

Wave 8 – Interviewer Materials

130471 Translation Booklet_W8.pptx

130471 Usoc Wave 8 Translation Card

130471_Translations flow chart W8

11834332 Consent flowchart

COA card 4325

Interviewer card

Understanding Society Interviewer instructions CORE v3

W8 showcards_131869_mainstage_v2

W8_Letter- Generic (for interviewer pack)_v2

Wave-specific instructions for W8 v3

130471 Translation Booklet_W8.pptx



131869

Wave 8

Translation booklet

English

We would like you to take part in Understanding Society: The UK household longitudinal study. This important study is being carried out by TNS BMRB on behalf of the Institute for Social and Economic Research at the University of Essex, to find out how people feel about living in the UK today. In particular, the study aims to understand the life experiences of the members of minority ethnic groups. We wanted to ensure that we collect views and opinions of those people who do not have English as their first language, Therefore we will be translating the questionnaire into a number of different languages. We do hope that you and other members of your household will agree to take part in this survey. We would like to arrange for an interpreter to explain more about what is involved in the survey and to help conduct the interview which will take about 30-45 minutes per person. Could we take a phone number to contact you on?

Bengali

আমরা আপনাকে সামাজিক অধ্যয়ন অনুধাবনে অংশ নেওয়াতে চাই। যুক্তরাজ্যে বসবাসরত মানুষদের জীবনযাত্রায় কেমন পরিবর্তন হচ্ছে তা অনুধাবন করতে এই বড় মাপের অধ্যয়নটি এসেক্স বিশ্ববিদ্যালয় দ্বারা পরিচালিত হচ্ছে। এই সমীক্ষায় প্রতি বছর 60,000-এরও বেশি লোক অংশগ্রহণ করে। যে ব্যক্তিদের প্রথম ভাষা ইংরাজি নয় তেমন ব্যক্তিদের আমরা অন্তর্ভুক্ত করা নিশ্চিত করতে চাই, তাই প্রশ্নমালাটি বিভিন্ন ভাষায় অনূদিত হয়েছে। আমরা আশা করি যে আপনি এবং আপনার পরিবারের অন্য সদস্যরাও এই অধ্যয়নে অংশ নিতে সম্মত হবে। আমরা এই সমীক্ষাটি সম্পর্কে আরও ব্যাখ্যা করতে এবং সাক্ষাত্কারে সহায়তা করতে একজন দোভাষী নিয়োগ করতে চাই। ব্যক্তি পিছু সাক্ষাত্কারটি প্রায় 45-60 মিনিট সময় নেবে। অনুগ্রহ করে আমাদের একটি পরিচিতির নাম এবং টেলিফোন নম্বর জানান যাতে আমরা আপনার সাথে যোগাযোগ করার জন্য দোভাষী নিয়োগ করতে পারি।

Gujarati

અમે ઇચ્છીએ છીએ કે તમે દૂરંદેશી સામાજિક અભ્યાસમાં ભાગ લો. આ મહત્વપૂર્ણ અભ્યાસ એસેક્સ યુનિવર્સિટી દ્વારા યુ.કે.માં જીવન કેવી રીતે બદલાઈ છે તે સમજવા માટે આયોજિત કરવામાં આવી રહ્યો છે. દર વર્ષે 60,000 થી પણ વધુ લોકો આ સર્વેક્ષણમાં ભાગ લે છે. જે લોકો તેમની પ્રાથમિક ભાષા તરીકે અંગ્રેજી બોલતા નથી, અમે તેવા લોકોનો સમાવેશ કરવાની ખાતરી કરવા માગીએ છીએ, જેથી પ્રશ્નોત્તરીને કેટલીક ભિન્ન ભાષાઓમાં અનુવાદિત કરવામાં આવી છે. અમને આશા છે કે તમે અને તમારા પરિવારના અન્ય સભ્યો આ અભ્યાસનો ભાગ બનવા માટે સંમત છે. અમે સર્વેક્ષણ વિશે વધુ સમજાવવા અને ઇન્ટરવ્યૂમાં સહાયતા કરવા માટે દુભાષિયા માટેની વ્યવસ્થા કરવા માગીએ છીએ. દરેક વ્યક્તિ માટે ઇન્ટરવ્યૂમાં આશરે 45-60 મિનિટ લાગશે. કૃપા કરીને અમને સંપર્ક નામ અને ફોન નંબર પ્રદાન કરો જેથી અમે તમારો સંપર્ક કરવા માટે દુભાષિયાની વ્યવસ્થા કરી શકીએ.

Polish

Chcielibyśmy, byś wziął udział w ankiecie Understanding Society: analiza gospodarstw domowych w Wielkiej Brytanii. Badanie prowadzi TNS BMRB w imieniu Institute for Social and Economic Research na University of Essex. Jego celem jest analiza odczuć mieszkańców na temat życia w dzisiejszej Wielkiej Brytanii. W szczególności analitycy chcą poznać doświadczenia osób z kręgu mniejszości etnicznych. Zadbaliśmy o to, by zebrać opinie i poglądy osób, dla których angielski nie jest pierwszym językiem. Kwestionariusz zostanie więc przetłumaczony na wiele różnych języków. Szczerze wierzymy, że i ty i inni członkowie twojej rodziny zechcecie wziąć udział w ankiecie. Planujemy współpracować z tłumaczami ustnymi, by dokładnie wyjaśnić, o co w niej chodzi i przeprowadzić wywiady, które zajmą 45-60 minut na osobę. Czy możesz nam zostawić swój numer telefonu?

Portuguese

Gostaríamos que você participasse do Understanding Society: O estudo longitudinal das famílias do Reino Unido. Este importante estudo está sendo realizado pela TNS BMRB, em nome do Institute for Social and Economic Research da University of Essex, para descobrir como as pessoas se sentem vivendo no Reino Unido hoje. Particularmente, o estudo busca compreender as experiências de vida dos integrantes de grupos étnicos minoritários. Desejamos muito obter pontos de vista e opiniões daquelas pessoas que não têm o inglês como língua materna. Por isso, traduziremos o questionário para diversos outros idiomas. Esperamos que você e outros membros de sua família concordem em participar desta pesquisa. Gostaríamos de providenciar um intérprete para explicar melhor o que está envolvido na pesquisa e ajudar a conduzir a entrevista, que durará cerca de 45 a 60 minutos por pessoa. Você poderia fornecer um número de telefone para entrarmos em contato?

Punjabi (Gurmukhi)

ਅਸੀਂ ਤੁਹਾਨੂੰ 'ਸੁਸਾਇਟੀ ਨੂੰ ਸਮਝਣਾ' ਅਧਿਐਨ ਵਿੱਚ ਭਾਗ ਲੈਣ ਲਈ ਕਹਿਣਾ ਚਾਹੁੰਦੇ ਹਾਂ। ਇਹ ਪ੍ਰਮੁੱਖ ਅਧਿਐਨ ਐਸਸੇਕਸ ਯੂਨੀਵਰਸਿਟੀ ਦੁਆਰਾ ਬ੍ਰਿਟੇਨ (ਯੂਕੇ) ਦੇ ਲੋਕਾਂ ਦੀ ਬਦਲ ਰਹੀ ਜੀਵਨ-ਸ਼ੈਲੀ ਨੂੰ ਸਮਝਣ ਲਈ ਕਰਾਇਆ ਜਾ ਰਿਹਾ ਹੈ। ਹਰ ਸਾਲ 60, 000 ਤੋਂ ਵੱਧ ਲੋਕ ਇਸ ਸਰਵੇਖਣ ਵਿੱਚ ਭਾਗ ਲੈਂਦੇ ਹਨ। ਅਸੀਂ ਇਸ ਗੱਲ ਨੂੰ ਯਕੀਨੀ ਬਣਾਉਣਾ ਚਾਹੁੰਦੇ ਹਾਂ ਕਿ ਅਸੀਂ ਉਹਨਾਂ ਲੋਕਾਂ ਨੂੰ ਵੀ ਇਸ ਵਿੱਚ ਸ਼ਾਮਲ ਕਰੀਏ ਜੋ ਅੰਗਰੇਜ਼ੀ ਵਿੱਚ ਗੱਲਬਾਤ ਨਹੀਂ ਕਰਦੇ ਹਨ, ਇਸ ਲਈ ਪ੍ਰਸ਼ਨਾਵਲੀ ਦਾ ਅਨੁਵਾਦ ਅਨੇਕਾਂ ਭਾਸ਼ਾਵਾਂ ਵਿੱਚ ਕੀਤਾ ਗਿਆ ਹੈ। ਸਾਨੂੰ ਉਮੀਦ ਹੈ ਕਿ ਤੁਸੀਂ ਅਤੇ ਤੁਹਾਡੇ ਪਰਿਵਾਰ ਦੇ ਹੋਰ ਸਦੱਸ ਇਸ ਅਧਿਐਨ ਵਿੱਚ ਹਿੱਸਾ ਲੈਣ ਲਈ ਰਾਜ਼ੀ ਹੋਵੋਗੇ। ਸਰਵੇਖਣ ਦੇ ਬਾਰੇ ਹੋਰ ਸਮਝਾਉਣ ਅਤੇ ਇੰਟਰਵਿਊ ਦੇਣ ਵਿੱਚ ਸਹਾਇਤਾ ਕਰਨ ਲਈ ਅਸੀਂ ਇੱਕ ਦੁਭਾਸ਼ੀਏ ਦਾ ਇੰਤਜ਼ਾਮ ਕਰਨਾ ਚਾਹੁੰਦੇ ਹਾਂ। ਹਰੇਕ ਵਿਅਕਤੀ ਦੀ ਇੰਟਰਵਿਊ ਲਈ ਲਗਭਗ 45-60 ਮਿੰਟ ਦਾ ਸਮਾਂ ਲੱਗੇਗਾ। ਕਿਰਪਾ ਕਰਕੇ ਸਾਨੂੰ ਆਪਣਾ ਸੰਪਰਕ ਨਾਮ ਅਤੇ ਟੈਲੀਫੋਨ ਨੰਬਰ ਦਿਉ ਤਾਂ ਕਿ ਅਸੀਂ ਤੁਹਾਡੇ ਨਾਲ ਸੰਪਰਕ ਕਰਨ ਲਈ ਦੁਭਾਸ਼ੀਏ ਦਾ ਇੰਤਜ਼ਾਮ ਕਰ ਸਕੀਏ।

Punjabi (Urdu)

اسیں تہانوں آپس دی سمجھوتہ سوسائٹی مطالعہ اچ حصہ لین دا مشورہ دیاں گے۔ ایہ وڈھا مطالعہ یونیورسٹی آف اسسیکس دے ولوں کرایا جا رہیا اے، ایہ سمجھن لئی کہ یو کے اچ زندگیاں کیویں بدل رہیاں نیں۔ ایس سروے اچ ہر سال 60,000 لوک حصہ لیندے نیں۔ اسیں ایس گل نوں یقینی بناؤنا چاہندا آں پئی اسیں اوہناں لوکاں نوں وی ایس سروے اچ شامل کریے جیہاں دی مادری زبان انگریزی نہیں، ایس لئی ایس سوالنامہ کئی وکھریاں بولیاں اچ ترجمہ کیتا گیا اے۔ سانوں امید اے کہ تسی تے تہاڈے گھر دے دوجے لوکی ایس سروے چ شامل ہونا پسند کرن گے۔ اسی انٹرویو چ مدد لئی تے سروے بارے ہور وضاحت لئی مترجم دا انتظام کرن لئی تیار آں۔ سانوں امید اے کہ تسی تے تہاڈے گھر دے دوجے لوکی ایس سروے اچ شامل ہونا پسند کرن گے۔ انٹرویو اچ ہر بندے دے 45-60 منٹ تائیں لگن گے۔ مہربانی کر کے سانوں اپنا ناں تے فون نمبر دیو تاں جے اسی تہاڈے لئی مترجم دا انتظام کرسکیے۔

Turkish

Understanding Society çalışmasına katılmanızı isteriz: Birleşik Krallık hane halkı uzun vadeli çalışması. Bu önemli çalışma, günümüzde Birleşik Krallık'ta yaşamının insanlar için nasıl bir şey olduğunu saptamak amacıyla Institute for Social and Economic Research adına University of Essex'te TNS BMRB tarafından yapılmaktadır. Bu çalışma özellikle azınlık etnik grupların üyelerinin yaşam deneyimlerini anlamayı amaçlar. Ana dilleri İngilizce olmayan bu insanların görüşlerini ve fikirlerini aldığımızdan emin olmak istedik. Bu nedenle de anketi çok sayıda farklı dillere çevireceğiz. Siz ve hanenizdeki diğer kişilerin bu ankete katılmayı kabul etmesini umuyoruz. Anketin neler içerdiği üzerine daha fazla açıklama yapması ve yaklaşık 45-60 dakika sürecek görüşmenin yürütülmesinde yardımcı olması için bir çevirmen ayarlamak istiyoruz. Sizinle bu konu hakkında iletişim kurabilmemiz için bize telefon numarası bırakmanız mümkün mü?

Urdu

ہم چاہتے ہیں کہ آپ سوسائٹی کی تفہیم کے مطالعے میں شرکت کریں۔ برطانیہ میں زندگیاں کیسے تبدیل ہو رہی ہیں اس کی تفہیم کیلئے Essex کی یونیورسٹی کے ذریعے اس عظیم مطالعہ کو سر انجام دیا جا رہا ہے۔ ہر سال 60,000 سے زائد افراد اس سروے میں حصہ لیتے ہیں۔ ہم یقینی بنانا چاہتے ہیں کہ ہم ایسے لوگوں کو شامل کرتے ہیں جو انگریزی کو اپنی پہلی زبان کے طور پر نہیں بولتے ہیں، اس لئے سوال نامہ کا متعدد مختلف زبانوں میں ترجمہ کیا گیا ہے۔ ہم امید کرتے ہیں کہ آپ اور آپ کے خاندان کے دیگر اراکین اس مطالعہ کا حصہ بننے کیلئے متفق ہیں۔ سروے سے متعلق مزید وضاحت کرنے اور انٹرویو میں تعاون کرنے کیلئے ہم ایک مترجم کا انتظام کرنا چاہیں گے۔ انٹرویو میں ہر فرد کے تقریباً 45-60 منٹس لگیں گے۔ براہ کرم ہمیں رابطہ کا ایک نام اور ٹیلیفون نمبر فراہم کریں تاکہ آپ سے رابطہ کرنے کیلئے ہم مترجم کا انتظام کر سکیں۔

Welsh

Fe hoffem i chi gymryd rhan yn yr astudiaeth Deall Cymdeithas. Prifysgol Essex sy'n cynnal yr astudiaeth fawr hon, er mwyn deall sut y mae bywydau yn y DU yn newid. Mae dros 60,000 o bobl yn cymryd rhan yn yr arolwg hwn bob blwyddyn. Rydym yn awyddus i wneud yn siŵr ein bod yn cynnwys pobl nad ydynt yn siarad Saesneg fel eu hiaith gyntaf, felly mae'r holiadur wedi cael ei

gyfieithu i nifer o ieithoedd gwahanol. Rydym yn gobeithio y byddwch chi ac aelodau eraill o'ch teulu yn cytuno i fod yn rhan o'r astudiaeth hon. Byddem yn hoffi trefnu cyfieithydd i esbonio mwy am yr arolwg ac i'ch helpu yn y cyfweiliad. Bydd y cyfweiliad yn cymryd tua 45-60 munud i bob person. A fydddech cystal â rhoi enw cyswllt a'ch rhif ffôn i ni, er mwyn i ni drefnu i'r cyfieithydd gysylltu â chi.

130471 Usoc Wave 8 Translation Card

TRANSLATIONS CARD

I speak Bengali	আমি বাংলা ভাষায় কথা
I speak Gujarati	હું ગુજરાતી બોલું છું.
I speak Punjabi (Urdu)	میں پنجابی (اردو) بولدا ہاں
I speak Punjabi (Gurmukhi)	w+ gzikph (r[ow[yh) p'bdk\$ p'bdh jK
I speak Polish	Mówię po polsku
I speak Portuguese	Eu falo Português
I speak Turkish	Türkçe Konuşurum
I speak Urdu	میں اردو بولتا/بولتی ہوں
I speak Welsh	Rwy'n siarad Cymraeg
I speak Arabic	أتكلم العربية
I speak Albanian	Unë flas shqip
I speak Amharic	□□ □□□□ □□□□□□
I speak Cantonese	我□中文
I speak Chinese	我说中文
I speak Farsi	من فارسی صحبت می کنم
I speak French	Je parle français
I speak Greek	Μιλάω Ελληνικά
I speak Hindi	मैं हिन्दी बोलती/बोलता हूँ।
I speak Lingala	Nalobaka Lingala
I speak Lithuanian	Aš kalbu lietuviškai
I speak Luganda	Njogela Luganda
I speak Malayalam	Rm³ aebmfw kwkmcn;p¶p
I speak Mandarin	我说中文
I speak Pashto	زه پښتو وایم
I speak Russian	Я говорю по-русски
I speak Serbian	Ja govorim srpski
I speak Somali	Soomaali ayaan ku hadlaa
I speak Spanish	Hablo español
I speak Swahili	Ninaongea Kiswahili
I speak Tamil	ஐந்து இந்மொடி «ஓ²»ஓடுடி
I speak Tigrinya	□□ □□□□ □□□□
I speak Vietnamese	Tôi nói tiếng Việt
NONE OF THESE	

INTERVIEWER: TURN TO
RELEVANT PAGE IN
TRANSLATION BOOKLET

INTERVIEWER: TURN TO
RELEVANT SENTENCE
OVERLEAF

English	Does anyone who lives in this household speak English?
Albanian	Jeton dikush në këtë familje që flet anglisht?
Arabic	هل يتحدث أي شخص ممن يعيشون في هذا المنزل الإنجليزية.
Amharic	በዚህ ቤተሰብ ውስጥ ኢንግሊዝኛ የሚናገር ማንኛውም ሰው አለ እንዴ?
Cantonese	家裡有沒有人可說英語?
Chinese	您家中是否有人会说英语?
Farsi	آیا در این خانواده کسی میتواند به زبان انگلیسی صحبت کند؟
French	Quelqu'un, dans ce foyer, parle-t-il anglais ?
Greek	Μιλάει κάποιο από τα μέλη του νοικοκυριού σας αγγλικά;
Hindi	क्या इस घर में रहने वाला कोई व्यक्ति अंग्रेजी बोलता है?
Lingala	Ezali na moto moko oyo afandi na ndako oyo alobaka Angele?
Lithuanian	Ar kas nors gyvenantis šiuose namuose kalba angliškai?
Luganda	Waliwo omuntu yenna abeera mu maka gano nga ayogera Olungereza?
Malayalam	ഈ കുടുംബത്തില് താമസിക്കുന്ന ആരെങ്കിലും ഇംഗ്ലീഷ് സംസാരിക്കുമോ?
Mandarin	你的家庭里有人会说英语吗?
Pashto	آيا په دې کورنۍ کې چې کوم کسان اوسېږي، په هغې کې څوک انگليسي ويلی شي؟
Russian	Говорит ли кто-либо из проживающих в этом доме по-английски?
Serbian	Da li bilo ko ko živi u ovom domaćinstvu govori engleski?
Croatian	Govori li itko u ovom kućanstvu engleski?
Somali	Ma jiraa gurigan qof ku nool oo ku hadla Ingiriisi?
Spanish	¿Vive en la casa alguien que hable inglés?
Swahili	Kuna yeyote anaishi katika nyumba hii ambae anaongea Kiingereza?
Tamil	இந்த வீட்டில் வாழ்கிற யாராவது ஒருவருக்கு ஆங்கிலம் பேச தெரியுமா?
Tigrignia	ኩብ ኣባላት ናይዚ ቤተሰብ/ገዝ ቋንቋ ኢንግሊዝ ዝዘረብ ዝኾነ ሰብ ኣሎ ዶ?
Vietnamese	Có người nào trong gia đình của bạn nói tiếng Anh không?

130471_Translations flow chart W8

Understanding Society Wave 8 Translation Flowchart

Does **every adult** in the household speak sufficient English to complete their interview - even if not their main language?

Yes

Carry out the interview(s) in English

No

We provide translation into nine languages: Bengali, Gujarati, Polish, Portuguese, Punjabi Urdu, Punjabi Gurmukhi, Turkish, Urdu & Welsh
Are translations required into (one of) these languages?

No

Yes

Establish the respondent's language requirements (use the "Wave 8 Translation Card" if appropriate). Is there anyone in the household able to act as an interpreter for this household (household/family member, neighbour or yourself)?

Yes

No

Are you an accredited bilingual interviewer in this language?

No

Yes

-If only some individuals need an interpreter, conduct interviews with all English speaking household members, code the other people with IV outcome of 567 'language difficulties' in ECS

-If the whole household needs an interpreter, use the Wave 8 translation card to inform h/hold that we will not need them to take part. Send case back with HH outcome code 67 'Language difficulties'

Carry out the interview(s) and note the use of the interpreter at the relevant question in CAPI.

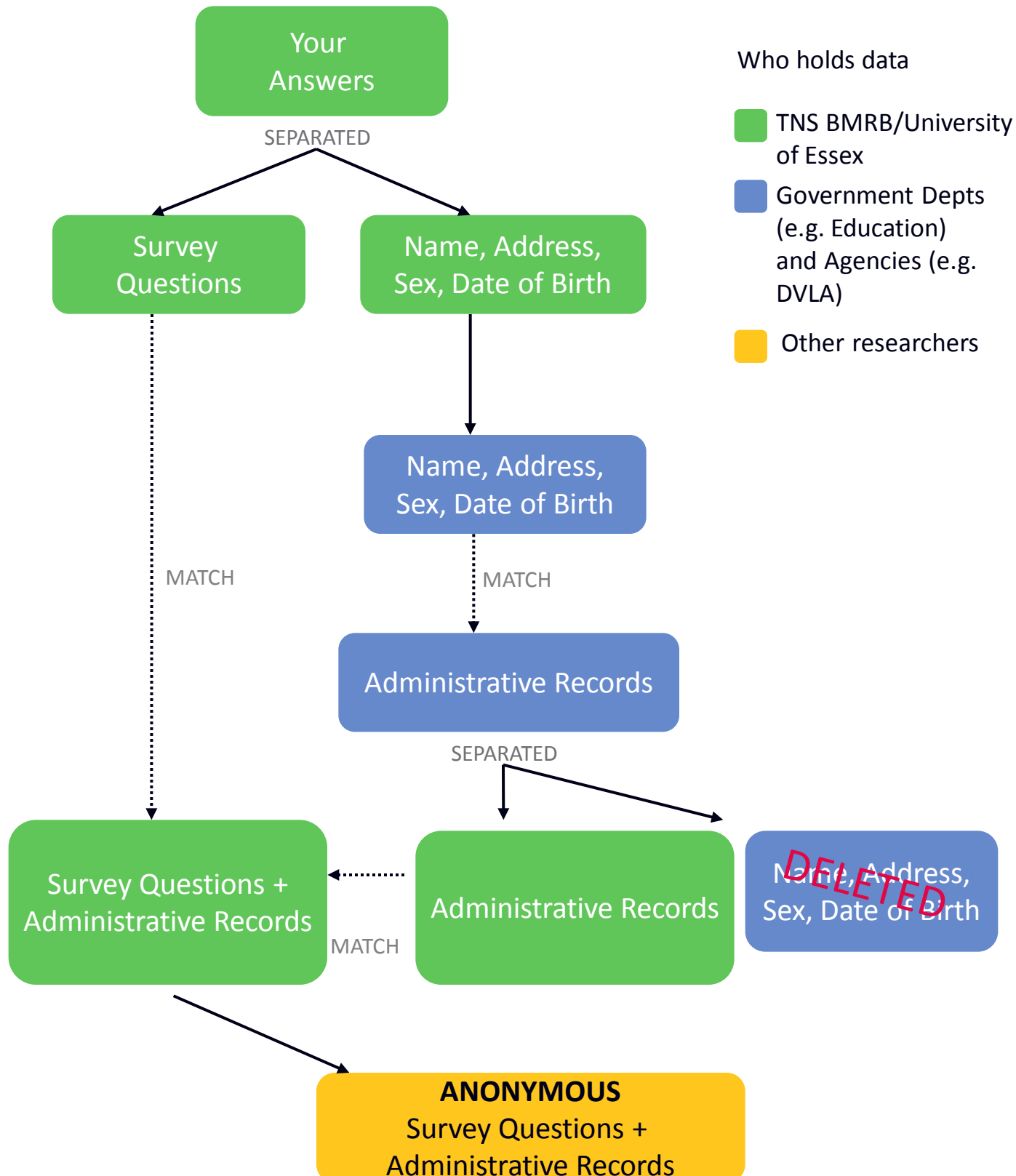
-If the whole household need translation, use "Wave 8 Translation booklet" to get tel. number and code an outcome of 188-199 or 833,834,873 or 841-849 'Requires Translation' in ECS

-If only some individuals need translation, conduct interviews with all English speaking household members. Code the other people with an outcome of 688-699 or 888-899 'Requires translation' in ECS

- Carry out interview
OR
- Arrange appt for interview
OR
- Place request for translation packs

11834332 Consent flowchart

Data Flow for Administrative Records



COA card 4325

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: _____

Interviewer card



Understanding Society

0800 015 2908

www.understandingsociety.ac.uk

contact@understandingsociety.ac.uk

Understanding Society Interviewer instructions CORE v3

Understanding Society

CORE Interviewer Instructions

Covering elements that are applicable
for all mainstage waves



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 (this document) PLUS a separate set of instructions that are specific to the wave you are working on.

Unless described otherwise in the wave-specific sections all processes and procedures should follow those outlined in the core sections.

Also, if you are working on multiple waves please ensure you use the correct documents 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 0800 015 2103.

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***

NB The Freephone number given on the advance letters (0800 252 853) is for the client team at ISER. YOU should NOT be calling this number yourself *under ANY circumstances*.

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CORE INSTRUCTIONS

1. Summary

Understanding Society (also known as the UK Household Longitudinal Study (UKHLS) among the academic community) is the largest household panel study of its kind in the world, with an achieved sample size at Wave 1 of almost 40,000 households across the UK. The study launched in January 2009 and a new wave is launched in January of every year thereafter.

Understanding Society focuses on all aspects of an individual's life such as health, relationships, finances, employment status and well-being; measuring the impact of social and economic change on the household.

Understanding Society is an initiative of the Economic and Social Research Council (ESRC), with scientific leadership from the Institute for Social and Economic Research (ISER) at the University of Essex. TNS BMRB has been commissioned to deliver Waves six to eight of the study.

1.1 Background

Understanding Society provides valuable data about people across the UK - their lives, experiences, behaviour and beliefs - and enables an unprecedented understanding of diversity within the population. The study will help us understand the short and long-term effects of social and economic change, as well as policy interventions designed to impact upon the general well-being of the UK population. The data are used by academic researchers and policy-makers, feeding into policy debates and influencing the outcome of those debates.

The design of the study is similar to that of *Living in Britain* (the umbrella term for studies known as *Living in Britain*, the *Northern Ireland Household Panel Survey*, *Living in Scotland* and *Living in Wales*) which ran from 1991 to early 2009 and was also managed by the team at ISER. It followed 8,150 households across the UK and is well respected within the research community. In *Living in Britain*, children born at the start of the

study have been followed into adulthood and into the labour market. Those who were young adults when the study started have been tracked through their years of partnership formation, marriage and establishing a family, along with all the effects this has on other areas of their lives such as employment, housing needs and income. People who were middle-aged when *Living in Britain* started have been followed through their retirement period to understand their well-being into old age.

Understanding Society will do the same over the coming years but with a much larger sample size. This allows us to look in more detail at small sub-groups within the population as well as year groups within the sample. So as not to lose the rich experience of the *Living in Britain* participants, at Wave 2 the existing sample was incorporated into the *Understanding Society* sample. Participants knew that study as ***Living in Britain, Living in Scotland, Living in Wales*** or the ***Northern Ireland Household Panel Survey***. We refer to this sample as the “*Living in Britain*” sample, for short-hand.

ISER’s experience of conducting both *Living in Britain* over 18 years, and of *Understanding Society*, is that both respondents and interviewers enjoy the study. Respondents enjoy the fact that their interviewer returns every year and they can update them on things that have happened to them and other household members. Similarly, interviewers enjoy revisiting the same people to see how they are getting on, even if sometimes they encounter people in difficult circumstances. *Understanding Society* is building up a unique picture of how people’s lives develop and change as events and experiences unfold in their lives.

Participants are also able to update their details – and find much more information about the study – on the website. The address is www.understandingsociety.ac.uk.

We’d recommend that you take a look too. The website is updated regularly with news of research findings and coverage in the media.

Some early findings from the study are published in the annual reports: <https://www.understandingsociety.ac.uk/research/publications/findings>

For information on the media coverage of *Understanding Society*, please visit the 'News' page of the *Understanding Society* website at:
<https://www.understandingsociety.ac.uk/news>

You can also find more information about the benefits of panel studies, including *Living in Britain* and *Understanding Society*, in an ISER/ESRC produced document, 'In Praise of Panel Surveys':
<https://www.iser.essex.ac.uk/files/in-praise-of-panel-surveys.pdf>

1.2 Branding



When developing Wave 1 ISER worked with Public Zone, a communications agency, to look at the way in which respondents are communicated with and how the study itself is branded. Through this process, ISER decided on the *Understanding Society* name, logo and brand guidelines for all documents. The purpose of the branding is to increase initial response rates to the study, encourage study loyalty and recognition in the future and therefore minimise attrition at subsequent waves. You will see this logo on all respondent documents.

2. Sample and fieldwork

The main sample consists of four groups:

- General Population sample
- Ethnic minority boost sample (focusing on five main ethnic groups: Indian, Pakistani, Bangladeshi, African, Caribbean) - one of the largest UK longitudinal study samples of ethnic minorities
- Living in Britain sample
- Immigrant and ethnic minority boost sample (IEMB) that was introduced at Wave 6.

Each year we will be re-visiting productive and unproductive households from previous years, including partials. The *Living in Britain* sample members and all Northern Ireland sample members will be issued during the first 12 months of each wave. The IEMB sample will be issued during the second 12 months of each wave.

The sample for each wave is split into 24 monthly samples and issued over 2 calendar years as follows:

	Jan – Dec 2015	Jan – Dec 2016	Jan – Dec 2017	Jan – Dec 2018
W6	W6 plus a separate IEMB study			
W7	W7 plus The <i>Living in Britain</i> sample members and all Northern Ireland sample	W7 plus respondents recruited via the IEMB		
W8		W8 plus The <i>Living in Britain</i> sample members and all Northern Ireland sample	W8 plus respondents recruited via the IEMB	
W9			W9 plus The <i>Living in Britain</i> sample members and all Northern Ireland sample	W9 plus respondents recruited via the IEMB

All households will be issued within the same quarter as at the previous wave (though are not necessarily in the same month) so respondents are generally interviewed at approximately 12 month intervals.

Assignment sizes will vary, although they will normally be comprised of around 10-15 households, clustered to reflect geographical areas.

The majority of interviews will be face-to-face and will be carried out at participants' households.

You will also carry out a final telephone mop-up stage with individuals and households who have not responded face-to-face.

From Wave 7, certain households will be initially given a period of time to complete their interview online (CAWI) before being passed to an interviewer to complete any outstanding interviews. Please refer to the wave-specific instructions for more details.

2.1 Telephone sample

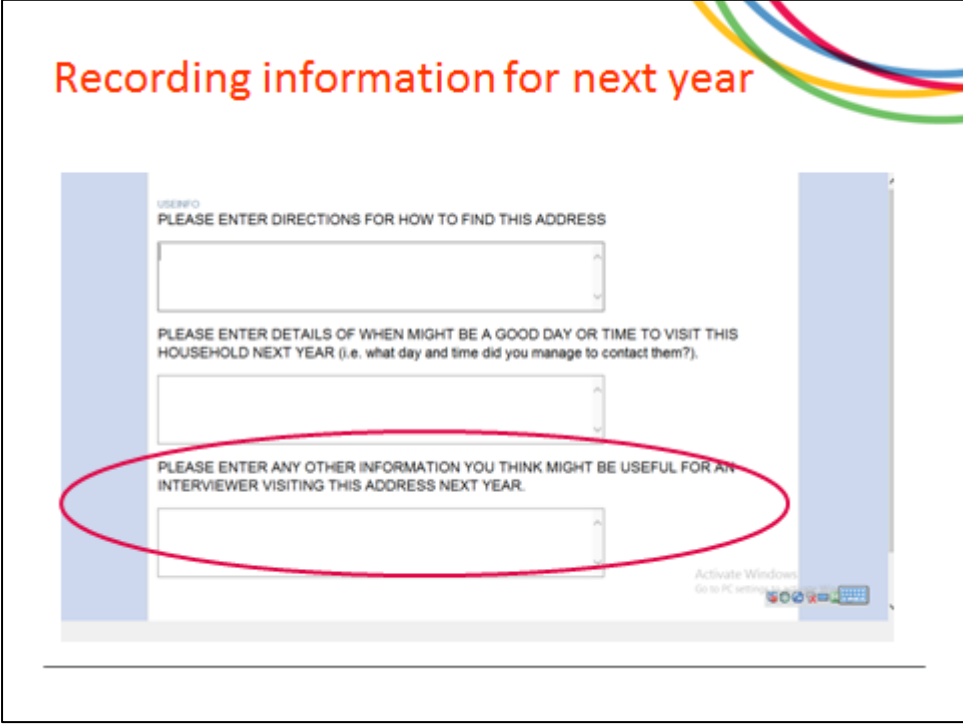
In addition to the face-to-face and CAWI sample, there are a small group of around 400 *Living in Britain* households that have previously always been interviewed by telephone.

Telephone sample will appear with your other sample in the eReps grid, but when you enter the address you will be prompted to telephone them rather than to visit them for a face-to-face interview. Telephone sample will also be identified on the Sample Information Sheet.

For these households, contacting and interviewing should be done by telephone. However, it has become clear from previous waves that some of the respondents flagged as being part of the 'telephone sample' would now prefer to be interviewed face to face. As such we will allow you to complete a face to face interview should the respondents request this when you first call them.

Please always make first contact by telephone and do not offer the option of a face to face interview unless they spontaneously request this.

For any telephone sample cases who request a face to face interview, please make a note of this at UseInfo in the CAPI so the sample can reflect this next year.



Recording information for next year

USEINFO
PLEASE ENTER DIRECTIONS FOR HOW TO FIND THIS ADDRESS

PLEASE ENTER DETAILS OF WHEN MIGHT BE A GOOD DAY OR TIME TO VISIT THIS HOUSEHOLD NEXT YEAR (i.e. what day and time did you manage to contact them?).

PLEASE ENTER ANY OTHER INFORMATION YOU THINK MIGHT BE USEFUL FOR AN INTERVIEWER VISITING THIS ADDRESS NEXT YEAR.

Activate Windows
Go to PC settings to activate Windows.

2.2 Individuals and households

Understanding Society is a study of individuals in their household context.

Therefore it is very important that as far as possible we obtain FULLY productive households – where ALL eligible individuals are interviewed. This may require you to make multiple visits to households in order to interview all eligible individuals.

3. Introducing the study

As we are re-visiting the households annually, it is important to stress that the study is concerned with **stability and change** over time and this is why we would like to interview the household again. Remind the respondents that **this is a study about them as individuals** and that we want to find out how different aspects of their lives interact and influence each other. The respondent cannot be replaced by someone else: it is only by talking to the same people each year that we can properly measure change and stability in our society. It is important that you prepare answers to potential questions so that on the doorstep you are able to tailor your response depending on the objections raised and who you are talking to.

Use your expertise when introducing the study and highlight different areas of the study accordingly. Below are some of the research questions that this study addresses and that you may find helpful when encouraging people to take part:

- How people's well-being changes over time;
- The effects of poor health on employment opportunities;
- Whether or not our education system provides the springboard for young people to develop their careers;
- Whether retired people are managing on their pensions;
- Whether disabled people are getting the care they need;
- The effect of the economic down-turn on different aspects of life;
- How family life is changing and what people think about these changes.

For households with more than one person, it is also important that everyone eligible participates. You should 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, what happens when children leave home and so on. You should be prepared to make multiple calls to the household, so every adult does not have to be at home at the same time.

For some frequently asked questions and answers, please consult the '*Understanding Society: Information for Participants*' leaflet (Section

21.2); also refer to the 'Introduction' of these instructions for the background information on the study (Section 3).

3.1 Maximising response

Remember that a friendly approach works best. Withdraw if it's not a good time and a refusal is likely and come back at a different time. You **must** make multiple visits if necessary to interview all eligible individuals – members of the household don't all have to be in at the same time; it is very important that you aim to achieve a fully productive household i.e., a household interview and individual interviews with all household members aged 16 and over.

4. Fieldwork period

Monthly samples are issued in the first week of each month (please check the wave-specific instructions for exact dates).

For each month, there is an 8 week fieldwork period during which you must gain final outcomes on all sample. There is then a re-issue period and a telephone mop up period.

Overall fieldwork is scheduled as follows:

- 8 weeks original fieldwork
- 2 weeks mop up
- 6 weeks Reissue period (plus time for ISER tracing and office prep)
- 4 weeks Telephone mop up on FTF sample

4.1 Response rate targets

As *Understanding Society* is a longitudinal study it is important to interview as many sample members year after year to maintain the representativeness of the overall sample as well as to build on the information already collected at previous waves for each sample member.

We are aiming to conduct interviews with....

- 95% of productive households from the previous wave and
- 95% of the individuals interviewed at the previous wave.
- Non-responding households and individuals are issued at the following wave though we expect a lower response rate amongst for these cases (30%).

Along with response rate we also want to maximise the number of **fully productive (complete)** – where all eligible individuals in the household complete an interview (not by proxy).

For a household to count as **productive**, at least one full adult interview must be been completed.

Proxy interviews do not count towards the adult re-interview rate.

10-15 self-completion interviews do not count towards the re-interview rate or the fully productive household rate.

4.2 Fieldwork milestones

Your targets for coverage during the fieldwork period are:

End of Week 2:

Make first call to ALL serials (FTF and Tel sample)

End of Week 4:

Tel sample: Minimum 6 Telephone calls made

FULLY covered 50% of Households (exclude No Contacts)

End of Week 6:

FTF sample: Minimum 6 FTF visits made

All tracing steps for known movers and no contacts completed

Translation for survey language needs identified

FULLY covered 90% of Households (exclude No Contacts if still working)

End of Week 8:

FULLY covered 100% of Households

SPEAK TO REGIONAL TEAM AS SOON AS YOU KNOW YOU WILL WORK BEYOND THE 8 WEEK DEADLINE. IT IS IMPORTANT THAT WE MAINTAIN A STEADY PACE OF WORK TO ENSURE THE SAMPLE IS WORKED ADEQUATELY.

5. Who to interview

CASI will determine the eligibility of individuals once the Household Grid has been completed. You will also be following and interviewing eligible movers and members of their new household. All household members aged 10+ are invited to take part:

- Children (10-15s) complete a paper self-completion;
- Adults (16+) complete a CASI interview which incorporates a CASI self completion.

5.1 Eligible adults aged 16+

CASI will determine 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.

New entrant – this is someone who has joined the household since the last interview.

Re-joiner – this is a sample member who left the original household and then rejoined it at a later wave.

5.2 Children aged 10-15

You will also give out a paper self-completion booklet to young people (aged 10-15). It should be given out when prompted with a plain envelope so that respondents can return it to you in a sealed envelope to protect the confidentiality of their answers. The booklet should take approximately 10-15 minutes to complete. The questions change at each wave so please familiarise yourself with the content.

Before handing out youth booklets please get verbal consent from the parent or responsible adult for the child(ren). The young person must also consent to complete the questionnaire – just because their parent has said they can do it doesn't mean they have to. We are not asking for written consent. If a parent asks to see the completed questionnaire of their child please, refuse politely. State that you have guaranteed confidentiality to the child and this promise cannot be broken. If you think it would be helpful, offer to show them a blank questionnaire, before the child completes it.

5.3 Self-completion booklets

Paper self-completions are only administered to young people (aged 10-15). The questionnaire is an A5 booklet. **The colour of the cover changes each wave. Please make sure you are using the right one for the wave you are working on.** It should have the wave number printed in the bottom right hand corner.

The image shows the front cover of a self-completion questionnaire booklet. The background is a light grey with a repeating pattern of the text 'YOUR QUESTIONNAIRE' in a larger, faint font. In the top right corner, there is a dark grey circular sticker with a white corner, containing the text 'Your questionnaire'. Below this, a white rectangular box contains the text 'Self-completion questionnaire (10-15 yrs)'. In the center, there is a white rectangular area with a thin black border, containing the following fields: a header line with a '+' on the left and right; the text 'INTERVIEWER: WRITE IN FROM CAPI SCREEN'; a 'Serial' field with six small boxes; a 'Person number' field with two small boxes; a 'First name' field with a single long box; an 'Interviewer number' field with four small boxes; and a 'Month' field with two small boxes. Below these fields, there is another header line with a '+' on the left and right. In the bottom left corner, there is a circular logo for 'Understanding Society'. In the bottom right corner, there is a small black box containing the text '200124055 W7 GB' and '10-15s' below it.

If possible, you should ask young people to fill in their self-completions during your visit(s) whilst you are interviewing adult sample members. If this is not possible, try to return to the household a couple of days later to collect them – this will ensure a higher return rate.

Administration of questionnaires

The CAPI has been structured in such a way that self-completion details are stored in the ECS in eReps for respondents aged 10-15. You can access this as soon as you have completed the Household Grid.

If you select a 10 – 15 year old and press “Start screener int” you will enter a mini script that allows you to record that you have handed out the paper questionnaire, and that you have collected it.

You must write the serial number, person number, the sample member's first name, your interviewer number and the month on each questionnaire before handing it out. Please ensure that you copy this information directly from the CAPI screen.

The script also allows you to say that parents have refused permission, or the young person has refused to complete the questionnaire.

Incentive

There is an incentive of a £5 High Street gift card for young people to complete the self-completion. The incentive should be given to the young person at the same time as giving them the questionnaire, NOT when you are collecting the completed questionnaire.

If you are leaving the questionnaire with another household member to pass to the young person, leave the incentive as well.

Please note that you will need to enter the voucher card code into the youth ECS in order to activate it. You should do this before handing over the incentive at the point that you place the questionnaire.

Distributing the questionnaires

You can give out the self-completions to young people as soon as the Household Grid has been completed, e.g., while you are conducting CAPI interviews with the adults. **However, before you do so, you need to get verbal consent from the parent or responsible adult. We are not asking for written consent.**

If the child has trouble understanding the questionnaire, please explain it to them. If they have reading difficulties, please help them or administer the questionnaire if necessary. A child should not be completing their questionnaire in front of a parent. They should be asked to go away and answer the questions in private, and return the questionnaire to you in the sealed envelope provided.

You will need to record the outcome of the self-completion in the ECS, so that we can track response.

Only as a last resort should you leave a self-completion to be returned to the office. In such cases please leave a freepost return envelope addressed to High Wycombe with the household, so that they can send the questionnaire directly. However, we know that the proportion of young people who return the self-completion by post is much lower than if they are collected in person.

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.

5.4 Other eligible adults

In addition, you will be following and attempting to interview:

- Respondents who have moved to 'institutions' (e.g., hospitals, nursing homes/Old People's Homes, Army Camps, halls of residence but not prisons); but not those who are judged by other sample members/guardians to be 'too frail or mentally impaired'. In such cases, you may try to get a proxy interview on their behalf from someone in the original household.

5.5 Who not to interview

We do not want you to interview respondents:

- Who are known to you either personally (e.g., a friend, a neighbour, son or daughter of a friend) or in a professional capacity, e.g., a colleague at work, a teacher at night school etc. Refer such cases back to your Regional Team immediately and the case will be re-allocated; and
- Who are in prison.

5.6 Eligibility of new entrants to the household

For new entrants to the household you will need to determine whether they should be added to be a part of the household. To do so, use the household definition below:

'One person living alone or a group of people who either share living accommodation OR share one meal a day and who have the address as their only or main residence.'

Sharing at least one meal a day:

This should consist of the main meal but does not imply that the household must always sit down together for the meal, as long as food is bought for joint use.

Breakfast may be counted as the main meal.

Sharing living accommodation:

Living accommodation in this case is defined as a living or sitting room and also includes addresses where there is no living room separate from the kitchen, i.e., if it forms part of the same room, or where the living room is used as a bedroom.

Shared kitchens and/or bathrooms do not count as shared living accommodation.

Occasionally an individual or a group of people will have both their own living accommodation (that is living room/bedsit and kitchen) and the use of a communal living room. In such cases priority should be given to having their own accommodation, and they should be treated as separate households. Examples of this include warden assisted housing for the elderly, flat let houses, or separate annexes flats where the parent occasionally also uses the family living room.

General points to note:

- Members of a household need not be related by blood or marriage.
- To be included in the household an individual must sleep at the address when s/he is in residence: anyone who sleeps at one address but has all their meals elsewhere must therefore be included at the address where they sleep.
- Some potential new entrants might have more than one residence.

Where there is doubt, their MAIN residence should be decided by the person themselves.

Normal household residents would also include:

- Members (including children of any age) normally living in the household but temporarily away, e.g., on a short course or temporary job likely to last less than 6 months;
- Au-pairs, or anyone else on long-term engagement in the household (6 months or more), even if they have their main residence elsewhere;

- People who are temporarily resident at the address (e.g., guests) unless they have a date of departure. Boarders should be included, even if they have not been there for six months, unless they know they are moving out within the next six months.

If in doubt about residence, apply the six month rule: those away or likely to be away for 6 months or more are NOT counted as residents at the address (except for those who are 'absent' – see below): in some cases their main residence will not be in this country.

5.7 Absent household members

In the Household Grid, CAPI will also ask you to confirm the location of household members who were absent at the previous wave. Absent members include anyone living away from the household in institutional accommodation (e.g., students in Halls of Residence) at Wave 1 and have been at that same address at every subsequent wave. Note though, if they have moved into institutional accommodation since the last wave, they should be treated as a split-off (see 6.2 below). Other absent household members **include** people who are normally resident in the household but are presently working away, e.g., people who work away from home for whom this is their **only** fixed or **main** dwelling unit (e.g., on business, in the armed services, fishermen, oil rig workers or merchant seamen).

5.8 Non-resident household members

The following are not regarded as eligible household members:

- People working away from home and who only come home at weekends or holidays and for whom it is not their main address;
 - Spouses who are separated (whether or not they visit the household);
 - Children who have been (or are expected to be) in care for 6 months or more;
 - Household members who have been away continuously for 6 months or more;
 - Paying guests, e.g., in a bed and breakfast;
- Anyone not sleeping at the address – to be counted as resident an individual must sleep at the address. Anyone who has their meals at one address but sleeps elsewhere must be included at the address where they sleep.

6. Movers and split households

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.

The possible scenarios, and how to deal with them, are as follows:

6.1 Whole household moves

This is the simplest case, where a household has moved together to a new address and no household members living at the original address. In this case you should try to find out the new address (see further details on this in Section 10).

If the new address is within your sample area, you should attempt to interview the household at the new address yourself.

If the new address is outside your sample area, code this in the ECS and the address will be reallocated by the Office to another interviewer.

Note that if the household had told ISER that they had moved before the household was issued at the current wave, the new address will already have been updated in the sample so you don't need to do tracing. The SIS will show the *current* address.

6.2 Split households

One or more household members still live at the original address, and one or more household members have moved to a new address or new addresses ("split-off")

For more complicated scenarios, e.g., household members have not all moved together and are now at different addresses, the first task will be to complete the household grid with a household member at a new address (using the original serial number). Once this is done, additional split off households will be created as needed.

6.2.1 Suspected split (identified prior to allocation)

ISER may have been notified of a sample member moving from the household since the last time they have been interviewed, for example, the sample member may have returned a COA card with their new contact details to ISER. In these circumstances the sample member will be treated as a suspected split-off mover and will need to be dealt with in the field.

Suspected split-offs will be included in the original issued 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.

In this case, complete the household grid with the household member at the original address in the original serial number. You should then continue to interview all eligible household members at the original address.

Once you have confirmed that they have left the household, a new split-off household will be created in the Office, and allocated either to you (if the new address is in your area) or to another interviewer.

6.2.2 Split (identified by interviewer)

During the grid completion you will identify which household member/s have moved.

Try to identify the new address they have moved to.

Once this is all coded correctly in the household grid, a 'split off household' will be created in the Office, for the household member/s who have moved to a new address. The split off household will have a new serial number. This process may take up to 2-3 days so please ensure you identify movers and splits as soon as possible and use the correct outcome codes as this will help speed up the process.

If the split off household is within your sample area, it will be reallocated to you. If it is outside your area, it will be reallocated to another interviewer. You will need to re-connect to pick up the new serial number. You will not be able to interview at a split-off household before the new serial number has been created, so bear this in mind when scheduling your calls.

If split off household members have moved to more than one address, just record this in the ECS and additional split off households will be created.

If the original household is able to confirm the sample member has left the household, and you have been able to trace the split-off mover you should treat this as you would any other mover.

Completing the household grid in split-off households

If you are allocated a split off household for interview, you might find that there are other people living with the mover at their new address. You need to add these people as 'new household members' in the household grid. CAPI will take you through this process.

Who will be followed to split-off households

There are some complex rules on whether or not a household member will continue to be interviewed if they move apart from their original household members. You will not need to make decisions about this yourself, as this will be dealt with by the CAPI programme and by the in-office procedure for creating split households. However, the rules are included here for reference.

Sample Member Type – Original/Permanent or Temporary

In order to identify which sample members we would like to follow and re-interview in future waves, ISER have categorised the sample into three groups:

- **Original sample members (OSMs)** - those who were members of an original Wave 1 or BHPS household, and any natural children of female OSM's;
- **Temporary sample members (TSMs)** - those who have moved to a household later than the start of a study; and
- **Permanent sample members (PSMs)** - temporary sample members who have fathered children with an original sample

member. (Further reasons for becoming a PSM may be elaborated in the future as the study develops.)

Following rules

When a household has split, we will look at the sample member status of the people in each of the resulting households to determine whether the people remain eligible to take part.

We always want to keep track of OSMs and PSMs throughout the study. Therefore, if an OSM or PSM moves we will try to follow them and interview them. If a split household includes any OSMs or PSMs, a new serial number will be created and issued.

But TSMs are only temporary members of the sample who we are interested in because they have joined a sample household temporarily. If a TSM moves and is no longer living with any OSMs or PSMs, we would not want to follow and interview them; if a split household includes only TSMs they will not be issued for interview. In addition, if someone has moved out to go to prison and is not intending / expected to return to the household they will not be treated as a split household. These individuals will be permanently removed from the sample.

The following is an example temporary sample member scenario: at the last wave of *Understanding Society* we interviewed a household that was comprised of a couple Michael and Sue and their lodger, Lucy. Michael and Sue are OSMs but Lucy is a TSM as she only moved into the household 18 months ago and was not living in the household during the first wave of *Understanding Society*. When we go back to the household at this wave, we find that Lucy has moved out of the original household. Michael and Sue are OSMs and are coded as living in household 1. Lucy is moved out to household 2. Because she is classified as a TSM, and is no longer resident with any OSMs or PSMs household, she is no longer eligible for interview and our system will not issue a new split household for her.

7. Electronic Contact Sheet (ECS)

7.1 Introduction to the Electronic Contact Sheet

The management of your assignment is done through the Electronic Contact Sheet (ECS). The ECS sits at the beginning of the interviewing script (accessed through Screen 0 in the eReps grid). This is where all information about your contact with the address should be entered.

It is important that you record **every** contact attempt made at an address on the ECS and send this information back to us electronically **at the end of each working day**. In cases where you are interviewing a large household you are very likely to have to make multiple trips to complete all interviews and collect youth self-completion booklets. Please keep track of these trips in ECS (using Screen 0).

This is crucially important information since it provides us with information such as:

- the days and times you call at an address;
- the final household and individual outcomes you achieve at that address;
- the area characteristics that you record; and
- any other notes or information that may be relevant in terms of the location of an address, any relevant details about contact made,

You will need to be familiar with the ECS and be clear about how it is used during your assignment and the different types of procedures and information that you will need to carry out at each address.

The information you record on the ECS needs to be sent back to us electronically **at the end of each working day**.

The ECS has three crucial functions:

- it is an important record for you in terms of managing your own assignment;
- it is an important source of reference for interviewers who are doing re-issue assignments since they will be able to look at your call patterns and read any notes to help them try and achieve an interview; and

- the information reported back from the ECS is used by Head Office and by TNS BMRB researchers to monitor the progress of the study across the whole country. Outcomes reported back by you are also sent to ISER on a daily basis so that they can monitor the progress of the study.

For all these reasons it is absolutely essential to the success of the whole study that Electronic Contact Sheets are filled in as accurately as possible. A good rule to use when completing the ECS is to always make sure you have completed it in a way where you yourself would be happy to get the information you have included if you were doing a re-issue assignment.

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.**

The household grid and household questionnaire are on screen 0.

Individual interviews are completed on screen 1 onwards (one screen per individual). The screen number for each individual is the same as their person number.

7.2 Final outcome codes – main adult interview

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. You would, for example, only code a non-contact as a final outcome after you have made a minimum of 6 calls at the address. You would not report a non-contact as a final outcome after your first or second call.

If you do not manage to get an interview, we want as much information as possible about why. Therefore, if you get a refusal, please also give as

much information as possible on reasons for refusal on the notes page of the ECS, as this is extremely useful for those working on re-issues.

If you strongly feel that an address should NOT be re-issued at the current wave please code this at the appropriate screen and add full details on why the address should not be re-issued. Please note that we will still re-issue contacts where the DO NOT re-issue box has been selected if the reasons given are not felt to be valid.

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

7.3 Interim codes

As well as the final outcome codes there are also a number of interim codes you will be using to record the outcome of each visit before the 'final outcome' has been achieved. In these cases you will need to continue making calls until a final outcome is achieved.

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 says they intend to complete the interview online this is an interim code. You will need to check the Status Summary Screen (at Screen 0) that the interview has been completed and follow up until a final outcome is recorded.

Please refer to the wave-specific sections for a full list of codes.

7.4 Observations at issued address

All questions in this section should be answered **before** making contact with the address. We are interested in your initial observations and judgement, so even if you later discover that your initial observations were incorrect, e.g., if you recorded that the address doesn't have children under 10 years of age but later found out that there were children of that age living at the address, **do not change your observations**.

Observation questions need to be completed for all non-deadwood addresses including office refusals, although you should not contact the latter.

The number of interviewer observation questions for *Understanding Society* is higher than for a typical survey. This is because we will use these questions to define non-response weights and to predict response and attrition at subsequent waves.

7.5 CAPI name

The CAPI questionnaire is structured as follows:

- ECS, household grid and household questionnaire
- Individual questionnaire for those aged 16+
- ECS for self-completion paper questionnaires for children

Each CAPI component of the *Understanding Society* script on your ERep Grid is given a unique reference. The format of the CAPI name is as follows:

Erep Grid	U[wave][month][year]
-----------	----------------------

- | |
|------------------------|
| - ECS |
| - HH Enumeration Grid |
| - HH Interview |
| - Individual Interview |

Occasionally you may be instructed by the CAPI Helpline to access the script via Dimensions IRunner in which case please follow the instructions as given at the time.

8. Sample Information Sheet (SIS)

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 sample.

The details printed on the SIS vary according to the wave. Please refer to the wave-specific instructions more details.

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.

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.

Once your have completed your assignment and uploaded all electronic files, the SIS should be confidentially destroyed.

9. Translations

The questionnaire has been translated into certain languages and accessed via the main or minority script:

Figure 9.1 Table of translated languages

	W7		W8	
	Main	Minority	Main	Minority
Bengali	✓		✓	
Gujarati	✓		✓	
Punjabi Urdu	✓		✓	
Urdu	✓		✓	
Arabic	✓		X	
Somali		✓		X
Polish		✓		✓
Portuguese		✓		✓
Turkish		✓		✓
Punjabi Gurmukhi		✓		✓
Welsh		✓		✓
Cantonese		✓		X

The language used for each respondent at the last interview is shown on the SIS (where applicable).

Translation requests need to be recorded in the CAPI by assigning the whole households or the individuals needing translation specific outcome codes. Please refer to your Wave-specific instructions to see the outcome codes to use.

You also need to contact the office as you identify any cases with either whole or partial translation requests.

It is very important to use these outcome codes, as the team will be relying on them to identify translation requests. It is useful to have any other notes and comments about the translation cases, too, but you should not rely solely on notes or memos to record translation requests.

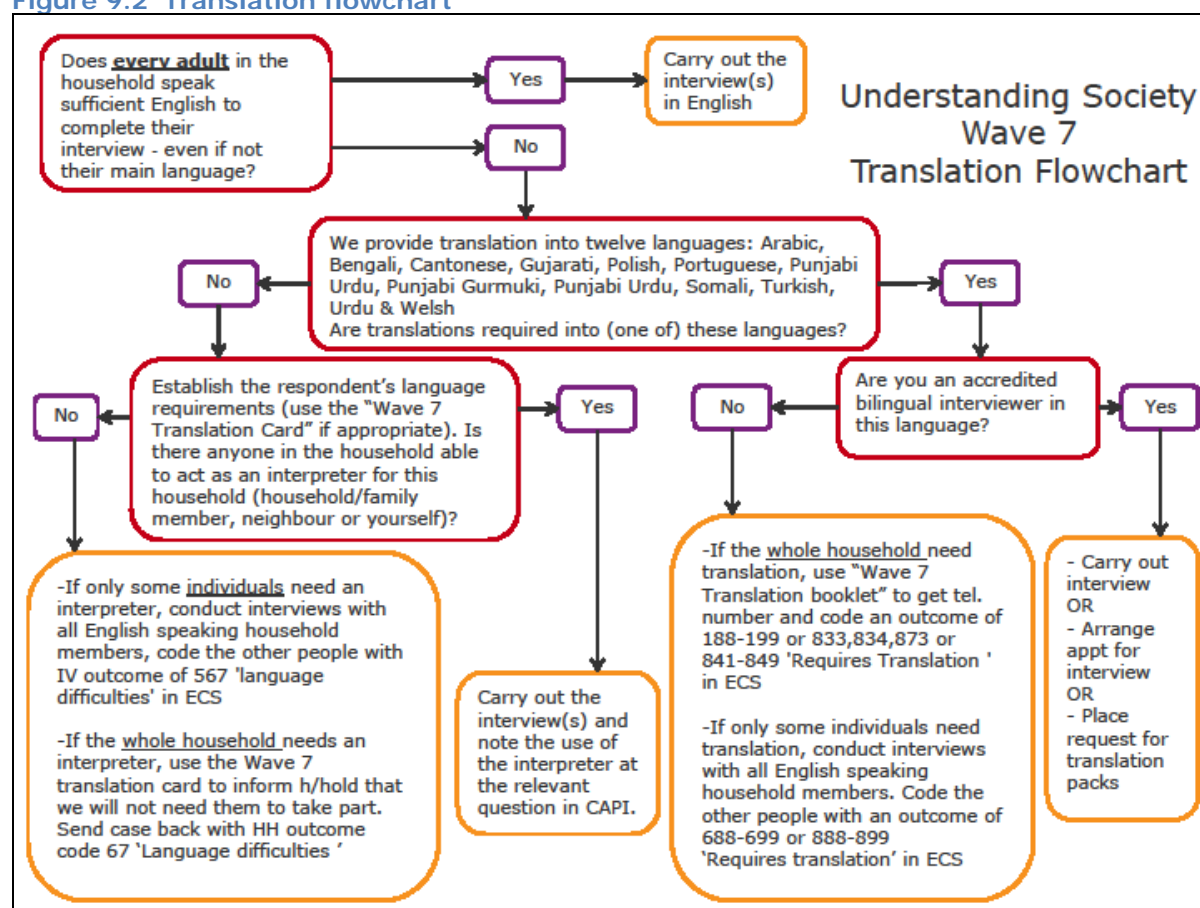
Please note that households/individuals requiring translation into one of the available languages should NOT be coded as 'Language difficulties' (household outcome code 67 or individual outcome code 567). These are final unproductive codes intended be used only in cases where people

don't speak English or any of the nine translated languages and there is no-one available in the household/family/neighbour to translate for them. Using these codes for households/individuals who could still be interviewed in translation means these translation cases will be missed.

The only exception is accredited bilingual interviewers, who can proceed to use the relevant translated script to conduct the interview if they encounter a household who speak the language they speak.

The translation flowchart below shows the process and order for interviews to be conducted in languages other than English.

Figure 9.2 Translation flowchart



NB Somali, Cantonese and Arabic are not included at Wave 8. Please refer to the list of translated languages applicable to the wave you are working on.

10. Tracing sample members

It is very important that we re-contact and interview as many sample members as possible so that the study can continue.

Any sample member who has moved address since the previous wave will be followed to their new address for interview with the exception of those who

- Have left the UK long-term, i.e., not just on holiday (they may be eligible at a later date if they return);
- Are in prison; and
- TSM-only households.

We will also attempt to locate untraced movers from the previous wave.

You are expected to make reasonable attempts to contact and/or trace the sample members; this may require more than one visit. You will also try to locate the untraced movers from the previous wave.

Note that a mover may be someone under 16 who moves without an adult sample member. Children, like adults, should be followed to their new address and any eligible adult at the new address should be interviewed. For example, if a child moves in with his/her grandparents, the grandparents would become eligible for an interview even if our sample child is too young to be interviewed himself/herself.

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.

10.1 Tracing activities

The tracing activities we ask you to carry out are as follows:

- attempting to contact the **current occupants** of the address;
- try all **telephone** numbers provided in the ECS and any new numbers established via tracing;

- attempting to **contact neighbours/ local residents**;
- attempting to contact the **stable contact** in person or by using the stable contact letter; and
- leaving a **tracing letter** with the current occupants or neighbours.

These tracing activities can be done simultaneously and in the order that you think is best.

10.1.1 Contacting new residents and neighbours

The new residents at the issued address, or neighbours, may be able to give you information about the sample member's new address or may be able to direct you to friends or relatives who will know their whereabouts. If you are still unable to find the sample member you should contact the stable contact.

10.1.2 Tracing letter

If someone (excluding the stable contact) knows the whereabouts of the sample member/household but are reluctant to pass this information on, ask the person if they would be willing to send a letter on to the sample member for you. The **tracing letter** can be used in this situation along with two types of envelope: one addressed to *Understanding Society* (postage paid), and the other 1st class stamped blank.

Who to address the letter to

For whole household moves, the tracing letter should be addressed to the main adult or couple in the household – you can make this judgement based on the composition of the household and the details provided. For any individual split offs, a separate tracing letter should be used for each individual.

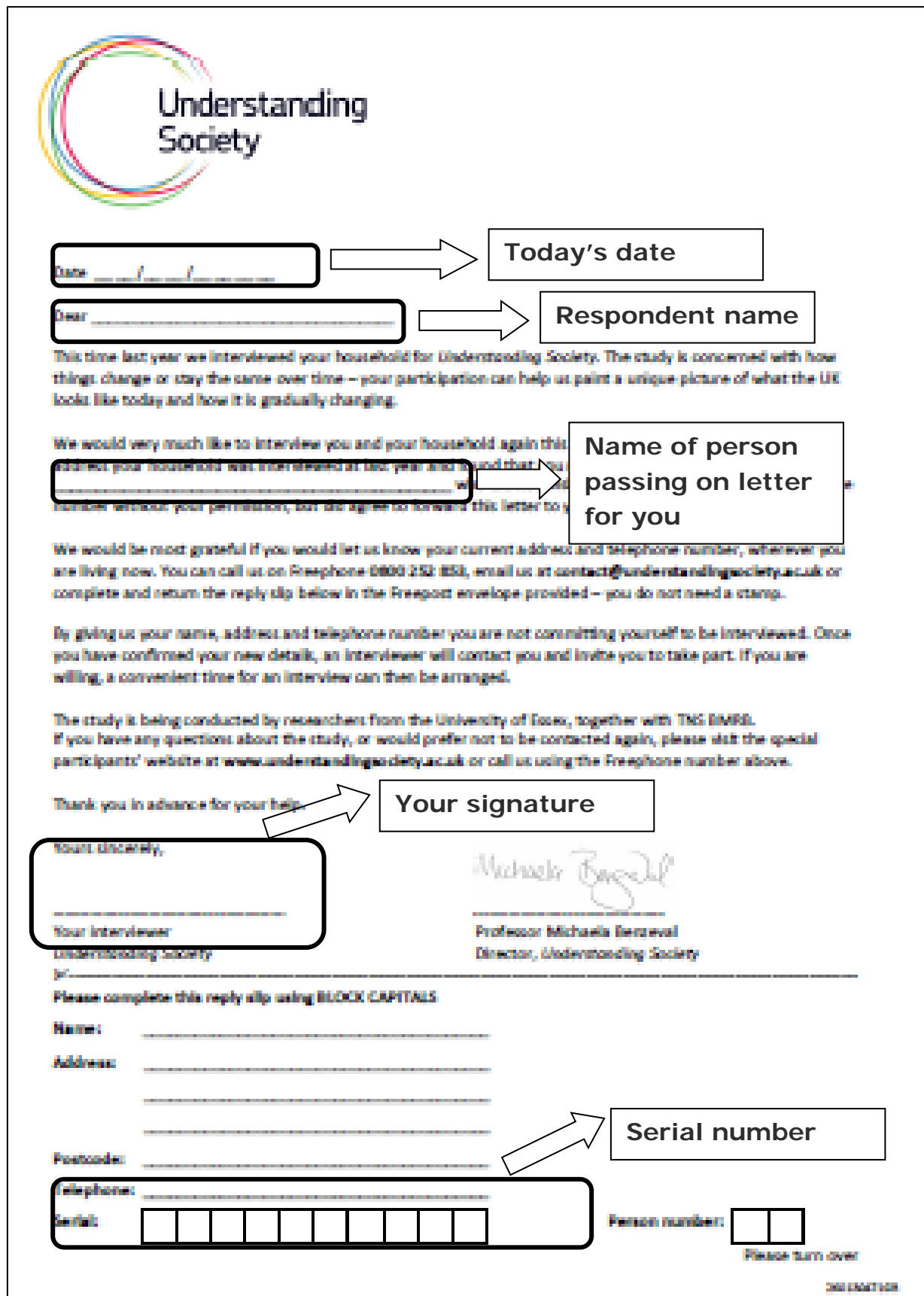
The letter notes that we have been trying to contact the sample member but that the address we have for them is incorrect. It is signed by Michaela Benzeval from ISER and asks the sample member to complete and return the reply slip.


If using a tracing letter:

- Add the date, sample member's name, the name of the person you spoke to, your name and their serial number on the letter;

- Put the letter and the Understanding Society return envelope into one of the pre-stamped plain DL envelopes that are provided in your work pack , seal it and write the sample member's name on the outside;
- Ask for this to be posted or passed on to the sample member, so they can get in touch (NB they will need to write the address on the envelope before they post it!).

Figure 10.1 Tracing letter example



 Understanding Society

Date Today's date

Dear Respondent name

This time last year we interviewed your household for Understanding Society. The study is concerned with how things change or stay the same over time – your participation can help us paint a unique picture of what the UK looks like today and how it is gradually changing.

We would very much like to interview you and your household again this year. We would like to know if you would be willing to be interviewed again. If you are not willing, please let us know. We will not contact your household without your permission, but we agree to forward this letter to you.

Name of person passing on letter for you

We would be most grateful if you would let us know your current address and telephone number, whenever you are living now. You can call us on Freephone 0800 252 855, email us at contact@understandingsociety.ac.uk or complete and return the reply slip below in the Freepost envelope provided – you do not need a stamp.


By giving us your name, address and telephone number you are not committing yourself to be interviewed. Once you have confirmed your new details, an interviewer will contact you and invite you to take part. If you are willing, a convenient time for an interview can then be arranged.

The study is being conducted by researchers from the University of Essex, together with TNS BMRB. If you have any questions about the study, or would prefer not to be contacted again, please visit the special participants' website at www.understandingsociety.ac.uk or call us using the Freephone number above.

Thank you in advance for your help.

Your signature

Yours sincerely,



Professor Michaela Benzeval
Director, Understanding Society

Please complete this reply slip using BLOCK CAPITALS

Name:

Address:

Postcode:

Telephone:

Serial:

Serial number

Person number:

Please turn over

0011000000

10.1.3 Contacting stable contacts

If current residents/neighbours do not know where the sample member(s) have moved to, you should contact the stable contact. During previous interviews, respondents were asked to provide details of someone outside the household who could be contacted if the sample member had moved address and the interviewer was unable to locate them. Details of the stable contact come up in the ECS. If there is a stable contact, this will be indicated on the SIS. You should contact the stable person by:

- Telephone;
- If no telephone number or no contact via the telephone, visit the address, if it is in your local area (i.e., within 15 miles of the original address); or
- If no contact after several visits to the stable contact, leave a stable contact letter completing all the relevant information on the letter.

If you visit/call the stable contact you could say something along the lines of:

"Last year your [relationship to stable contact], [Title, Surname] took part in a study for the Institute of Social and Economic Research at the University of Essex, and they gave us your [address/telephone number] so that we could contact you in case they moved address. I have tried to contact [Title, Surname] at their last address, but have not been able to speak to [him/her]. Do you have an address or contact number for [Title, Surname] for where they are living now? By helping us to contact your [Relationship to stable contact] you are not committing them to be interviewed."


Stable contact letter

This letter is to be used when you cannot make contact with the stable contact either by phone or in person. It explains that the sample member is part of a research study but that you have not been able to get in touch with them and provides details of how the stable contact can inform ISER about the sample member's new address. It also mentions that completing the letter does not commit the sample member to participate in an interview this year.

You may need to complete a letter for each member of the household as they might have each supplied different stable contact details. You will need to fill in various parts of the letter, as indicated below, then:

- Enclose a freepost envelope, addressed to the University of Essex, with the stable contact letter; and
- Enclose the letter and freepost envelope in a 1st class stamped blank envelope, especially if you are posting it through the stable contact's front door.

Please note that you will need to use the sample member's person number in the last two boxes when completing the serial number. A person number for each sample member can be found on the SIS. If you have the same stable contact for everyone in the household, then you will only send one letter for that household, and should use the main adult's name in the body of the letter. The areas for you to complete are highlighted below.



Understanding Society

Date: / /

Dear _____,

You may be aware that _____ participated in an important research project called Understanding Society last year. The study is concerned with how things change over time, and we are hoping to revisit everyone who participated last time, to see how their lives have changed or stayed the same.

Unfortunately, we have been unable to contact the person named above. They gave us your name as a contact in the event of any change in their circumstances, and we would be most grateful if you would let us know their current address and telephone number, wherever they are living now. You can call us on Freephone 0800 252 853, email us at contact@understandingsociety.ac.uk or complete and return the reply slip below in the Freepost envelope provided – you do not need a stamp.

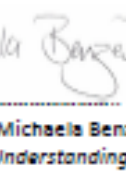
By giving us their name, address and telephone number you are not committing them to be interviewed. Taking part is entirely voluntary, though we very much hope to achieve an interview with everybody who has taken part previously, so that our results give an accurate picture of people's experiences. Once we have their new details, an interviewer will contact them and invite them to take part.

If you have any questions about the study, please visit www.understandingsociety.ac.uk or call us using the Freephone number above.

Thank you for your help.

Yours sincerely,

Your Interviewer
Understanding Society



Professor Michaela Benzeval
Director, Understanding Society

Please complete this reply slip using BLOCK CAPITALS

Name: _____

Address: _____

Postcode: _____

Telephone: _____

Serial:

--	--	--	--	--	--	--	--	--	--

Person number:

--	--

Please turn over

260130471

10.2 Institutions

Sample members who have moved into an institution remain eligible for interview at their new institutional address.

Prisons

Sample members who have moved to prison are not eligible for interview.

Nursing Homes

You should attempt to interview anyone from the existing sample who has moved into a nursing home. You should treat this as a split household. However, do not interview others within the institution.

University/ college

If a young person has left the parental home to live away at University or College either in a private household or halls of residence, a split off household should be created and this new sample will be issued to an interviewer (if they are in close proximity to the original address this will be issued to you). If they have moved into halls of residence at University/College you should interview only the sample member, not all the other students that are living there. If they have moved into private accommodation, interview the sample member plus all others who are resident.

Obtaining an interview in an institution

Obtaining an interview with someone in an institution may sometimes be difficult.

However, if the respondent is in a hostel (e.g., YMCA), nurses' home, hospital, or resides on an army base, you should be able to make direct contact with the respondent by a visit or telephone call.

Sometimes you may need to speak with the warden (or equivalent) before you can do this (either by phone call in advance, or on arrival), so we advise that you contact a managing authority in advance out of courtesy. Some wardens will turn down interviewers unless they have telephoned to pre-arrange an appointment and are known to be expected by the individual. Therefore you may need to make an appointment. It is

vital that you make such arrangements as early as possible, so do not leave these sample members until last - make them your first priority.

We can provide you with a letter to confirm the project and who you are; contact the Office if this is needed.

Where a sample member has moved to a care home (or similar environment), it may be helpful and reassuring if a family member of the person you are interviewing can be present whilst you carry out the interview. If the person is unable to complete a full interview (due to a language difficulty or disability) please complete a proxy interview with a suitable adult (see Section **Error! Reference source not found.** on who is eligible to be a proxy informant).

10.3 Incomplete addresses

There may be instances where an address is inaccessible or you cannot find it. If any of the addresses provided are incomplete, or are complete but cannot be found, you should check with local residents, maps, directories, the police, or other local shops and services such as estate agents etc. in an attempt to find the correct address.

10.4 Movers/traced cases outside your fieldwork area

In the instances where you have successfully traced the household, but the new address is not in your sample area, code this in the ECS and the address will be reallocated to another interviewer.

You must record your tracing activities in detail for these cases. This is because final direct contact has not yet been made with the sample member and there is a possibility that tracing might need to be picked up again by another interviewer. CAPI will route you to the relevant questions.

10.5 Unsuccessful Tracing

If you have been unable to trace the sample member to a new address, you will be instructed to return the case to the office. As you are tracing, you should record what you have done and the outcomes in the ECS.

We are particularly interested in what happened when you tried to contact the follow up addresses (and what those addresses were), the stable

address(es) and each telephone number. Therefore, in addition to coding the actual tracing activities you have carried out, you are asked to record in detail what happened when you attempted to contact (i) the stable address(es), and (ii) each telephone number provided.

You should use all the information provided in the ECS and gathered during tracing before returning the case to the office. There is space for you to record any further information which you think may help tracing, and - should you need it - there is the usual space at the end of the admin block for you to record "any information useful at re-contact". TNS BMRB will send untraced cases to the University of Essex, who will then conduct further tracing such as contacting the sample member by email.

If the University successfully trace the case, the new address and/or telephone details will be issued to a field interviewer as required.

11. Proxy interviews

You should attempt to get a full individual interview with all respondents. You should not take a proxy interview unless you are absolutely sure that you are unable to get a productive interview during the fieldwork period. For example, if one adult is out when you first call, then you must make another visit to attempt to interview them rather than taking a proxy interview from someone else.

There are certain criteria for determining whether someone can act as a proxy. A proxy respondent must be an **adult aged 16 or over** and either:

- a close relative;
- another adult in the household who knows the respondent well; or
- be nominated by the non-participant.

In all cooperating households proxy interviews should always be attempted unless the respondent explicitly refuses to have any information about them collected.

12. Recording contact details

It is vital 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.

You should check that each sample member's details collected at previous interviews are still correct and collect contact information for each new entrant to the household. CAPI will prompt you to do this. For new entrants we want to collect any personal telephone numbers (both mobile and landline phones) and email addresses. If a respondent is adamant that they don't want to be contacted again, then there is a code to use in CAPI at the point that contact details are collected.

You also need to check that the stable contact details given by each interviewed sample member at the previous wave are unchanged and to obtain a stable contact for each new entrant. Although this may appear to be time consuming, it is less onerous than having to trace sample members when they have moved. Where there are no stable contact details, please attempt to get details for each person in the household. Where necessary, please reassure respondents the stable contacts will only be approached in the event the person moves and we are unable to trace them.

We will only ask the stable contact whether they have contact details for the sample member, the stable contact person will not become part of the study and the sample member is not 'signing them up' to any obligation. Please also remember that we would like a different stable contact for each person in the household. The more contact details we have, the better chances we have of finding our movers.

As *Understanding Society* is a longitudinal study and we will be contacting and visiting respondents on a yearly basis, it is very important to ensure that ALL names, addresses and job titles are spelt correctly. Such details are used for mailing respondents and obviously their details need to be correct so that we create a good impression and materials are sent to the correct person at the correct address.

13. 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 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 Coding team needs very detailed information e.g., if someone works in a shop, it is not sufficient to record "clothes shop" – we need to know what kind of shop and what their duties are (e.g., are they the owner, manager or do they work on the till, stockroom etc), so **probing is essential**.

For example, if someone works in clothing manufacture – Figure 13.1 below shows that "clothing manufacture" would not be sufficient in this case – **you need to probe for exactly what is made and what it is made with**. If more than one product or material is used you need to probe for what product is made the most. Note that you need to record what the **organisation** they work for makes, not just what they make within their role. If they can't tell you, write in everything they make and what they make it with.

The different 4 digit SIC codes for the manufacture of clothing for men, women and children are illustrated below:

Figure 13.1 4 Digit coding for manufacture of clothing

4 digit SIC Code	Type of manufacture
1413	Manufacture of outer wear coats/suits/jackets/trousers/skirts
1414	Manufacture of underwear/nightwear/shirts/blouses
1419	Manufacture of babies garments, gloves/ties/shawls/hairnets etc
1411	Manufacture of leather goods, except sports gloves and sports headgear
1431	Manufacture of other knitted goods: socks, tights
1439	Manufacture of other knitted goods: pullovers, cardigans

From Figure 13.2 below you will also notice that 4 digit SIC coding requires greater detail than 2 digit. 'Glass manufacture' would be sufficient for 2 digit SIC coding but to code to the 4 digit SIC level, you would need to find out what type of glass was manufactured.

Figure 13.2 **4 Digit coding for glass manufacture**

4 digit SIC Code	Type of manufacture
2314	Manufacture of glass fibres
2313	Manufacture of glass inner for vacuum flasks
2312	Manufacture of glass mirrors
2391	Manufacture of glass paper
2319	Manufacture of glass wear for laboratory

Similarly, for teaching, just knowing that someone teaches in secondary education is not sufficient and more probing would be needed to determine what types of subjects and level of qualifications are taught. Figure 13.3 illustrates 4 digit coding for teaching.

Figure 13.3 **4 Digit coding for teaching**

2 digit SIC Code	4 digit SIC Code
	85.10: Pre-primary education
	85.20: Primary education.
85.3: Secondary education.	85.31: General secondary education. 85.32: Technical and vocational secondary education.
85.4: Higher education.	85.41: Post-secondary non-tertiary education 85.42: Tertiary education.
85.5: Other education.	85.51: Sport and recreation education 85.52: Cultural education 85.53: Driving school activities 85.59: Other education n.e.c.
	85.60: Educational support activities

14. Adult CASI

Adults will be asked to complete a CASI (self-completion on the laptop) section during their CAPI interview. The content varies according the wave.

Completion by interviewer

You will be asked to record at the beginning of the self-completion section whether the respondent will complete the CASI themselves or whether the interviewer will ask the questions, because the respondent is unable to complete it themselves, for example because of sight/ reading/ language problems.

Security of answers

At the end of the self-completion section, you will be prompted to enter your interviewer number in order to lock the answers given by the respondent. After doing this, you will no longer be able to access the self-completion section. Please check that the respondent does not want to change any of their answers before locking the self-completion.

15. Consent for linking to administrative records

Another feature of Understanding Society is that we ask for consent to link to certain records held by government agencies. The type of records (health, education, social security benefits etc.) varies according the wave and whether consent has already been sought.

The CAPI script will prompt you if you need to ask for consents. All those who are asked for consent should be given a copy of the relevant consent information leaflet to read before giving consent. The types of information that would be linked to are detailed in this leaflet.

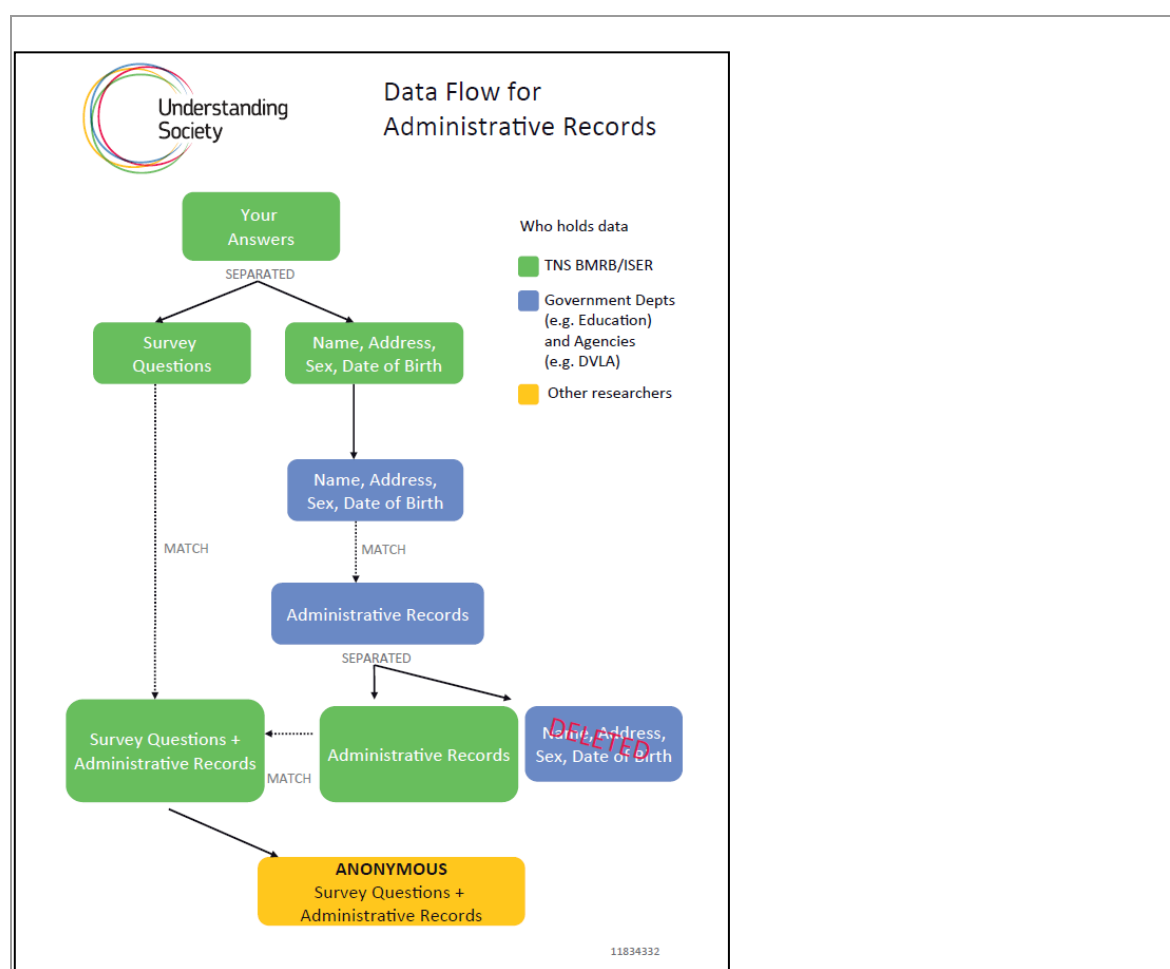
You will need to collect verbal consent for the data linkage. Please refer to the wave-specific instructions for details.

Please refer to the wave-specific instructions for details of which consents are required.

Administrative data flowchart

Respondents should also be shown the Consent flowchart which shows how we link to their educational, economic and health data and what happens to the data once we have linked to it. Its purpose is to reassure respondents about the confidentiality and anonymity of the data. Please explain the flowchart to respondents when asking for their consent.

Figure 15.1 Data flow for administrative records chart



15.1.1 Explaining data linkage

Some interviewers have reported that explaining data linkage and how it is obtained can sometimes be problematic. For that reason, you can use the following (or a similar) form of words if you're finding it difficult to reassure respondents.

Confidentiality / data security

"We can link the answers you give in these interviews to other data that is held by government departments or agencies. There are huge benefits in doing this; it allows us to, for example, find out more about you without having to ask lots of additional questions. I'd like to reassure you that linking this data is completely secure. Your survey answers are **never shared** with government departments or agencies and giving your consent to link **will not alter any of your dealing with those organisations**. The data we add to the survey is completely anonymous,

held in accordance with the Data Protection Act, and you and your household will not be identifiable from the data or results."

Why written consent (if asked)?

Different government departments and agencies have different rules. For some, verbal consent is sufficient for them to release data. For others, however, they require a written form of consent. This does not affect in any way the secure way that we deal with the information.

15.2 The end of the interview: COA card, thank you flyer and MRS leaflet

At the end of the individual interview you may be prompted to hand over a change of address (COA) card and a University of Essex freepost return envelope.

You will also be prompted to provide **all** respondents with a Thank you flyer and a MRS leaflet at the end of the interview. Please make sure that you complete the information on the front of the MRS leaflet.

16. CAPI interview

There are several elements to the CAPI questionnaire, which are covered in detail in this section.

16.1 Household Grid and questionnaire

Ideally both the household grid and questionnaire would be conducted with either the householder or their spouse/partner. The householder is the person who owns or rents the accommodation.

If they are not available, the household grid and household questionnaire can be completed with any other adult (16+) household member.

In the household grid the information collected at the previous wave (feed forward information) will be checked and any changes will be recorded. Information about any new entrants to the household since the last interview will be collected here.

16.2 Feed forward information

For participants who have been interviewed in a previous wave certain key items of information are fed forward into their CAPI interview and are used for checking purposes at various points in the interview.

Checking the feed forward information from the previous wave should take 5 minutes on average, although this will vary considerably depending on household size and on whether any new people have joined the household. The household questionnaire should take 10 minutes on average. If any of the feed forward data is incorrect you are able to amend those details as necessary here.

16.3 Individual CAPI interviews

All adults aged 16 and over at the point at which the household is enumerated should complete an individual CAPI interview. This lasts around 30 - 40 minutes, including the CASI section.

The main topic areas covered in the individual questionnaire vary each wave and are repeated at regular intervals.

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. The Wave-specific instructions list 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 **Section 26** 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.

16.4 Help Screens

Information about individual questions will be found in the CAPI help screens rather than in these project instructions. There are many more help screens than you would find in a usual CAPI program, and you can access them by selecting the **HELP** link which appears on screen at particular questions.

16.5 Search box

At CAPI questions which code the county respondents were born in, the school that they went to, and the university subjects young adults are planning to study, you will need to search from the extensive list of options available from our look-up files. There is a box on screen within which you have to start to type the first letters of the county/school and the relevant location is then displayed. There are further instructions provided within the CAPI screen at the relevant locations.

N.B. - If a respondent was born within Greater London the most efficient way of coding this response is to type LON and "Greater London" will appear.

16.6 Unproductive and proxy interviews

At the beginning of the individual questionnaire there is a question about whether you are able to interview an individual. If you are not able to get a productive interview you will need to record an individual unproductive outcome code and a second outcome code for any refusals.

For all unproductive interviews you should attempt to get a proxy interview, and you must record the outcome of the attempt to get a proxy interview as well.

The individual level outcome codes for each Wave are given in the Wave-specific instructions.

17. Notifying the police

If you are working on an original issue assignment you must notify the police before you start working in your area. Hand in a copy of the Police Form and a copy of the generic advance letter. You should make a note of the name and number of the person you spoke to and ask them, if possible, to rubber-stamp your copy of the Police Form and sign it with their name. This will give you some proof of having notified the police.

You will need to record the name of the police station in the ECS. It is not essential to notify the police if you are working on a re-issue assignment.

18. The interview process

18.1 Overview of data collection instruments

The data collection instruments and their average timings are:

- 15 min CAPI household grid and household questionnaire;
- 30 min Individual Adult CAPI questionnaire for all aged 16+;
- 10 min adult CASI;
- 10 min CAPI proxy questionnaire; and
- 10-15 min Youth paper self-completion questionnaire for all aged 10-15.

The main individual interview CAPI takes around three-quarters of the interview time for the individual, in addition the CASI element is around one-quarter of the total running time.

The household grid will vary in length because larger households will take longer to enumerate whilst single person households will take less time. The enumeration will take approximately 5 minutes on average followed by a further 10 minutes (approximately) of questions for the household.

The adult interview contains extensive routing, so individual interview lengths will vary considerably. The main factors that will affect individual interview length are employment status, number of children in the household, whether the respondent receives benefits and whether the respondent is a new entrant or a previous respondent.

18.2 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.

19. Before you contact the household

We know that the interaction we have with respondents in between your interviews is important. ISER have put a lot of effort into how they communicate with respondents. Some examples of what has been done so far, and an idea of where we hope to get to in the future, are included below.

19.1 Between-wave mailings

Respondents are sent information about the study between waves. This aims to:

- Tell respondents why their individual contribution was valuable;
- Provide more information about why Understanding Society is important;
- Provide communication that reflects their individual circumstances and motivations

A number of findings documents have been produced and sent to respondents, examples of which are below:

Figure 19.1 Inter-wave mailing example



The mailing also includes a letter and change of address card.

Panel members receive a mailing from *Understanding Society* once or twice a year.

19.2 Advance mailings

In general, advance mailings are posted to each adult sample member by the office prior to the start of fieldwork. The mailing includes: an advance letter, a change of address (COA) card and a Freepost return envelope for the COA card, and a postcard with some recent findings from Understanding Society. If the respondent is in a group which receives an unconditional incentive, this will also be enclosed in the advance letter.

Please also refer to the Advance Mailing Section for the wave you are working on for more information.

19.3 Change of Address Card (COA)

The Change of Address (COA) card (see below) is included to encourage sample members to inform us of any change in their contact details. Respondents will receive a £5 voucher (from the University of Essex) if they return the card with their new details. COA cards are pre-printed with each individual's current contact details (name, personal contact details and address) – rather than just one per household – so that we can be notified if only one person in the household moves (as opposed to a whole household move). An example COA card is shown below.

For new entrants to the household or those sample members who report not having received their advance mailing, you will be prompted by CAPI at the end of the individual interview to hand over a change of address (COA) card and University of Essex freepost return envelope. The CAPI screen will also prompt you to copy the following information from the screen onto the back of the card:

- Respondent name (first name and surname);
- Respondent's 14 digit Personal Identifier (PID)

Please ensure you copy the details from the CAPI screen to the COA card accurately as these will be returned to ISER should the sample member move address, and ISER will subsequently have to update their records based on the information that you have transcribed.

Figure 19.2 Change of Address card (COA)

**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

Understanding Society

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.

MOVING TO...

Name: _____ New Address: _____
PID: _____ Home phone: _____
(Inc STD code)
Postcode: _____
Mobile: _____
E-mail address: _____
Date of move: _____

MOVING FROM...

Name: _____
PID: _____
Postcode: _____

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: _____

11834325

Blank versions of the COA card and freepost envelope are included in your workpack.

19.4 The Understanding Society website

Participants are also able to update their details – and find much more information about the study – on the website. The address is www.understandingsociety.ac.uk.

Respondents will also receive £5 if they notify ISER of a change of details through the website. We'd recommend that you take a look too. The website is updated regularly with news of research findings and coverage in the media.

20. Call patterns

Your first contact with the household in a given fieldwork period **must** be face-to-face, as it is easier to establish a rapport this way and thus to avoid refusal. You may need to visit the household several times before you make contact.

* In some cases, a participant may have contacted ISER and requested an interviewer phones them in advance. If this is the case, the comment will be printed on the Sample Information Sheet. In these cases, please make first contact by phone to arrange an appointment only. DO NOT interview by telephone.

However, if there is no contact with a respondent after 6 calls to the household, you can attempt telephone contact if you have a telephone number for the household. This should be used as a last resort, but would be useful in order to avoid returning as a non-contact before all methods have been tried.

The **minimum** call requirements before coding a final 'no contact' outcome are:

- At least **6** face-to-face visits to the address, on different days;
- These must include at least 3 visits on a weekday evening (after 7pm) or at the weekend
- Calls must be made over a period of at least **3** weeks

Research shows that:

- The more you vary the times of day you call, the fewer calls you will have to make and you will get a higher response rate;
- Leaving a few days between calls will produce a higher contact rate, you will have to make fewer calls and you will get a higher response rate.

So, it is important that you stick to the TNS BMRB call pattern rules and start work right at the beginning of the fieldwork period so that you can spread out your calls more.

If no one is at home, leave an *Understanding Society* interviewer card (see below) to inform the residents of your visit. You may use the study

Freephone number (0800 252 853) as a contact number. This number is staffed 9am – 5pm Monday to Friday. Outside these hours, an answer phone service operates.

Figure 20.1 Interviewer card



If you are unable to make contact with the household, follow the procedures for tracing sample members discussed in Section **Error! Reference source not found.**

Upon making contact, **always** make a point to show your ID, even if the people you speak to do not appear to be interested in it. If sample members have any queries which you cannot answer at your initial face-to-face visit, ask them to call the *Understanding Society* team on Freephone 0800 252 853.

20.1 Subsequent contact with household

After you have made your **first contact in person**, subsequent contact can be made by telephone if the household are happy for you to call them, e.g., to arrange or check appointment times. However, you must not carry out interviews by telephone.

You will need to record details of all telephone calls in the ECS (see Section 11 for information on the ECS), including the following information:

- Which telephone numbers you tried;
- Who the telephone number belonged to; and
- Which telephone number(s) led to contact with the sample member.

21. Doorstep documents

There are a number of documents for you to use on the doorstep:

- Interviewer card;
- 'Understanding Society: Information for Participants' leaflet;
- Generic advance letter (specific to each wave);
- A5 laminated Understanding Society impact case studies.

21.1 Interviewer card

You are supplied with an Interviewer card that allows you to write your own message regarding an appointment or broken appointment, depending on the circumstances. Remember that if you are leaving a card following a Broken Appointment you can add your telephone number or the office phone number for the respondent to contact you to propose a different interview time.

21.2 'Understanding Society: Information for Participants' leaflet

For new entrants to the household (i.e., those who joined since the previous interview) there is also a study leaflet which provides more information about the study and the interview. You can show this leaflet to established sample members as well if appropriate.

This leaflet should be shown to all new entrants, either on the doorstep or at the end of the interview.

21.3 Generic advance letter

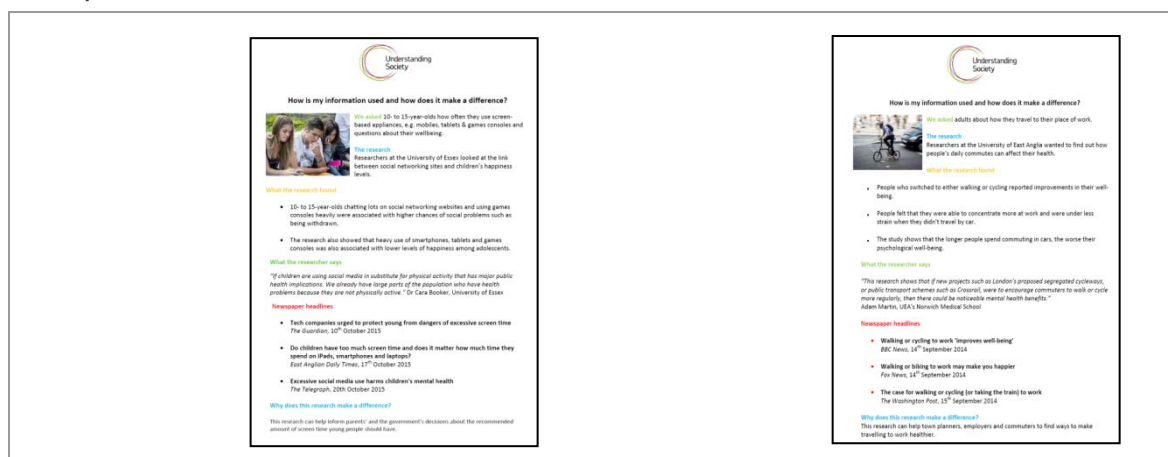
For all waves we have produced a laminated generic version of the advance letter which can be used on the doorstep, so that you do not have to carry multiple versions of the advance letter when visiting a household and to avoid any confusion over which letter to use. The generic version does not differentiate between participation history; it simply tells the sample member about the study and encourages them to take part. In addition to the laminated copy, your workpack includes spare copies of the generic advance letter (which have not been laminated) and these can be given to sample members on request, e.g., if they are a new entrant or did not receive their advance mailing. If you require further copies of these, please contact the office.

21.4 Impact cases studies

You will be issued with a number of laminated cases study leaflets covering different topics, with information about the impact of Understanding Society data. These can be used on the doorstep to show to respondents to help engage them and emphasise the importance of the study. The cases studies have been designed to cover different types of households and you can decide which one to use depending on who you are talking to.

Figure 21.1 Impact case study leaflets

Examples of recent leaflets are:



22. Incentives

Please also refer to the section on Incentives for the wave you are working on.

The incentive amount will be indicated on your SIS and will be flagged at the end of the CAPI interview. Adults who do not wish to take part do not need to return the incentives they received in their advance letters even if they offer to do so, these incentives are unconditional.

Incentives administered by interviewers will be in the form of gift cards, not paper vouchers.

22.1 Incentives for youth self-completion booklets

In waves where there is a youth self-completion booklet, all respondents aged 10-15 will receive an unconditional £5 gift card. The incentive should be given when you are handing out the questionnaire, NOT when you are collecting the completed questionnaire. This also applies if you are leaving the questionnaire to be completed later and posted back to the office.

You will need to enter the gift card code into the CAPI script to activate it. The script will prompt you to do so when you go into the ECS for that respondent.

22.2 New entrants/sample members who have not received their advance mailing

In cases where a productive interview has been obtained but an adult sample member has not received their advance mailing, i.e., because they are a new entrant to the household or their advance mailing did not arrive, respondents are entitled to an incentive. You should give this to them at the end of their interview. The CAPI script will prompt you to do this, and also tell you how much they should receive.

22.3 Incentives for Proxy interviews

There are no incentives for proxy interviews.

22.4 Incentives for telephone sample

If telephone sample respondents have not been sent/received an advance letter, or are in the group receiving a conditional incentive you will need to request that a gift voucher be sent out to the respondent via your Regional contact once the interview is completed. This request will then be added to a voucher request sheet by your point of contact and actioned by our despatch team in High Wycombe.

There are no youth self-completions administered by telephone.

22.5 How to redeem incentives

Incentives are Love2Shop High Street gift cards. They can be used as payment in a number of High Street stores (a full list can be found at www.highstreetvouchers.com)

22.6 Administration of incentives

CAPI will prompt you to issue the gift card and state the amount it is worth which you will need to note on the card. When you hand over the gift card please enter the gift card code into the CAPI script and explain that it will take up to three working days for the card to be activated with the correct amount.

The CAPI script will prompt you to hand out the gift card and will ask you to enter the serial number from the back of the card. **Please make sure you enter this carefully** as any mistake may result in the card not being activated. Please remind the respondent that they will need to wait a few days for the card to be activated before they can use it.

Your workpack will include a supply of gift cards. If you require additional cards, contact your Regional Team. Please return all unused gift cards to the High Wycombe office.

It is critical that you connect your CAPI machine at the end of every day that you work. This will send information back to the office about the incentives and will ensure that they are activated as quickly as possible.

23. Mixed mode

23.1 Mixed-mode sample design

We have moved to a mixed-mode sample design from Wave 7; the three modes are: **CAPI** (F2F), **CAWI** (WEB) and **CATI** (TEL). Modes will be used to complement and support each another as described below. The model used to allocate households to mode of allocation is reviewed and refined prior to launch of each wave. Please refer to your wave-specific instructions for more details. Households will fall into these groups:

1. **CAPI-first**

These households will be issued directly to you as part of your assignment. If these households reach the re-issue stage they will be invited to participate online. Towards the end of fieldwork we will conduct a mop-up stage where you will attempt to contact the non-responding members of these households by telephone.

If, however a respondent expresses a preference to complete their interview online before the re-issue stage you can facilitate this by telling them their login details and the web address, all of which is printed on the SIS and in the AddInfo in the ECS.

2. **WEB-first**

The advance letter will invite these respondents to participate online via CAWI and provide them with login details. After an initial period (see Wave specific instructions for details), non-responding adults will be allocated to CAPI and form part of your assignment. If they reach the mop-up stage you will be required to attempt to contact them by telephone.

The sample also includes around 400 *Living in Britain* households that have always been interviewed by telephone. We refer to them here – and on the SIS - as the ‘telephone sample’.

Please refer to core instructions Section 2.1 for more details.

There will be ‘telephone sample’ cases in both the CAPI-first and WEB-first groups.

For those 'telephone sample' cases in the WEB-first group we will initially invite them to take part online; if they do not go ahead and complete a CAWI interview you will skip the CAPI stage and contact them by telephone to complete their interview.

For those in the CAPI-first group you will contact them by telephone to complete their interview. If they do not do a telephone interview we will invite them to take part online later on in the fieldwork period.

Should your assignment contain any telephone sample households they will appear as usual in the list in the eReps grid, but when you enter the address you will be prompted to telephone rather than to visit them for a face-to-face interview.

All households in your assignment (CAPI-first and WEB-first) are yours to manage.

23.2 Rationale for a mixed-mode design

There are several reasons for moving to a mixed mode design. Firstly there is a drive amongst those who commission surveys to move towards more online fieldwork, mainly for cost efficiency reasons but also because it increases the speed of data collection as well as potentially being more convenient for respondents. However experience on the Innovation Panel shows that these objectives may be difficult to achieve on a household panel study, and these experiments have shown that in general response tends to be lower when the mixed mode option is introduced for a random sample.

However amongst those households who did not respond at the previous wave, response increased when the web option was introduced. The allocation of households into mode will target face to face interviewing resource at households most worth pursuing.

23.3 CAWI completions/Status Summary Screen

All households in your assignment are yours to manage until a final outcome code is reached. CAWI completions are logged overnight and will appear in the Status Summary Screen in Screen 0 for that household. Each time you synchronise all CAWI progress will be updated.

If you wish to view the status summary screen at home without going through a full ECS call you can do so by clicking on the 'No' option at Addresschk. The text in brackets will display either:

“No (No CAWI progress to display for the household)” means that no CAWI progress has been logged for anyone in that household (as in the figure above).

or

“No (click here if you wish to just view CAWI progress for this household)” means that CAWI progress has been logged for all/some individuals in that household. Clicking on 'No' will take you to a screen detailing which components of the interview have been done online and which are yet to be completed.

The screenshot below shows you an example of what the Addresschk screen will look like if there is some CAWI progress to view:

AddressCheck
ECS INFORMATION
THIS IS A LIVE INTERVIEW SERIAL. Use Practice capi/serial if you wish to conduct a PRACTICE interview

Please check that the below details are correct. If not, you should exit the script and select the correct serial number in the grid.

SERIAL NUMBER: 9965901
ADDRESS: 579 Station Road, Ealing, London, , , England, W5 2AU

☐ Yes
☒ No (click here if you wish to just view CAWI progress for this household)
☐ Yes - OFFICE REFUSAL
☐ Yes – mistake in fed-forward address which needs to be corrected

>

An example of the status summary screen is below:

OutcomeDisplay
INTERVIEWER: SOME SCREENS STILL REQUIRE FURTHER ACTION.

LISTED BELOW ARE THE **FINAL** OUTCOMES FOR THIS ADDRESS:

SCREEN 1 (**Mark Jordan, Male, 12 August 1934**): (570) IV Full adult interview

LISTED BELOW ARE THE **INTERIM** OUTCOMES FOR THIS ADDRESS:

SCREEN 0 (**HOUSEHOLD**): Observational questions still to be completed,
SCREEN 2 (**Sarah Jordan, Female, 19 October 1939**): No outcome coded as yet

RECORD ANY UNPRODUCTIVE FINAL OUTCOME CODES FOR THE INTERIM CASES THROUGH THE HOUSEHOLD ECS (SCREEN 0).

In this example Screen 1 has a final outcome of full adult interview, so you know that this adult has completed their individual interview online already. However screen 2 is appearing under 'interim outcomes' because there has been no progress yet for this adult. Screen 0 is also appearing under 'interim outcomes' because the observational questions still need to be completed. If the household grid or household questionnaire also needed to be completed it would say this next to Screen 0 under the interim outcomes.

So in this example you know that when you arrive at the household you will need to complete the observational questions and attempt to interview the second adult face to face.

23.4 Maximising response in a mixed mode sample

Here are some considerations for countering some of the issues relating to the mixed mode sample:

- **Ensure you have the latest information** about Web completions in the household before setting out. If you have any questions contact your RFC in the first instance.
- **Push for a F2F interview:** Be clear yourself and with sample members that the face to face approach is the **primary** means of

interviewing on Understanding Society. This will be the case for the foreseeable future and is essential to ensuring the study represents the widest possible population.

- In line with this, you should be **prepared to counter** suggestions from sample members that they will carry out the survey on the Web. Consider what you might say to encourage a face to face interview 'while I'm here'. Individuals may genuinely intend to carry out the survey online, but there is a risk that an opportunity never presents itself. In all cases, it is very important to keep your approach positive, be enthusiastic about the study and highlight the importance of taking part especially since this is a panel study and we want to hear from everyone who is on the panel to maintain the quality of the research.
- **Enable the Web survey where it is a clear preference.** Where individuals clearly state a preference for CAWI, or where it seems probable that others in the household may be more likely to complete the interview this way this should be encouraged and **enabled**. Please make sure that all household members have their **username and password** (included in the SIS and AddInfo) and understand how to access the Web survey (see core instructions for a description of how respondents enter the Web survey).
- **Support and follow up those who are adamant they want to complete online.** You also need to manage this process of Web survey completion:
 - 1) Make room for yourself to maintain contact by telling sample members that you will telephone them in a couple of days "to make sure you haven't had any problems with completing the survey online" and
 - 2) Monitoring the Erep grid to check for WEB completions
 - 3) Following up with a phone/visit call two days later to chase where the Web survey has not been completed. If it isn't complete, phone again if this is appropriate or re-start the personal visits.

24. Practice cases

You must complete several Practice Interviews before you start work. Please refer to your wave-specific instructions for the name of the practice scripts.

ALL PRACTICE INTERVIEWS MUST BE CONDUCTED UNDER THESE CAPI NAMES.

To conduct a Practice Interview,

- In your Erep Grid go to appropriate CAPI script
- 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 HH's with 2 16+ Adult Individual interviews after your briefing but before you do any live interviewing.

Familiarise yourself with:

- ECS script for various scenarios
- Movers, refusals
- Process for conducting in languages other than English
- Individual interview
- Consents and the Data linkage material
- Logging the administration of the Youth questionnaire
- Youth questionnaire content

25. 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) changes for each monthly assignment and wave.

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.

All unused branded materials should be returned to the High Wycombe 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.

26. Benefits module details

List of benefits that appear in Benefits Module with explanations:

Question name and Benefit name	Further details on the benefit
BenPen NI Pension/ State Retirement Pension	<p>A National Insurance (NI) or State Retirement Pension is the normal State Pension for men and women who reach state pension age and have paid National Insurance (NI) contributions at the standard rate, and for widows/widowers on their late partner's contributions. Most employers take NI contributions out of the employee's wages. Those who are self-employed are responsible for paying their own NI contributions.</p> <p>For married couples, you should try to get the separate amount paid for the respondent rather than any joint amount. If the respondent is unable to separate it, show the whole amount received and record it as received jointly.</p> <p>If the wife is aged under 60, she may not receive a state pension in her own right. Be sure to query whether she receives any in her own right, otherwise any NI pension income would be solely the husband's.</p> <p>Retirement Pensions may have an earnings-related supplement. This is normally paid on the same order book and should be included in the amount recorded.</p> <p>Persons who receive a National Insurance (NI) or State Retirement Pension may also get Pension Credit.</p> <p>Note. The majority of pensioners you interview will be getting this pension.</p>
BenPen Occupational Pensions from previous employers	<p>An occupational pension scheme is an arrangement an employer makes to give their employees a pension when they retire. Occupational pensions are also known as company pensions, workplace pensions or superannuation schemes.</p> <p>Include all employer's pensions, including retirement pensions, pensions paid for early retirement, and pensions paid before retirement (i.e., a respondent may still be working for an employer but has become entitled to receive payments).</p>
BenPen Pension from a spouse's previous employer	<p>A pension from a spouse's previous employer may be received in respect of a deceased spouse.</p> <p>Check that any amount recorded is net of tax and other deductions.</p> <p>Do not include pensions from a Trade Union or Friendly Society</p>

	unless the pension is received as a direct result of the spouse's employment by them.
BenPen Widow's Pension/War Widow's Pension	<p>Widow's Pension is a weekly benefit for women aged 45-65 (or 40-65 if widowed before 11 April 1988), paid when their husband dies or when their Widowed Mother's Allowance ends. From April 2001, it was replaced by Bereavement Allowance although existing claimants continue to receive it.</p> <p>War Widow's/Widower's Pension is payable to widows/widowers and children of someone killed in the Armed Forces or who died as a result of injury sustained in the Armed Forces.</p> <p>Do not include Widow's Benefit, Widow's Payment, or Bereavement Payment as these are single lump sum payments.</p>
BenPen Widowed Mother's Allowance/Widowed Parent's Allowance/Bereavement Allowance	<p>Widowed Parent's Allowance, formerly known as Widowed Mother's Allowance, is a weekly benefit plus an allowance for each dependent child for whom the parent gets Child Benefit. The child(ren) must be child(ren) of the widow/widower and their late husband/wife.</p> <p>Bereavement Allowance is paid to widows/widowers who are widowed when aged 45 and over, with no dependent children. The benefit is time-limited and paid for one year only.</p> <p>Do not include Widow's Benefit, Widow's Payment, or Bereavement Payment as these are single lump sum payments.</p>
BenPen Pension Credit	<p>Pension Credit is a means-tested benefit paid to pensioners which they have to apply for. Qualification is dependent on income and assets. Pension Credit replaced Minimum Income Guarantee (MIG) in October 2003.</p> <p>There are two main elements:</p> <ul style="list-style-type: none"> - The Guarantee Credit is the minimum amount a pensioner can be expected to live on. There will be additional amounts for owner occupiers' housing costs, for disability and for caring responsibilities. - The Saving Credit is available only to pensioners aged 65 and over and aims to reward those who have made provision for their retirement over and above the state pension. <p>From October 2014, Pension Credit is amended to include help with eligible rent and dependent children.</p>
BenDis/BenEsa Employment and Support Allowance	<p>Employment and Support Allowance (ESA) is a means-tested benefit that replaced Incapacity Benefit and Income Support (paid on incapacity grounds) from October 2008. ESA claimants receive a 'Main Phase' payment along with either a 'work</p>

	<p>related activity' or 'support' component depending on how the claimant's condition affects their ability to work. Severe Disability/Enhanced Disability/Carer/Pensioner and Higher Pensioner premiums are available.</p> <p>Anyone receiving Incapacity Benefit or Income Support (paid on incapacity grounds) at the change-over date could continue to receive those benefits, so long as they continue to satisfy the entitlement conditions, however existing recipients are gradually being shifted to Employment and Support Allowance.</p>
BenDis Severe Disablement Allowance	<p>Severe Disablement Allowance is for people of working age who have not been able to work for at least 28 weeks but who do not qualify for Incapacity Benefit. Married women unable to perform household work may also receive it.</p> <p>Be careful that the respondent does not confuse Severe Disablement Allowance with Incapacity Benefit or Severe Disability Premiums within income-related benefits.</p>
BenDis Industrial Injury Disablement Benefit	<p>Industrial Injury Disablement Benefit is a variable amount paid to employees disabled through either a work accident or an industrial disease. The amount is dependent on the degree of disablement.</p>
BenDis Disability Living Allowance	<p>Persons under 65 can claim for Disability Living Allowance (DLA) if they need help with personal care and/or getting around. Once an initial claim is made, there is no upper age limit. There are two components:</p> <ul style="list-style-type: none"> - The Care Component covers things like washing, dressing, using the toilet, cooking a main meal. It is paid at one of three rates. <p>Since April 1992, this benefit has replaced Attendance Allowance for people aged between 5 and 66 (although many people will continue to call the allowances by their old names). In addition, some people not previously entitled to Attendance Allowance will receive this benefit. Those aged 66 at the transition continued to receive Attendance Allowance.</p> <ul style="list-style-type: none"> - The Mobility Component is paid for persons who are unable, or virtually unable, to walk. It is paid at the higher or lower rate. This benefit replaced Mobility Allowance. <p>When the person is under 16, the allowance will normally be paid to the person responsible for them. In such cases, it should be recorded as income on the questionnaire for the responsible adult for the child. Where someone is 16 or over, this should be</p>

	<p>recorded on the person's own questionnaire.</p> <p>People can get Disability Living Allowance even if no one is actually providing them with care.</p> <p>Note. There is no automatic migration from Disability Living Allowance to Personal Independence Payments but from October 2013, new claims for Disability Living Allowance will only be accepted for those aged under 16 and changes to existing claims will only be accepted for those aged under 16 or over 65.</p>
BenDis Personal Independence Payments	<p>From April 2013, Personal Independence Payment (PIP) replaces Disability Living Allowance (DLA) for eligible people aged 16 to 64 with a long-term health condition or disability.</p> <p>There is no automatic migration from Disability Living Allowance (DLA) to Personal Independence Payments (PIP) but existing DLA recipients aged 16 to 64 are invited to claim PIP.</p> <p>Once an initial claim is made, there is no upper age limit. People aged 65+ who already receive Disability Living Allowance will continue to do so.</p> <p>There are two components:</p> <ul style="list-style-type: none"> - The Daily Living Component covers activities including eating and drinking, washing and dressing, using the toilet, communicating and understanding, managing medication or therapy, engaging with people and making budgeting decisions. It is paid at a standard or enhanced rate. - The Mobility Component covers planning and following journeys and moving around. It is paid at a standard or enhanced rate.
BenDis Attendance Allowance	<p>Attendance Allowance is paid to people aged 65 or over who live at home and need high levels of care because of severe disability. There are two rates: a lower rate for attendance during either day or night, and a higher rate for attendance during both day and night.</p> <p>Include Constant Attendance Allowance.</p> <p>People can get Attendance Allowance even if no one is actually providing them with care.</p>
BenDis Carer's Allowance	<p>Carer's Allowance, formerly known as Invalid Care Allowance, is a weekly-paid benefit for people of working age who give up working to look after a severely disabled person who receives either Attendance Allowance or Disability Living Allowance.</p> <p>It has two components: the Allowance itself and the Adult Dependent addition.</p>
BenPen War Disablement	<p>War Disablement Pension/Armed Forces Compensation Scheme is payable to members of the armed forces disabled in the 1914-18 war or after 2nd September 1939. Merchant seamen and</p>

Pension	civilians disabled in the Second World War are also eligible. The amount paid varies according to an individual's rank and the extent of the disability.
BenDis Incapacity Benefit	<p>Incapacity Benefit (IB) is paid to people who have been medically assessed as incapable of working, conditional on having paid enough National Insurance (NI) contributions. There are three basic rates, depending on the period of the claim, age of the individuals and severity of incapacity.</p> <p>It replaced NI Sickness Benefit and Invalidity Benefit in April 1995. If a respondent reports receiving NI Sickness Benefit and/or Invalidity Benefit, code as Incapacity Benefit and record total amount received in grid.</p> <p>Note. From October 2008, Incapacity Benefit is replaced by Employment and Support Allowance (ESA).</p>
BenBase Income Support	<p>Income Support (IS), formerly known as Supplementary Benefit or Social Security Benefit, is payable to persons with no income or a low income but working less than 16 hours a week and have not signed on as unemployed.</p> <p>The rate is assessed on the grounds of age and marital status, with a flat-rate premium for children and special premiums for people such as lone parents, people with disabilities and pensioners.</p> <p>Income Support is often paid along with other benefits or earnings from part-time work as a supplement. You should try, wherever possible, to record the amount of Income Support separately, even in the case where it is paid with Job Seeker's Allowance or with a state pension. The specific amount paid as Income Support will usually be shown on the cover of the Benefit Order Book.</p> <p>Do not include any maintenance payments from a former or separated spouse or for child support which are paid through the DWP or other government agencies.</p> <p>Note. From October 2013, Income Support is replaced by Universal Credit, however some respondents will continue to receive Income Support until the transition is complete.</p>
BenBase Job Seeker's Allowance	<p>Job Seeker's Allowance (JSA) replaced Unemployment Benefit and Income Support for Unemployed People in October 1996. Those receiving JSA must be out of work or working less than 16 hours a week, actively seeking work and have a current Job Seeker's agreement with the DWP.</p> <p>Not eligible for JSA: Full-time students, those on temporary release from prison and those receiving maternity allowance or</p>

	<p>statutory maternity pay.</p> <p>There are two types of JSA - Contribution-based and Income-based.</p> <ul style="list-style-type: none"> - The Contribution-based component is paid in the first 26 weeks of unemployment and is dependent on the amount of National Insurance (NI) contributions paid in the past. - The Income-based component is paid after 26 weeks of unemployment and a means-tested benefit (i.e., dependent on income and savings). <p>Note. From October 2013, income-based JSA is replaced by Universal Credit, though those receiving this type of JSA at that time may continue to receive it until they are transferred to UC.</p> <p>There are fixed age-related allowances with extra allowances and premiums for those on income-based JSA.</p>
<p>BenBase</p> <p>Universal Credit</p>	<p>From October 2013 Universal Credit (UC) replaces Income Support, income-based Job Seeker's Allowance (JSA), income-related Employment Support Allowance (ESA), Housing Benefit, Child Tax Credit and Working Tax Credit.</p> <p>It can be payable to people who are not working, or who are in low-paid work and will top up their earnings. It is made up of a standard allowance and additional elements depending on the claimant's circumstances: Child Element; Disabled and Severely Disabled Child Additions; Childcare Element; Carer Element; Limited Capability for Work Element; and Housing Element.</p> <p>It will be calculated and delivered electronically and automatically adjusted each month in line with earnings. Claimants will receive just one monthly payment, paid into a bank account in the same way as a monthly salary. Support with housing costs will go directly to the claimant as part of their monthly payment.</p> <p>The monthly Universal Credit payment covers everyone in a family who qualifies for support including</p> <ul style="list-style-type: none"> - a person claiming for themselves alone - a person claiming for themselves and their child(ren) - a couple making a joint claim for themselves - a couple making a joint claim for themselves and their child(ren). <p>Children over 18 living with their parents or siblings can claim Universal Credit in their own right.</p>
<p>OthBen</p> <p>Return to</p>	<p>Return to Work Credit is a payment for people starting work of at least 16 hours a week and earning no more than £15,000 per year. It is payable for up to 52 weeks. Recipients will have been</p>

Work Credit	receiving an Incapacity Benefit (including Statutory Sick Pay) for 13 weeks immediately prior to starting work.
BenBase Child Benefit	<p>Child Benefit is a payment for those who are responsible for a child under 16 or aged 16-19 and still in full-time further (but not higher) education. A higher rate is paid for the only/elder/eldest child and a lower rate for each subsequent child.</p> <p>It is normally paid to the mother (unless there is none in the household) and should be shown as her income. Where it is paid into a joint bank account, the names of both account holders will be on the benefit order book but this should still be recorded as the mother's income.</p> <p>Child Benefit (Lone Parent) was withdrawn in July 1998, however single parents responsible for children continuously since July 1998 may continue to receive this.</p> <p>Note. From January 2013, certain higher income families are no longer eligible to receive Child Benefit.</p>
BenCTC Child Tax Credit	<p>Child Tax Credit (CTC) is a means-tested payment to those with at least one dependent child. It is paid to the person responsible for the care of the child(ren), so can be received by one person only in the household. If the respondent qualifies for the childcare element of Working Tax Credit, this will always be paid with the Child Tax Credit, even if the respondent is not themselves in receipt of Working Tax Credit.</p> <p>In 2013 Universal Credit was introduced to replace six benefits including Child Tax Credit. The process of transferring claimants from Child Tax Credit to Universal Credit is scheduled to take until 2017, therefore respondents may still be receiving Child Tax Credit.</p>
OthBen Working Tax Credit	<p>Working Tax Credit (WTC) replaced Working Families Tax Credit and Disabled Person's Tax Credit in April 2003. It is paid to families with at least one dependent child or those with a disability who are working. In some cases, it can be paid alongside Job Seeker's Allowance (JSA) or Income Support for those not working. If the respondent qualifies for the childcare element of Working Tax Credit, this will always be paid with the Child Tax Credit, even if the respondent is not themselves in receipt of Working Tax Credit.</p> <p>It is paid either as a tax credit through the respondent's pay check or as a direct benefit. It can also be paid as a lump sum covering a period of 26 weeks in some cases.</p> <p>Please note: Where a married or cohabiting couple are receiving Working Tax Credit, they apply for the tax credit jointly but cannot be receiving it jointly. They will have had to say which</p>

	<p>couple member was to receive the benefit or tax credit.</p> <p>In 2013 Universal Credit was introduced to replace six benefits including Working Tax Credit. The process of transferring claimants from Working Tax Credit to Universal Credit is scheduled to take until 2017, therefore respondents may still be receiving this benefit.</p>
OthBen Disabled Person's Tax Credit	<p>This was replaced by Working Tax Credit from April 2003. It is paid to people with disabilities either in work or seeking work who are aged under 66. Any respondent claiming this should be coded as receiving the Working Tax Credit.</p> <p>In 2013, Universal Credit was introduced to replace six benefits including Working Tax Credit. The process of transferring claimants from Working Tax Credit to Universal Credit is scheduled to take until 2017, therefore respondents may still be receiving Working Tax Credit.</p>
OthBen Maternity Allowance	<p>Maternity Allowance is a benefit which applies only to women not eligible for Statutory Maternity Pay. Usually women receiving Maternity Allowance will be either self-employed or will have recently changed jobs.</p>
OthBen Housing Benefit /Rent Rebate (also known as 'Local Housing Allowance')	<p>Housing Benefit/Rent Rebate, also known as Local Housing Allowance (LHA), is a benefit paid to help with housing costs, paid either by the DWP or the Local Authority. Include here only if it is paid directly to the respondent. Where Housing Benefit is either deducted from the rent (council tenants) or paid directly to the landlord, details should be recorded in the Household Questionnaire.</p> <p>From October 2013, Housing Benefit and Rent Rebate will be replaced by Universal Credit, though anyone receiving Housing Benefit/Rent Rebate at that time may continue to receive it until they are transitioned onto Universal Credit.</p>
OthBen Council Tax Benefit/ Council TaxReduction	<p>Council Tax Reduction, formerly Council Tax Benefit, is administered by local councils. Recipients will receive this benefit in the form of a reduced council tax bill. This benefit is open to those on low incomes and may be dependent on the type of other benefits received. This can include reductions for being in receipt of other benefits but also discounts and exemptions under various circumstances including being a student, being a single person household, pensioners, or having someone in the household who is in receipt of social care. Obtain amount deducted and period covered. Do not include students who pay a reduced charge.</p> <p>For tenants in multi-occupied accommodation (e.g., bedsits), the landlord is usually liable for the tax and adds an amount to the</p>

	<p>rent. Here, the tenant will not be able to get the reduction.</p> <p>If respondent is unable to give details of benefit received, write details of amount he or she actually pays for Council Tax in a note. The amount deducted from the full charge (and the amount of that benefit) can then be calculated.</p>
OthBen Other State Benefits, Allowance or Credit	<p>For any other state benefits, allowances or credits, list each separately and record full details. Include Back to Work Bonus, Job Release Allowance, Lone Parent Work Search Premium, Lone Parent in Work Credit, Child Maintenance Bonus, Child Maintenance Premium and Transitional Payments – although some of them were replaced by other benefits. If any Transitional Payments are received, it is important to record which benefit it replaces or tops up.</p> <p>Include also Enterprise Allowance, Youth Training Scheme (YTS), Employment Training (ET) and New Deal Allowances.</p> <p>Do not include: Payments from the Social Fund (as these are loans) or other one-off payments from either DWP or local authority social services.</p>
BenSta1 Educational Grants	<p>Include here as an Educational Grant any payment from any source (other than from family members) which is intended to cover the living expenses or fees over a period of time of someone in full- or part-time education, specifically so they may undertake that education.</p> <p>Educational grants and Scholarships may be provided by Local Authorities, the DfES, Research Councils, charities, prospective employers (e.g., companies or the Armed Forces), educational institutions, family trusts and a number of other bodies such as Trade Unions.</p> <p>Do not include:</p> <ul style="list-style-type: none"> - Student Loans taken out by the respondent to cover their living expenses or fees - Top-Up Fee Bursaries as these are a type of interest free loan to be paid-back upon completion of a degree <p>One-off payments for specific items, such as extra travelling expenses, visits, equipment or individual prizes</p> <p>Grants are often paid in a lump sum at the beginning of a term or quarter to cover that term or a quarter. If a grant was paid for a term, record that as Other.</p>
BenSta1 Trade Unions/Friendly	<p>Please include all payments from Trade Unions or Friendly Societies, including Strike Pay.</p> <p>Please do not include Educational Grants or Sickness or Accident</p>

Societies	Insurance provided by Trade Unions or Friendly Societies.
BenSta1 Child maintenance, alimony or separation allowance	<p>Maintenance or Alimony can be received by men or non-married women. In most cases, such payments come direct but they may also come via a solicitor, a court or the DWP. If it is paid by the DWP, check it has not been included in any Income Support already mentioned. Code only if the respondent is actually receiving or has received the payment. Do not code if payments should have been made, e.g., through a court order, but have not actually been made. Record actual amounts received rather than what is supposed to be paid.</p> <p>Payments received for a child should only be recorded if that child is present in the household. If a respondent receives payment for the support of a child, code as respondent's sole income. But if they receive money which is to be passed on to the child itself, exclude from respondent's income.</p>
BenSta1 Regular payments from friends or relatives outside the household	<p>Please include, for example, payments from a spouse working and living away from home, regular payments to parents from children outside the household and payments from parents to students, provided they are not members of the same household.</p> <p>Please do not include payments for 'keep' from family members living with the respondent.</p> <p>In any cases of doubt, the respondent should be asked to decide for him/herself whether or not a payment is to be classed as 'regular'.</p>
BenSta1 Rent from Boarders or Lodgers	<p>Rent from accommodation let at respondent's address. However, do not include:</p> <ul style="list-style-type: none"> - Payments from boarders or lodgers who are part of the immediate family of the respondent - Payments for 'keep' from family members - Rent from property outside the respondent's accommodation.
OthBen Foster Allowance /Guardian Allowance	<p>Any foster carer who is looking after a child may receive a Foster Allowance/Fostering Allowance from the local Authority. It is designed to cover the costs of caring for a foster child. Local authorities are allowed flexibility to decide their own systems of payment.</p> <p>A Guardian Allowance is a tax-free payment to individuals bringing up a child whose biological or adoptive parents have died or are otherwise unavailable for their rule (e.g., in prison, or detained in hospital). Recipients of Guardian Allowance must also receive Child Benefit.</p>

OthBen In-Work Credit for Lone Parents	In-Work Credit for Lone Parents is paid on top of all tax credits and other benefits, for a 12 month period, to lone parents who have been on Income Support or Job Seeker's Allowance for at least a year and who undertake work of at least 16 hours a week. Note. This benefit is being scrapped when Universal Credit is introduced in 2013. Some respondents may continue to receive this until they are transferred to UC.
BenDis Sickness and Accident Insurance	Sickness and Accident Insurance includes any payments to compensate for lost wages during time off work through sickness. It does not include one-off payments to meet specific expenses, such as medical fees or the cost of glasses or false teeth etc.
BenSta2 Other regular payment	For any other regular payment, in any case of doubt survey participants should be asked to decide for him/herself whether or not a payment is to be classed as 'regular'. Do not include any payments from investments, stocks and shares, bonds and other interest payments (e.g., building society and bank savings accounts).
Niserps State Earnings Related Pension Scheme (SERPS)	The State Earnings Related Pension Scheme (SERPS), also known as the additional State Pension, ran from 1978 to 2002 when it was reformed by the State Second Pension. A person who was in employment may have paid into SERPS. It will not be received if the respondent 'contracted out' of the state scheme into a private pension scheme.

Common misconceptions/points of confusion related to state benefits¹

General problems

Omission of benefits

Respondents are likely to omit a benefit if they receive one payment which covers multiple benefits. For example, Pension Credit is often omitted as it is paid alongside the respondent's State Pension.

Confusion around individual and household benefits

Respondents may report benefits received by other household members as their own benefits because they deal with the household finances (misreported benefit) or may not report a benefit because they view it as a household benefit (omitted benefit). For example, a respondent who deals with the household finances may report that he receives Child Benefit even though it is received in his wife's name.

¹ Balarajan, M., and Collins, D. (2013). A review of questions asked about receipt of state benefits on the Family Resources Survey, DWP Working Paper 115.

Benefit-specific problems

Question(s) affected	Common misconceptions/points of confusion
BenBase Child Benefit BenCTC Child Tax Credit	Respondents can get confused between Child Benefit and Child Tax Credit . Child Benefit is paid to most people with children whereas Child Tax Credit is a means-tested benefit and is only paid to those with low income.
BenPen NI/State Retirement Pension BenPen Occupational pension from previous employer	Some respondents perceive State Retirement Pension as an entitlement which they had earned by paying NI contributions rather than a benefit. As a result, they may not report receiving this type of pension. Respondents sometimes confuse State Retirement Pension with an occupational or private pension . For example, respondents who retire early on health grounds may receive an occupational pension but not yet the State Retirement Pension. This confusion can result in over-reporting of State Retirement Pension.
BenPen Pension Credit BenBase Income Support OthBen Working Tax Credit	Respondents often fail to report Pension Credit when it is paid alongside their State Retirement Pension . In some cases, they may know they are in receipt of a retirement benefit but don't know they receive Pension Credit. Respondents sometimes refer to Pension Credit as Pension Savings Credit or Pension Guarantee Credit . Respondents who are of retirement age and have been on Income Support before retirement think they continue receiving Income Support rather than Pension Credit . Respondents get confused between Pension Credit and Working Tax Credit . They are likely to under-report Pension Credit and over-report Working Tax Credit.
OthBen Council Tax Reduction	Respondents may confuse Council Tax Reduction with Council Tax exemptions (e.g., for student households) or Council Tax discounts (e.g., for one-adult households).
BenDis Carer's Allowance BenDis Disability Living Allowance BenDis Attendance Allowance	Respondents can get confused between Carer's Allowance, Disability Living Allowance and Attendance Allowance and tend to over-report Carer's Allowance. Disability Living Allowance and Attendance Allowance are benefits paid to severely disabled persons who need help with personal care whereas Carer's Allowance is a payment to persons who give up working to look after a severely disabled person.

BenDis Severe Disablement Allowance BenDis Incapacity Benefit BenDis Disability Living Allowance	Respondents may <i>confuse Severe Disablement Allowance with Incapacity Benefit or Disability Living Allowance</i> , which often leads to an over-reporting of Severe Disablement Allowance.
BenDis Industrial Injury Disablement Benefit	Respondent may <i>fail to report Industrial Injury Disablement Benefit</i> .

27. How to Use AddInfo in ECS

27.1 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 TNS-BMRB and are used by Sampling and Field to allocate and manage fieldwork.

27.2 How to access the AddInfo?

- In EReps 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.

27.3 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: *ff_forname, ff_surname*

DoB: *ff_birtd, ff_birtdm, ff_birtdy*

Telephone numbers (respondent): *ff_rhland, ff_rphmob, ff_rphwrk, ff_homephon*

Telephone numbers (contact person): *cttel, ff_ctte2*

Telephone numbers (movers): *NewAddress2_Telephone,
NewAddress3_Telephone,
NewAddress4_Telephone,*

Useful information for re-contact: *ff_saadin*

Date of individual interview at previous wave: *ff_intdate*

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

28. Top Tips for new interviewers

The following list has been collated from comments and suggestions made by other interviewers working on Understanding Society:

Be organised

- It's very important to be organised (things like ordering your addresses based on how you are going to visit them) – spending a bit more time getting organised at home will save you time once you're out visiting the addresses.
- Keep your documents organised by wave.
- Where applicable, look at any notes and additional info – it helps prepare you e.g., time and day the interview was done last time. You can also see dates of individual interviews in the additional info – worth noting whether they all did it on one day or not.
- Identify the person who will help you organise the HH to take part (often wife/mother). Do ask to speak to someone who took part – not someone who refused or was interviewed by proxy.
- Look at location of addresses on Streetmap/Google Maps to check where they are
- Expect it to take you 6 or 7 weeks to finish your assignment – probably can't do it in a month.
- For larger HHs, spreading interviewing over more than one visit can make it seem shorter for them (and easier for you)
- You won't be able to do lots of interviews in one day
- Don't expect to do any interviewing on the first day – use it to go round your addresses and suss them out - make appointments where possible. Good idea to do these first visits in daylight – particularly in rural areas where it might make it easier to find the addresses.

- Write out or print your contact details onto sticky labels to add to the appointment cards – do leave your mobile number as some respondents will call you to make an appointment.

Be patient and flexible

- Many respondents react better if you give them options rather than trying to fit them in to your schedule
- Be prepared to make lots of visits
- Be honest about how long it's going to take
- Don't expect each interview to be the same as the last one – they are highly variable.
- Step back a bit at the door – give them space
- Your first call is "I'm here to introduce myself" then try to make an appointment – they are unlikely to take part then and there.

Be prepared

- Where applicable, know the make up of a household before knocking on the door. Know before you knock on the door who has taken part last year.
- Have a stock answer for someone saying "Nothing has changed" e.g. "that's great, that's exactly the sort of thing we want to find out" and "interview is only an hour a year".
- Read up about the study before you start – then be enthusiastic about it
- Look at ages of people in the household – helps gauge when might be a good time to catch them at home. Also look at ages of children – don't visit in the evening if there are very young children, or around 3pm (school run time) if there are school age children.

- Be confident in yourself – you may be a new interviewer to this respondent but if you're confident "I'm your interviewer now" then it won't be a problem.

Do

- Assume they are going to take part (makes it harder to say no)
- Make a real point of showing them your ID, even if they don't seem concerned.
- Do your best to collect stable contact details (or check they are correct) as this will help with chasing in the future.
- Make sure to leave plenty of time between appointments, and don't try to get people to take part when they don't really have time – you won't be able to do it in a rush – make an appointment to go back instead.
- Try to interview people on their own – and it's fine to ask people to do this (even with 16/17 year olds) but you have to accept it if they say no.
- Take a little time over the grid – don't rush through it – particularly the question about any new household members (W6/W7).
- Keep it light and friendly – this is a fun thing to be involved in.
- Put a card through the door - some people will phone you back.
- Mention vouchers early on
- Know when to back off
- Show interest in the family and tell them how important they are
- Be shocked and upset if people say they don't want to take part: "But you've been doing it for so long!"

- During the interview let them know what you're doing if there are pauses e.g., "Now we've finished the household interview I'm just opening up your individual interview"
- Explain pauses by saying that you're ensuring their answers are saved successfully.
- Give the respondents the headlines document or a case study laminate to read during pauses
- Ask people how long they've been doing the study – actually a really positive thing if you can say "I think it's great you're so dedicated" etc.
- As you leave, thank them and compliment them again on their contribution – end the interview on a positive note in preparation for next year

Don't

- Don't make an issue of the change of agency/interviewer
- Don't book appointments too close to each other
- Don't overbook yourself as you may need to rearrange appointments
- Don't try to do a 4 person HH in one go – it's too tiring!
- Don't distract the respondent while they are doing the self-completion – use that time for completing thank you leaflets etc.

29. Common queries and objections

The following are examples of common reasons respondents give for not taking in part in studies such as Understanding Society. Underneath each reason is a possible response that you can give:

“I don’t have time to do the survey”

I can come back at a time that suits you. Can I make an appointment at a more suitable time?

“What difference is it going to make?”

The study covers important subjects such as your health, your opinions, your family and your job. 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.

Also show the newspaper headlines and direct the person to www.understandingsociety.ac.uk for further examples

“I never take part in market research!”

This is not market but social research. This study is being done on behalf of the University of Essex. 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.

Also show the newspaper headlines and direct the person to www.understandingsociety.ac.uk for further examples

“I can never get everyone together at the same time”

The household does not have to be done at the same time. You can make appointments to suit their availability where appropriate.

“Questions are too personal”

They don't have to answer every question, they can refuse to answer any question they want – the questions they do answer are still important to us

“I'm too busy with work”

This is the most important group in the study, because of the numbers of people that are retired, unemployed or looking after the home or family, we need all the information that only full-time workers can give us to have an accurate view of working life in Britain

“I'm not interested in the subject of the survey”

The study covers wide range of topics such as your health, politics, your opinions, life satisfaction, your family background and your job. Taking part gives you a chance to tell me about your life story.

“What is the point for someone my age – I'm too old for these things!”

Everybody's opinions count – we are interested in hearing about your ideas and experiences.

“I'm worried about the confidentiality of my answers”

We are governed by the Data Protection Act, we guarantee that no information you give can be linked back to you. Only specific people have access to the computer with your details. The files are encrypted and protected by high-level security. Your personal details are never put onto CDs or sent through the post. Results using the information will be in the form of percentages in tables, so individuals or households will never be identified.

“Nothing has changed in my life”

The only way we can find out about change is by talking to people on more than one occasion – and to really understand change we have to talk to everyone; we want to look at change **and** stability.

"I've done my share"

By taking part this year they are making the information even more valuable because we can measure how things change over time.

Without them the study would be less representative – they cannot be replaced with anyone else.

They are one of only a small number of addresses/households selected for the study in their area (postcode sector).

30. Data confidentiality

As with all TNS BMRB studies, the information collected from respondents by interviewers on *Understanding Society* is treated with the strictest confidence and in accordance with the Data Protection Act 1998.

Respondents' personal details and any information they give us are kept confidential. Information provided will only be used for the purposes of the research and will not be passed on to people outside the research team. The reporting of the findings will never be in a form that can reveal their identity or link any piece of information back to them.

The laptops used by interviewers are encrypted so all the information stored in them is protected and cannot be accessed by anyone other than the password holder.

Respondent information is saved in a dataset which also includes all the data collected by interviewers. The dataset is stored in a secure file, which only specific members of the project team have access to.

Who are the research team?

For *Understanding Society*, ISER are the principle investigators and TNS BMRB is contracted to carry out the fieldwork and data processing. ISER are the owners of the sample so the master dataset is stored in their facilities. Sample details are maintained by ISER and passed onto TNS BMRB prior to each month of fieldwork. Respondents are instructed in the survey literature to contact ISER with name/address changes or have questions about data linkage etc. However we are still committed to the assurances we give to respondents and expect you to comply by TNS standards of respondent confidentiality (in accordance with our ISO 27001 procedures) when you collect personal information and samples from respondents on our behalf. ISER is also certified to the ISO 27001 standard, and so the respondent's data will be secure throughout the survey process

W8 showcards_131869_mainstage_v2

Understanding Society W8

Showcards

Understanding Society

W8 (MAIN)

SHOW CARDS

260131869

Understanding Society W8

Showcards

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Understanding Society W8

Showcards

SHOWCARD 62E 105

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SHOWCARD 1A

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 1B

- | | |
|---------------------------------|-------------------------------|
| 0. Self | 15. Half-brother / sister |
| 1. Husband / Wife | 16. Step-brother / sister |
| 2. Partner / Cohabitee | 17. Adopted brother / sister |
| 3. Civil Partner | 18. Foster brother / sister |
| 4. Natural son / daughter | 19. Brother / Sister-in-law |
| 5. Adopted son / daughter | 20. Grand-child |
| 6. Foster child | 21. Grand-parent |
| 7. Stepson / stepdaughter | 22. Cousin |
| 8. Son-in-law / daughter-in-law | 23. Aunt / Uncle |
| 9. Natural parent | 24. Niece / Nephew |
| 10. Adoptive parent | 25. Other relative |
| 11. Foster parent | 26. Employee |
| 12. Step-parent | 27. Employer |
| 13. Parent-in-law | 28. Lodger / Boarder / Tenant |
| 14. Natural brother / sister | 29. Landlord / Landlady |
| | 30. Other non-relative |

SHOWCARD 3A

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 3B (ENGLAND)

1. BAND A: up to £40000
2. B: £40001 - 52000
3. C: £52001 - 68000
4. D: £68001 - 88000
5. E: £88001 - 120000
6. F: £120001 - 160000
7. G: £160001 - 320000
8. H: £320001 +
9. Household accommodation not valued separately /
included in rent

SHOWCARD 3B (SCOTLAND)

1. BAND A: up to £27000
2. B: £27001 - 35000
3. C: £35001 - 45000
4. D: £45001 - 58000
5. E: £58001 - 80000
6. F: £80001 - 106000
7. G: £106001 - 212000
8. H: £212001 +
9. Household accommodation not valued separately /
included in rent

SHOWCARD 3B (WALES)

1. BAND A: up to £44000
2. B: £44001 - 65000
3. C: £65001 - 91000
4. D: £91001 - 123000
5. E: £123001 - 162000
6. F: £162001 - 223000
7. G: £223001 - 324000
8. H: £324001 – 424000
10. I: £424001 +
9. Household accommodation not valued separately /
included in rent

SHOWCARD 3C

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 3D

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

SHOWCARD 3E

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

SHOWCARD 3F

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

SHOWCARD 3G

1. I/We have this
2. I/We would like to have this but cannot afford at the moment
3. I/We do not want/need this at the moment
4. Does not apply

SHOWCARD 3H

1. Child(ren) has/ have this
2. Child(ren) would like to have this but we cannot afford this at the moment
3. Child(ren) do not want/need this at the moment
4. Does not apply

SHOWCARD 3I

1. Child(ren) does/do this
2. Child(ren) would like to do this but we cannot afford this at the moment
3. Child(ren) do not want/need to do this at the moment
4. Does not apply

SHOWCARD 3J

1. Child(ren) does/do this
2. Child(ren) would like to do this but we cannot afford this at the moment
3. Child(ren) do not want/need to do this at the moment
4. Does not apply/ Child(ren) not at school

SHOWCARD 3K

1. Yes
2. No, do not have the money for this
3. No, this is not a priority on current income
4. No, health/disability prevents this
5. No, it is too much trouble/too tiring
6. No, there is no one to do this with or provide help
7. No, this is not something wanted
8. No, it is not relevant

SHOWCARD 3L

1. National Savings Certificates/ National Savings Bonds (Capital, Income or Deposit)
2. Unit Trusts/ Investment Trusts (excluding ISAs/ PEPs)
3. Company stocks or shares, UK or foreign (excluding ISAs/ PEPs)
97. Other investments (e.g. gilts, government or company bonds or securities, stock options)

SHOWCARD 3M

1. Up to 700cc (0.7 litre)
2. 701 to 1000cc (0.7 to 1 litre)
3. 1001 to 1300cc (1.0 to 1.3 litres)
4. 1301 to 1400cc (1.3 to 1.4 litres)
5. 1401 to 1500cc (1.4 to 1.5 litres)
6. 1501 to 1800cc (1.5 to 1.8 litres)
7. 1801 to 2000cc (1.8 to 2.0 litres)
8. 2001 to 2500cc (2.1 to 2.5 litres)
9. 2501 to 3000cc (2.5 to 3.0 litres)
10. 3001 and over (over 3 litres)

SHOWCARD 3N

1. Petrol
2. Diesel
3. Compressed natural gas
4. Biofuel blends over 5% (includes E85 - 85% Ethanol)
5. Electric / battery
6. Liquefied petroleum gas (LPG)
7. Hybrid (petrol/electric)
97. Other type of fuel

SHOWCARD 5A

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 5B

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 5C

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 6A

- | | |
|--|--|
| 1. University Higher Degree (e.g. MSc, PhD) | 10. Higher Grade |
| 2. First degree level qualification including foundation degrees, graduate membership of a professional Institute, PGCE | 11. Certificate of sixth year studies |
| 3. Diploma in higher education | 12. GCSE / O Level |
| 4. Teaching qualification (excluding PGCE) | 13. CSE |
| 5. Nursing or other medical qualification not yet mentioned | 14. Credit Standard Grade / Ordinary (O) Grade (National 5 /Intermediate 2) |
| 6. A Level | 17. General Standard Grade (National 4 / Intermediate 1) |
| 16. Advanced Higher / Scottish Baccalaureate | 18. Foundation Standard Grade (National 3 / Access 3) |
| 7. Welsh Baccalaureate | 15. Other school (inc. school leaving exam certificate or matriculation) |
| 8. International Baccalaureate | 96. None of the above |
| 9. AS Level | |

SHOWCARD 6B

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

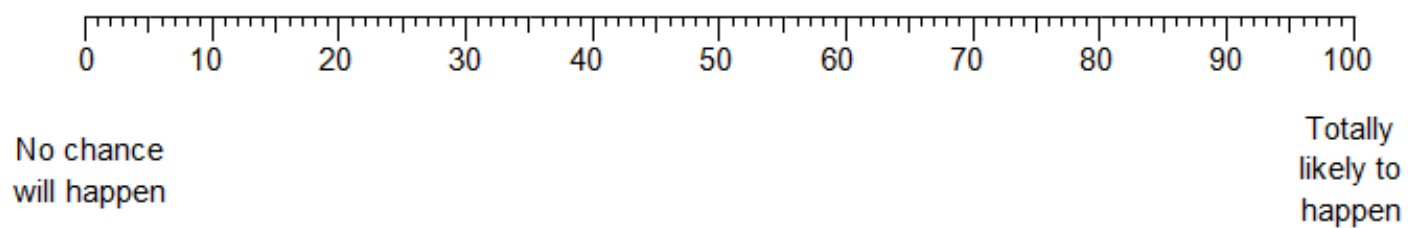
SHOWCARD 8A

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 8B

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

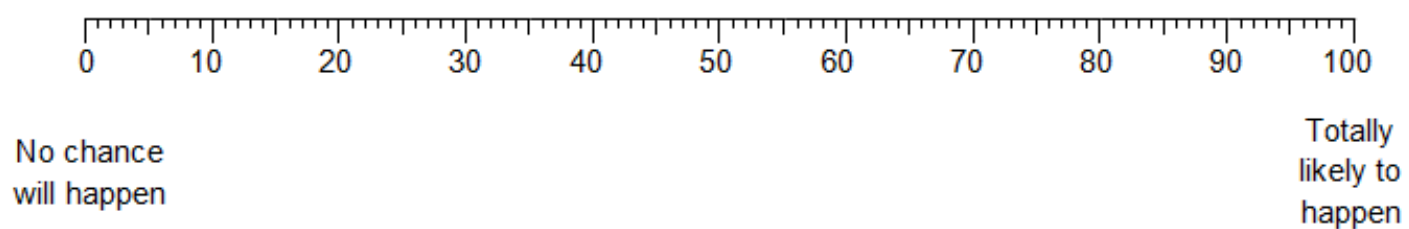
SHOWCARD 10A



SHOWCARD 10B

- | | |
|------------------------------------|------------------------------------|
| 1. Less than £10,000
per year | 11. £55,000 to £59,999
per year |
| 2. £10,000 to £14,999
per year | 12. £60,000 to £64,999
per year |
| 3. £15,000 to £19,999
per year | 13. £65,000 to £69,999
per year |
| 4. £20,000 to £24,999
per year | 14. £70,000 to £74,999
per year |
| 5. £25,000 to £29,999
per year | 15. £75,000 to £79,999
per year |
| 6. £30,000 to £34,999
per year | 16. £80,000 to £84,999
per year |
| 7. £35,000 to £39,999
per year | 17. £85,000 to £89,999
per year |
| 8. £40,000 to £44,999
per year | 18. £90,000 to £94,999
per year |
| 9. £45,000 to £49,999
per year | 19. £95,000 to £99,999
per year |
| 10. £50,000 to £54,999
per year | 20. More than £100,000
per year |

SHOWCARD 11A



SHOWCARD 11B

- | | |
|------------------------------------|------------------------------------|
| 1. Less than £10,000
per year | 11. £55,000 to £59,999
per year |
| 2. £10,000 to £14,999
per year | 12. £60,000 to £64,999
per year |
| 3. £15,000 to £19,999
per year | 13. £65,000 to £69,999
per year |
| 4. £20,000 to £24,999
per year | 14. £70,000 to £74,999
per year |
| 5. £25,000 to £29,999
per year | 15. £75,000 to £79,999
per year |
| 6. £30,000 to £34,999
per year | 16. £80,000 to £84,999
per year |
| 7. £35,000 to £39,999
per year | 17. £85,000 to £89,999
per year |
| 8. £40,000 to £44,999
per year | 18. £90,000 to £94,999
per year |
| 9. £45,000 to £49,999
per year | 19. £95,000 to £99,999
per year |
| 10. £50,000 to £54,999
per year | 20. More than £100,000
per year |

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. Very important to my sense of who I am
2. Fairly important to my sense of who I am
3. Not very important to my sense of who I am
4. Not at all important to my sense of who I am

SHOWCARD 15B

1. Very happy
2. Fairly happy
3. Neither happy nor unhappy
4. Fairly unhappy
5. Very unhappy

SHOWCARD 15C

1. Every day
2. 3-6 days a week
3. 1-2 days a week
4. Less than once a week but at least once a month
5. Less than once a month but at least every six months
6. Rarely or never

SHOWCARD 16A

1. Every day
2. More than once a week
3. Once a week
4. At least once a month
5. Only on special holy days
6. Less often
7. Never

SHOWCARD 17A

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 18A

- | | |
|---|---|
| 1. Asthma | 12. Any kind of liver condition |
| 2. Arthritis | |
| 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 |
| 11. Chronic bronchitis | 96. None of these |

SHOWCARD 24A

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 24B

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

SHOWCARD 24C

Was the donated sperm from your current spouse or partner?

1. Yes

2. No

SHOWCARD 24D

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

SHOWCARD 24E

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

SHOWCARD 24F

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 24G

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

SHOWCARD 24H

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 24I

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

SHOWCARD 24J

- | | |
|---|---|
| 1. Asthma | 12. Any kind of liver condition |
| 2. Arthritis | |
| 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 |
| 11. Chronic bronchitis | |
| | 96. None of these |

SHOWCARD 24K

- 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.** Other higher degree
- 7.** A Level
- 8.** Welsh Baccalaureate
- 9.** International Baccalaureate
- 10.** AS Level
- 11.** Advanced Higher / Scottish Baccalaureate
- 12.** Higher Grade (Scotland)
- 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)
- 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/book-keeping/commerce)
- 23.** City and Guilds Certificate
- 24.** GNVQ/GSVQ
- 25.** NVQ/SVQ – Level 1 – 2
- 26.** NVQ/SVQ – Level 3 – 5
- 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 24L

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 24M

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. Other higher degree
7. A Level
8. Welsh Baccalaureate
9. International Baccalaureate
10. AS Level
11. Higher Grade / Advanced Higher (Scotland)
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)
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/book-keeping/commerce)
23. City and Guilds Certificate
24. GNVQ/GSVQ
25. NVQ/SVQ – Level 1 – 2
26. NVQ/SVQ – Level 3 – 5
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 26A

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 26B

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 26C (ENG/SCO/WAL)

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 26C (NI)

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
9. Cycle
10. Walk
97. Other

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

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 27C (ENG/SCO/WAL)

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 27C (NI)

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
9. Cycle
10. Walk
97. Other

SHOWCARD 28A

2. Too far
3. Cost of petrol
4. Lack of parking facilities
5. Cost of parking
6. Traffic congestion or roadworks
7. Personal safety concerns
8. Stress of driving
97. Other

SHOWCARD 28B

1. Very easy
2. Fairly easy
3. Neither easy nor difficult
4. Fairly difficult
5. Very difficult

SHOWCARD 29A

7. Completely satisfied
6. Mostly satisfied
5. Somewhat satisfied
4. Neither satisfied or dissatisfied
3. Somewhat dissatisfied
2. Mostly dissatisfied
1. Completely dissatisfied

SHOWCARD 30A

1. Contributions are deducted from my pay each week/month. The scheme is contributory.

Contributions are deducted from my pay each week/month. The scheme is contributory.

2. The scheme is called non-contributory but I do pay something to make additional provision for myself or my dependents. The scheme is called non-contributory but I do pay something to make additional provision for myself or my dependents.

3. No contributions are deducted from my pay each week/month. The scheme is non-contributory.

SHOWCARD 30B

1. My pension will be related to my salary in my final year (or years) and the number of years I have been in the scheme
2. My pension will be dependent on the value of contributions paid to the scheme and the rate of return achieved on their investment

SHOWCARD 30C

1. Mornings only
2. Afternoons only
3. During the day
4. Evenings only
5. At night
6. Both lunchtimes and evenings
7. Other times of day
8. Rotating shifts
9. Varies/no usual pattern
10. Daytime & evening
97. Other

SHOWCARD 30D

- 1. Part-time working**
- 2. Working term-time only**
- 3. Job sharing**
- 4. Flexi-time**
- 5. Working compressed hours**
- 6. To work annualised hours**
- 7. To work from home on a regular basis**
- 9. Zero-hours contract**
- 10. On-call working**
- 8. Other flexible working arrangements**

SHOWCARD 30E

1. A lot

2. Some

3. A little

4. None

SHOWCARD 30F

1. Never
2. Occasionally
3. Some of the time
4. Most of the time
5. All of the time

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

1. On 3 or more days a week
2. Twice a week
3. Once a week
4. Once a fortnight
5. At least once a month
6. Quite often but not regularly
7. Just a few times
8. One-off activity
9. You helped or worked on a seasonal basis?

SHOWCARD 36A

1. At least once a day
2. Less than once a day but at least 3 times a week
3. Once or twice a week
4. Less than that but more than twice a month
5. Once or twice a month
6. Less than that but more than twice a year
7. Once or twice a year
8. Less than that or never

SHOWCARD 36B

- 1.** I have never learnt how to ride a bicycle
- 2.** I have a disability or long-term illness which makes it impossible for me to ride a bicycle
- 3.** I do not own a bicycle
- 96.** None of the above

SHOWCARD 36C

1. Sole decision maker (I alone decide which car/van to buy)
2. Main decision maker (I have the main say, but take others' views into account)
3. Joint decision maker (I have equal say in which car/van to buy)
4. Secondary decision maker (I have some influence, but someone else has the main say)
5. No influence (I have no say in which car is bought)

SHOWCARD 36D

1. Comfort
2. Costs - purchase/running/resale value/tax/insurance
3. Small engine
4. Large engine
5. Environmentally friendly/low CO2 emissions
6. Electric car/van - one that's plugged directly into an electricity supply
7. Style/design/image of brand/model
8. Interior space/functionality/boot size
9. Reliability
10. Safety
11. Speed/performance
12. Features - SAT-NAV, CD player, music system, power steering etc...
97. Other things

SHOWCARD 37A

- 0.** No types of childcare or nursery education used
- 1.** Nursery school or nursery class
- 2.** Special day school or nursery or unit for children with special educational needs
- 3.** Day nursery or crèche
- 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 37B

1. Nursery school or nursery class
2. Special day school or nursery or unit for children with special educational needs
3. Day nursery or crèche
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 37C

0. No types of childcare or nursery education used
1. Nursery school or nursery class
2. Special day school or nursery or unit for children with special educational needs
3. Day nursery or crèche
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 37D

1. Nursery school or nursery class
2. Special day school or nursery or unit for children with special educational needs
3. Day nursery or crèche
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 38A

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

SHOWCARD 38B

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 38C

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 38D - Version A

INTERVIEWER: Please use this showcard if respondent is resident in England, Scotland or Wales AND receives Universal Credit

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 38D - Version B

INTERVIEWER: Please use this showcard if respondent is resident in England, Scotland or Wales and does not receive Universal Credit

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 38D – Version C

INTERVIEWER: Please use this showcard if respondent is resident in Northern Ireland AND receives Universal Credit.

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 38D – Version D

INTERVIEWER: Please use this showcard if respondent is resident in Northern Ireland and does not receive Universal Credit

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 38E

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 39A

1. Savings or deposit accounts (with a bank, post office or building society)
2. National Savings Accounts (formerly National Savings Bank or Post Office Accounts)
3. ISA - cash only
4. ISA - stocks and shares, or PEPs ISA
5. Premium Bonds
97. Other types of savings accounts

SHOWCARD 39B

1. Usually have nothing to pay
2. Always/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 on some cards and pay more on others
5. Always/usually pay the minimum amount only
6. Sometimes am not able to pay the minimum amount
7. Some other arrangement

SHOWCARD 39C – (Eng/Sco/Wal)

INTERVIEWER: Please use this showcard if respondent is resident in England, Scotland or Wales

1. Hire purchase agreement(s)
2. Personal loan(s) (from bank, building society or other financial institution)
4. Catalogue or mail order purchase agreement(s)
5. DWP Social Fund loan
6. Any other loan(s) from a private individual
7. Overdraft(s)
8. Student loan
97. Other debt not listed here

SHOWCARD 39C – (NI)

INTERVIEWER: Please use this showcard if respondent is resident in Northern Ireland

1. Hire purchase agreement(s)
2. Personal loan(s) (from bank, building society or other financial institution)
4. Catalogue or mail order purchase agreement(s)
5. SSA Social Fund loan
6. Any other loan(s) from a private individual
7. Overdraft(s)
8. Student loan
97. Other debt not listed here

SHOWCARD 39D

1. I look after the household money except my partner's spending money
2. My partner looks after all the household's money except my personal spending money
3. I am given a housekeeping allowance. My partner looks after the rest of the money
4. My partner is given a housekeeping allowance. I look after the rest of the money
5. We share and manage our household finances jointly
6. We pool some of the money and keep the rest separate
7. We keep our finances completely separate
8. I have some other arrangement

SHOWCARD 43A

1. Very important
2. Moderately important
3. Somewhat important
4. Not important at all

SHOWCARD 43B

1. A lot
2. Somewhat
3. A little
4. Not at all

SHOWCARD 43C

1. State retirement (Old Age) pension, including State Second Pension (SERPS)
2. Savings or investments
3. Releasing equity in your home by moving to a less expensive one
4. Renting out a property (other than your main home)
5. Sale of another property (other than your main home)
6. Inheritance in the future
7. Financial support from your partner or family
8. Earnings from part-time/freelance work
9. Occupational or personal pension from scheme not yet started
10. Something else
96. None of the above

SHOWCARD 43D

1. Less than a quarter
2. About a quarter
3. About a third
4. About a half
5. About two thirds
6. About three quarters
7. About the same as before retiring
8. Have not thought about it

SHOWCARD 62A

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 62B

- | | |
|--|---|
| 1. University Higher Degree (e.g. MSc, PhD) | 10. Higher Grade |
| 2. First degree level qualification including foundation degrees, graduate membership of a professional Institute, PGCE | 11. Certificate of sixth year studies |
| 3. Diploma in higher education | 12. GCSE / O Level |
| 4. Teaching qualification (excluding PGCE) | 13. CSE |
| 5. Nursing or other medical qualification not yet mentioned | 14. Credit Standard Grade / Ordinary (O) Grade (National 5 / Intermediate 2) |
| 6. A Level | 17. General Standard Grade (National 4 / Intermediate 1) |
| 16. Advanced Higher / Scottish Baccalaureate | 18. Foundation Standard Grade (National 3 / Access 3) |
| 7. Welsh Baccalaureate | 15. Other school (inc. school leaving exam certificate or matriculation) |
| 8. International Baccalaureate | 96. None of the above |
| 9. AS Level | |

SHOWCARD 62C

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 62D

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 62E

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 62F

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 62G

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 62H

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

W8_Letter- Generic (for interviewer pack)_v2



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 2908 or contact us at understandingsociety@tns-bmrb.co.uk.

With many thanks

Professor Michaela Benzeval
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.

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.



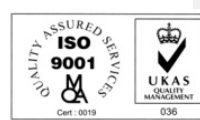
Wave-specific instructions for W8 v3

Understanding Society

Wave 8 Interviewer Instructions

Covering elements that are specific
to Wave 8

TO BE USED IN CONJUNCTION
WITH CORE INSTRUCTIONS



BMRB

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1. Instructions specific to Wave 8

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 Wave 8.

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 0800 015 2103.

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***

NB The Freephone number given on the advance letters (0800 252 853) is for the client team at ISER. YOU should NOT be calling this number yourself *under ANY circumstances*.

2. Mixed-mode design

2.1 Mixed-mode design

The sample will be allocated according to a **mixed-mode** design which varies from wave to wave. For Wave 8 households will be initially invited to take part (i.e., on sending the advance letter) as **CAPI** (Face-to-Face or F2F), or **CAWI** (WEB).

Issued households fall into two main categories:

1. CAPI-first
2. WEB-first

More detail about the households that fall into each group can be found later on in Section 3.

Your assignment will most likely contain households from the CAPI-first and WEB-first groups. When approaching your households you will need to be aware of whether they form part of your 'normal' sample and you will interview them in the usual way (CAPI-first) or whether the advance letter invited them to participate online (WEB-first) and they are yet to logon and complete it or have only partially done so.

2.2 Dress Rehearsal

Fieldwork for the Wave 8 Dress Rehearsal took place between 7th October and 8th December 2015.

2.3 Fieldwork

Wave 8 fieldwork will last for just over 2 years and is split into 24 monthly samples, issued between January 2016 and December 2017. The sample will be allocated according to the mixed-mode design i.e., CAPI-first and WEB-first sample groups. The Sample Information Sheet (SIS) will clearly indicate whether the household falls into the CAPI-first or WEB-first categories.

2.4 Response rate targets

Please refer to core instructions for more details.

2.5 Who to interview

Please refer to core instructions for more details.

2.6 Electronic Contact Sheet (ECS)

Please refer to core instructions for more details.

2.7 Sample Information Sheet (SIS)

Please refer to core instructions for more details.

The W8 SIS also shows information on: the sample group (CAPI-first or WEB-first); login information for ALL households and the incentive amount for each member of the household and whether it was conditional or unconditional.

An additional item added to the Wave 8 SIS is whether the respondent is an OSM/PSM or TSM. Please refer to your core instructions for more details.

2.8 Tracing

Please refer to core instructions for more details.

2.9 The interview process

Please refer to core instructions for more details.

2.10 CAPI interview

Please refer to core instructions for more details.

The main topic areas covered in the individual Wave 8 questionnaire are:

Household Questionnaire

- Investments (W4)
- Material / Pensioner / Child deprivation (W6)

Individual Questionnaire

- Young adults (W6) – age want to get married/leave home, future plans
- Childhood language (W2) – for those not asked previously
- Commuting behaviour (W6)
- Work conditions (W6)
- Voluntary work (W6)

- Charitable giving (W6)
- Wealth, assets and debts (W4)
- Domestic division of labour (W6)
- HMRC consents (W5)

Self-completion

- Identity (W5)
- Young adults (W6)

2.11 Youth self-completion booklet

Please refer to core instructions for more details.

At Wave 8 all children aged 10-15 are eligible for a **blue** paper self-completion booklet.

2.12 Queries

Please refer to core instructions for more details.

If in doubt, please contact your Regional Team or the CAPI Helpdesk (0800 015 2103) as appropriate.

3. The W8 sample

The sample for *Understanding Society* Wave 8 includes the mainstage general population and ethnic minority boost samples. In addition the *Living in Britain* sample (which was incorporated into the *Understanding Society* sample at Wave 2) and any Northern Ireland samples will be included in Year 1 of Wave 8. Households recruited via the separate Immigrant and Ethnic Minority Boost study will be included in Year 2 of Wave 8.

3.1 Mixed-mode sample design

Wave 8 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 another as described below.

1. WEB-first (around 40% overall)

In Wave 8 the web-first sample has been expanded to include:

- previous-wave **non-responding** households
- ~ 40% of previous-wave **responding** households
 - households most likely to participate on-line

In this sample, non-respondents on-line are followed up face-to-face. The modelling used to decide which households to issue as Web-first draws on experience from the 4 waves of mixed mode on the Innovation Panel. The model aims to predict the likelihood of responding online and is based on

- household composition, ownership of computer, internet usage, geographic location, interviewer observations, age, ethnicity.

This model is used to predict the quarter of the sample who are *least* likely to participate on-line. These households are issued CAPI-first. Of the remaining, a random split of around 40% will be issued Web-first, and 35% to CAPI-first.

The advance letter will invite these Web-first respondents to participate online via CAWI and provide them with login details. After an initial period of 3 weeks, non-responding adults will be allocated to CAPI and form part of your assignment and you will attempt to contact and interview these adults. If they reach the mop-up stage without participating face-to-face, you will be required to attempt to contact them by telephone.

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

2. CAPI-first (around 60% overall)

These are predominantly the households that participated at Wave 7 and also include:

- 25% of households least likely to complete online
- Plus a random split of around 35% of the remaining households

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 and their login details from the SIS. You will need to follow these and all addresses in your assignment until a final outcome is coded.

If these households reach the re-issue stage they will be invited to participate online. Towards the end of fieldwork we will conduct a mop-up

stage where you will attempt to contact the non-responding members of these households by telephone.

You will need to distinguish between WEB-first households who have (and will continue to have) the opportunity to complete their interview in CAWI immediately and those CAPI-first households who are eligible for a CAPI interview, but can complete online if they prefer.

Unlike in Wave 7 ALL households in your assignment will appear in eReps at the same time (approx. 21st of each month).

The Wave 8 Year 1 sample also includes around 400 *Living in Britain* households that have always been interviewed by telephone. We refer to them here – and on the SIS - as the 'telephone sample'. Please refer to core instructions for more details.

There will be 'telephone sample' cases in both the CAPI-first and WEB-first groups. Should your assignment contain any telephone sample households they will appear as usual in the list in the eReps grid, but when you enter the address you will be prompted to telephone rather than to visit them for a face-to-face interview.

For those 'telephone sample' cases in the WEB-first group we will initially invite them to take part online; if they do not go ahead and complete a CAWI interview you will skip the CAPI stage and contact them by telephone to complete their interview.

For those in the CAPI-first group you will contact them by telephone to complete their interview. If they do not do a telephone interview we will invite them to take part online later on in the fieldwork period

3.2 Rationale for a mixed-mode design

There are several reasons for moving to a mixed mode design. Firstly there is a drive amongst those who commission surveys to move towards more online fieldwork, mainly for cost efficiency reasons but also because it increases the speed of data collection as well as potentially being more convenient for respondents. However experience on the Innovation Panel shows that these objectives may be difficult to achieve on a household

panel study, and these experiments have shown that in general response tends to be lower when the mixed mode option is introduced on a random sample.

However amongst those households who did not respond at the previous wave, response increased when the web option was introduced. As such it was decided that to maximise response the best approach for Wave 8 would be to keep the CAPI mode for the majority of respondents and to target face to face interviewing resource at households most worth pursuing whilst allowing respondents to complete online if they prefer.

4. Fieldwork - your assignment

4.1 Mainstage fieldwork

The fieldwork for mainstage Wave 8, will last for over 2 years from January 2016 to May 2018, and will be split into 24 monthly samples, issued between January 2016 and December 2017.

CAPI-first fieldwork process

Original CAPI fieldwork will last for 8 weeks for this group, plus 2 weeks for CAPI mop-up.

1 week after the start of CAPI re-issues, individuals who have not taken part in a face to face interview will be invited to take part online (CAWI). The online survey will be open for 9 weeks for this group, and during the final 4 weeks of fieldwork there will be a CATI mop-up period.

Web-first fieldwork process

During the first three weeks interviews can only be conducted online for this group. Thereafter, CAPI will open for the WEB-first group, and you will be given any households that are not fully complete on web at that point AT THE SAME TIME as you receive your CAPI-first households. There will be 8 weeks of CAPI fieldwork for this group (plus 2 weeks of CAPI mop-up), and then there will be a CATI mop-up week in the final 4 weeks of fieldwork. The option to complete interviews in CAWI will remain open for the full 23 weeks of fieldwork for WEB-first groups.

Fieldwork week	CAPI-first		WEB-first	
1 – 1 st	Workpacks despatched at end of week 3		CAWI 1	No CAPI interviewing
2			CAWI 2	
3			CAWI 3	
4 – approx. 21 st	CAPI 1	If respondents request a WEB interview, interviewer can facilitate	CAWI 4	CAPI 1
5	CAPI 2		CAWI 5	CAPI 2
6	CAPI 3		CAWI 6	CAPI 3
7	CAPI 4		CAWI 7	CAPI 4
8	CAPI 5		CAWI 8	CAPI 5
9	CAPI 6		CAWI 9	CAPI 6
10	CAPI 7		CAWI 10	CAPI 7
11	CAPI 8		CAWI 11	CAPI 8
12	CAPI mop-up 1		CAWI 12	CAPI mop-up 1
13	CAPI mop-up 2		CAWI 13	CAPI mop-up 2
14	ISER tracing 1 and office RI prep		CAWI 14	ISER tracing 1 and office RI prep
15	ISER tracing 2 and office RI prep	CAWI 1	CAWI 15	ISER tracing 2 and office RI prep
16	CAPI RI 1	CAWI 2	CAWI 16	CAPI RI 1
17	CAPI RI 2	CAWI 3	CAWI 17	CAPI RI 2
18	CAPI RI 3	CAWI 4	CAWI 18	CAPI RI 3
19	CAPI RI 4	CAWI 5	CAWI 19	CAPI RI 4
20	CATI 1	CAWI 6	CAWI 20	CATI 1
21	CATI 2	CAWI 7	CAWI 21	CATI 2
22	CATI 3	CAWI 8	CAWI 22	CATI 3
23	CATI 4	CAWI 9	CAWI 23	CATI 4

4.2 Your assignment

4.2.1 CAPI-first and WEB-first households

(Unlike on Wave 7 where your assignment initially consists of only CAPI-first households) for Wave 8 you will receive your whole assignment **at the same time**. The three week CAWI only period takes place **beforehand**. You will be responsible for managing and monitoring progress of each individual in these households through to the allocation of a final outcome.

Please note that your WEB-first assignment will consist of:

- Whole 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 next question to be answered.

You will need to distinguish between WEB-first households who have (and will continue to have) the opportunity to complete their interview in CAWI and those CAPI-first households who are **only** eligible for a CAPI interview, until the mop-up period starts. This information is available on your SIS, you can also distinguish between the two types of sample by the last two digits of the serial number such that:

01-49 denote CAPI-first cases

50-99 denote WEB-first (or WEB only) cases.

Please remember to check your assignment for any telephone sample (households that have always been interviewed by telephone. Where these households do not complete a CAWI interview they will skip directly to the telephone stage and not be visited in person by an interviewer to administer CAPI.

4.2.2 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. Please note you will only be able to see the outcomes in the ereps grid once you have gone into Screen 0 and then refreshed the grid.

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 ECS information back to us electronically **at the end of each working day**.

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).

4.2.3 Mop-up period

After 14 weeks of fieldwork for the CAPI-first cases all individuals that have not yet been interviewed on CAPI will be sent a letter and email (where we have an email address) inviting them to take part online. You should be aware that the period for the web reopening overlaps with CAPI reissues and the CATI mop-up stage, so it is possible at that time that you may contact some respondents who have been invited to take part online. You will be told when the mop-up period starts for this group and before any further contact with these respondents you should check the status summary screen.

4.2.4 Viewing the status summary screen

Please refer to your core instructions for details and screenshots.

4.3 Summary of your responsibilities

Throughout your fieldwork assignment you will be responsible for:

4.3.1 CAPI-first sample:

- Contacting households and individuals and conducting CAPI interviews;
- Enabling CAWI where this is a stated preference, by giving individuals their CAWI username and password and providing support and making reminder phone calls to individuals who are planning to complete in CAWI but have yet to do so;
- Conducting CATI mop-up interviews in the final 4 weeks.
- Monitoring making reminder phone calls to individuals who are planning to complete in CAWI but have yet to do so during the mop-up period.

4.3.2 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 but will need to follow up those who say they intend to complete online;

- Contacting households and individuals and conducting CAPI interviews with those members of the WEB-first sample who haven't completed their interviews online;
- For telephone sample who haven't completed interviews online, contacting households and individuals and conducting CATI interviews;
- 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;
- Making reminder phone calls to individuals who are planning to complete in CAWI but have yet to do so;
- Conducting CATI mop-up interviews in the final 4 weeks.

NB. For the CAPI-first group in the final 9 weeks of fieldwork a CAWI mop-up survey opens. This will overlap with some CAPI reissues and the CATI mop-up week, so you need to be aware that during this period you'll need to monitor CAWI completions, pick up interviews that have started in CAWI but are incomplete, reminding and enabling respondents to complete online where this is their preference, as per the points covered above for the web-first sample.

4.4 Notifying the police

Please refer to core instructions for more details.

5. Between-wave contact

Please refer to core instructions for more details.

6. Advance mailings

Please refer to core instructions for more details.

At Wave 8 the advance letters will differ to previous waves so that letters sent to adults living in Web-first households will include an invitation and login details to participate in a CAWI interview.

All adults in CAPI-first households will be sent an advance mailing approximately a week before the launch of fieldwork. Adults in WEB-first households will be sent an advance mailing on the first day of fieldwork (when the online survey is made live). At Wave 8 there are 19 versions of the advance letter due to the new mixed-mode approach and the need to tailor the letter to each sample group (e.g., outcome at last wave, new entrants and incentive types etc).

The most common advance letter types are:

Letter	Mode of first issue	Resp type	Previous <u>household</u> outcome	Previous adult <u>individual</u> outcome	Incentive amount
1	CAPI first	Adult	Productive	Productive	£10 unconditional
2	WEB first	Adult	Productive	Productive	£10 unconditional
3	CAPI first	Adult	Productive	Unproductive	£10 conditional
4	WEB first	Adult	Productive	Unproductive	£10 conditional
5	CAPI first	Adult	Refusal	Unproductive	£20 unconditional
6	CAPI first	Adult	Non-contact	Unproductive	£20 conditional
7	WEB first	Adult	Refusal	Unproductive	£20 unconditional
8	WEB first	Adult	Non-contact	Unproductive	£20 conditional
9	CAPI first	Rising 16	Productive	n/a	£10 unconditional
10	WEB first	Rising 16	Productive	n/a	£10 unconditional

The letters will be despatched centrally by the mailing department. Each adult, including respondents who have turned 16 since the previous wave, will receive a letter – regardless of whether they have previously completed an individual interview.

As part of your workpack you will be provided with examples the letter types plus a generic letter to use on the doorstep, for new household members or those who have not received an advance letter. The SIS also lists the incentive for each adult.

6.1.1 CAPI-first and WEB-first groups

Letters to members of the CAPI-first group will let them know that an interviewer will contact them soon to arrange a convenient time for an interview. Letters to members of the WEB-first group will invite them to participate in the CAWI study and provide login information. They also mention that if they are unable to take part online that an interviewer will contact them. The advance letters for the WEB-first group do not give a deadline for completing the online survey.

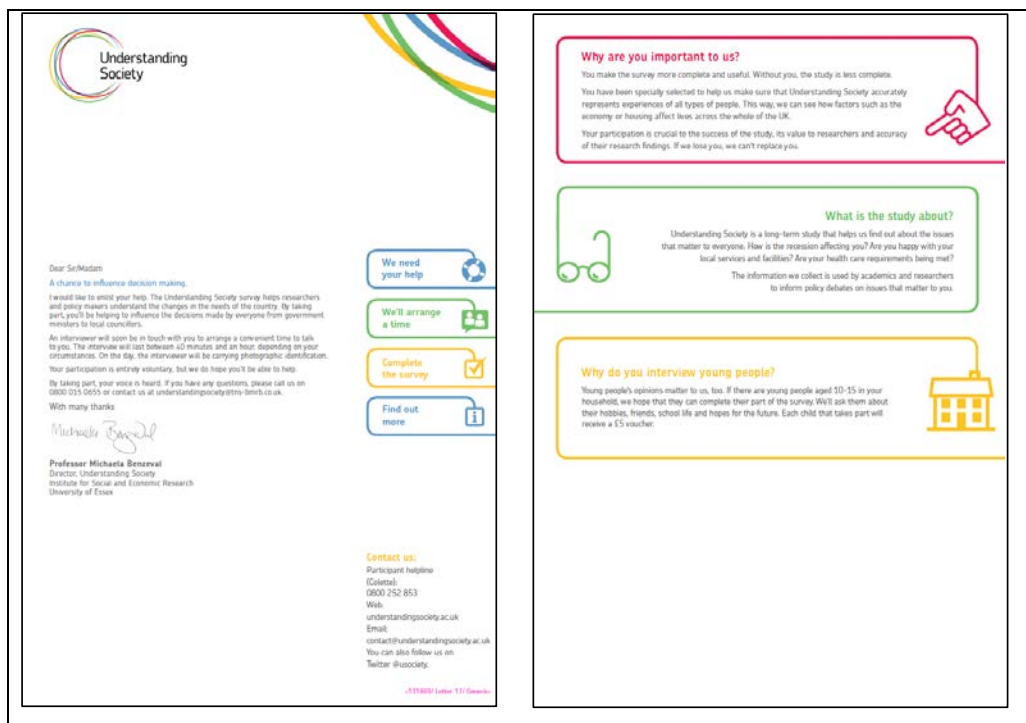
6.1.2 New entrants

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 a few days before the respondent receives their login details so it may be advantageous to encourage a CAPI interview.

An example of the advance letter is shown overleaf.

Figure 6.1 W8 Advance letter example



6.2 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 £20 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*

6.3 Additional items in the mailing

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

- Incentive (£10 or £20 Love2Shop voucher) for those in unconditional incentive groups;
- Personalised Change of Address (COA) card (see core instructions);
- Freepost return envelope; and
- An A5 postcard with some recent findings from Understanding Society.

6.4 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. W8 Incentives

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

7.1 Incentive amounts

At Wave 8 not all households will receive an unconditional incentive as part of their advance mailing as has been the case in early years of the study. Depending on the group they are allocated to they may receive a conditional or unconditional incentive.

Incentive amounts can vary at different waves. If you come across anyone who queries the amount they are to receive please contact your Regional Team Manager.

Previous wave responding adults

Each adult who took part in Wave 7 will receive a £10 unconditional incentive in their advance mailing.

Previous wave non-responding adults in otherwise responding households

Non-responding adults in households that were productive (i.e., at least one adult participated) at Wave 7, will be offered a £10 conditional incentive, issued by the interviewer if they participate at Wave 8.

Adults in whole households that did not participate at Wave 7

Adults who did not take part at Wave 7 living in households that **refused** will receive a £20 **unconditional** incentive in their advance mailing. Where the household was coded as a **non-contact/other** at Wave 7 the £20 incentive is **conditional** and issued by the interviewer on their taking part.

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 or £20 gift card (depending on the household's participation at Wave 7). Please note that incentives for new-entrants are always conditional so are only to be issued where they have completed an interview;
- **Adults in households coded as 'non-contact/other' at Wave 7**
You will need to issue a £20 conditional gift card and this will be flagged in your SIS;
- **Previous-wave non-responding adults in otherwise productive households at Wave 7** You will need to issue a £10 conditional gift card.

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.

For all conditional incentives we are using gift cards and you will need to make sure that you accurately enter the gift card code into the CAPI script when prompted.

8. Contacting the household

General information about call patterns is in core instructions.

8.1 First contact with household – CAPI-first and WEB-first sample

When first contacting the household you **cannot**:

- Make first contact by telephone (unless the case is 'tel-only') or there is a note on the SIS to indicate that the sample members have explicitly requested that the interviewer telephone in advance.
- Send texts to mobile numbers
- Conduct the interview by telephone (unless the case is part of the telephone sample)

8.2 Contacting the household – telephone sample

Please refer to core instructions for more details.

9. Introducing W8

Please refer to core instructions for more details.

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.

9.1 Maximising response in a mixed mode sample

Please refer to your core instructions for more details.

9.2 Doorstep documents

Please refer to core instructions for more details.

10. Who to interview

10.1 Eligible adults aged 16+

CAPi will determine 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 **blue** 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, so you may find that if you are visiting any partially complete web households that the youth questionnaire has already been received. Please carry spares just in case.

10.3 Other eligible adults

Please refer to core instructions for more details.

10.4 Who not to interview

Please refer to core instructions for more details.

10.5 Eligibility of new entrants to the household

Please refer to core instructions for more details.

10.6 Absent household members

Please refer to core instructions for more details.

10.7 Non-resident household members

Please refer to core instructions for more details.

11. Movers and split households

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**.

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. Please follow up such cases until a final outcome is recorded.**

A full list of Wave 8 outcome codes is given in Section 22 below.

12.4 Observations at issued address

Please refer to core instructions for more details.

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

Observation questions need to be completed for all non-deadwood addresses including office refusals, although you should not contact the latter.

If you are issued a partial CAWI household where some household members have completed online and others haven't, you will still need to complete the observation questions.

13. Sample Information Sheet (SIS)

Please refer to core instructions for more details.

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 sample.

Figure 13.1 Example Wave 8 Sample Information Sheet

Example of SIS (1)

Understanding Society Wave 8

Sample Information Sheet

CAPI NAME	USJA16
AREA CODE	1002
Serial number	1002101
Last wave household outcome	Completed hhold & all eligible hhold members
Mode allocation (CAPI-first or Web-first)	CAPI first
Sample type (F TF or telephone)	Face to Face
Whether have stable contact details	Yes
Day/time of household qaire completion last wave	Monday 16:13:49 13/01/2014
Language household interviews completed in last wave	English
Do we suspect the household has split?	No

Any additional information on the household such as telephone numbers, stable contact details, the address or comments from previous waves can be found either in the ECS or in ERep.

To access details from ERep select the household or individual, press the "Open all call history" button on the bottom right and then click on the "Additional info" button. This will display all of the feed forward data for the selected screen. Some useful variables include:

ff_HHComment or ff_IndivComment – Comments from previous wave
 Details of individuals in the household at the last wave are on the back of this page.

Telephone only cases are flagged in the 'sample type' field.

[illegible]

You will receive one SIS for all households in your assignment including all web-first households. If these households subsequently complete the survey online in the first three weeks of fieldwork you will not need to contact them and therefore you can simply destroy the SIS for these households.

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.

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

14. Tracing sample members

It's vital that we re-contact and interview as many sample members as possible. We will follow 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; and
- TSM only households.

We will also attempt to locate untraced movers from Wave 7.

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.

14.1 Tracing activities

Please refer to core instructions for more details.

14.1.1 Institutions

Sample members who have moved into an institution remain eligible for interview at their new institutional address.

Please refer to core instructions for more details.

14.2 Split-off households

Please refer to core instructions for more details.

Suspected split-offs will be included in the original Wave 8 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.

14.3 Incomplete addresses

Please refer to core instructions for more details.

14.4 Movers/traced cases outside your fieldwork area

Please refer to core instructions for more details.

14.5 Unsuccessful Tracing

Please refer to core instructions for more details.

15. The interview process

15.1 Overview of data collection instruments

Please refer to core instructions for more details.

15.2 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.

15.3 Proxy interviews

Please refer to core instructions for more details.

15.4 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.

15.5 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 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.

15.6 Adult CASI

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

15.7 Youth self-completions

Paper self-completions are only administered to young people (aged 10-15). The questionnaire is an A5 booklet with a **blue** cover. Please make sure you are using the right one for wave 8, it should have **W8** 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.

15.8 Consent for linking to administrative records

At Wave 8 we are asking for consent to link to information on energy use and efficiency held by the Department of Energy and Climate Change (DECC) who have this information for each address in the country. This is question appears in the Household interview.

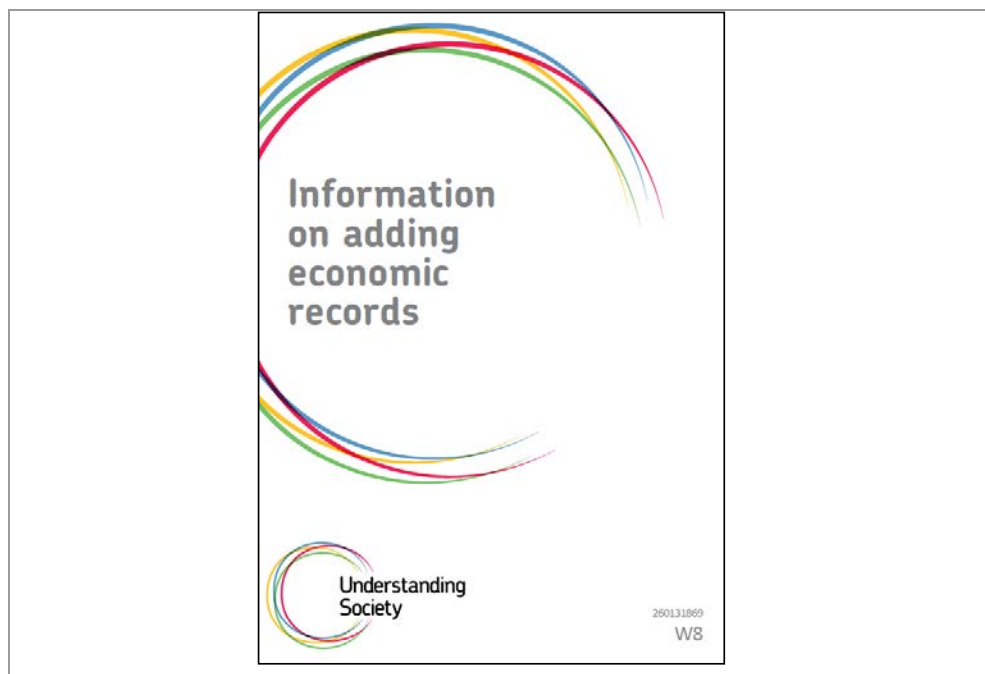
We would also like to add records held by HM Revenue and Customs (HMRC), containing information on employment and self-employment history, income, National Insurance contributions and tax credits. This question is in the adult interview.

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.

All those who are asked for consent should be given an economic consent information leaflet to read before giving consent. The types of information that would be linked to are detailed in this leaflet. An example is shown below.

Figure 15.1 Economic Information Consent Leaflet



NB. Please do not confuse this leaflet with the Wave 7 version (also called “Information on adding economic records”). The Wave 8 version has “W8” printed in the bottom right corner.

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.

15.9 Change of address (COA) cards

Please refer to core instructions for more details.

16. CAPI interview

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

16.1 Household Grid and questionnaire

Please refer to core instructions for more details.

16.2 Feed forward information

Please refer to core instructions for more details.

16.3 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. Section 22 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.

16.4 Help Screens

Please refer to core instructions for more details.

16.5 Search box

Please refer to core instructions for more details.

16.6 Unproductive and proxy interviews

At the beginning of the individual questionnaire there is a question about whether you are able to interview an individual. If you are not able to get a productive interview you will need to record an individual unproductive outcome code and a second outcome code for any refusals.

Please refer to core instructions for more details.

The individual level W8 outcome codes can be found in Section 22.

17. W8 workpack

Your workpack for the W8 should contain the following documents. If anything is missing or you need extra copies, contact your Field Co-ordinator.

No.	Document
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 (In workpack for Jan'15, thereafter sent as separate 1st class mailing)
1	Combined Interviewer Instructions *NEW VERSION
5	W7_GB Youth self-comp_update_251114
20	W7_Consent_Info_Leaflet_economic_GB _update_251114
20	W7_Education consent leaflet_update_251114
20	W7_Education_privacy_leaflet_update_251114
1	11834332 Consent Flowchart LAMINATED
1	Insights Participant Mailing (client produced) *NEW A5 VERSION
3	11834312 GB Info Leaflet – colour print on glossy paper
1	11834312 GB Info Leaflet - colour print on glossy paper LAMINATED
1	Advance Letter – W7 GENERIC Version Letter – CAPI- colour print LAMINATED
5	Advance Letter – W7 GENERIC Version Letter – CAPI- colour print
AREA SPECIFIC	Advance Letter – Welsh GENERIC Version LAMINATED TBC
AREA SPECIFIC	Advance Letter – Welsh GENERIC Version TBC
3	11834330 Tracing Letter GB_update_251114 NON-SAMPLE SPECIFIC – colour print
3	11834331 Stable contact letter_update_251114 NON-SAMPLE SPECIFIC – colour print
5	11834308 Template Freepost DL PRINT1 Envelope
20	11834314 Thank you flyer (GB & NI)v1
20	11834399 GB MRS leaflet-1
5	High Street Gift Cards
2	Police Form W7 Jan – 2015 NEW VERSION
1	Interviewer Pay_chart_v6
1	Usoc English Showcards Master W7 v2

1	Usoc W6/W7 Translation Guide v2 NEW DOCUMENT CREATED BY FIELD TO BE INCLUDED IN ALL PACKS
10	11834325 Change of Address Card v2 (new tel number)
20	11834313 Interviewer Card
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 1st Class Blank DL envelope (for A4 letter folded in thirds) – no window (For sending Tracing and Stable Contact letters)

Comment [DK1]: Chris, please
update as necessary

18. Admin and return of work

The 24 monthly samples for Wave 8 are named:

- 2016: U8JA16, U8FB16, U8MR16, U8APU8, U8MYU8, U8JNU8, U8JLU8, U8AUU8, U8SPU8, U8OCU8, U8NVU8, U8DCU8
- 2017: U8JA17, U8FB17, U8MR17, U8AP17, U8MY17, U8JN17, U8JL17, U8AU17, U8SP17, U8OC17, U8NV17, U8DC17

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, movers or new web-first cases that are allocated to you.

Return of work

After each day's interviewing, you should complete your DAYREC and send both your DAYREC and all your interviews via your modem overnight. Connect to the server to return Erep Outcomes and Dimensions Data every day you work (these are separate tasks). It is essential that you send back your DAYREC along with your completed interviews in a timely fashion.

Return all completed Paper Youth Questionnaires, unused gift cards and any other paperwork to the High Wycombe TNS Office via the pre-paid envelope supplied in your work pack

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 who 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.

Wave 8 Practice Capi script is UPRA7. ALL PRACTICE INTERVIEWS MUST BE CONDUCTED UNDER THIS CAPI NAME.

To conduct a Practice Interview,

- In your Erep Grid go to U8PRAC
- 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 HH's with 2 16+ Individual interviews before beginning your assignment.

Familiarise yourself with:

- ECS script for various scenarios
- Movers, refusals, translation requirements
- 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. Benefits module details

Please refer to core instructions for more details.

21. Wealth, assets and debt details

21.1 ACCOUNTS

Current Account with Bank, Building Society, Supermarket/ Store or other organisation.

Such an account is used for day to day transactions and will allow the participant to use a debit card to pay for things and to withdraw cash from an ATM / cash-point. Current accounts generally offer an overdraft facility. Internet and telephone accounts should be included. Any interest on such accounts will normally be minimal. The majority of participants will have a current account.

Savings or investment account/ bond with a building society, high street bank, supermarket/ store or other organisation

Savings (or 'deposit') accounts/ bonds and investment accounts/ bonds are not normally used for day to day transactions, and typically have a minimum deposit and a period of notice for withdrawals. Interest can be paid yearly, half-yearly, quarterly, or monthly, and will be relative to the amount of money in the account as well as current interest rates.

National Savings & Investments - Investment Account

On 21 May 2012 the Investment Account changed from a passbook account to a postal savings account and account holders could no longer transact in the Post Office. This account has a minimum investment of £20 and maximum holding of £1 million per person. Interest is gross, before tax (but is taxable) and is credited annually on 31 Dec.

National Savings & Investments – Direct Saver

Launched on the 8 March 2010. This account has a minimum investment of £1 and a maximum holding of £2million per person. Interest is gross, before tax (but is taxable) and is credited annually on 31 March.

Tax Exempt Special Savings Account (TESSA)

These accounts ceased to exist from 5 April 2004. From 5 April 1999, the capital from a maturing TESSA could be transferred into a TESSA-ISA (or

TOISA). Although TESSAs can no longer be held, TOISAs still exist and must be counted as an ISA (see below).

Individual Savings Account (ISA)

ISAs are tax exempt savings accounts. They were introduced to replace TESSAs and PEPs, all of which automatically became stocks and shares ISAs in April 2008. Up until 5 April 2005 there were 3 components – cash, securities (stocks and shares, unit trusts, etc.) and life insurance. Following this date the life insurance ISA merged with the stocks and shares leaving two components. These components could be held singly (known as ‘mini ISAs’), or collectively (known as ‘maxi ISAs’). From April 6 2008 ISAs were restructured to remove the distinction between mini and maxi ISAs. Individuals are now able to subscribe to a cash ISA, a stocks and shares ISA or both. All savers have an annual ISA investment allowance of £15,240.

TESSA-ISAs (TOISA) could be opened with the capital from a maturing TESSA on an annual basis and did not affect entitlements to other ISAs. As TOISAs can no longer be set up with the withdrawal of TESSAs they should be counted as ISAs. The securities component similarly should be counted as an ISA and not recorded at the question on stock market investments. Any PEPs that are reported by respondents should be recorded as ISAs, as all PEPs have now been converted to stocks and shares ISAs.

Credit Unions

Similar to mainstream building societies, members can deposit as much or as little money as they like as often as they wish to. Loans can also be taken out. Dividends are usually paid out annually, typically around 2-3%, but they can be higher (the maximum legal limit is 8%).

21.2 INVESTMENTS

In the household questionnaire there is a set of questions about investments. We ask:

Which, if any, of these types of investments are held by you or anyone in your household?

- 1 National Savings Certificates / National Savings Bonds (Capital, Income or Deposit)
- 2 Unit Trusts / Investment Trusts (excluding ISAs/PEPs)
- 3 Company stocks or shares, UK or foreign (excluding ISAs/PEPs)

97 Other investments (e.g. gilts, government or company bonds or securities, stock options)

96 SPONTANEOUS: None of these

Below there is more information on each of these sets of investment types.

1 National Savings Certificates / National Savings Bonds (Capital, Income or Deposit)

There are a wide range of these.

Capital Bonds (NS&I)

Capital Bonds have a minimum purchase of £100 and maximum holding of £1 million. Interest is fixed for 5 years, and is credited annually, gross (before tax), but is taxable. For the FRS it is important to obtain the series number.

Savings Certificates (NS&I)

There are two types of investment for lump sum savings: Fixed Interest and Index-linked certificates (where the value is linked to changes in the Retail Prices Index). These have a minimum investment of £100 and a maximum investment £15,000. Fixed Interest investments have terms of 2-5 years, Index-linked 3-5 years. The interest on both investments is tax-free.

Pensioners Guaranteed Income Bond (NS&I)

Only available to people over 60 years, this bond pays out monthly interest before tax at a fixed rate for either 1, 2 or 5 years. The interest is taxable and it has a minimum investment £500. Money can be withdrawn early, but there is a 60 or 90 day interest penalty.

Save-As-You-Earn (NS&I/Bank/Building Society)

A government scheme which allows tax concessions to persons making regular savings from their salaries into certain building society, bank and National Savings & Investments accounts. Although National Savings SAYEs were abolished in November 1994, previous schemes remain valid. Bank and building society schemes still exist. Under some of these schemes people can save money to purchase share options tax-free, provided it has been approved by HMRC. Under these schemes you pay a fixed monthly amount over 3, 5 or 7 years with fixed interest.

Premium Bonds (NS&I)

These don't earn interest, but are entered in a monthly draw for tax-free money prizes.

Income Bonds (NS&I)

These bonds have a minimum purchase of £500, and a maximum of £1 million, sole or joint. Interest is paid monthly, before tax (but taxable), into a bank/building society or similar account.

Fixed Rate Savings Bonds/FIRST Option Bonds/ Guaranteed Income Bonds/ Guaranteed Growth Bonds (NS&I)

FIRST Option Bonds were replaced with Fixed Rate Savings Bonds in 1999. People who held FIRST Option Bonds from before October 1999 can keep them and receive interest at the rate for a one year Fixed Rate Savings Bond. Fixed Rate Savings Bonds can be purchased with the interest guaranteed for 1, 3 or 5 years. Interest can be credited annually or monthly and is paid into a bank or building society account or added to the value of the bond. The minimum holding is £500 and the maximum holding is £1 million.

In February 2008, Fixed Rate Savings Bonds were re-launched as two distinct investments, the Guaranteed Income Bond and the Guaranteed Growth Bond. People who held a Fixed Rate Savings Bond will have had it converted into either of these Bonds, depending on whether they chose the income or growth option when they invested.

Yearly Plan (NS&I)

Yearly plan certificates can still be held, though new applications stopped in January 1995. Under the scheme monthly standing order payments of £20 were made (to a max. of £400); after 12 months a Yearly Plan certificate was issued. The certificates earn tax-free interest, paid monthly, and reach maturity value after 4 years. After the 4th year, interest is paid 3-monthly at a lower rate.

Children's Bonus Bonds (NS&I)

(Nicknamed Baby Bonds) are long term tax free investments for children, with interest rates guaranteed for 5 years at a time, and a special bonus on every fifth anniversary of purchase. Anyone over 16 can buy bonds for anyone under 16. Any sum from £25 to £3,000 can be invested per child in the current issue. The bond will accrue low interest in the early years,

but sustain a large 'bonus' on the five year anniversary of purchase or whenever the child reaches 21 years.

From 20 September 2012, these have been renamed Children's Bonds. Any bonds bought, or that will mature and continue to be invested, on or after this date will accrue the same rate of interest for each year of the investment (there is no longer a bonus).

Guaranteed Equity Bonds (NS&I)

A 5-year investment, giving a return linked to the performance of the FTSE. If the FTSE increases in value the investment will increase up to a specified maximum percentage. If it loses value, the investor will get their original sum back, so it offers potential for stock market growth with no risk to capital. These bonds have a minimum investment of £2,000 and a maximum of £1 million.

2 Unit Trusts / Investment Trusts (excluding ISAs/PEPs)

Unit Trusts

Collective funds which allow private investors to pool their money in a single fund, thus spreading their risk, getting the benefit of professional fund management and reducing their dealing costs. Investors buy 'units' of a fund that invests in shares, stocks, gilts, etc. Dividends are paid net of tax, usually half yearly, but some schemes pay a monthly income or reinvest the interest. Investment decisions are made by professional fund managers appointed by the trustees. These managers make annual charges. There are many types of scheme. The value of the units is the amount of money they would raise if they were sold (the 'bid' price).

Investment Trusts

Pooled schemes are similar to Unit Trusts, giving their investors exposure to markets that they may not be able to reach themselves. The difference is that the Trust is a company, and investors hold shares in that company, rather than directly in its various investments. For our purposes, the value of a shareholding is its current market price.

3 Company stocks or shares, UK or foreign (excluding ISAs/PEPs)

Stocks, Shares

Types of investment usually bought and sold on the financial market. A **share** is a single unit of ownership in a company. The units are of equal value, hence 'equities'. **'Stocks'** is the general term for various types of security issued by companies.

With shares, dividend earnings may fluctuate. Dividends on shares are typically paid half-yearly, net of tax. The value of these holdings is their current price on the financial market.

97 Other investments (e.g. gilts, government or company bonds or securities, stock options)

Bonds, Debentures, other securities

Types of investment usually bought and sold on the financial market. Bonds and debentures are two ways to attract investment in the form of loans: others include unsecured loan stock and convertible loan stock. (Bonds issued by foreign governments and local authorities should also be recorded here.)

Unlike shares, where dividend earnings may fluctuate, bonds give a fixed-interest return. They are issued for a set period, during which time they can be traded by investors; at the end of the period they are redeemed at the original price. Interest on bonds and other loans are typically paid half-yearly, net of tax. The value of these holdings is their current price on the financial market.

Government Gilt-Edged Stock (including War Loan)

'Gilts' raise money for the UK Government by offering a secure ('gilt-edged') investment, usually over a fixed period and with a fixed rate of interest, although some are index-linked. Gilts can be bought and sold. At the end of the fixed term the holder is repaid the original purchase price. Interest is paid half-yearly, before tax, if bought from the National Savings Stock Register. The value of the gilt is its current market price.

21.3 PENSIONS

There are many types of pension schemes with different tax relief and contribution arrangements, and varied ways of building up the pension. Some pension schemes are employer-sponsored, others are set up by an

individual in their own right, and a small number are set up on behalf of another family member

What is a pension?

A pension is a source of regular income to live on in retirement. Most pensions come from the investment growth on the savings and interest payments made into a pension scheme.

While working, you pay part of your wages into the pension fund: these payments are called 'employee contributions'. Employers can also make payments into the pension fund: these are called 'employer contributions'.

There are a number of different types of pension but are classed as either:

- **State pensions** – these include the basic State Pension and the State Second Pension (S2P), (formerly the State Earnings Related Pension Scheme - SERPS).
- **Private or non-state pensions** – these include occupational pensions (also known as work or company pensions) and personal pensions (including stakeholder pensions). People can have several different non-state pensions at once, but they may not be allowed to make contributions to all of them.

The basic State Pension

The basic State Pension is paid by the Government to people who have reached State Pension age. You qualify for it by paying or being credited with National Insurance (NI) contributions, for example, by qualifying for Home Responsibilities Protection (HRP). Most employers take NI contributions out of your wages. If you are self-employed, you are responsible for paying your own NI contributions.

Occupational pensions

An occupational pension scheme is an arrangement an employer makes to give their employees a pension when they retire. Some pension schemes offer other benefits such as life assurance or a pension for dependants when you die.

Occupational pensions are also known as company or workplace pensions. Another term that is sometimes used, particularly for schemes set up before the 1990s, is 'superannuation schemes'.

An occupational pension scheme is connected to your job. Self-employed people are normally not eligible to belong to an occupational pension scheme, the main exceptions being doctors and dentists.

When you leave a job, you may not be able to transfer your occupational pension to your new employer's scheme. If you do not transfer your pension to your new employer, you continue to have entitlements to a pension from your previous employer's scheme. These pension entitlements are usually called 'preserved benefits' or 'deferred rights'.

People who have benefits in a previous employer's occupational pension scheme can join a new employer's occupational pension scheme, but they cannot continue to pay into the old scheme as well as the new one.

There are two main types of occupational pension:

i) **Defined-benefit (DB) schemes** (also called salary-related pension or superannuation schemes)

In a defined benefit scheme, the pension is based on the number of years you belong to the scheme and how much you earn (for example, your earnings when you retire or leave the scheme, or your earnings in each year of your employment (career average scheme)). Your employer contributes to the scheme and trustees look after scheme members' interests.

Employees often have to pay contributions into the scheme on top of those made by the employer. Some schemes are 'non-contributory': The employee either makes no contributions, or makes a small contribution, typically 1-2% of salary.

ii) **Defined-contribution (DC) schemes** (also called Money purchase schemes)

In a money purchase scheme, employee contributions (together with any employer contributions) are invested and the amount you get when you retire depends on the total amount of money paid into the scheme over the years and how the investment has grown. When you retire, you use the fund to buy an annuity from an insurance company that gives you a regular income, usually payable for the rest of your life.

Generally, both employers and employees pay a regular contribution – usually a percentage of salary, or a fixed amount each week/month. In some schemes, including ‘Smart’ pensions and some salary-sacrifice schemes, all contributions are made by the employer and employees don’t make any contributions.

Personal pensions

Introduced in 1988, a personal pension is a kind of pension that people set up for themselves, with a pension provider such as a bank, life assurance company or building society. It is entirely your own, which means you can continue to contribute to it if you move jobs. Personal pensions are the most common pension arrangement for people who are self-employed.

Personal pensions are called defined-contribution or DC (also called money purchase schemes). As with occupational DC schemes, the money you save is put into investments such as bonds or stocks and shares and the amount you get when you retire depends on the total amount of money paid into the scheme over the years and how the investment has grown. This fund will then be used to buy an annuity from an insurance company that will give you a regular income when you retire. You can buy an annuity when you are aged 55 to 75.

Group Personal Pensions (GPPs) and Group Stakeholder Pensions (GSHPs)

Some employers who do not offer an occupational pension scheme may arrange for a pension provider to offer their employees a personal pension or stakeholder pension instead. Pensions arranged in this way are called GPPs or GSHPs. The employer may have negotiated special terms with the provider, which means that administration charges are lower than those for individual personal pensions or stakeholder pensions. Although they are sometimes referred to as company pensions, they are not run by employers and should not be confused with occupational pensions, which have different tax, benefit and contribution rules. Some employers do not make contributions to a GPP, but usually both employers and employees pay a regular contribution – usually a percentage of salary, or a fixed amount each week/month.

When you leave your job, you can continue contributing into your GPP or GSHP as a personal pension, but your employer will stop making contributions, and you may lose any special terms that your employer has negotiated for the group scheme.

Group Self-Invested Personal Pension Schemes (GSIPPs)

Some employees have a special type of group personal pension where the employee has direct control over the management of investments (self-invested personal pension or SIPP). Employees manage their own fund by dealing with, and switching, their investments when they choose. They decide which assets are bought, sold or leased and when assets are acquired or disposed of.

Stakeholder Pensions (SHPs)

Introduced in 2001, SHPs are a special type of low-charge personal pension. As with other types of money purchase pensions, the money you save is put into investments such as bonds or stocks and shares and the amount you get when you retire depends on the total amount of money paid into the scheme over the years and how the investment has grown. This fund will then be used to buy an annuity from an insurance company that will give you a regular income when you retire.

SHPs are suitable for people who are self-employed, moderate and low earners, and those who do not have an income of their own but can afford to save for a pension (e.g. women on a career break). SHPs can also be set up for children.

Like personal pensions, SHPs are sold by insurance companies, banks and building societies, as well as by some trade unions. As with GPPs, employers can make an arrangement with a pension provider and offer their employees a group SHP scheme (GSHP).

There are some differences between SHPs and other types of personal pensions. SHPs have to meet certain standards set by the Government to make sure they offer value for money, flexibility and security:

- The charges are capped;
- There are low minimum payments;
- They are more flexible than many other private pension schemes – you can choose when and how often you pay into the scheme and there are no penalties if you miss a payment; and

- Other people, as well as an employer, can pay into a SHP on your behalf. That means that partners or other family members can help you to save for your retirement.

Note: Some pensions introduced shortly before 2001 adopted SHP standards and were called 'Stakeholder Compliant' pensions. These should be treated as stakeholder pensions.

Self-Invested Personal Pension Schemes (SIPPs)

SIPPs are a type of personal pension where the person who sets up the pension has control over the management of investments.

SIPPs are designed for people who want to manage their own fund by dealing with, and switching, their investments when they choose. They decide which assets are bought, sold or leased and when assets are acquired or disposed of.

Retirement Annuity Contracts (RACs)

RACs were pension schemes open to the self-employed and employees who were not members of their employer's occupational pension schemes. These pension arrangements were withdrawn from 1 July 1988 when personal pension schemes were introduced. Although no new RACs can now be set up, some people still have these pension arrangements as individuals who were already contributing to an RAC at that date were permitted to continue to make contributions.

Additional Voluntary Contributions (AVCs) and Free-standing Additional Voluntary Contributions (FSAVCs)

AVCs are employee contributions made by an employee in a salary related occupational scheme. Contributions are paid at a level over and above the normal contributions required by the scheme, and made to obtain additional benefits, usually a higher pension in retirement. FSAVCs are similar, but the employee contributions are paid to a pension provider and are separate from the occupational pension scheme. Benefits paid by the pension provider at retirement come from employee contributions only.

Contracting out

All employees with earnings above an annual Lower Earnings Limit (LEL) are automatically included in the additional State Pension scheme – State Second Pension. Since 1978, members of an occupational pension that

meets certain requirements can 'contract out' of the additional State Pension scheme. Employers and employees pay lower NI contributions, but the employees get a reduced entitlement to the additional state pension.

Since 1988, employees with a personal pension (or since 2001, a SHP) can also opt to 'contract out' if they think it will give them a higher income, or other benefits, when they retire. They pay standard rate NI contributions, but an annual NI rebate is paid into their personal pension or SHP in addition to other contributions. For some personal pensions, the NI rebate is the only contribution – these are often called 'rebate only' pensions.

Defined benefit pensions in payment which are now paid as annuity

The gradual closure of Defined Benefit pension schemes has meant that an increasing number of DB schemes have transferred their pension liabilities to insurance companies (possibly by means of a buy-out) with the pensioner being paid an annuity by the insurance company.

22. W8 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
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
110	INTERIM No contact at address (no selection done yet)
111	INTERIM - Contact made at address but need to call back

188	HH Translator request (Polish)
189	HH Translator request (Portuguese)
190	HH Translator request (Turkish)
192	HH Translator Request (Bengali)
194	HH Translator Request (Gujarati)
195	HH Translator Request (Gurmukhi Punjabi)
197	HH Translator Request (Urdu)
198	HH Translator Request (Welsh)
199	HH Translator Request (Urdu Punjabi)
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 Northern Ireland (MB Ulster reassignment)
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
688	IV Translator request (Polish)
689	IV Translator request (Portuguese)
690	IV Translator request (Turkish)
692	IV Translator Request (Bengali)
694	IV Translator Request (Gujarati)
695	IV Translator Request (Gurmukhi Punjabi)
697	IV Translator Request (Urdu)
698	IV Translator Request (Welsh)
699	IV Translator Request (Urdu Punjabi)
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 Household 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
833	HH Interim Translation (assigned to interviewer to complete (Polish)
834	HH Interim Translation (assigned to interviewer to complete (Portuguese)
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
842	HH INTERIM Translation(assigned int to complete) (Bengali)
844	HH INTERIM Translation(assigned int to complete) (Gujarati)

845	HH INTERIM Translation(assigned int to complete) (Gurm Punj)
847	HH INTERIM Translation(assigned int to complete) (Urdu)
848	HH INTERIM Translation(assigned int to complete) (Welsh)
849	HH INTERIM Translation(assigned int complete) (Urdu Punjabi)
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
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
873	HH Interim Translation (assigned to interviewer to complete (Turkish)
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
888	IV Interim Translation (assigned to interviewer to complete (Polish)
889	IV Interim Translation (assigned to interviewer to complete (Portuguese)
890	IV Interim Translation (assigned to interviewer to complete (Turkish)
892	IV INTERIM Translation(assigned int to complete) (Bengali)
894	IV INTERIM Translation(assigned int to complete) (Gujarati)
895	IV INTERIM Translation(assigned int to complete) (Gurm Punj)
897	IV INTERIM Translation(assigned int to complete) (Urdu)
898	IV INTERIM Translation(assigned int to complete) (Welsh)
899	IV INTERIM Translation(assigned int to complete) (Urdu Punj)
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
970	IV CAWI FULLY completed via CAWI

23. List of W8 modules

No.	Module description	Who gets asked the questions	last Wave asked
1	Household enumeration	ALL	CORE
2	Deriving grid variables	ALL	CORE
3	Household questionnaire	ALL - one person per HH	CORE
4	Individual intro module	ALL	CORE
5	Demographics	ALL	CORE
6	Initial conditions	New entrant/never interviewed	CORE
7	Own first job	new entrant never interviewed (excluding rising 16 year olds) and current economic activity is not employed or self-employed	CORE
8	Educational aspirations	Full time student	CORE
9	Young adults	aged 16 - 21	W6
10	YA HE Expectations	aged 16 or 17	W7
11	Parental Educational Expectations	Parent of 16-17 year old living in the household	W7
12	Family background	proxy last wave, non-interviewed adult or new entrant never interviewed, excluding rising 16 year olds	CORE
13	Ethnicity and national identity	New entrant never interviewed	CORE
14	Childhood Language	If new entrant never interviewed or childhood language is missing	W2
15	Ethnic Identity	did a full interview last wave and is in the EMBoost sample, GP Comparison sample or LDA sample or is in the IEMB sample or is foreign born	CORE
16	Religion	New entrant never interviewed or religion brought up in is missing or religion NI brought up in is missing	CORE
17	Disability	ALL	CORE
18	Health conditions	new entrant never interviewed	CORE
19	Health Service Use	ALL	W7
20	Smoking	ALL	CORE
21	Caring	ALL	CORE
22	Partnership history	new entrant never interviewed, excluding rising 16 year olds	CORE
23	Fertility history	new entrant never interviewed, excluding rising 16 year olds	CORE
24	Annual event history	Interviewed at prior wave or has been interviewed previously	CORE
25	Current employment	ALL	CORE
26	Employees	Employees	CORE
27	Self-employed	Self-employed	CORE
28	Commuting Behaviour	is an employee and works somewhere other than home or is self-employed and is not	W6

		working at or from home	
29	Job satisfaction	Worked in the last week or did not work last week but has a job	CORE
30	Work Conditions	Employees	W6
31	Non employment	Did no paid work in the last week and does not have a job	CORE
32	Mothers return to work	Currently on maternity leave OR is a new mother since last interview and is either (a) currently working or (b) currently not working and has not looked for a job and does not want a job	CORE
33	Second jobs	ALL	CORE
34	Voluntary Work	Volunteer in last 12 months	W6
35	Charitable Giving	Donated money to charity	W6
36	Transport Behaviour	ALL	W6
37	Childcare	Number of children aged under 15 that respondent is responsible for	CORE
38	Unearned Income & State Benefits	ALL	CORE
39	Wealth, assets and debt	ALL	W4
40	Household finances	ALL	CORE
41	Savings	ALL	W6
42	Personal Pensions	ALL	W6
43	Retirement Planning	Of pensionable age and less than 71 years old and current economic status is not retired	CORE
44	Domestic Division of Labour	Married, in a civil partnership or cohabiting and partner/spouse is co-resident	W6
45	CASI start	ALL where mode is face to face	CORE
46	CASI: SF12	Mode is face-to-face and has agreed to self-completion OR Mode is telephone	CORE
47	CASI: GHQ	Mode is face-to-face and has agreed to self-completion OR mode is telephone	CORE
48	CASI: Satisfaction	Mode is face-to-face and has agreed to self-completion OR mode is telephone	CORE
49	CASI: EU Membership	Mode is face-to-face and has agreed to self-completion OR mode is telephone or web and interview date is up to and including the 31st July 2018	NEW
50	CASI: Identity	Mode is face-to-face and has agreed to self-completion OR mode is telephone OR mode is web	W5
51	CASI: Poverty Shame	Mode is face-to-face and has agreed to self-completion OR mode is telephone or web	W7
52	CASI: Young Adults	Mode is face-to-face and respondent will complete CASI section & Aged 16 - 21	W6
53	CASI: LATs	Mode is face-to-face and has agreed to self-completion OR mode is telephone & Does not have a spouse or partner residing in the household and is not living with someone in household as a couple	CORE
54	CASI: Child Development	Mode is face-to-face and respondent has agreed to self-completion OR mode is web. Aged 16 - 21	CORE

55	CASI: Parenting Styles	Mode is face-to-face and has agreed to self-completion OR mode is web. Parent (biological mother, biological father, adoptive mother, adoptive father, step-mother or step-father) of a child aged 10. Loop for each child aged 10 in the household.	CORE
56	CASI: End	Mode is face-to-face	CORE
57	HMRC consent	Mode is face-to-face OR web and Respondent is eligible for HMRC consent questions or is a new entrant	W5
58	Respondent Contact Details	ALL	CORE
59	Stable Contact Details	ALL	CORE
60	End of interview	ALL	CORE
61	Interviewer observations	ALL	CORE
62	Proxy	Proxy interviews only	CORE

24. W8 CAWI questionnaire

Occasionally you may be required to assist CAWI respondents in accessing the Web survey. The W8 Web address for the study is:

www.understandingsociety.ac.uk/Society

Each individual in the household will have been sent their own personal username and password. After entering the link above in the address bar at the top of their browser, respondents will be taken to the login screen shown below. Where you are helping participants to log on please ensure they type the address in the correct place and not, for example, into the 'Search' box, or into Google.

At this screen, respondents enter their code and click the 'Next' button (>) to continue. They are then asked to confirm their name before they continue into the Web survey. At this and the first login screens, respondents can also get further help and information by clicking on the links to the right of the login box.

If you are unsure how to guide the respondents on technical issues they may raise, please get in touch with the Helpline.

Please refer to core instructions for more details.

25. How to Use AddInfo in ECS

25.1 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 TNS-BMRB and are used by Sampling and Field to allocate and manage fieldwork.

25.2 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.

25.3 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: *ff_forname, ff_surname*

DoB: *ff_birtd, ff_birtdm, ff_birthy*

Telephone numbers (respondent): *ff_rhland, ff_rphmob, ff_rphwrk, ff_homephon*

Telephone numbers (contact person): *cttel, ff_ctte2*

Telephone numbers (movers): *NewAddress2_Telephone,
NewAddress3_Telephone,
NewAddress4_Telephone,*

Useful information for re-contact: *ff_saadinf*

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.

25.4 Complete list of all AddInfo data

Variable	Description	Values	Populated for new entrants before interview	Updated during interview	Processed when generating split household
HHSerial		digits 1-4 = sample point; digits 5-6 = incremental HH ID within that point;	Yes	No	blanked out
IndivSerial		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;	Yes	No	blanked out
Screen		00 for household, 01-16 for household individuals, 17+ for each rejoinder in the rejoinder file	Yes	No	updated / recalculated
ff_tel	Telephone interview at this wave (applies BHPS sample only):	1 = telephone interview 0 = Otherwise	No	Yes	copied
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 = untraced/dormant with email address	No	No	copied
Field_Region_2		values: 1 to 6	No	No	blanked out
ADMIN_HHOLD		values: 1 = Original; HH; 2 = split household	No	No	n/a
ff_sid	Survey Identifier	Survey Identifier Digits 1-5 of HID	No	No	copied

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	Yes	No	copied
ff_EMBoostLW	From EM Boost sample	1 = EM boost 0 = Otherwise	No	No	copied
ff_GPCompareLW	From General Population comparison sample:	1 = GP comparison sample 0 = Otherwise	No	No	copied
ff_EMBoost	EM Boost sample:	1 = EM boost: 0 = Otherwise	No	No	copied
ff_hhgrid_mode_dv	Hhold grid mode type:	1 = CAPI 2 = CATI 3 = CAWI 4 = Unproductive	No	No	copied
ff_GPCompare	General Population comparison sample:	1 = GP comparison sample 0 = Otherwise	No	No	copied
ff_address1	Address Line1		No	Yes	updated
ff_address2	Address Line 2		No	Yes	updated
ff_address3	Address Line 3		No	Yes	updated
ff_address4	Address Line 4		No	Yes	updated
ff_address5	Address Line 5		No	Yes	updated
ff_postcode	PostCode		No	Yes	updated
ff_country	Previous wave Region of residence:	1 = England 2 = Wales 3 = Scotland 4 = Northern Ireland	No	No	copied
ff_homephone	Home Telephone Number		No	Yes	updated
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	No	No	blanked out
ff_suspsplit	Suspected split-off mover:	1 = Yes 0 = Otherwise	No	No	blanked out

ff_useother	Other useful info		No	No	copied
ff_saadinf	Useful information for re-contact		No	No	copied
ff_forname	First Name		No	Yes	copied
ff_surname	Surname (Family Name)		No	Yes	copied
ff_sex	Sex		No	No	copied
ff_birthd	Day of birth		No	No	copied
ff_birthm	Month of birth		No	No	copied
ff_birthy	Year of birth		No	No	copied
ff_intdate	Date of individual interview at previous wave	Date of individual interview at previous wave	No	No	n/a
ff_HHComment					
ff_IndivComment					
ff_potrejoiner	Potential rejoinder flag:	1 = Yes 2 = Yes, and in an untraced but fed forward split-off household 0 = Otherwise	No	No	copied
ff_LDA	LDA ethnic minority respondent:	1 = LDA ethnic minority respondent 0 = Otherwise	No	No	copied
ff_idateiv	Day of week, date and time of day when the individual was interviewed at previous wave		No	No	copied
ff_ivlowlw	Individual Interview Outcome at preceding wave:	1 = individual interview (inc. tel.) 2 = proxy interview 3 = adult not interviewed 4 = youth interview 5 = youth not interviewed 6 = child	No	No	copied
ff_everint	Ever full individual interview (inc. tel.):	1 = Interviewed previously 2 = Never interviewed	No	No	copied
ff_lingua	Language individual needs translation in	same coding frame as ff_ivintl	No	No	copied

ff_conlang	Individuals contact language	0 = English 1 = Arabic 2 = Bengali 3 = Cantonese 4 = Gujarati 5 = Punjabi: Gurmukhi 6 = Punjabi: Urdu 7 = Somali 8 = Urdu 9 = Welsh 10 = Polish 11 = Portuguese 12 = Turkish	No	No	copied
ff_rhland	Home landline number		No	No	n/a
ff_rphmob	Personal mobile phone number		No	No	n/a
ff_rphwrk	Work phone number		No	No	n/a
ff_remail	Email address		No	No	n/a
ff_ctname	Name of contact person		No	No	n/a
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	No	No	n/a
ff_ctadd1	Address line 1		No	No	n/a
ff_ctadd2	Address line 2		No	No	n/a
ff_ctadd3	Address line 3		No	No	n/a
ff_ctadd4	Address Line 4		No	No	n/a
ff_ctadd5	Address Line 5		No	No	n/a
ff_ctpcode	Postcode		No	No	n/a
ff_cttel1	Telephone number		No	No	n/a
ff_cttel2	Alternative telephone number		No	No	n/a
ff_email	Email address		No	No	n/a
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	No	No	copied

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	No	No	copied
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	No	No	blanked out
ff_ppid	Partner PID	Computed if cohabiting with partner at previous interview	No	No	copied
ff_absent	Absent at previous interview:	1 = At boarding school 2 = In halls of residence 3 = In an institution	No	No	copied
ff_ivlowl01-ff_ivlowl05	Participation in previous waves. ff_ivlowl01 for wave 1, ff_ivlowl02 for wave 2, etc. (uses the same coding frame as ff_ivlowl)	For waves 1-5. Blank for waves 6+ and waves prior to wave 1	No	No	copied

ff_brfedlw	Flag indicating whether child was breastfed at the last wave the biological mother was interviewed	1 = Breastfed previous wave Blank otherwise	No	No	copied
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	No	Yes - if new joiner	copied
ff_hholdcontact	Principal household contact		No	No	blanked out
ff_hhphone1	Principal contact landline		No	No	blanked out
ff_hhphone2	Principal contact mobile		No	No	blanked out
ff_jbsemp	Employment type at previous interview:	1=Employee 2=Self-employed	No	No	n/a
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	No	No	n/a
ff_xsoc2000	Four digit SOC code		No	No	n/a
ff_jbsic07	Industry description	(verbatim)	No	No	n/a
ff_sic2007	Five digit SIC code	Five digit SIC code	No	No	n/a
ff_jbmngr	Managerial duties (employees):	1 = A manager 2 = A Foreman/supervisor 3 = Not a manager or supervisor	No	No	n/a

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	No	No	n/a
ff_bentype01 to ff_bentype41	Non-employment income sources at previous wave:	1 = Mentioned 0 = Not mentioned	No	No	n/a
ff_soccont	Permission to use social network sites	Permission to use social network sites		No	n/a
ff_hlpreg	Whether pregnant at previous interview:	1 = Pregnant Blank, or zero, otherwise	No	No	n/a
ff_drive	Has driving licence at previous interview:	1 = Has licence 2 = No licence	No	No	n/a
ff_notuk	Flag for non-UK citizens:	1 = Not a UK citizen Blank otherwise	No	No	n/a
ff_newimm	Recent immigrant:	1 = Recent immigrant 0 = Otherwise	No	No	n/a
NewAddress2_1			No	Yes	blanked out
NewAddress2_2			No	Yes	blanked out
NewAddress2_3			No	Yes	blanked out
NewAddress2_4			No	Yes	blanked out
NewAddress2_5			No	Yes	blanked out
NewAddress2_Postcode			No	Yes	blanked out
NewAddress2_Telephone			No	Yes	blanked out
NewAddress3_1			No	Yes	blanked out
NewAddress3_2			No	Yes	blanked out
NewAddress3_3			No	Yes	blanked out
NewAddress3_4			No	Yes	blanked out
NewAddress3_5			No	Yes	blanked out
NewAddress3_Postcode			No	Yes	blanked out
NewAddress3_Telephone			No	Yes	blanked out

NewAddress4_1			No	Yes	blanked out
NewAddress4_2			No	Yes	blanked out
NewAddress4_3			No	Yes	blanked out
NewAddress4_4			No	Yes	blanked out
NewAddress4_5			No	Yes	blanked out
NewAddress4_Postcode			No	Yes	blanked out
NewAddress4_Telephone			No	Yes	blanked out
ff_hsbbeds	Number of bedrooms at previous interview		No	No	blanked out
ff_hsrrooms	Number of other rooms at previous interview		No	No	blanked out
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	No	No	blanked out
ff_sampst	Sample membership status:	1 = OSM 2 = PSM 3 = TSM	No	No	copied
Fresh		values: 1 or blank 1 = Fresh Sample blank = ISER sample	Yes	No	copied
ff_idate	Interview date for the household interview:		No	No	copied

ff_mail_flag	Advance letter code	1 = Responding adult, CAPI 2 = Responding adult, web 3 = Non-resp adult in responding HH, CAPI 4 = Non-resp adult in responding HH, web 5 = Adult in refusal HH, CAPI 6 = Adult in other non resp HH, CAPI 7 = Adult in refusal HH, web 8 = Adult in other non resp HH, web 9 = Rising 16 in responding HH, CAPI 10 = Rising 16 in responding HH, web 11 = Rising 16 in refusal HH, CAPI 12 = Rising 16 in other non resp HH, CAPI 13 = Rising 16 in refusal HH, web 14 = Rising 16 in other non resp HH, web		No	copied
Month	months within wave	values: 1 to 24	Yes	No	copied
ff_dead	Notified deceased since last interview:	1 = Deceased since previous wave 2 = Otherwise	No	No	copied
ff_IEMB	IEMB sample:	1 = IEMB sample 0 = Otherwise		No	copied
ff_FBorn	Foreign born:	1 = Foreign born 0 = Otherwise		No	copied
ff_neww4	New entrant since W4:	1 = New entrant since W4 (excluding rising 16s since W4) 0 = Not a new entrant since W4 (i.e., any responding adult at W4 or earlier, or rising 16 year old since W4 including at W7)		No	copied
ff_npdconsent	National Pupil Database consent:	0 = no consent information (e.g., never asked consents) 1 = consent revoked 2 = consent rejected more than once 3 = consent rejected only once 4 = consent given, form is present and valid 5 = consent given, either form is not present or present but not valid		No	copied
ff_yr2uk4	Year came to Britain.	Listed as 4 digit year		No	copied
ff_schsta	Type of school child attended (state or private)	Type of school child attended (state or private)		No	copied
ff_schnamecpt	Name of private school attended			No	copied
ff_schcodest	"Internal" school code			No	copied

ff_schtowncpt	Town of private school attended			No	copied
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		No	copied
ff_issue_mode	Allocated interview mode:	1 = CAPI first 2 = Web first 3 = Web only		No	copied
Tranche		Values 1 - 100	Yes	No	No
ff_ivlowlw06-ff_ivlowlw08	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 1-5. Blank for waves 6+ and waves prior to wave 1	No	No	copied
ff_pris	Absent in prison at previous interview	1 = Absent at prison 0 = Otherwise			copied
ff_schnamecst	Name of state school attended				copied
ff_email_flag	Advance email code	1 = Responding adult 2 = Non-resp adult in responding HH 3 = Rising 16 in responding HH 5 = Adult in refusal HH 6 = Rising 16 in refusal HH 8 = Adult in other non resp HH 9 = Rising 16 in other non resp HH			copied
ff_consenthmrc	Flag to ask HMRC record linkage consent	0 = Do not ask (those who consented at W5/ have revoked consent since W5) 1 = Ask HMRC record linkage Blank otherwise			copied
ff_plbornc	Country of birth of respondent				
ff_pacob	Father's country of birth				
ff_macob	Mother's country of birth				
ff_pgprob	Paternal grandfather's country of birth				

ff_pgmrob	Paternal grandmother's country of birth				
ff_mgprob	Maternal grandfather's country of birth				
ff_mgmrob	Maternal grandmother's country of birth				
ff_oprlg	Belongs to a religion	1 = Religion 2 = No religion			
ff_oprlg0	Religion brought up in:	1 = No religion 2 = Church of England/Anglican 3 = Roman Catholic 4 = Church of Scotland 5 = Free Church or Free Presbyterian Church of Scotland 6 = Episcopalian 7 = Methodist 8 = Baptist 9 = Congregational/United Reform/URC 17 = The Church of Wales 10 = Other Christian 11 = Christian (no denomination specified) 12 = Muslim/Islam 13 = Hindu 14 = Jewish 15 = Sikh 16 = Buddhist 97 = Other			
ff_oprlg1	Religious affiliation	As for ff_oprlg0 excluding code 0			
ff_oprlg0ni	Religion brought up in: NI	1 = Catholic 2 = Presbyterian 3 = Church of Ireland 4 = Methodist 5 = Baptist 6 = Free Presbyterian 7 = Brethren 8 = Protestant - not specified 9 = Other Christian 10 = Buddhist 11 = Hindu 12 = Jewish 13 = Muslim 14 = Sikh 96 = No Religion 97 = Any other religion			
ff_nirel	Religion: NI	As for ff_oprlg0ni excluding code 96			

ff_kidlang	Language spoken at home when a child. From wave 2 interview (blank if not interviewed).	1 = English 2 = Welsh 3 = Gaelic 4 = French 5 = German 6 = Italian 7 = Polish 8 = Spanish 9 = Arabic 10 = Bengali 11 = Gujarati 12 = Punjabi 13 = Urdu 14 = Somali 15 = Cantonese 16 = Hindi 17 = Sylheti 18 = Mandarin 97 = Other			
UserName	Username for CAWI interview	8 characters. 2 numbers for the Wave followed by 6 lowercase alphas, no 'l' or 'I'	No		created
Password	Password for CAWI interview	6 alpha characters – all lowercase, no 'l' or 'I'	No		created