

--

2. CONTACT WITH REFRESHMENT SAMPLE HOUSEHOLDS

- a. Did your assignment include any refreshment sample households?

Yes

No

➡ Q2b

➔ **Q3a**

- b. What did you think about the early issuing of the refreshment sample? Did this make your work easier or more difficult? How much of your refreshment sample assignment did you get through before starting on your longitudinal addresses?



- c. When contacting households in the refreshment sample, how easy or difficult was it to get them to take part? Why? What strategies did you use to encourage participation?



3. MIXED MODE EXPERIMENTS

CAPI-FIRST AND WEB-FIRST SAMPLE GROUPS

SAMPLE TRANSFERRED FROM WEB

- a. Please tell us below any reasons WEB sample members gave for not having completed their questionnaire online.

- b. Did you have any difficulties in monitoring CAWI progress?

Yes

➡ Q3c

No

➡ Q3d

- c. Please describe these below.

d. When making calls, did any respondents say they intended to complete the survey online?

Yes

☐

➡ Q3e

No

➡ Q3f

e. Please describe what happened next. For example:

- a. Did respondents already have their login details?
- b. Did respondents then actually complete the survey online?
- c. Did you need to follow up these cases? If so, what did respondents say?

f. Is there anything that would make it easier for you to monitor CAWI progress? If so, please give details below.

4. OTHER EXPERIMENTS

ADVANCE LETTER WORDING

a. Did any respondents comment on the wording in the advance letter?

Yes	☐	➡ Q4b
No	☐	➡ Q4c

b. What did they say about the letter?

INCENTIVES

c. Please tell us about any comments respondents made about the incentive they received in the advance mailing this year.

TWITTER CONSENT

- d. Did any respondents comment about being asked for details of their Twitter account? If so, what did they say?

LINKING TO ELECTORAL REGISTER

- e. Did any respondents comment about being asked for consent to link their details to the electoral register? If so, what did they say?

5. CAPI QUESTIONNAIRE

a. Did the order/flow of the modules work well?

Yes

➡ Q5c

No

➡ Q5b

b. What suggestions would you make to improve the order/flow?

--

c. Were there any specific questions that sample members found particularly sensitive/upsetting?

Yes

➡ Q5d

No

➡ Q5e

d. What questions did they find sensitive or upsetting? What reasons did they give?

--

e. Were there any particular areas of the questionnaire where the respondent seemed bored?

Yes

☐

➡ Q5f

No

➡ Q5g

f. Which areas were these? Why do you think they were bored?

g. Were there any particular areas of the questionnaire where the respondent seemed to particularly enjoy answering?

Yes

☐

➡ Q5h

No

➡ Q5i

h. Which areas were these? Why did you feel they enjoyed this in particular?

i. Were there any questions where you would have liked more information or guidance?

Yes
No

➡ Q5j
➡ Q6a

j. Which questions? What would have helped?

6. AUDIO-RECORDING

- a. Did any of your respondents refuse consent to be recorded, or raise any other issues at the consent to record question?

Yes

➔ Q6b

No

➔ Q6c

- b. What reasons did people give for refusing? What other issues were raised at the 'request to record' question?



- c. Did you have any other problems with audio-recording, either when conducting interviews or in sending back recordings?

Yes

➔ Q6d

No

➡ Q7a

- d. What problems did you have? Please describe below.



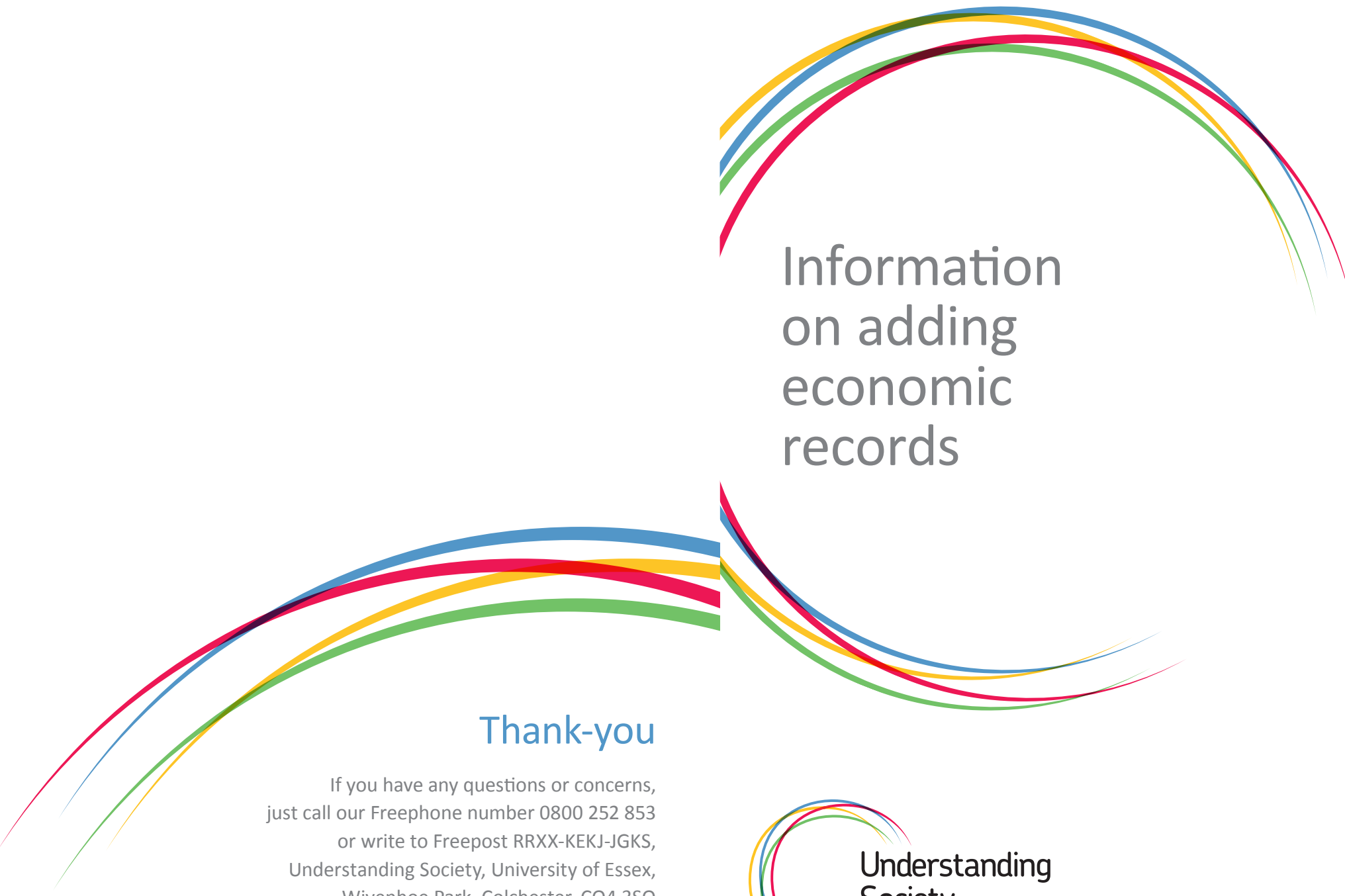
7. OTHER COMMENTS

- a. Please give any comments on the IP10 briefing: what did you like and what could be improved for next time? Was there anything you were unsure about from the briefing?

- b. Do you have any further comments you would like to make that have not already been covered on this form?

Thank you for taking the time to complete this form.

Economic consent leaflet



Information on adding economic records

Thank-you

If you have any questions or concerns,
just call our Freephone number 0800 252 853
or write to Freepost RRXX-KEKJ-JGKS,
Understanding Society, University of Essex,
Wivenhoe Park, Colchester, CO4 3SQ



KANTAR PUBLIC

NatCen
Social Research that works for society



IP10/GB Economic Consent Leaflet/138017





Data linking

Government departments and agencies collect a range of information about all of us for administrative purposes, so they can plan and provide services. Added to the responses you have provided in this study the information can inform further analyses and help us get a better picture of those who are using services provided by the government.

What am I being asked to give permission for?

The Department for Work and Pensions (DWP) keeps records of everybody's benefit claims and any periods people spend on employment programmes.

The *Understanding Society* study at the University of Essex would like to add these records to the responses you have given to this study.

If you give your permission, it will inform further analysis to help us get a better picture of those who are claiming benefits and how they can best be helped.

What will happen if I give permission?

- 1) The *Understanding Society* study will give the DWP your name, address, sex and date of birth.
- 2) The DWP will use these details to identify the correct records it holds about you.
- 3) The DWP will send your DWP records to the *Understanding Society* study.
- 4) The DWP will not keep any of the personal information passed on to them.
- 5) The *Understanding Society* study will add the DWP records to your study responses.
- 6) Your personal information (name and address) will be removed before any research is done.

What will the research be used for and who will use it?

Like your study responses, the additional information would be used by professional academic and social policy researchers for non-commercial research and statistics. Any sensitive information would only be made available to them under restricted access arrangements which make sure that the information is used responsibly and safely. Names and addresses are never included in the results and no individual can be identified from the research.

The data will not be used to work out whether any individual is claiming benefits they should not be and will not affect any current or future claims for benefits.

What if I change my mind?

You can withdraw permission at any time for your DWP records to be added to your study answers.

Who do I contact?

If you would like any further information or want to withdraw your permission, please contact us at:

FREEPOST RRXX-KEKJ-JGKS,
Understanding Society,
University of Essex,
Wivenhoe Park,
Colchester,
CO4 3SQ.

Freephone 0800 252853
Email: contact@understandingsociety.org.uk

Showcards

Understanding Society IP10

Showcards

Understanding Society

IP10

SHOW CARDS

Understanding Society IP10

Showcards

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SHOWCARD 2A

1. Single and never married or never in a legally recognised Civil Partnership
2. Married
3. A Civil Partner in a legally recognised Civil Partnership
4. Separated but legally married
5. Divorced
6. Widowed

SHOWCARD 2B

1. Husband / Wife
2. Partner / Cohabitee
3. Civil Partner
4. Natural son / daughter
5. Adopted son / daughter
6. Foster child
7. Stepson / stepdaughter
8. Son-in-law / daughter-in-law
9. Natural parent
10. Adoptive parent
11. Foster parent
12. Step-parent
13. Parent-in-law
14. Natural brother / sister
15. Half-brother / sister
16. Step-brother / sister
17. Adopted brother / sister
18. Foster brother / sister
19. Brother / Sister-in-law
20. Grand-child
21. Grand-parent
22. Cousin
23. Aunt / Uncle
24. Niece / Nephew
25. Other relative
26. Employee
27. Employer
28. Lodger / Boarder / Tenant
29. Landlord / Landlady
30. Other non-relative

SHOWCARD 4A

1. A fixed amount each month by standing order
2. A monthly bill (by direct debit or other means)
3. A quarterly bill (by direct debit or other means)
9. An annual bill (by direct debit or other means)
4. A pre-payment (key / card or token) meter
5. It's included in the rent
6. Frequent cash payments (i.e. more frequent than once a month)
7. Fuel Direct scheme or direct from benefits
8. Staywarm scheme
97. Other

SHOWCARD 4B

1. Very common
2. Fairly common
3. Not very common
4. Not at all common

SHOWCARD 4C (ENGLAND)

1. BAND A: up to £40,000
2. B: £40,001 - £52,000
3. C: £52,001 - £68,000
4. D: £68,001 - £88,000
5. E: £88,001 - £120,000
6. F: £120,001 - £160,000
7. G: £160,001 - £320,000
8. H: £320,001 +
9. Household accommodation not valued separately / included in rent

SHOWCARD 4C (SCOTLAND)

1. BAND A: up to £27,000
2. B: £27,001 - £35,000
3. C: £35,001 - £45,000
4. D: £45,001 - £58,000
5. E: £58,001 - £80,000
6. F: £80,001 - £106,000
7. G: £106,001 - £212,000
8. H: £212,001 +
9. Household accommodation not valued separately /
included in rent

SHOWCARD 4C (WALES)

1. BAND A: up to £44,000
2. B: £44,001 - £65,000
3. C: £65,001 - £91,000
4. D: £91,001 - £123,000
5. E: £123,001 - £162,000
6. F: £162,001 - £223,000
7. G: £223,001 - £324,000
8. H: £324,001 – £424,000
10. I: £424,001 +
9. Household accommodation not valued separately /
included in rent

SHOWCARD 4D

1. Television set
2. DVD/Blu-Ray player
3. Deep freeze or fridge freezer (EXCLUDE: fridge only)
4. Washing machine
5. Tumble drier
6. Dish washer
7. Microwave oven
8. Landline telephone
9. Mobile telephone (anyone in household)
96. Or none of the above?

SHOWCARD 4E

1. Satellite dish
2. Cable TV
3. Freeview / Freesat / Other free digital service
4. Through a telephone line connection / broadband
5. Other

SHOWCARD 4F

1. Desktop computer
2. Laptop computer
3. Netbook computer
4. Tablet computer
5. Other
96. None of the above

SHOWCARD 4G

1. Home computer / Laptop / Netbook / Tablet computer
2. Digital Television
3. Mobile phone
4. Games console
5. Other

SHOWCARD 6A

1. Self employed
2. In paid employment (full or part-time)
3. Unemployed
4. Retired
5. On maternity leave
6. Looking after family or home
7. Full-time student
8. Long-term sick or disabled
9. On a government training scheme
10. Unpaid worker in family business
11. Working in an apprenticeship
97. Doing something else

SHOWCARD 6B

1. Single and never married or never in a legally recognised Civil Partnership
2. Married
3. A Civil Partner in a legally recognised Civil Partnership
4. Separated but legally married
5. Divorced
6. Widowed

SHOWCARD 6C

1. Every day
2. Several times a week
3. Several times a month
4. Once a month
5. Less than once a month
6. Never use
7. No access at home, at work or elsewhere

SHOWCARD 8A

1. PhD or equivalent doctoral level qualification
2. Masters or equivalent higher degree level qualification
3. Postgraduate academic below-Masters level qualification
(e.g. Certificate or Diploma)
4. Bachelors or equivalent first degree qualification
5. Post-secondary academic below-degree level qualification
(up to 1 year)
6. Post-secondary academic below-degree level qualification
(2 and more years)
7. Post-secondary vocational training (up to 1 year)
8. Post-secondary vocational training (2 and more years)
9. Completed secondary school
10. Completed primary school
96. None of the above

SHOWCARD 8B

- | | |
|--|--|
| 1. University Higher Degree (e.g. MSc, PhD) | 25. Advanced Higher |
| 19. PGCE or equivalent | 26. Scottish Baccalaureate |
| 20. First degree level qualification (e.g. BA, BSc) | 7. Welsh Baccalaureate |
| 21. Foundation degree | 8. International Baccalaureate |
| 3. Diploma in higher education | 10. Higher Grade |
| 22. Teaching qualification for secondary/further education(excluding PGCE) | 9. AS Level |
| 23. Teaching qualification for primary education(excluding PGCE) | 12. GCSE / O Level |
| 5. Nursing or other medical qualification not yet mentioned | 13. CSE |
| 24. Access to Higher Education (HE) Diploma | 14. Credit Standard Grade / Ordinary (O) Grade (National 5 / Intermediate 2) |
| 6. A Level | 17. General Standard Grade (National 4 / Intermediate 1) |
| 11. Certificate of sixth year studies | 18. Foundation Standard Grade (National 3 / Access 3) |
| | 15. Other school (inc. school leaving exam certificate or matriculation) |
| | 96. None of the above |

SHOWCARD 8C

1. Youth training certificate
2. Key Skills
3. Basic skills
4. Entry level qualifications (Wales)
5. Modern apprenticeship / trade apprenticeship
6. RSA / OCR / Clerical and commercial qualifications (e.g. typing / shorthand / book-keeping / commerce)
7. City and Guilds Certificate
8. GNVQ / GSVQ
16. NVQ/SVQ
11. HNC / HND
12. ONC / OND
13. BTEC / BEC / TEC / EdExcel / LQL
14. SCOTVEC, SCOTEC or SCOTBEC
15. Other vocational, technical or professional qualification
96. None of the above

SHOWCARD 8D

1. Traditional apprenticeship
2. Intermediate/Level 2/Foundation Modern
3. Advanced/Level 3/Advanced Modern
4. Higher/Level 4 or 5

SHOWCARD 8E

1. RSA certificate (including Stage I,II & III) / OCR Level 1
2. Diploma / OCR Level 2 Diploma
3. Advanced diploma or advanced certificate / OCR Level 3
4. Higher diploma / OCR Level 4

SHOWCARD 8F

1. Part 1 / Foundation
2. Part 2 / Craft / Intermediate
3. Part 3 / Advanced Craft / Final
4. Part 4 / Career Extension / Full Technological Certificate

SHOWCARD 8G

1. Foundation
2. Intermediate
3. Advanced

SHOWCARD 8H

1. Level 1
2. Level 2
3. Level 3
4. Level 4
5. Level 5
6. Other NVQ/SVQ qualification

SHOWCARD 8I

1. First certificate or general certificate (below level 2)
2. First diploma or general diploma (level 2)
3. National Certificate or National Diploma level (level 3)
4. Higher level (level 4 or higher)

SHOWCARD 8J

1. Modules towards a National Certificate
2. First certificate or general certificate (below level 2)
3. First diploma or general diploma (level 2)
4. Full National Certificate(level 3)
5. Higher level (level 4)

SHOWCARD 10A

1. Get a full-time job
2. Stay at school or sixth-form college
3. Go to / stay in further education college
4. Go to university or higher education institution
5. Get a job and study (at the same time)
6. Get an apprenticeship
7. Do some other type of training
97. Do something else

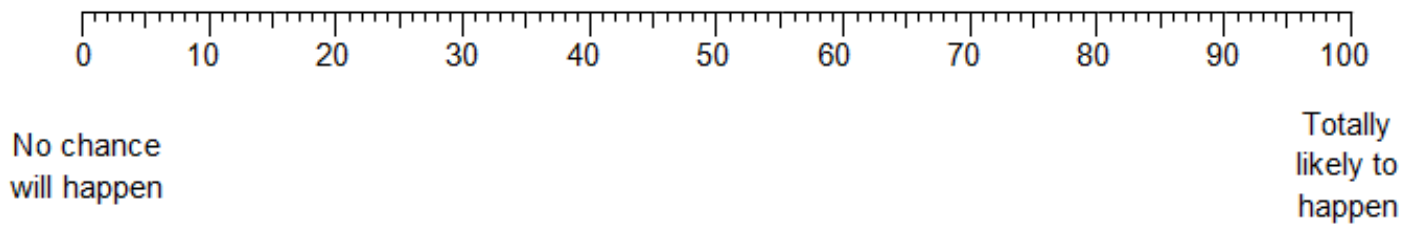
SHOWCARD 10B

1. Very important
2. Important
3. Not very important
4. Not at all important

SHOWCARD 11A

1. Very important
2. Important
3. Not important
4. Not at all important

SHOWCARD 11B



SHOWCARD 13A

1. English
2. Welsh
3. Scottish
4. Northern Irish
5. British
6. Irish
97. Other

SHOWCARD 13B

White

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

Mixed

5. White and Black Caribbean
6. White and Black African
7. White and Asian
8. Any other mixed background

Asian or Asian British

9. Indian
10. Pakistani
11. Bangladeshi
12. Chinese
13. Any other Asian background

Black / African / Caribbean / Black British

14. Caribbean
15. African
16. Any other Black background

Other Ethnic Group

17. Arab
97. Any other ethnic group

SHOWCARD 15A

1. Mobility (moving around at home and walking)
2. Lifting, carrying or moving objects
3. Manual dexterity (using your hands to carry out everyday tasks)
4. Continence (bladder and bowel control)
5. Hearing (apart from using a standard hearing aid)
6. Sight (apart from wearing standard glasses)
7. Communication or speech problems
8. Memory or ability to concentrate, learn or understand
9. Recognising when you are in physical danger
10. Your physical co-ordination (e.g. balance)
11. Difficulties with own personal care (e.g. getting dressed, taking a bath or shower)
12. Other health problem or disability
96. None of these

SHOWCARD 16A

- | | |
|---|---|
| 1. Asthma | 11. Chronic bronchitis |
| 2. Arthritis | 12. Any kind of liver condition |
| 3. Congestive heart failure | 13. Cancer or malignancy |
| 4. Coronary heart disease | 14. Diabetes |
| 5. Angina | 15. Epilepsy |
| 6. Heart attack or myocardial infarction | 16. High blood pressure |
| 7. Stroke | 17. Clinical depression |
| 8. Emphysema | 19. Multiple Sclerosis |
| 9. Hyperthyroidism or an over-active thyroid | 20. H.I.V. |
| 10. Hypothyroidism or an under-active thyroid | 18. Other long standing/chronic condition, please specify |
| | 96. None of these |

SHOWCARD 18A

1. Because of a health problem I have at present
2. Better for my health in general
3. To reduce the risk of getting smoking related illnesses
4. Because of the smoking ban in public places and at work
5. Family and friends want me to stop
6. Financial reasons (can't afford it)
7. Worried about the effect on my children
8. Worried about the effect on other family members
9. Something else

SHOWCARD 21A

1. Mother
9. Step/adoptive mother
2. Father
10. Step/adoptive father
11. Biological Son(s)/daughter(s)
12. Adopted Son(s)/daughter(s)
13. Step Son(s)/daughter(s)
4. Brothers/sisters
5. Grandchildren
6. Grandparents
7. Great Grandchildren
8. Great Grandparents
96. None of these

SHOWCARD 21B

1. Daily
2. At least once per week
3. At least once per month
4. Several times per year
5. Less often
6. Never

SHOWCARD 21C

1. Giving them lifts in your car (if you have one)
2. Shopping for them
3. Providing or cooking meals
4. Helping with basic personal needs like dressing, eating or bathing
5. Washing, ironing or cleaning
6. Dealing with personal affairs e.g. paying bills, writing letters
7. Decorating, gardening or house repairs
8. Financial help
97. Anything else
96. None of these

SHOWCARD 21D

1. Getting a lift in their car (if they have one)
2. Shopping for you
3. Providing or cooking meals
4. Looking after your children
5. Washing, ironing or cleaning
6. Dealing with personal affairs e.g. paying bills, writing letters
7. Decorating, gardening or house repairs
8. Financial help
97. Anything else
96. None of these

SHOWCARD 21E

1. Daily
2. At least once per week
3. At least once per month
4. Several times per year
5. Less often
6. Never

SHOWCARD 21F

1. Giving them lifts in your car (if you have one)
2. Shopping for them
3. Providing or cooking meals
4. Looking after their children
5. Washing, ironing or cleaning
6. Dealing with personal affairs e.g. paying bills, writing letters
7. Decorating, gardening or house repairs
8. Financial help
97. Anything else
96. None of these

SHOWCARD 21G

1. Getting lifts in their car (if they have one)
2. Shopping for you
3. Providing or cooking meals
4. Help with basic personal needs like dressing, eating or bathing
5. Washing, ironing or cleaning
6. Dealing with personal affairs e.g. paying bills, writing letters
7. Decorating, gardening or house repairs
8. Financial help
97. Anything else
96. None of these

SHOWCARD 25A

1. Single and never married or never in a legally recognised Civil Partnership
2. Married
3. A Civil Partner in a legally recognised Civil Partnership
4. Separated but legally married
5. Divorced
6. Widowed

SHOWCARD 25B

1. In vitro fertilisation treatment
2. Medication
3. Sperm donation
4. Egg donation
5. Artificial insemination
6. Other treatment
96. None of these

SHOWCARD 25C

Was the donated sperm from your current spouse or partner?

1. Yes

2. No

SHOWCARD 25D

1. Live birth - normal delivery
2. Live birth - caesarean
3. Not live birth
4. Current pregnancy

SHOWCARD 25E

1. Miscarriage
2. Stillbirth
3. Termination
4. Ectopic or tubal

SHOWCARD 25F

1. Every day
2. 5-6 times per week
3. 3-4 times per week
4. 1-2 times per week
5. 1-2 times per month
6. Less than once a month
7. Never

SHOWCARD 25G

1. Very easy
2. Somewhat easy
3. About average
4. Somewhat difficult
5. Very difficult

SHOWCARD 25H

1. Most of the time
2. Quite a bit of the time
3. Some of the time
4. Not very often
5. Rarely if at all

SHOWCARD 25I

1. Not true
2. Somewhat true
3. Certainly true

SHOWCARD 25J

- | | |
|--|---|
| 1. Asthma | 11. Chronic bronchitis |
| 2. Arthritis | 12. Any kind of liver condition |
| 3. Congestive heart failure | 13. Cancer or malignancy |
| 4. Coronary heart disease | 14. Diabetes |
| 5. Angina | 15. Epilepsy |
| 6. Heart attack or myocardial
infarction | 16. High blood pressure |
| 7. Stroke | 17. Clinical depression |
| 8. Emphysema | 19. Multiple Sclerosis |
| 9. Hyperthyroidism or an
over-active thyroid | 20. H.I.V. |
| 10. Hypothyroidism or an
under-active thyroid | 18. Other long
standing/chronic condition,
please specify |
| | 96. None of these |

SHOWCARD 25K

Higher Level Qualifications

- 1. University Higher Degree (eg.MSc, PhD)
- 35. PGCE
- 36. First degree level qualification (e.g. BA, BSc)
- 37. Foundation degree
- 3. Diploma in higher education
- 38. Teaching qualification for secondary/further education (excluding PGCE)
- 39. Teaching qualification for primary education (excluding PGCE)
- 5. Nursing or other medical qualification not yet mentioned
- 6. Other higher degree
- 40. Access to Higher Education (HE) Diploma

School Level Qualifications

- 7. A Level
- 8. Welsh Baccalaureate
- 9. International Baccalaureate
- 10. AS Level
- 41. Scottish Baccalaureate
- 42. Advanced Higher
- 12. Higher Grade
- 13. GCSE
- 15. Credit Standard Grade (National 5 /Intermediate 2)

32. General Standard Grade (National 4 / Intermediate 1)

33. Foundation Standard Grade (National 3 / Access 3)

16. Other school (inc. school leaving exam certificate or matriculation)

Vocational and other qualifications

- 17. Youth training certificate
- 18. Key Skills
- 19. Basic Skills
- 20. Entry level qualifications (Wales)
- 21. Modern apprenticeship/trade apprenticeship
- 22. RSA/OCR/Clerical and commercial qualifications (e.g. typing/shorthand/bookkeeping/commerce)
- 23. City and Guilds Certificate
- 24. GNVQ/GSVQ
- 43. NVQ/SVQ
- 27. HNC/HND
- 28. ONC/OND
- 29. BTEC/BEC/TEC/EdExcel/LQL
- 30. SCOTVEC, SCOTEC or SCOTBEC
- 31. Other vocational, technical or professional qualification

SHOWCARD 25L

1. Intermediate/Level 2/Foundation Modern
2. Advanced/Level 3/Advanced Modern
3. Higher/Level 4 or 5

SHOWCARD 25M

1. RSA certificate (including Stage I,II & III) /OCR

Level 1

2. Diploma / OCR Level 2

3. Advanced diploma or advanced certificate /OCR

Level 3

4. Higher diploma / OCR Level 4

SHOWCARD 25N

1. Part 1 / Foundation
2. Part 2 / Craft / Intermediate
3. Part 3 / Advanced Craft / Final
4. Part 4 / Career Extension / Full Technological
Certificate

SHOWCARD 250

1. Foundation
2. Intermediate
3. Advanced

SHOWCARD 25P

1. Level 1
2. Level 2
3. Level 3
4. Level 4
5. Level 5
6. Other NVQ/SVQ qualification

SHOWCARD 25Q

1. First certificate or general certificate (below level 2)
2. First diploma or general diploma (level 2)
3. National Certificate or National Diploma level (level 3)
4. Higher level (level 4 or higher)

SHOWCARD 25R

1. Modules towards a National Certificate
2. First certificate or general certificate (below level 2)
3. First diploma or general diploma (level 2)
4. Full National Certificate(level 3)
5. Higher level (level 4)

SHOWCARD 25S

1. To help you get started in your job
2. To improve your skills in your current job
3. To maintain professional status and / or meet occupational standards
4. To prepare you for a job you might do in the future
5. To help you get a promotion
6. Health and Safety Training
7. For hobbies or leisure

SHOWCARD 25T

Higher Level Qualifications

- 1. University Higher Degree (eg.MSc, PhD)
- 35. PGCE
- 36. First degree level qualification (e.g. BA, BSc)
- 37. Foundation degree
- 3. Diploma in higher education
- 38. Teaching qualification for secondary/further education (excluding PGCE)
- 39. Teaching qualification for primary education (excluding PGCE)
- 5. Nursing or other medical qualification not yet mentioned
- 6. Other higher degree
- 40. Access to Higher Education (HE) Diploma

School Level Qualifications

- 7. A Level
- 8. Welsh Baccalaureate
- 9. International Baccalaureate
- 10. AS Level
- 41. Scottish Baccalaureate
- 42. Advanced Higher
- 12. Higher Grade
- 13. GCSE

15. Credit Standard Grade (National 5 /Intermediate 2)

32. General Standard Grade (National 4 / Intermediate 1)

33. Foundation Standard Grade (National 3 / Access 3)

16. Other school (inc. school leaving exam certificate or matriculation)

Vocational and other qualifications

17. Youth training certificate

18. Key Skills

19. Basic Skills

20. Entry level qualifications (Wales)

21. Modern apprenticeship/trade apprenticeship

22. RSA/OCR/Clerical and commercial qualifications (e.g. typing/shorthand/bookkeeping/ commerce)

23. City and Guilds Certificate

24. GNVQ/GSVQ

43. NVQ/SVQ

27. HNC/HND

28. ONC/OND

29. BTEC/BEC/TEC/EdExcel/LQL

30. SCOTVEC, SCOTEC or SCOTBEC

34. First Aid and other Health & Safety Certificates

31. Other vocational, technical or professional qualification

SHOWCARD 25U

1. Intermediate/Level 2/Foundation Modern
2. Advanced/Level 3/Advanced Modern
3. Higher/Level 4 or 5

SHOWCARD 25V

1. RSA certificate (including Stage I,II & III) /OCR

Level 1

2. Diploma / OCR Level 2

3. Advanced diploma or advanced certificate /OCR

Level 3

4. Higher diploma / OCR Level 4

SHOWCARD 25W

1. Part 1 / Foundation
2. Part 2 / Craft / Intermediate
3. Part 3 / Advanced Craft / Final
4. Part 4 / Career Extension / Full Technological
Certificate

SHOWCARD 25X

1. Foundation
2. Intermediate
3. Advanced

SHOWCARD 25Y

1. Level 1
2. Level 2
3. Level 3
4. Level 4
5. Level 5
6. Other NVQ/SVQ qualification

SHOWCARD 25Z

1. First certificate or general certificate (below level 2)
2. First diploma or general diploma (level 2)
3. National Certificate or National Diploma level (level 3)
4. Higher level (level 4 or higher)

SHOWCARD 25AA

1. Modules towards a National Certificate
2. First certificate or general certificate (below level 2)
3. First diploma or general diploma (level 2)
4. Full National Certificate(level 3)
5. Higher level (level 4)

SHOWCARD 25AB

1. PhD or equivalent doctoral level qualification
2. Masters or equivalent higher degree level qualification
3. Postgraduate academic below-Masters level qualification
(e.g. Certificate or Diploma)
4. Bachelors or equivalent first degree qualification
5. Post-secondary academic below-degree level qualification
(up to 1 year)
6. Post-secondary academic below-degree level qualification
(2 and more years)
7. Post-secondary vocational training (up to 1 year)
8. Post-secondary vocational training (2 and more years)
9. Completed secondary school
10. Completed primary school
96. None of the above

SHOWCARD 25AC

1. University Higher Degree (eg.MSc, PhD)
19. PGCE or equivalent
20. First degree level qualification (e.g. BA, BSc)
21. Foundation degree
3. Diploma in higher education
22. Teaching qualification for secondary/further education (excluding PGCE)
23. Teaching qualification for primary education (excluding PGCE)
5. Nursing or other medical qualification not yet mentioned
24. Access to Higher Education (HE) Diploma
6. A Level
11. Certificate of sixth year studies
25. Advanced Higher
26. Scottish Baccalaureate
7. Welsh Baccalaureate
8. International Baccalaureate
10. Higher Grade
9. AS Level
12. GCSE/O Level
13. CSE
14. Credit Standard Grade / Ordinary (O) Grade (National 5 /Intermediate 2)
17. General Standard Grade (National 4 / Intermediate 1)
18. Foundation Standard Grade (National 3 / Access 3)
15. Other school (inc. school leaving exam certificate or matriculation)
96. None of the above

SHOWCARD 25AD

1. Youth training certificate
2. Key Skills
3. Basic Skills
4. Entry level qualifications (Wales)
5. Modern apprenticeship/trade apprenticeship
6. RSA/OCR/Clerical and commercial qualifications (e.g. typing/shorthand/book-keeping/ commerce)
7. City and Guilds Certificate
8. GNVQ/GSVQ
16. NVQ/SVQ
11. HNC/HND
12. ONC/OND
13. BTEC/BEC/TEC/EdExcel/LQL
14. SCOTVEC, SCOTEC or SCOTBEC
15. Other vocational, technical or professional qualification
96. None of the above

SHOWCARD 25AE

1. Traditional apprenticeship
2. Intermediate/Level 2/Foundation Modern
3. Advanced/Level 3/Advanced Modern
4. Higher/Level 4 or 5

SHOWCARD 25AF

1. RSA certificate (including Stage I,II & III) /OCR

Level 1

2. Diploma / OCR Level 2

3. Advanced diploma or advanced certificate /OCR

Level 3

4. Higher diploma / OCR Level 4

SHOWCARD 25AG

1. Part 1 / Foundation
2. Part 2 / Craft / Intermediate
3. Part 3 / Advanced Craft / Final
4. Part 4 / Career Extension / Full Technological
Certificate

SHOWCARD 25AH

1. Foundation
2. Intermediate
3. Advanced

SHOWCARD 25AI

1. Level 1
2. Level 2
3. Level 3
4. Level 4
5. Level 5
6. Other NVQ/SVQ qualification

SHOWCARD 25AJ

1. First certificate or general certificate (below level 2)
2. First diploma or general diploma (level 2)
3. National Certificate or National Diploma level (level 3)
4. Higher level (level 4 or higher)

SHOWCARD 25AK

1. Modules towards a National Certificate
2. First certificate or general certificate (below level 2)
3. First diploma or general diploma (level 2)
4. Full National Certificate(level 3)
5. Higher level (level 4)

SHOWCARD 27A

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

SHOWCARD 27B

1. A public limited company
2. A nationalised industry / state corporation
3. Central government or civil service
4. Local government or council (including police, fire services and local authority controlled schools / colleges)
5. A university or other grant-funded education establishment (include opted-out schools)
6. A health authority or NHS trust
7. A charity, voluntary organisation or trust
8. The armed forces
9. Some other kind of organisation

SHOWCARD 27C

1. Drive myself by car or van
2. Get a lift with someone from household
3. Get a lift with someone outside the household
4. Motorcycle/moped/scooter
5. Taxi/minicab
6. Bus/coach
7. Train
8. Underground/Metro/Tram/Light railway
9. Cycle
10. Walk
97. Other

SHOWCARD 28A

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

SHOWCARD 28B

Money from the work account:

- used for payments to yourself and any other personal spending
- used to pay domestic bills (including standing orders)
- transferred to a private account
- used for any other non-business use?

SHOWCARD 28C

1. Drive myself by car or van
2. Get a lift with someone from household
3. Get a lift with someone outside the household
4. Motorcycle/moped/scooter
5. Taxi/minicab
6. Bus/coach
7. Train
8. Underground/Metro/Tram/Light railway
9. Cycle
10. Walk
97. Other

SHOWCARD 29A

7. Completely satisfied
6. Mostly satisfied
5. Somewhat satisfied
4. Neither satisfied nor dissatisfied
3. Somewhat dissatisfied
2. Mostly dissatisfied
1. Completely dissatisfied

SHOWCARD 31A

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

SHOWCARD 32A

1. I prefer to look after my child(ren) myself
2. I cannot earn enough to pay for childcare
3. I cannot find suitable childcare
4. There are no jobs in the right place for me
5. There are no jobs with the right hours for me
6. There are no jobs available for me
7. I am in full-time education
8. I am on a training course
9. My family would lose benefits if I was earning
10. I am caring for an elderly or ill relative or friend
11. I cannot work because of poor health
12. I prefer not to work
13. My husband/partner disapproves
97. Some other reason

SHOWCARD 34A

0. No childcare/nursery use
1. Nursery school or class
2. Special day school or nursery or unit for children with special educational needs
3. Day nursery or creche
4. Playgroup or pre-school (including Welsh medium)
5. Childminder
6. Nanny or au pair or childcarer in the home
7. Baby-sitter who comes to your home
8. Breakfast club or After school club, on school/nursery school site
9. Breakfast club or After school club, not on school/nursery school site
10. Holiday club/scheme
11. My ex-husband/wife/partner/the child's non resident parent
12. The child's grandparent(s)
13. The child's older brother/sister
14. Another relative
15. A friend or neighbour
16. Other nursery education provider
17. Other childcare provider

SHOWCARD 34B

1. Nursery school or class
2. Special day school or nursery or unit for children with special educational needs
3. Day nursery or creche
4. Playgroup or pre-school (including Welsh medium)
5. Childminder
6. Nanny or au pair or childcarer in the home
7. Baby-sitter who comes to your home
8. Breakfast club or After school club, on school/nursery school site
9. Breakfast club or After school club, not on school/nursery school site
10. Holiday club/scheme
11. My ex-husband/wife/partner/the child's non resident parent
12. The child's grandparent(s)
13. The child's older brother/sister
14. Another relative
15. A friend or neighbour
16. Other nursery education provider
17. Other childcare provider

SHOWCARD 34C

0. No types of childcare or nursery education used
1. Nursery school or class
2. Special day school or nursery or unit for children with special educational needs
3. Day nursery or creche
4. Playgroup or pre-school (including Welsh medium)
5. Childminder
6. Nanny or au pair or childcarer in the home
7. Baby-sitter who comes to your home
8. Breakfast club or After school club, on school/nursery school site
9. Breakfast club or After school club, not on school/nursery school site
10. Holiday club/scheme
11. My ex-husband/wife/partner/the child's non resident parent
12. The child's grandparent(s)
13. The child's older brother/sister
14. Another relative
15. A friend or neighbour
16. Other nursery education provider
17. Other childcare provider

SHOWCARD 34D

1. Nursery school or class
2. Special day school or nursery or unit for children with special educational needs
3. Day nursery or creche
4. Playgroup or pre-school (including Welsh medium)
5. Childminder
6. Nanny or au pair or childcarer in the home
7. Baby-sitter who comes to your home
8. Breakfast club or After school club, on school/nursery school site
9. Breakfast club or After school club, not on school/nursery school site
10. Holiday club/scheme
11. My ex-husband/wife/partner/the child's non resident parent
12. The child's grandparent(s)
13. The child's older brother/sister
14. Another relative
15. A friend or neighbour
16. Other nursery education provider
17. Other childcare provider

SHOWCARD 35A

1. Income Support
2. Job Seeker's Allowance
3. Child Benefit
4. Universal Credit
96. None of these

SHOWCARD 35B

1. NI Pension or State Retirement (Old Age) Pension
2. A pension from a previous employer
3. A pension from a spouse's previous employer
4. Pension Credit including Guarantee Credit &
Savings Credit
5. Private Pension or Annuity
6. Widow's or War Widow's Pension
7. Widowed Mother's Allowance, Parent's Allowance
or Bereavement Allowance
8. War Disablement Pension
96. None of these

SHOWCARD 35C

1. Incapacity Benefit
2. Employment and Support Allowance
3. Severe Disablement Allowance
4. Carer's Allowance
5. Disability Living Allowance
12. Personal Independence Payments
7. Attendance Allowance
8. Industrial Injury Disablement Benefit
10. Sickness and Accident Insurance
97. Any other disability related benefit or payment
96. None of these

SHOWCARD 35D

Version A

1. Foster Allowance
2. Maternity Allowance
3. In-Work Credit for Lone Parents
4. Return to Work Credit
6. Council Tax Reduction
97. Any other state benefit or credit
96. None of these

SHOWCARD 35D

Version B

1. Foster Allowance
2. Maternity Allowance
3. In-Work Credit for Lone Parents
4. Return to Work Credit
5. Working Tax Credit
6. Council Tax Reduction
8. Housing Benefit
97. Any other state benefit or credit
96. None of these

SHOWCARD 35D

Version C

1. Foster Allowance
2. Maternity Allowance
3. In-Work Credit for Lone Parents
4. Return to Work Credit
7. Rate Rebate
97. Any other state benefit or credit
96. None of these

SHOWCARD 35D

Version D

1. Foster Allowance
2. Maternity Allowance
3. In-Work Credit for Lone Parents
4. Return to Work Credit
5. Working Tax Credit
7. Rate Rebate
9. Rent Rebate
97. Any other state benefit or credit
96. None of these

SHOWCARD 35E

2. Education Grant other than a Student Loan or Tuition Fee Loan
3. Trade Union or Friendly Society Payment
4. Maintenance or Alimony
5. Payments from a family member not living with you
6. Rent from Boarders or Lodgers (not family members) living here with you
7. Rent from any other property even if that only covers that property's mortgage or running costs
97. Or any other regular payment
96. None of these

SHOWCARD 36A

1. Money Dashboard
2. OnTrees
3. Yodlee Money Center
4. Lovemoney
5. Moneydance
6. PocketSmith
7. AceMoney
97. Other
96. None of the above

SHOWCARD 36B

1. Tesco Clubcard
2. Nectar Card
3. myWaitrose Card
4. Morrisons Match & More Card
5. The Co-operative Card
6. my John Lewis Card
7. Ikea family Card
8. Boots Advantage Card
9. Nando's Card
10. Costa Coffee Club Card
11. Starbucks Card
12. British Airways Executive Club Card
13. Virgin Atlantic Flying Club Card
97. Other
96. No store loyalty cards

SHOWCARD 37A

1. We share and manage our finances jointly
2. We pool some of the money and keep the rest separate
3. We keep our finances completely separate
4. One person looks after the couple's money except the other person's spending money
5. One person is given a housekeeping allowance, the other person looks after the rest of the money
6. We have some other arrangement

SHOWCARD 37B

1. Usually have nothing to pay
2. Usually pay the full amount owing
3. Usually pay more than the minimum amount but not the full amount owing
4. Usually pay the minimum amount on some cards and pay more on others
5. Usually pay the minimum amount only
6. Sometimes not able to pay the minimum amount
7. Some other arrangement / it depends on the card / a mix of these arrangements

SHOWCARD 38A

1. 25% or less
2. More than 25% but less than 50%
3. 50%
4. More than 50% but less than 75%
5. 75% or more
6. All of our money is pooled together

SHOWCARD 38B

1. Strongly agree
2. Agree
3. Neither agree nor disagree
4. Disagree
5. Strongly disagree

SHOWCARD 39A

1. Mother
9. Step/adoptive mother
2. Father
10. Step/adoptive father
11. Biological Son(s)/daughter(s)
12. Adopted Son(s)/daughter(s)
13. Step Son(s)/daughter(s)
4. Brothers/sisters
5. Grandchildren
6. Grandparents
7. Great Grandchildren
8. Great Grandparents
96. None of these

SHOWCARD 39B

1. Daily
2. At least once per week
3. At least once per month
4. Several times per year
5. Less often
6. Never

SHOWCARD 39C

1. Giving them lifts in your car (if you have one)
2. Shopping for them
3. Providing or cooking meals
4. Helping with basic personal needs like dressing, eating or bathing
5. Washing, ironing or cleaning
6. Dealing with personal affairs e.g. paying bills, writing letters
7. Decorating, gardening or house repairs
8. Financial help
97. Anything else
96. None of these

SHOWCARD 39D

1. Getting a lift in their car (if they have one)
2. Shopping for you
3. Providing or cooking meals
4. Looking after your children
5. Washing, ironing or cleaning
6. Dealing with personal affairs e.g. paying bills, writing letters
7. Decorating, gardening or house repairs
8. Financial help
97. Anything else
96. None of these

SHOWCARD 39E

1. Daily
2. At least once per week
3. At least once per month
4. Several times per year
5. Less often
6. Never

SHOWCARD 39F

1. Giving them lifts in your car (if you have one)
2. Shopping for them
3. Providing or cooking meals
4. Looking after their children
5. Washing, ironing or cleaning
6. Dealing with personal affairs e.g. paying bills, writing letters
7. Decorating, gardening or house repairs
8. Financial help
97. Anything else
96. None of these

SHOWCARD 39G

1. Getting lifts in their car (if they have one)
2. Shopping for you
3. Providing or cooking meals
4. Help with basic personal needs like dressing, eating or bathing
5. Washing, ironing or cleaning
6. Dealing with personal affairs e.g. paying bills, writing letters
7. Decorating, gardening or house repairs
8. Financial help
97. Anything else
96. None of these

SHOWCARD 42A

1. A parent
2. Grandparent
3. Other relative
4. In care
5. Other

SHOWCARD 42B

1. Never
2. A few times a year
3. Once a month or less
4. Several times a month
5. About once a week
6. Several times a week
7. Almost everyday
8. Shared care 50/50

SHOWCARD 42C

1. Currently in relationship/married but not living together
2. Previously married, now separated/divorced
3. Previously lived together, now separated
4. Previously in a relationship but didn't live together
5. Never in a relationship/just friends

SHOWCARD 42D

1. Never in a relationship
2. Money or financial problems (lack of money, not having/losing work)
3. You had grown apart
4. Lack of communication/did not talk
5. Different expectations
6. Pregnancy/birth of child
7. Disagreement over parenting issues
8. Your ex-partner did not give enough time to family
9. You did not give enough time to family
10. Your ex-partner found someone else/adultery/infidelity
11. You found someone else/adultery/infidelity
12. Your ex-partner's violent or abusive behaviour (towards you/child)
13. Your ex-partner's emotionally abusive behaviour (towards you/child)
14. Your ex-partner's sexually abusive behaviour (towards you/child)
15. Your ex-partner's financially abusive behaviour (towards you/child)
16. Your violent or abusive behaviour (towards partner/child)
17. Your emotionally abusive behaviour (towards partner/child)
18. Your sexually abusive behaviour (towards partner/child)
19. Your financially abusive behaviour (towards partner/child)
20. Your ex-partner's alcohol/drugs/addiction problems
21. Your alcohol/drugs/addiction problems
22. Your ex-partner's mental illness/emotional issues/depression
23. Your mental illness/emotional issues/depression
24. Lack of sexual relationship
25. You are homosexual/lesbian/gay
26. Your ex-partner is homosexual/lesbian/gay
27. Other (please say what)
28. No reason
29. Don't know

SHOWCARD 57A

1. Self employed
2. In paid employment (full or part-time)
3. Unemployed
4. Retired
5. On maternity leave
6. Looking after family or home
7. Full-time student
8. Long-term sick or disabled
9. On a government training scheme
10. Unpaid worker in family business
11. Working in an apprenticeship
97. Doing something else

SHOWCARD 57B

1. University Higher Degree (e.g. MSc, PhD)

2. First degree level qualification including foundation degrees, graduate membership of a professional Institute, PGCE

3. Diploma in higher education

4. Teaching qualification (excluding PGCE)

5. Nursing or other medical qualification not yet mentioned

6. A Level

16. Advanced Higher / Scottish Baccalaureate

7. Welsh Baccalaureate

8. International Baccalaureate

9. AS Level

10. Higher Grade

11. Certificate of sixth year studies

12. GCSE / O Level

13. CSE

14. Credit Standard Grade / Ordinary (O) Grade (National 5 / Intermediate 2)

17. General Standard Grade (National 4 / Intermediate 1)

18. Foundation Standard Grade (National 3 / Access 3)

15. Other school (inc. school leaving exam certificate or matriculation)

96. None of the above

SHOWCARD 57C

1. Youth training certificate
2. Key skills
3. Basic skills
4. Entry level qualifications (Wales)
5. Modern apprenticeship/trade apprenticeship
6. RSA/OCR/Clerical and commercial qualifications
(e.g. typing/shorthand/book-keeping/commerce)
7. City and Guilds Certificate
8. GNVQ/GSVQ
9. NVQ/SVQ - Level 1 – 2
10. NVQ/SVQ - Level 3 – 5
11. HNC/HND
12. ONC/OND
13. BTEC/BEC/TEC/EdExcel/LQL
14. SCOTVEC, SCOTEC or SCOTBEC
15. Other vocational, technical or professional
qualification
96. None of the above

SHOWCARD 57D

- 1.** Mobility (moving around at home and walking)
- 2.** Lifting, carrying or moving objects
- 3.** Manual dexterity (using your hands to carry out everyday tasks)
- 4.** Continence (bladder and bowel control)
- 5.** Hearing (apart from using a standard hearing aid)
- 6.** Sight (apart from wearing standard glasses)
- 7.** Communication or speech problems
- 8.** Memory or ability to concentrate, learn or understand
- 9.** Recognising when you are in physical danger
- 10.** Your physical co-ordination (e.g. balance)
- 11.** Difficulties with own personal care (e.g. getting dressed, taking a bath or shower)
- 12.** Other health problem or disability
- 96.** None of these

SHOWCARD 57E

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

SHOWCARD 57F

WEEKLY

0. NO INCOME AT ALL

1. up to 99

2. 100 - 149

3. 150 - 239

4. 240 - 319

5. 320 - 379

6. 380 - 459

7. 460 - 559

8. 560 - 669

9. 670 - 859

10. 860 or more

ANNUAL

0. NO INCOME AT ALL

1. up to 5,199

2. 5,200 - 7,799

3. 7,800 - 12,499

4. 12,500 - 16,599

5. 16,600 - 19,999

6. 20,000 - 23,999

7. 24,000 - 29,999

8. 30,000 - 34,999

9. 35,000 - 44,999

10. 45,000 - 54,999

11. 55,000 or more

SHOWCARD 57G

1. NI Retirement/State Retirement (old age) Pension
2. Pension from previous employer(s)
13. Universal Credit
3. Disability Living Allowance
4. Job Seekers Allowance (Unemployment) and/or Income Support
5. Employment and Support Allowance
6. Child Benefit
7. Working Tax Credit (formerly Working Family Tax Credit and Disabled Person's Tax Credit)
8. Housing Benefit/Rent Rebate
9. Incapacity Benefit (Replaces Invalidity and NI Sickness Benefit)
10. Any other state benefit
11. Child Tax Credit
12. Pension Credit
96. None of these

SHOWCARD 57H

WEEKLY

0. NO INCOME AT ALL

1. up to 74

2. 75 - 139

3. 140 - 199

4. 200 - 249

5. 250 - 324

6. 325 - 399

7. 400 - 499

8. 500 - 624

9. 625 - 749

10. 750 or more

ANNUAL

0. NO INCOME AT ALL

1. up to 3,599

2. 3,600 - 6,599

3. 6,600 - 9,599

4. 9,600 - 12,599

5. 12,600 - 15,599

6. 15,600 - 19,199

7. 19,200 - 23,999

8. 24,000 - 29,999

9. 30,000 - 35,999

10. 36,000 - 42,999

11. 43,000 - 49,999

12. 50,000 or more

Thank you leaflet

We need your help to answer these important questions...

How well are you managing financially these days?

How would you rate your local services?

What do you consider your national identity to be?

Does your health limit you a lot, a little or not at all?





Thank you for your help and participation in Understanding Society.

It is only by talking to the same people each year that we can build a picture of how lives are changing over time. This is why you are so valuable to the study.

The anonymous information you share is being used by social researchers, policy-makers in government, charities and other third sector organisations in the UK and around the world to shape and guide new policy.

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Boomerangs case studies

How is my information used?

We asked Who you are living with and how many generations live in your house?



The research

Researchers from the University of Southampton used the data to show what shapes young people's decision to move home to mum and dad.

What the research found

- Finishing full-time education is the most common reason for returning to the parental home.
- Relationship break-ups and being unemployed also increase the need for parental support.
- Men remain more likely to be living in the parental home than women, although the gender gap is narrowing.

Newspaper headlines

- “It’s Official: The Boomerang Kids Won’t Leave”
New York Times 20th June 2014
- Why young adults return to parental home
Science Daily 11th November 2013

Questions this raises for policy makers

- More young people choose to go to university.
Is this a good or bad thing?
- What does the future hold for parents who now
need to support their children for longer?
- Will parents need to dig deeper into pensions &
savings?

First daughter case study

How is my information used?

We asked 10-15 year olds about their plans to attend further education



The research

Feifei Bu at the University of Essex used the data to investigate if brothers or sisters were more or less ambitious, depending on whether they were the first, second or youngest child.

What the research found

- Girls are 13% more ambitious than boys
- “Firstborns” are 16% more likely to attend further education than their younger siblings
- Girls are 4% more likely to have further education qualifications

In the news

- First born and female? Why being the eldest girl means you are more likely to succeed
Daily Mail 27th April 2014
- Firstborn children really do excel, reveals groundbreaking study The Guardian 26th April 2014
- Born winners: the women who grew up in first place The Times 28th April 2014

Questions this raises for policy makers

- Schools can look at whether they need to support boys or younger siblings more?
- Why is aspiration important?
- What might parents do to ensure all their children are equally ambitious?

Grandparents case study

How is my information used?

We asked about childcare arrangements in the family home.



The research

Charities Age UK and Grandparents Plus used the data to reveal the important role that grandparents play in supporting parents with childcare.

What the research found

- Half of all mothers rely on grandparents to provide childcare when they return to work after maternity leave
- 63% of all grandparents with a grandchild under 16 look after their grandchildren.
- 19% of grandmothers provide at least 10 hours of childcare a week.

Newspaper headlines

- The babysitting grandparents who save families £7billion a year: Study shows older generation cares for 1.6million UK children
Daily Mail 30th May 2013
- Childcare: Are grandparents entitled to flexible hours? BBC News 30th May 2013
- 'Hidden army' of grandparents helping families priced out of childcare
Guardian 8th July 2014

Questions this raises for policy makers

- Older people work for longer now and cannot look after children as often.
- Pension age is rising – what impact will this have?
- Would cheaper childcare help?

Wellbeing case study

How is my information used?

We asked 10-15 year olds about their wellbeing



The research

The Office for National Statistics used this data to report on children's wellbeing, relating to their relationships, health and education.

What the research found

- 79% of boys and 68% of girls reported being relatively happy with their looks.
- The proportion of children in England aged 2 to 15 who were overweight, including obese, was 28% in 2012.
- 12% of children reported being frequently bullied physically, in other ways, or both.

Newspaper headlines

- Children 'satisfied, yet fear of bullying remains'
BBC News 8th October 2014
- Want your children to be happy? Try talking to them... Daily Mail 8th October 2014
- Girls twice as likely to worry about their appearance as boys The Telegraph 8th October 2014

Why is this research important?

- This sort of research can help local authorities improve children's services including social care, education and public health.

