Understanding Society Wave 3

COGNITIVE FUNCTION - INTERVIEWER RECORDING SHEET

Please write down the words the respondent names in the space provided below:

- Write down the words in the order the respondent says them
- If respondent is saying words more quickly than you can write them down in full, just write down a '+' for each correct word or a '-' for incorrect words.
- Do NOT count repetitions - check for alternative meanings at the end of the minute (eg: 'for' and 'four', 'son' and 'sun')
- Do provide neutral encouragement if the respondent starts to struggle, eg: "Just keep trying"

Serial number

CKL

Respondent's first name

Sex

D.O.B

Day Month Year

Interviewer number

P2796: *Understanding Society* Unit:
NatCen, 101-135 Kings Road, Brentwood, Essex CM14 4LX

Innovation Panel 3

CAPI

Project Instructions

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Summary

Introduction

Understanding Society is a UK longitudinal survey with annual interviews with 40,000 households.

The briefings for Innovation Panel 3 (IP3) will be held between the 6th and 13th April 2010. Fieldwork will run from 12th April to 21st June inclusive. All fieldwork must be completed by the end of the fieldwork period as there will be no 'mop up' period even for appointments.

IP3 Experiments

IP3 includes a number of experiments which will allow us to test different modes of data collection. There are two types of experiments:

- Procedural
  - Incentives
- Measurement
  - Use of showcards
  - Question phrasing

Sample

IP3 will be revisiting productive households interviewed in IP1 and IP2. This is a named sample and for IP3 1513 households are being issued in total. IP3 is fully face to face, with a CAPI interview for all adults aged 16+ in the household. There are also paper self-completions: an adult version and a youth version (aged 10-15yr olds).

You should collect data for all household members aged 10+ and above. All household members should be enumerated.

Contact and Gaining Co-operation

The advance mailing will be prepared in the office. Each advance mailing will contain an incentive, a letter, a change of address card and envelope. The advance mailing is at the individual level. You will need to sign the advance letters before sending the mailing out yourselves. Each individual within a household will receive an advance mailing even if they were not interviewed at IP2.

Included in your workpacks are generic versions of the advance letters for you to use on the doorstep.

Each adult will receive a gift voucher of either £5 or £10 (exact amount will depend upon which experimental group the individual is in) in their advance mailing. All adults within the household will get the same incentive amount. Young people who complete the youth self-completion will receive a £3 voucher. There are no incentives for proxy interviews. You will be handing out vouchers during the interviews IF the sample member did not receive their advance mailing; you will have spare vouchers and voucher receipt forms in your packs.

ARF

There are three types of ARF:

- ARF A (Yellow) relates to the original household;
- ARF B (Green) relates to split households i.e., some of the sample members have left the original address; and,
- ARF C (Cream) relates to split households that we are not going to interview, such as temporary sample member (TSM) households only.

There will be a sample information sheet attached to ARF A which will include more detailed information about the household members.

It is important to have a good knowledge of the different areas of the questionnaire so that you can tailor your approach on the doorstep. One of the key aspects we are concerned with how things change over time and this is why we would like to interview these households again.

Tracing

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

Any IP1 or IP2 sample member who has moved address will be followed to their new address for interview with the exception of those who have moved outside the UK and those who are in prison. You are expected to make reasonable attempts to contact and /or trace the sample members; this may require more than one visit.

The Interview Process

The data collection instruments are:

- 15 min (average) CAPI household questionnaire;
- 32.5 min (average) Individual Adult CAPI questionnaire for all adults aged 16+;
- 10 min (average) CAPI proxy questionnaire;
- 12 min (average) Adult Paper Self-Completion questionnaire; and,
- 10-15 min (average) Youth Paper Self-Completion questionnaire for all aged 10-15.

There are three groups of people who we will be including as household residents, including two groups that would normally be excluded from surveys:

1. Group 1: Normal household residents (using the standard household definition);
2. Group 2: Temporarily Absent household members (at boarding school/ hospital); and,
3. Group 3: Absent household members (working away).

You should attempt to get a full individual interview with respondents from group 1 or a proxy if this is not possible. You should not take a proxy interview unless you are completely sure that you are unable to get a productive interview. For example, if one adult is out when you first call then you should make another visit to attempt to interview them rather than taking a proxy interview from someone else.

As *Understanding Society* is longitudinal, and we will be contacting and visiting respondents on a yearly basis, it is extremely important that you check the spelling of respondent names (in the household grid), addresses and ensure that job titles are correct.

Similarly, it is very important for us to have full and accurate contact details and stable contacts for the respondents. Please check that those details given previously are still correct and attempt to get as many different contact details as you can and a stable contact for those new entrants to the household.

As at IP1 and IP2, we will be carrying out SIC coding to 4 digits instead of 2; therefore, it is essential for you to gather more detailed information than usual about where the respondent works.

We are hoping to take audio recordings of certain sections/questions in the questionnaire. We are not 'testing' how well you ask these questions; we want to check that questions are written in the best possible way and that they collect as accurate information as possible.

CAPI Interview

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 find them by pressing <F9> when you are at a particular question.

The CAPI questionnaire is structured within 5 main parallel blocks, these are:

- Household questionnaire;
- Individual questionnaire;
- Household split;
- Self-completions;
- Consent Help; and,
- Admin.

The main topic areas covered in the individual questionnaire are:

- Family, relationships, fertility history and childcare;
- Health, disability and caring;
- Local neighbourhood, environment, transport, and life satisfaction;
- Employment, finance and personal consumption;
- Ethnicity, discrimination, religion, politics, culture, environment; and,
- Beliefs, values and attitudes.

Please make sure you do some practice interviews and familiarise yourself with the questionnaire before your first interview. We have included a list of practice serials and scenarios in Appendix B.

Admin

The *Understanding Society* Unit in Brentwood are responsible for this survey. The Unit is led by Shelli Murray. Please contact The Unit on 01277 690000 if you have any queries or are having difficulties.

All unused survey documents must be returned to the Understanding Society Unit at the end of the fieldwork period. These documents will be used for mainstage cases.

1 Introduction

1.1 Background

Understanding Society is a major household panel study which has been commissioned by the Economic and Social Research Council (ESRC). Taken as a whole, it is the largest study of its type in the world; interviewing people in a total of 40,000 households across the UK. It is led by the Institute for Social and Economic Research (ISER) at the University of Essex. The survey will also be known as the UK Household Longitudinal Study (UKHLS) among the academic community, but we will only refer to it as *Understanding Society*.

Understanding Society will provide valuable new evidence about people throughout the country, their lives, experiences, behaviours and beliefs, and will enable an unprecedented understanding of diversity within the population. The survey will assist with understanding the 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 will be used by academic researchers and policy-makers within government departments, feeding into policy debates and influencing the outcome of those debates.

The survey will collect data from all household members aged 10 and above on an annual basis. Annual interviewing will allow us to track relatively short-term or frequent changes in people's lives, and the factors that are associated with them. As the years of the survey build up we will be able to look at longer-term outcomes for people in the sample.

The design of the survey is similar to the British Household Panel Survey (BHPS) which has been running since 1991 and is also managed by the team at ISER. In the BHPS, children who were born at the start of the study are now being followed into adulthood and into the labour market. People who were young adults when the survey started have been tracked through their years of partnership formation, marriage and establishing a family, with all the effects this has on other areas of people's lives such as their employment participation, housing needs and income. People, who were middle-aged when the BHPS started, have been followed through their retirement period and will continue to be tracked 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 that will allow us to look in more detail at small sub-groups within the population as well as year groups within the sample. At Wave 2, the existing BHPS sample has been incorporated into the *Understanding Society* sample.

The experience of ISER in conducting the BHPS over the last 18 years is that both respondents and interviewers enjoy doing the survey. Respondents enjoy the fact that their interviewer returns every year and they can update them about things that have happened to them and other family members. And interviewers enjoy going back to the same people to see how they are getting on, even if sometimes they are faced with people in difficult circumstances. *Understanding Society* will build up a unique picture of how people's lives develop and change as events and experiences unfold in their lives.

NatCen has been commissioned to conduct the first two waves of fieldwork for *Understanding Society*. Each respondent will be contacted annually, but because of the large sample size, each wave of fieldwork will last approximately two years.

Understanding Society was officially launched by the ESRC on 13th October 2008. NatCen has already carried out two Innovation Panels (IP1 and IP2), launched Wave 1 of the survey in January 2009, with the most recent launch of Wave 2 of *Understanding Society* in January 2010. Innovation Panel 3 (IP3) will be one of the first stages to the development of Wave 3 of the survey.

In IP3 we will be revisiting all of the households who were interviewed in IP2, along with some who were interviewed in IP1, but not at IP2.

1.2 Media coverage

Understanding Society is the world's largest ever longitudinal study of households, and has already created interest in the media.

In August 2008, The Guardian featured an article by Polly Toynbee[1] discussing the launch of *Understanding Society*, which she referred to as '...the world's largest and most detailed social survey…' Toynbee discussed the importance of longitudinal studies such as *Understanding Society*, saying 'The studies seek out which physical, social or psychological factors shape people's long-term health and happiness'. A copy of the article is available at: http://www.guardian.co.uk/commentisfree/2008/aug/19/labour.

Other headlines include 'World's largest ever longitudinal study of households launched'[2] and 'World's largest household study to unveil vital issues facing human communities'[3].

For more information on the media coverage the study has received, please visit the 'News' page of the *Understanding Society* website at: http://www.understandingsociety.ac.uk/news/inthenews/default.aspx.

1.3 What is an Innovation Panel?

The very first stage of *Understanding Society* was an 'Innovation Panel' of 1500 achieved households (IP1). The aim of the Innovation Panel was to establish a survey group - approximately 10 times larger than a pilot group - with whom different methods of data collection can be tested ahead of each main wave of the survey.

[1] Toynbee, P. (2008). Labour is bound to bypass the lessons of the 58ers: The determinist mindset of the post-Thatcher establishment means fine social research won't produce decent policy. *Guardian.co.uk*, [internet] 19 Aug. Available at: http://www.guardian.co.uk/commentisfree/2008/aug/19/labour

[2] Lipsett, A. (2008). World's largest ever longitudinal study of households launched. *Guardian.co.uk*, [internet] 13 Oct. Available at: http://www.guardian.co.uk/education/2008/oct/13/research-highereducation

[3] Thaindian News (2008). World's largest household study to unveil vital issues facing human communities. *Thaindian.com*, [internet] 15 Oct. Available at: http://www.thaindian.com/newsportal/india-news/worlds-largest-household-study-to-unveil-vital-issues-facing-human-communities_100107499.html

The Innovation Panel will not replace the need for normal questionnaire pilots and dress rehearsals. Instead, it will be used for testing significant innovations in terms of the types of information collected or the methods of collection.

1.4 Aims of Innovation Panel 3 (IP3)

IP3 is the first stage of *Understanding Society* Wave 3 and will be the second wave of longitudinal data collection.

The main elements that we are testing in IP3 are:

- Feeding forward data from IP2;
- Investigating whether we lose any benefit from the higher IP1 or IP2 incentive when reverting to £5 from £10 (in terms of response rates, efficiency of fieldwork and costs);
- To test whether using or not using showcards gives the best comparability to telephone interviews (where no showcards can be used);
- Looking into the best way to administer life and job satisfaction questions (such as with or without showcards and using different ways to display the response categories);
- Looking at the wording of an identity question and the effect of its wording on item non-response;
- Comparing potentially ambiguous questions with improved versions; and
- Investigating the administration of different cognitive function tasks.

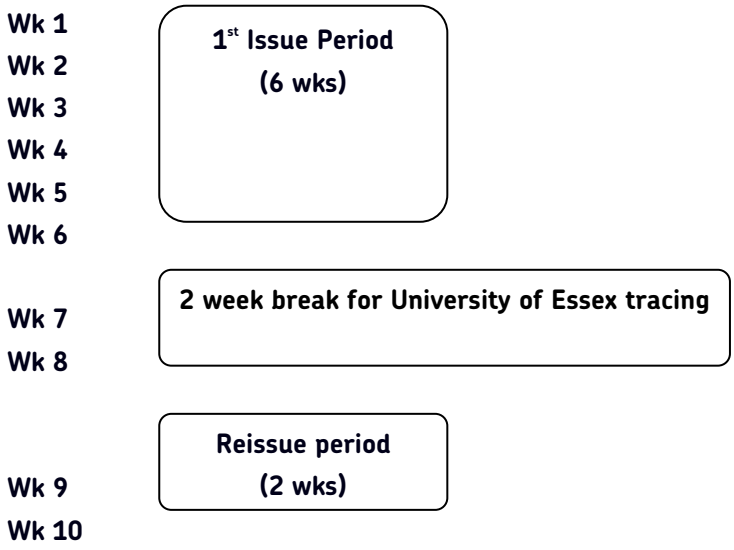
1.5 Fieldwork Timetable and Interviewing phase

The IP3 briefings will be held between the 6th and 13th April 2010.

At IP3, the first issue period will start on the 12th April 2010. You will have four weeks for the first issue and a further two weeks to complete tracing of movers. Weeks 5 and 6 of the first issue period is not solely for tracing of movers however, and you can use this time for appointments. This is especially applicable to cases where the sample member may be on holiday or unavailable until later into the interviewing phase. If you identify a mover early on in the interviewing phase then you should begin tracing immediately - you do not have to wait until weeks 5 and 6 for this. First issue period will end on 23rd May 2010. This is followed by a 2 week 'break' (24th May- 6th June) where the first issue period is finished, and all cases are returned to the office. Throughout fieldwork, any cases that you have not been able to trace will be sent to Essex for further tracing. As a result, during this two week break you may well receive movers that have been traced for interviewing.

The second issue period lasts 2 weeks, between 7th – 20th June, and during this time you will be covering cases which have been successfully traced – or which still require further tracing – and reissued cases. Please note that you could therefore receive traced cases at any point during the fieldwork period.

The fieldwork period can be broken down as follows:



There are coverage targets on IP3. These are as follows:

By day 21: 60% covered and transmitted back with final outcome;
By day 32: 80% covered and transmitted back with final outcome;
By day 42 (end of 1st issue period): 100% covered and transmitted back with final outcome;

You must transmit back all first issue cases by the end of the six week period.

2 IP3 Experiments

2.1 Overview

IP3 includes a number of experiments which will allow us to test different modes of data collection. There are two types of experiments:

- Procedural
  - Incentives
- Measurement
  - Use of showcards
  - Question phrasing
  - Sound recording

In all cases the allocation to any experimental group has been done at the household level so that all eligible adults in a household will receive the same treatment for any given experiment. The allocation to experimental groups will however vary across the different households in your assignment.

2.2 Incentives experiment

In the incentive experiment there are six different groups. The aim is to investigate whether we lose any benefit from the higher IP1 incentive when reverting to £5 from £10 (in terms of response rates, efficiency of fieldwork and costs).

The six groups are:

- Group 1: Receive £5 (as at IP1 and IP2).
- Group 2: Receive £10 (as at IP1 and IP2).
- Group 3: Receive £5 (reduction from possible £10 at IP1 and IP2).
- Group 4: Receive £5 (reduction from possible £10 at IP1 to £5).
- Group 5: Receive £5 rising to £10 if all eligible household members take part (as at IP1).
- Group 6: Receive £5 (ex £5 rising to £10 at IP1)

2.3 Showcard experiment

The aim is to test whether using or not using showcards gives the best comparability to telephone interviews (where no showcards can be used).

Showcard versus no showcard treatments have been allocated at the point level so you will either have a showcard booklet or not have a showcard booklet in your workpack depending on which treatment group your point has been allocated to.

2.4 Question phrasing experiments

There are different variations of certain questions in the questionnaire. This is to allow us to test how question wording affects the reliability of measurements. For example, there are two variations in questions about dates: the first a traditional explicit request for the date and the second is driven by what the respondent says.

All interviews will have a mixture of questions so please take care to follow the questions as scripted in the CAPI.

Certain questions are also being recorded to see how these work in the field.

2.4.1 Job and life satisfaction questions

There are two questions in the CAPI asking sample members about their satisfaction with their life and job. We are experimenting with the form of the question, where the question is placed in the questionnaire and how the question is administered (using a showcard and without a showcard).

Allocation to the different versions of these questions is at point level so that you will use one version of the questions only.

3 The Sample

3.1 Overview

In IP3 we will be revisiting productive households interviewed in IP2 and some other households from IP1. IP3 is a named sample and 1513 households are being issued in total.

You should interview face to face all adults aged 16+ in the household plus the adult self completion, and administer youth self-completions to those aged 10 to 15.

3.2 Who to interview

CAPI will determine the eligibility of individuals by calculating whether they are aged 16+ when the household grid is enumerated. You will be interviewing everyone aged 16+ in each household, regardless of whether or not they were interviewed previously. One person from every household will be asked to confirm some general information about the household that was given in the last household interview.

Respondents who are known to you

We do **not** want you to interview anyone you know personally, such as a friend, a neighbour, son or daughter of a friend. In addition, you should not interview anyone you know in a professional capacity such as a colleague at work, a teacher at night school etc. Refer such cases back to the *Understanding Society* team immediately.

Whom to interview and where

You will find that households are living in a variety of circumstances. For example, some will live in a house or flat and others may work in places where they are provided with a room of their own.

For IP3, we are following people who have moved into 'institutions', such as hospitals, nursing homes/Old Peoples Homes, Army Camps, halls of residence, but not including prison. We will not be interviewing those who are judged by other sample members/guardians to be "too frail or mentally impaired".

Split households

You may find that some respondents are still resident at the address, but that others have moved to new address(es). CAPI will tell you who the movers are and you will need to open the appropriate number of ARF Bs or Cs. Split households will be covered in more detail in section 5.

3.3 The ARF

There are three types of ARF:

- ARF A (Yellow) relates to the original household;
- ARF B (Green) relates to split households, i.e. those sample members that have left the original address; and

- ARF C (Cream) relates to split households that we are not going to be interviewing. These would be households, for example, that are made up of Temporary Sample Members (TSM) residents only (explained in further detail in section 3.4.2) and where sample members have gone to prison and are not returning to the original household.

If you open ARF B it is essential that you record the following on the front cover: serial number, highest new household number, names and resident outcome codes (using the admin block) and household information. You will also need to record any address information that you found whilst tracing. Note that the first eight digits of the Serial number will be identical to ARF A but the final digit will differ. For example, the second household will end with '2'.

The ARFs that you will be using have a non-standard layout and structure. A column format has been used to ensure that the length of the ARF is kept to a minimum, and interviewer observations are gathered throughout the ARF.

3.3.1 ARF A structure

ARF Labels
The address label on the front of ARF A will contain the following information:

- Serial number consisting of a leading 9, then 03 to indicate that it is IP3, 3 digit point number, 2 digit address number and 1 digit household number;
- Check letter;
- Field area; and
- Address.

Example address label:

SN: **903101-01-1 A** FA: 3

35 Northampton Square
London
EC1V 0AX

If you open an ARF B or an ARF C (for a split household) please note that the first eight digits of the serial number will be identical to those on the ARF A address label but the final digit will differ and must be generated in the CMS. You **must** also remember to transfer all information from the household information label on ARF A.

Address co-ordinates

If you find that you need address co-ordinates in order to locate the address, please call the *Understanding Society* Unit and they will provide you with this information. You can also to look up address co-ordinates from postcodes using www.nearby.org.uk

Household information label:

This label (see example below) provides household-level information about the IP3 experiments, so it is important to familiarise yourself with the information provided on the label before you make contact with the household.

The household information label includes the following:

- **"Amount"** indicates which incentive condition the household has been assigned to: £5, £10 or £5 rising to £10 for full household co-operation.

  The codes for ''Amount'' are:

Code	Description
''£5''	Individuals receive £5 incentive (as at IP1).
''£10''	Individuals receive £10 incentive (as at IP1).
''£5''	Individuals receive £5 (reduction from £10 at IP1 and £10 at IP2)
"£5"	Individuals receive £5 (reduction from £10 at IP1)
''£5 → £10''	Individuals receive £5 rising to £10 if complete household co-operation (as at IP1).
''£5''	Individuals receive £5 (reduction from possible £10 at IP1 to £5).

- **"Showcard"** informs you whether this household has been assigned to the showcard or no showcard group i.e. 'read-out' group.

  The codes for ''Showcard'' are:

Code	Description
"Showcards"	Household is in showcard group – showcards used in interviews.
"No showcards"	Household is in no-showcard group – no showcards used in interviews.

Example household label:

SN: **9001-01-1 A** FA: 3

Amount: £5
Showcard: No showcard

Pages 1 - 3

You must record **all** personal visits and telephone calls, even if you do not get a reply. For telephone calls it is also important that you record which telephone number you are calling, in case the household requires tracing later. This way we will not duplicate efforts that you have already tried.

There is also an additional section which allows you to keep track of progress through the household, so that you can record who has been interviewed, who has done their self-completion, and whether vouchers are required.

Sections A-D

These sections are for you to fully record your observations and all attempts to contact the household. New addresses and/or any tracing activities are to be recorded at sections B-D.

Each section includes some initial observation questions. There are more interviewer observation questions than there would be on a normal survey because we will be using them to help define non-response weights and to predict response and attrition at subsequent waves.

These observation questions must be filled in before making contact with the address, and we are interested in your initial observation and judgement. For example, if you think that an address doesn't have children aged under 10, record this during your observation. We do not want you to change your observation if you subsequently find out that there are children of this age at the address. Observation questions need to be completed for all non-deadwood addresses including office refusals, although you should not contact any addresses that are an office refusal.

Please note that there is no section A on ARF B.

Section E

This section asks you to record topics queried by eligible households. You need to record anything that the household raises with you, such as enquiring about interview length or what the purpose of the study is. It is very important that we gather this information so we can identify the most common concerns the sample has about participating. There is also a question asking you to rate their resistance to taking part when initially contacted. As different members of the household may vary in their resistance to taking part you should base your answer on the household member who made the ultimate decision about whether or not to take part. Do try and get a reason about why the household does not want to take part - this information helps us to try and prevent other participants from dropping out of the survey in the future. Question E2 deals with how strongly a sample member resists co-operation- it is very important that you gauge this correctly as this information is used to help us decide whether any unproductive cases should be re-issued.

Section F

All the final outcomes are on one page of the ARF, rather than having outcome codes spread throughout the ARF. You will be directed to the appropriate question depending on answers given earlier in the ARF. Code the final outcome and then follow the routing. Make sure you transfer the outcome code to the front of the ARF. Codes 110 and 210 will be generated in the CAPI Admin. Unproductive codes are generated by the interviewer.

Section G

Section G contains follow up questions about reasons for refusal, whether another interviewer might get an interview and the standard open question to record more details about non-productive outcomes. Please

record as much detail as you can about non-productive outcomes as it helps us to understand the most common reasons for refusal.

3.4 Sample Information Sheet

This provides extra information that may prove helpful when contacting the household and planning the interview. It is based on information from the sample member's last interview, but please bear in mind that people's circumstances change and this information may be out of date by the time the case is issued to you. The SIS is for your own use only, and should not be shown to the respondents or anyone else. A key to the various codes used in the SIS, can be found on the final page of the SIS.

The sample information sheet contains the following information, where available:

Serial number, check letter and field area

Household information

This first section of the SIS provides information about the household:

- how many adults and children aged 10-15s there were in the household at the previous wave;
- the name of the principal household contact;
- contact telephone numbers for the principal contact; and,
- phone number for the household.
- whether they are a suspected split-off mover (i.e. they have left the original household): 'yes' if we have been notified of their move, blank if 'not';

Individual information

This section contains the following information – where possible – for each household member enumerated at IP1 or IP2 (including those who were not interviewed/absent at the previous wave):

- name;
- sex (see key below);
- age;
- whether they are deceased: 'yes' if we have been notified of their death, blank if 'not';
- whether they have ever been interviewed;
- individual outcome at previous wave (see key below);
- date and time of last individual interview;
- absent sample members: where absent sample members at IP1 and IP2 were living (see key below). This will be blank for non-absent sample members;
- job status at previous wave (see key below);
- telephone number(s): home landline, mobile, work numbers;
- whether they are a rising 16 or a rising 10: '16' indicates the sample member has turned 16 since their last interview and is now eligible for a full interview; '10' indicates the sample member has turned 10 and is now eligible for the youth self-completion. This will be blank for all other sample members; and
- sample member type (see key below).

A key to the Sample Information Sheet follows and can also be found on the back of the Sample Information Sheet.

Key to sex codes:

''M''	Male
''F''	Female

Key to individual outcome codes:

''P''	Productive
''Px''	Proxy
''U''	Unproductive
''Y''	Youth interview
''Y U''	Youth unproductive
''<10''	Child under 10, ineligible at last interview

Key to absent sample members:

''BS''	At boarding school
''HoR''	At Halls of Residence
"I"	In an institution

Key to job status:

"SE"	Self-employed
"E"	In paid employment (full or part-time)
"UE"	Unemployed
"R"	Retired
"ML"	On maternity leave
"LFH"	Looking after family or home
"FTS"	Full-time student
"S/D"	Long-term sick or disabled
"GTS"	On a Government Training Scheme
"FB"	Unpaid worker in family business
"O"	Other

Key to sample member status:

"O"	Original sample member
"P"	Permanent sample member
"T"	Temporary sample member

Office notes/ updates

Space for any new information received by the office before the ARF is sent to you. In this section you will also find reasons for non-productive at previous wave.

Stable contact details

At IP1 and IP2 each sample member who completed an individual interview was asked for contact details of someone we could contact in the event that we are unable speak to them. Where *available* the following information will be provided on the SIS:

- person number of each household member;
- name of each household member;
- name of stable contact person;
- relationship of the stable contact person to the sample member (see key below);
- address of stable contact person; and,
- up to two telephone numbers for the stable contact person.

Key to stable contacts' relationship to sample member:

"P"	Parent
"C"	Child
"S"	Sibling
"A/U"	Aunt/Uncle
"G"	Grandparent
"OR"	Other relative
"F/C"	Friend/Colleague
"O"	Other

Please note that not all sample members will have provided a stable contact and so this table may be blank. If you collect new stable contact details then please enter these into the CAPI and do not write them on the SIS.

Interviewer comments from previous wave

Any useful comments made by the interviewer at the previous wave regarding either the household as a whole, or individual sample members, will be included here.

Suspected split-offs

If a sample member is suspected to have left the household since the last wave (indicated under "Split-off mover") any information provided about the move will be supplied in this section. For each split-off mover, this may include:

- person number;
- name;
- date of move;
- reason for move (see key below);
- new address; and,
- new landline number.

You MUST visit the original household first and confirm that the suspected sample member is no longer resident at the address before using any of the new contact details provided in this section. For Data Protection purposes you should not mention the new address or telephone number to anyone other than the sample member who is the suspected split-off.

If a member of the original household provides you with contact details for the suspected split-off which differ from the address provided on the SIS you MUST use the contact details provided by the original household first. If you are unable to find the suspected split-off mover at this address you should then attempt contact using the details given on the SIS, under the split off mover section. For more information see section 5 on split-off movers.

Key to reason for move:

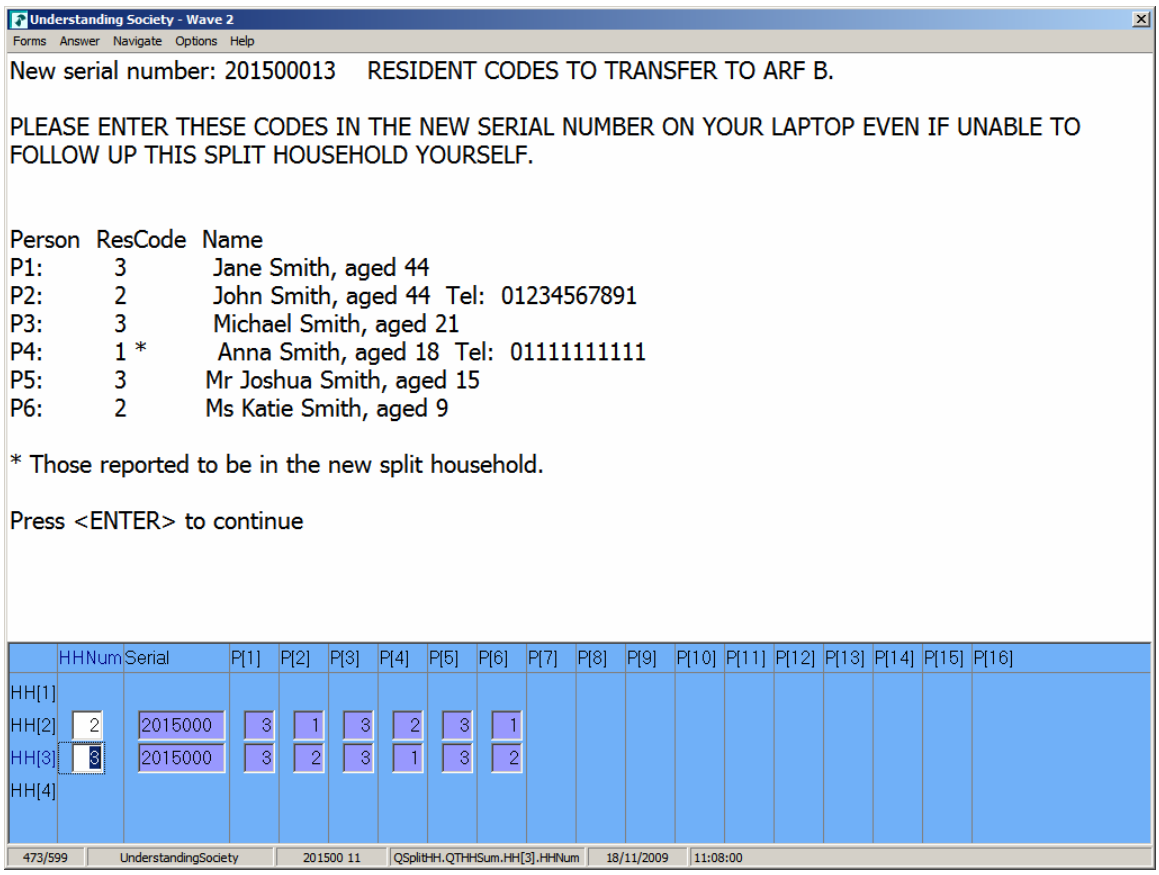
"LH"	"Left home"
"Dis"	"Disappeared"
"De"	"Death"
"Div"	"Divorce"
"St"	"Student"
"NH"	"Moved to new home"
"RA"	"Re-appeared"
"MBH"	"Moved back home"
"OoS"	"Out of scope"
"Ref"	"Refusal from interim mailing"
"O"	"Other"

3.4.1 ARF B (split households)

If you open ARF B (Green) it is essential that you follow the instructions in the CAPI, in particular the 'Hhold split' parallel block and record the following information carefully onto the new ARF:

- Serial number (which you will need to create by opening a new household using CMS as shown below);
- Highest new household number (provided by CAPI);
- Details of all original household members - please copy this information directly from the original household's Hhold split parallel block. You can record details of up to 16 people if you use all of the grid lines;
- Their "resident code" – i.e. whether the sample member lives in this split household (1), lives in another split household (2), is confirmed as resident elsewhere e.g. resident households(3) or deceased (4);
- Original household information as shown on the front of ARF A; and,
- Address and postcode.

Please remember you must create the new household in the CMS address menu before you transmit the interview for the first household. If you do not, you cannot go back and create the new serial numbers.



Note that on ARF B there is no section A. However, sections B through to G are the same as ARF A, where you will find observation questions for each follow up address you find. You must complete these observation questions before making contact. Please do not change these once you have made contact as they are your initial observations.

Split households outside of your interviewing area

If you generate a split household that is out of your interviewing area you should speak to your project manager first and then use outcome code 673.

3.4.2 ARF C (split household not being interviewed)

You may encounter split households that will not be eligible for interview. In some cases, these will be households comprised of only temporary sample members (TSM).

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

1) Original sample members (OSM's)- those who were members of an original wave 1 household, and any natural children of female OSM's;
2) Temporary sample members (TSM's)- those who are co-resident with an original sample member at *this* wave; and
3) Permanent sample members (PSM's) - those who are temporary sample members and have fathered children with an original sample member. In future, further reasons for becoming a PSM may be elaborated as the study develops.

The following is a temporary sample member scenario: at the last wave of *Living in Britain* 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 wave 2 of *Understanding Society* we find that Lucy has moved out of the original household. Michael and Sue are still OSMs and living in household 1. In household 2, Lucy is still classified as a TSM but because she is no longer resident in an OSM household, she is ineligible for interview.

Whilst we want to keep track of OSM's and PSM's throughout the study, we do not want to follow TSM only households, as they are only temporary members of the sample. Taking the above example, we would not want to follow and interview Lucy as she is no longer living with an OSM (she is a TSM only household).

You may also encounter other split households that we will not be interviewing. For example, this may occur when a sample member has gone to prison and will not be returning to the original household. If you come across any households that are comprised of TSMs only, or any other split households not eligible for interview, then you will be instructed to use ARF C (Cream) and complete the information in the admin block. ARF C is completed in the same way as ARF B, i.e. you need to copy the names of all original household members and their resident codes from the CAPI onto the front of the ARF. You will also need to create a new household and serial number in the CMS (see section 3.4.4) and copy the information from ARF C into the new household in CAPI. The outcome code for split households ineligible for interview is 784, and is written on the front of the ARF.

3.4.3 Whole household moves

If everyone in the household has moved from the original address, it is important to use the correct ARF depending on the situation.

If the whole household has moved to a new address TOGETHER, these are not split households and you should continue to use the original ARF A, code in CAPI that the interview is not conducted at the original address and record the new address details in the Admin block. Remember that the household composition has not changed, even though the address has.

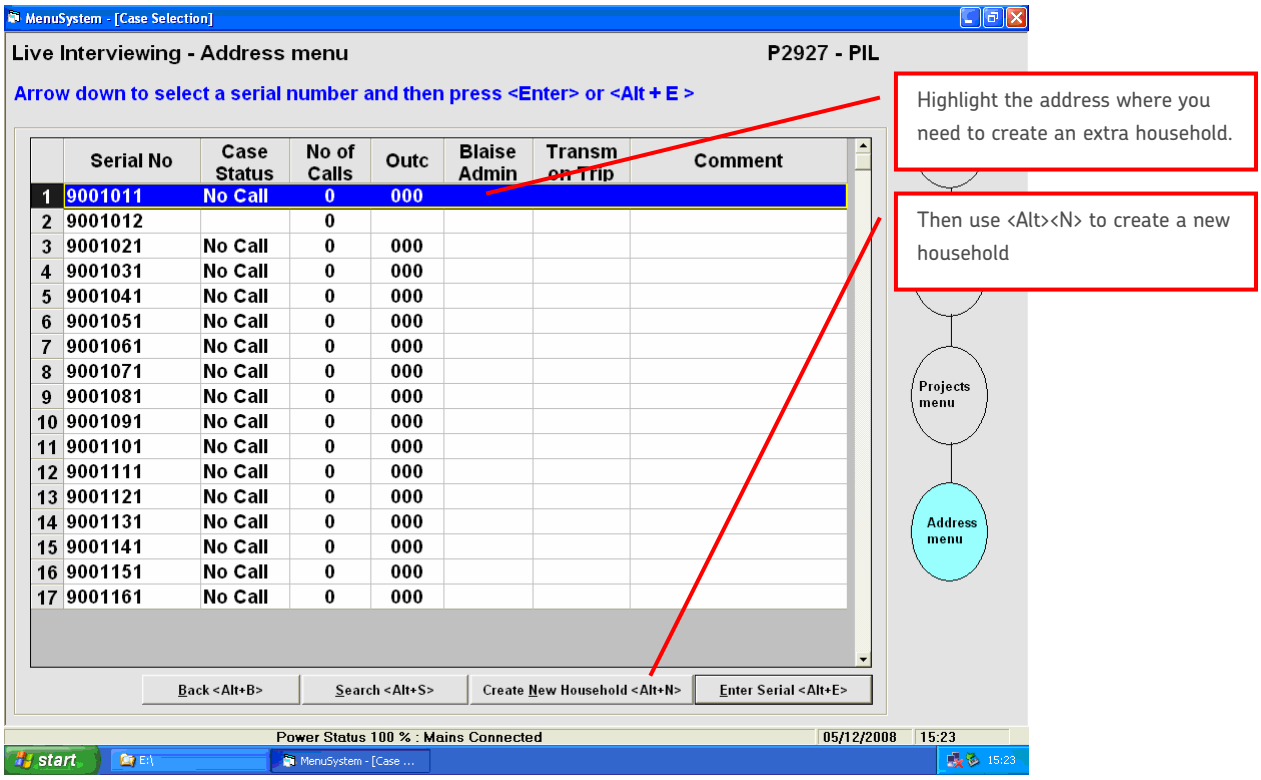
The situation becomes more complicated if everyone has moved out but to two or more different addresses. In such cases you need to

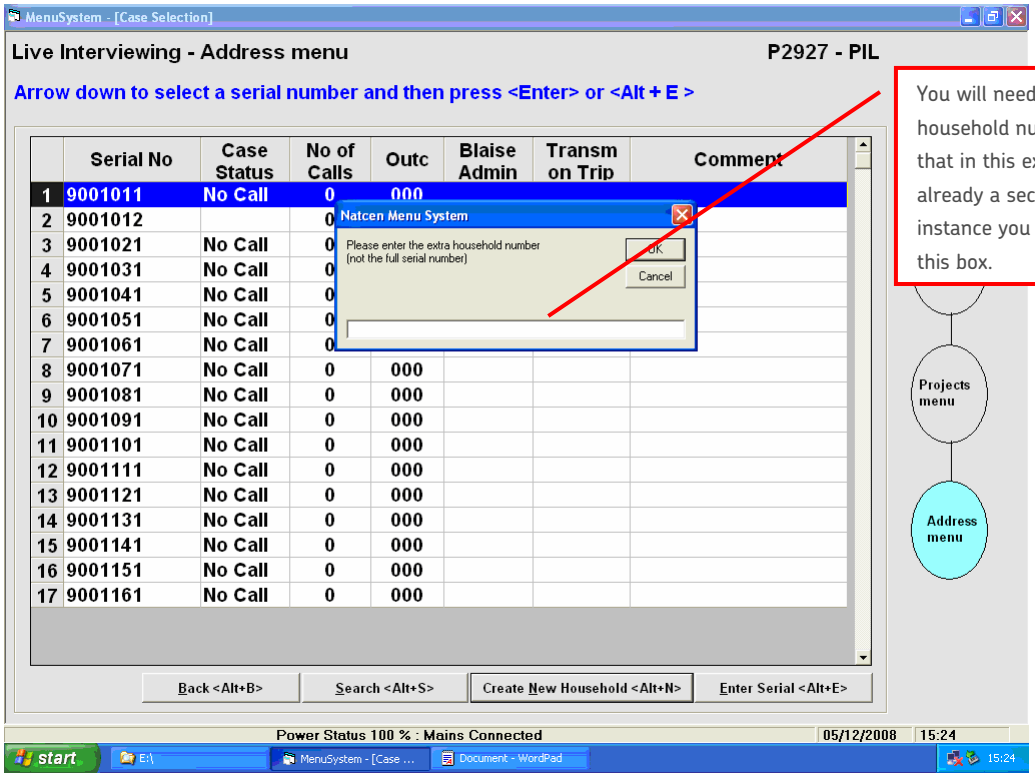
- code at least one person as still resident at the original household at CurStat, interview them in the original serial number, indicate in the CAPI that the interview is not conducted at the original address and provide the updated address details in the Admin block. Remember that in these situations the original household still exists but that the composition has changed.
- code other people as movers from the household, whether they moved on their own or with other household members, and open up the appropriate number of ARF Bs and Cs for these people as

instructed by the CAPI. Make sure you complete any additional ARFs with the information provided by CAPI.

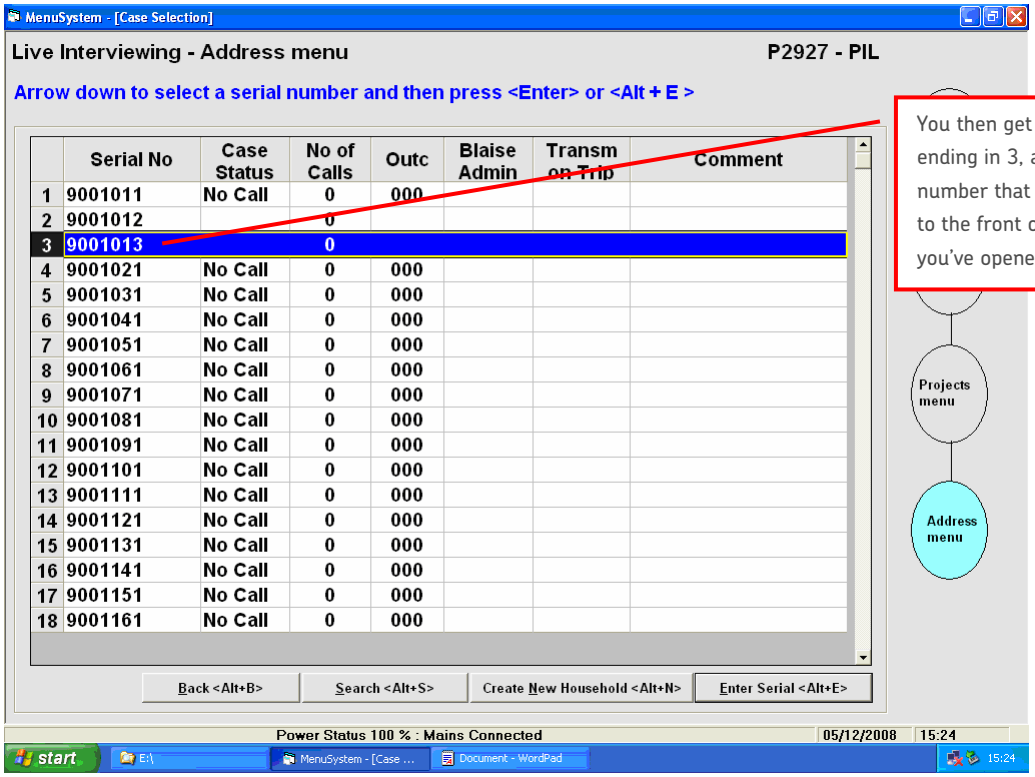
3.4.4 Creating an additional household in CMS

If you have come across households where some people have moved out and you have been asked to open ARF Bs and Cs by the CAPI, you will also need to create a new household in the CMS before you transmit the original serial number (ARF A) back. **Please note that this is vitally important as you won't be able to create new households in the CMS if you've already transmitted the original serial number back.**





You will need to enter a new household number. You can see that in this example there is already a second hhold, so in this instance you would type a <3> in this box.



You then get a new serial number ending in 3, and this is the number that you need to transfer to the front of the new ARF that you've opened.

4 Contact and gaining co-operation

In developing wave 1 we worked with a communications agency (Public Zone) to look at the way that we communicate with respondents and how the survey itself is branded. Through this process we 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 survey and to encourage survey loyalty and therefore minimise attrition at subsequent waves.

We have developed alternative ways of communicating with respondents about the survey, for example, designing a participant's pack to be given to households at the end of the interview.

4.1 Inter-wave mailing

Each sample member who participated at IP2 will have recently received a inter wave mailing comprising of the following:

- Participants update letter;
- Participants Update 2 ;
- Change of address (COA) card; and,
- COA Freepost return envelope.

The mailing has only been sent to those individuals who were productive at IP2. The mailing is to feedback some of the recent findings from the study, increase sample members commitment to the study and acts as a reminder how to update their contact details with Essex.

There are two versions of the Update as part of this mailing; however sample members will only receive one of them. The content of each Update is slightly different- one version of the update covers a section on the environment, whilst the other version does not. The version of the update sent to a household will depend on the treatment group they are in for one of the experiments we are running. You will have a copy of both versions in your workpacks but you are not to give these out to sample members as they are for your reference only.

4.2 In advance of contacting the household

4.2.1 Informing the police

As always, check in at the local police station(s) before you start work. Please tell them what the survey is about, give them a copy of the generic advance letter, and explain how long you will be working in the area. Then present your identity card and leave your name and the NatCen Freephone number (0800 783 5890).

Ensure that all the details you have given are recorded in the day-book at the station desk if that station has one **and** ask them to rubber-stamp a copy of the advance letter for you and sign it with their name.

Make a note of the name of the officer with whom you speak and the date of your call so that you are fully covered in the event of any query or complaint to the police. It is reassuring for suspicious households, as well as other people you come into contact with, to be told that the police know about you.

You must not start work until you have registered with the police.

4.2.2 Advance mailing

For IP3 the advance mailing letters will be posted out by interviewers. One advance mailing will be sent to each adult (including rising 16s) who were present in the household at IP2, regardless of whether or not they have previously completed an individual interview. We will also send the advance mailing to those who were present at IP1 but not at IP2.

A sample member's advance mailing will include the following:

- Advance letter;
- Incentive (high street gift voucher);

Advance letters

There are nine different versions of the advance letter to cater for the different types of sample member and the incentive experimental group they will be in at IP3. We have also produced a generic version of the letter which can be used on the doorstep should you need to. The nine versions of the letter are worded slightly differently depending on the type of sample member they are targeting (see Appendix C).

Advance mailing version number	Type of sample member	Incentive amount
A1	Interviewed at IP2	£5
A2	Interviewed at IP2	£10
A3	Interviewed at IP2	£5 rising to £10
B1	Rising 16	£5
B2	Rising 16	£10
B3	Rising 16	£5 rising to £10
C1	Not interviewed at IP2	£5
C2	Not interviewed at IP2	£10
C3	Not interviewed at IP2	£5 rising to £10

Generic advance letter

So that you do not have to carry all nine versions of the advance letter when visiting a household and to avoid any confusion over which letter to use, we have produced a laminated generic version of the advance letter that can be used on the doorstep. The generic version does not differentiate between incentive amounts (i.e. whether they receive £5 or £10 for example); it simply tells the sample member about the

study and encourages them to take part. This letter does refer to the sample members receiving an incentive for taking part but it does not specify the amount that they are given.

Your workpack also includes spare copies of the generic advance letter which have not been laminated and can be given to sample members on request. If you require further copies of these, please contact the office.

If an individual says that they have not received their advance letter and asks for a new one, please give them the generic version included in your workpack. Note that new household members will not have received an advance letter. Again, give them the generic version of the advance letter.

The advance mailing number is indicated on the bottom right hand corner of the advance letter (e.g.: P2976/IP3/AL A1).

4.2.3 Incentives

Another aim of IP3 is to determine whether different levels of incentive affect the overall response rates, at both household and individual level. The sample has been divided into groups who each receive a different incentive condition as follows:

- Group 1: Receive £5 (as at IP1 and IP2).
- Group 2: Receive £10 (as at IP1 and IP2).
- Group 3: Receive £5 (reduction from possible £10 at IP1 and IP2).
- Group 4: Receive £5 (reduction from possible £10 at IP1 to £5).
- Group 5: Receive £5 rising to £10 if all eligible household members take part (as at IP1).
- Group 6: Receive £5 (ex £5 rising to £10 at IP1)

All young people (10-15 year olds) who fill in a youth self completion will get £3, regardless of the treatment group their household is in.

Remember that vouchers will be sent out to adult respondents from IP2 in the advance letter so in most cases you will not be handing any out during the interview. All adults within a household receive the same incentive. If an individual says that they did not receive the voucher, then you need to record this in the CAPI (regardless of whether you believe them), hand them over the voucher and ask them to complete the voucher receipt form which is attached to the back of ARF A. This approach also applies to those adults who are new to a household - they will receive the incentive amount of the household that they have joined. You can find this information on the front of your ARF A (see household information label). Please only give them the amount specified here.

Proxy interviews do not qualify for a voucher.

In the condition £5 rising to £10 (group5), each adult in the household will receive £5 in the advance mailing and £5 post-interview if all members complete a CAPI interview. If there is only one adult in the household, they would receive a £10 voucher if they take part - £5 in the advance mailing and £5 post-

interview. If the complete household does take part and you need to administer the additional £5 vouchers then, as with new entrants to a household, please complete the voucher receipt form as appropriate and ask the sample member to sign it.

4.3 Call patterns

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.

If you vary the times of day you call and spread your calls over the days of the week, you will get a better result with less effort. So, it is important that you stick to the NatCen call pattern rules and make an early start so that you can spread out calls more. Please also take note of the coverage milestones when planning your work.

4.4 Stage 2: On the doorstep

As always be meticulous about showing your ID card to households you visit, even if the people you speak to do not appear to be interested in it.

4.4.1 Personal visits

Your first contact with the sample members must be face-to-face rather than by telephone. This is only the third time that sample members have taken part in the interview and we want to avoid attrition at this early stage. In most cases we have also tried to allocate the same households to you that you worked on before, so this should also help with building a rapport with your sample members.

You will need to make one or more personal visits to the sample member's address. If no one is at home you should leave an *Understanding Society* appointment card to inform the residents of your visit. You may use the study Freephone number (0800 252 853) as a contact number.

If you are unable to make contact with the Sample member you should follow the procedures for tracing Sample members in section 6.

If Sample members have any queries that you can not answer at your initial face-to-face visit ask them to call the *Understanding Society* team on Freephone 0800 252 853[4]. This number is staffed 9am – 5pm Monday to Friday. Outside these hours an answer phone service operates.

[4] However, calls to this number from mobile phones will incur a charge.

4.4.2 Telephone contact with households

After you have made your first contact by personal visit, subsequent contact can be made by telephone, e.g., to arrange or check appointment times.

You will need to record details of all telephone calls on the ARF, 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.

If the sample member is not available when you call then you may leave a message, using the Freephone number as your contact number (Freephone 0800 252 853).

4.4.3 Introducing the Survey

As we are re-visiting households from IP2 it is important to stress that **the study is concerned with how things change over time and that this is why we would like to interview the household again**. Remind respondents that this is a **survey about them as individuals and we want to find out how different aspects of their lives interact and influence each other.** It is very important that you familiarise yourself with potential questions so that on the doorstep you will be able to tailor your arguments depending on who you talk to. Use your expertise when introducing the study and mention different areas of the survey accordingly. We have listed below some of the research questions that this survey addresses that you might find helpful when encouraging people to take part.

- *How does people's well-being change over time?*
- *How does poor health affect employment opportunities?*
- *Does our education system provide the springboard for young people to develop their careers?*
- *Are retired people managing on their pensions?*
- *Are disabled people getting the care they need?*
- *How is family life changing and what do people think about these changes?*

For all households with more than one person, it is also important that **everyone** eligible participates. On the doorstep you can stress that this is a **household** survey and that we are interested in how everyone affects each other. For example, how do decisions about one person's work and working hours affect others in the household, what happens when children leave home and so on.

4.4.4 Maximising response

Remember that a friendly approach works best. Withdraw if it's not a good time and you suspect that you might get a refusal if you push. You must make multiple visits to interview all eligible individuals and it is very important that you aim to achieve fully productive households i.e. all adult members aged 16 and over interviewed.

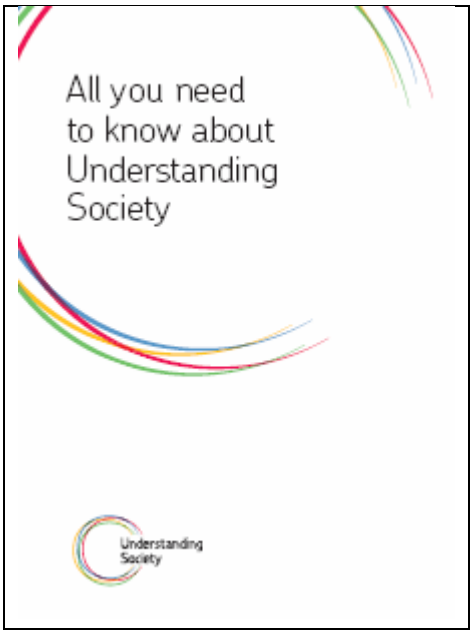
4.4.5 Survey Leaflet

There is one version of the branded survey leaflet which will be included in your briefing pack. You will also have spare copies of the information leaflet in your workpacks and these can be given to new entrants. The leaflet is not for each household, or sample member, as they will have received it earlier in the study.

4.4.6 Appointment Card

You will have branded appointment card to leave with respondents. On the card you will need to complete the following information:

- Your name and interviewer number
- Date and time of the appointment
- Space for you to write a message, e.g.: “Looking forward to seeing you”



Survey Leaflet

Appointment card

4.4.7 Using the documents

Please familiarise yourself with the different survey materials before you start work. You are free to use them as you see fit- they may help as good memory aids on the doorstep or encourage new entrants or unproductives from IP2 to participate at this wave. Do be flexible and tailor your approach on the doorstep as appropriate.

4.5 Keeping in touch

In order to keep in touch with sample members between waves of *Understanding Society* we have developed a number of different keeping in touch activities, such as the participant website and participant report mailing.

4.5.1 Participant website

The website provides sample members with more information about the study and allows them to sign up for events and to receive updates from *Understanding Society*. It also allows them to tell us if their circumstances change (for example, if they move house).

The participant website can be found at www.understandingsociety.ac.uk

5 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. Some of the experiments carried at IP2 are longitudinal and so they require information from participants at IP2 and IP3 to be effective.

Any IP2 sample member who has moved address will be followed to their new address for interview, with the exception of those who have moved outside the UK and those who are in prison. Those who have moved out of the UK are not eligible for interview at this wave but remain potentially eligible sample members should they return to the UK at a later wave.

Note that a mover may be a child aged under 16 whom moves without any other adult sample member from IP2. These children should be followed to their new address and any eligible adult at the new address should be interviewed. For example, a child may move to live with a grandparent. The grandparent would be eligible for interview even if our sample child is too young for interview.

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

If you find that the sample member has moved, you should attempt to find their new address. If this is within a reasonable distance of the original address, you should attempt the interview at the new address (and be prepared to follow up further moves). In general, this applies if the new address is within 15 miles of the original, or if it is closer than that address to your own home.

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

- attempting to contact the sample member by phone – you **must** try all telephone numbers provided on the Sample Information Sheet and any new numbers established via tracing;
- attempting to contact neighbours;
- attempting to contact the current occupants of the address;
- attempting to contact the stable person (by telephone or personal visit). How you approach the stable contact will be dependent on where you live in relation to the stable contact and whether you have been provided with a contact telephone number;
- sending a stable contact letter to any stable contacts living outside your area, detailing that you have been trying to make contact with the sample member to no avail, and could they provide you with any current contact details;
- leaving a tracing letter with the current occupants or neighbours; speaking to local residents, consulting electoral registers, maps, phone books, the police, public records, or other local shops and services such as estate and letting agents, post office etc.

If you are unable to access a hard copy of the electoral register, you could try online facilities such as the website www.192.com to access information from the electoral register on an individual basis, and is particularly useful for remote dwellings should you encounter any.

Please note that these tracing activities are designed to run simultaneously and we expect that each tracing activity will be attempted in the order that you think is best**.**

In most cases you will be able to trace the sample member and carry out the interview. However, if you are unable to discover their new address after making reasonable efforts to do so, the ARF will instruct you to return the case to the *Understanding Society* team at Brentwood. NatCen will send untraced cases to ISER, who will then conduct further tracing such as contacting the sample member by email.

If ISER successfully trace the case, the new address and/or telephone details will be sent to Brentwood so that the case can be re-issued to a field interviewer as required.

Please note that when tracing, you should not mention the study name to anyone other than the Sample member.

5.1 Split-off households

ISER may have been notified of a sample member moving from the household they were living in at IP2; for example, the sample member may have returned a change of address 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 IP2 household (rather than being put in a separate household) and this will be indicated on the Sample Information Sheet (SIS) under the 'Suspected split-off mover?' column. The third page of the SIS will provide any new contact details that the suspected split off has provided to ISER.

For suspected split households, you MUST visit the original household first and confirm that the sample member is no longer resident at the address before using any of the new contact details provided on the SIS. For Data Protection purposes you should not mention the new address or telephone number to anyone other than the sample member named as the suspected split-off.

If a member of the original household provides you with contact details for the suspected split-off which differ from the address provided on the SIS you MUST use the contact details provided by the original household first. If you are unable to find the suspected split-off mover at this address you should then attempt contact using the details given on the SIS.

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 (i.e. open an ARF B and generate a new household). If the split-off mover's new address is in your area, you should attempt to do an interview; if the new address is outside of your area the case should be returned to the office to be reissued to another interviewer.

The advance mailing for the suspected split-off will be sent to their new address (i.e. the one they have notified ISER they have moved to) and so if you find that they have not moved or that the address they

provided ISER with is no longer valid, it is likely that they have not seen a copy of the letter or received the incentive and you should provide them with a copy of the generic advance letter.

5.2 Incomplete addresses

There may be instances where an address is inaccessible or you could not 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.

5.3 Contacting neighbours and stable contacts

To find a new address, ask the current residents of the issued address or neighbours. They may not know, but may be able to direct you to friends or relatives nearby who will know how to contact the sample member. If you are still unable to find the whereabouts of the sample member you should contact the stable contact.

At the previous interview, interviewers were asked to collect details for 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 can be found on the Sample Information Sheet.

You should contact the stable person by:

1. Telephone;
2. 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,
3. 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 survey for NatCen 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.”

Completing the stable contact letter

The stable contact letter is to be used when you can not make contact with the stable contact either by phone or in person. The letter 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 need to complete a letter for each member of the household as they should have each supplied different stable contact details. Address the letter to the stable contact, and fill in the sample member's name in the body of the letter. You also need to enter your name at the bottom and fill in the sample member's serial number at the top of the reply slip. Please note that you will need to use the sample member's person number in the last two boxes when completion the serial number. A person number for each sample member can be found on the first page of the sample information sheet, in the individual information section. In some circumstances you may have the same stable contact for everyone in the household. In these instances you will only send one letter for the household, and should use the principal contact's name in the body of the letter. You will need to enclose a freepost envelope, addressed to the University of Essex, with the stable contact letter. Enclose the letter and freepost envelope in another envelope, especially if you are posting it through the stable contact's front door.

Completing the tracing letter

If someone appears to know the whereabouts of the sample member/household but is reluctant to pass this information on, you should ask the person if they would be willing to send a letter on to the sample member for you. In these situations, you have been provided with a **tracing** letter and two types of post-paid envelope: one addressed to *Understanding Society* (postage paid), and the other blank.

In the case of whole household moves, the tracing letter should be addressed to the principal household contact (provided on the sample information sheet – SIS). For any individual sample member(s) who have left the original household and who need to be traced, separate tracing letter(s) should be completed for each individual.

The tracing letter informs the sample member that we have been trying to contact them as part of the latest stage of the study, but the address we have for them is not correct. The letter is signed by Nick Buck from ISER and asks the sample member to complete the reply slip and return it to ISER. It also quotes the *Understanding Society* contact details in case the Sample member requires more information about the study.

If you are leaving a tracing letter with somebody you will need to:

1. Complete the following information: date, principal contact name or sample member's name, the name of the person you spoke to, your name and the serial number, check letter on the letter.
2. Put the letter and the *Understanding Society* return envelope into a blank post-paid envelope, seal it and write the sample member's name on the outside.
3. 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!).

5.4 Institutions

IP2 sample members who have moved into an institution remain eligible for interview at their new institutional address. Others living in the institution are not eligible for interview.

Sample members enumerated as temporarily absent from a household and living in an institution who were not interviewed at IP2 and who remain resident in an institution at IP3 are not followed for an interview.

5.4.1 Prisons

Sample members interviewed at IP2 who have moved to prison are exempt from interview at IP3. These sample members should be coded as temporarily absent members of the household if the address is still considered their main residence but we are not attempting to interview those in prison. If they will return to the issued address after release then they are eligible for a proxy interview.

If a mover to prison will not return to the issued address after their period in prison, a new household should be created for them and they should be coded as ineligible for this wave i.e. they are treated as a mover but not interviewed.

5.4.2 Nursing Homes

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

5.4.3 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. 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 to 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.

If a warden (or equivalent) asks for your contact details, please contact the *Understanding Society* Unit in Brentwood, and they will issue you with a mobile phone for the duration of your visit(s). If a warden (or equivalent) asks you for a written description/confirmation of the project, again please contact the

Understanding Society Unit in Brentwood and a researcher will write this on your behalf. We have decided that letters will not be written in advance as each individual's circumstances will vary.

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 or disability issue) we would like you to complete a proxy interview with a suitable adult (see section 6.2 on who is eligible to be a proxy informant).

5.5 ISER e-mail

In addition to the tracing procedures outlined above ISER will contact sample members by e-mail and any responses will be sent to Brentwood so that they can contact you.

5.6 Unsuccessful Tracing - record all details in admin block

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 on the ARF and you should then enter these full details in the Admin block.

We are particularly interested in what happened when you tried to contact 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 on the Sample Information Sheet.

You should use all the information provided to you on the Sample Information Sheet, 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 recontact".

5.6.1 Traced cases outside your fieldwork area

There may be instances where you have successfully traced the sample member, but the new address is in another fieldwork area, and you have returned the address to the office for reallocation to another interviewer. You must also 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.

6 The Interview Process

6.1 Overview of data collection instruments

The data collection instruments are:

- 15 min (average) CAPI household questionnaire (including the enumeration of the household in the grid);
- 32.5 min (average) Individual Adult CAPI questionnaire for all aged 16+;
- 10 min (average) CAPI proxy questionnaire;
- 10 min (average) Adult paper Self- Completion questionnaire; and
- 10-15 min (average) Youth paper Self-Completion questionnaire for all aged 10-15.

The household questionnaire will vary in length from the average because larger households will take longer to enumerate and single person households less time to enumerate. The enumeration of the household will take 5 minutes on average and then there are approximately 10 minutes of questions for the household.

The adult interview contains extensive routing, so interview lengths will vary considerably. The main factors that will affect individual interview length are whether the sample member has been interviewed before and whether their circumstances have changed or not. We will be feeding information collected at a previous interview forward ('feed-forward' data) into the CAPI for you to confirm is still correct or update as appropriate during the interview. This feed forward data also determines the route that you will go through the questionnaire.

6.2 Eligibility and proxy interviews

There are three groups of people we will be including as household residents, including two groups that would normally be excluded from surveys:

- Group 1: Normal household residents (using the standard household definition);
- Group 2: Absent household members (at school / university); and,
- Group 3: Absent household members (working away).

You should attempt to get a full individual interview with respondents from group 1 or a proxy if this is not possible. You should not take a proxy interview unless you are completely sure that you are unable to get a productive interview. For example, if one adult is out when you first call then you should 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 needs to be an adult aged 16 or over and either:

- a proxy nominated by the non-participant
- a close relative

- another adult in the household who knows the respondent well

6.2.1 Normal household residents

To work out who should/shouldn't be included in a household, you need to be clear about the household definition we use:

> **"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 a 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 a main meal.

Sharing living accommodation:

- Living accommodation in this case is defined as a living room or sitting room.
- This also includes addresses where there is no living room separate from the kitchen; i.e., if it forms part of the same room.
- A household can also be treated as one if the living room also has to be 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/bed-sitter 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 because respondents have more than one residence their MAIN residence should be decided by the person themselves.

Normal household residents would also include:

- children (of any age) normally living there but temporarily away on a short course or temporary job likely to last less than 6 months;
- au pairs on long-term engagements in the household (6 months or more);
- anyone who has been living at the household continuously for six 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 resident at the address (except for those who are 'absent' – see below): in some cases the main residence will not be in this country.

Apart from these cases, the question of whether or not the address is the main residence should be decided by the sample member.

6.2.2 Absent household members at school / university

At IP3 we need to confirm the location of absent students in the household grid. The absent household members classification at IP3 will depend on where they were living at IP2, and where they are living now. The table below illustrates how each absent member should be dealt with:

Table 6.1 Absent household members classification for IP3

IP2	**IP3**	**Classification at this wave**
At boarding school	At boarding school	Absent
Student in a private address	Student in a private address	Living in a different household
Student in halls of residence	Student in *different* halls of residence	Absent
Resident	Student in halls of residence	Mover (split household)
Absent (not halls of residence)	In halls of residence	Mover (split household)

6.2.2 Other absent household members

We will also be **including** people who are normally resident members but are presently working away. This may include:

- 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).

6.2.3 Non-resident household members

We will not be including as eligible household members:

- persons 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.

6.3 Planning and organising workload and trips

If you have a large household you are likely to have to make multiple trips to carry out all the interviews and collect the self-completions. On the front inside cover of the ARF is a grid where you can fill in the names of all eligible people in the household and keep a paper record of which interviews have been done and which self-completions filled in. It is not mandatory for you to fill this in, but you may find it useful.

6.4 Spelling of names, addresses etc.

As *Understanding Society* is a longitudinal survey and we will be contacting and visiting respondents on a yearly basis, it is very important to spell ALL names correctly in the household grid, particularly their surnames. Similarly, you must ensure that addresses and job titles are spelt correctly. Please do take the time to check contact details with the sample member.

For each sample member you should check that their details collected at the previous interview are still correct and the CAPI will prompt you to do this.

6.5 Contact details

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

For each sample member you should check that the contact details collected at the previous interview are still correct and collect details for all new entrants to the household. For new entrants we want to collect details of any personal numbers for 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 the CAPI at the point that contact details are collected.

You also need to check the stable contact details given by each interviewed respondent have not changed and obtain a stable contact for each new entrant. Although this may appear to be time consuming, it is less onerous than taking more time to trace a respondent when they have moved.

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 chance of finding our movers. It is important that when you are collecting stable contact details you record these in the CAPI and not on the stable contact section of the SIS.

6.6 Collecting details about respondents jobs

The job description the sample member gave at the previous interview will be fed forward in the IP3 questionnaire and you will ask them to confirm whether it is still correct. If it has changed, you should

amend this. If there are new household members 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 the standard 2. The standard 2-digit code is a broad based classification – in a 4-digit code it uses the standard first 2 digits and the 3rd and 4th digit provide the detail which we need to collect in order to meet the coding requirements of this study.

To code to 4 digits the Operations team needs more 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, **so probing is essential**.

For example, if someone works in clothing manufacture – the table 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 is made of the most. Note that you need to record what the **organisation** they work for makes, not just what they make. If they can't tell you, write in everything they make and what they make it with.

If they manufacture clothing for men, women and children the difference in the detail is illustrated below:

Table 6.2 4 Digit SIC coding for manufacture of clothing

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

Similarly for teaching, from table 6.X below you can see that just knowing that someone teaches in secondary education is not sufficient, so more probing would be needed to determine what types of subjects and qualifications are taught.

Table 6.3 4 Digit SIC coding for secondary education

	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

6.7 Sound recording part of the interview

We are hoping to take audio recordings of certain sections/questions in the questionnaire. We are not 'testing' how well you ask these questions; we want to check that questions are written in the best possible way and that they collect as accurate information as possible. The sections of the questionnaire we are recoding are:

- Annual histories
- Disability status
- Whether the respondent is employed
- Whether the respondent saves
- Cognitive measures

At the start of the interview you will be prompted to ask the respondent for verbal consent to audio record some parts of the interview. If the respondent agrees, the laptop will automatically start recording the sections when you reach them in the CAPI interview. It is important that when the sample member agrees, you ensure you plug in your microphone as shown below.

During the briefing we will have stuck a green dot on your laptop to indicate where the microphone must be plugged into. Please do make sure that the microphone is plugged into this socket and no other (otherwise the recording will not work).

Setting up the Microphone

The microphone you have been issued with has been chosen for this project because it is light and easy to use. There is a wire length of 1.2m meaning it can be placed easily between yourself and the respondent.

Below are some pictures which show where the microphone socket is located on your laptop. The model of laptop can be found by looking below the screen of the laptop (see picture).

N610c and N620c

The microphone socket for this model of laptop can be found at the front of the laptop (see picture). Of the two sockets, the microphone plugs into the one on the right.

Nc6220

The microphone sockets for these models of laptop can be found on the right-hand side of the laptop (See picture). Of the two sockets, the microphone plugs into the one on the right.

Returning sound recordings

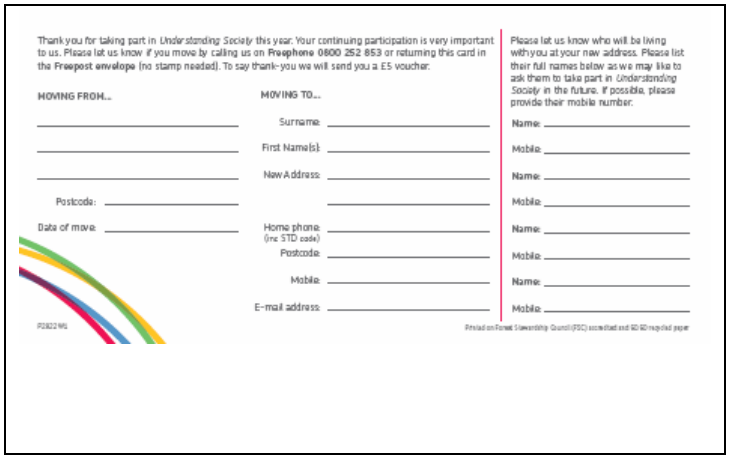
In order to return the recordings to the office they will be transferred from your laptop onto secure 'Ironkey' USB flash drives. You will be sent the Ironkey during the fieldwork period and you will need to download the recordings to the Ironkey and send this back to the office. A short information sheet will be sent with the Ironkey explaining how to do this, along with additional information regarding security issues such as passwords.

6.8 Change of address cards

At the end of each interview at IP2, interviewers were asked to leave a change of address card with each sample member. The change of address card is to be used when the sample member needs to update Essex about a change of address. Please note that the card has already been sent in advance to all productive IP2 individuals in the between panel mailing. If you come across a new entrant to a household or manage to interview someone who was unproductive at IP2, then

you will need to hand a card and associated freepost envelope over to the sample member. The CAPI will prompt you to do this.

For any situations where you hand over the card please put each one into a University of Essex freepost envelope. Respondents will receive a £5 voucher if they send in a change of address card.


Thank you for taking part in *Understanding Society* this year. Your continuing participation is very important to us. Please let us know if you move by calling us on **Freephone 0800 252 853** or returning this card in the **Freepost envelope** (no stamp needed). To say thank-you we will send you a £5 voucher.

MOVING FROM...

Postcode:

Date of move:

MOVING TO...

Surname:

First Name(s):

New Address:

Home phone (inc STD code):

Postcode:

Mobile:

E-mail address:

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:

Name: Mobile:

Printed on Forest Stewardship Council (FSC) accredited and 80-90 recycled paper

To differentiate between the change of address cards used on other waves of the project, the IP3 cards will carry a project identifier in the bottom left-hand corner.

There is also a participant website where they can update their address details. The web address is on all the respondent materials www.understandingsociety.org.uk/participants. Do direct sample members to the website as it provides more detailed information about the study.

6.9 In the Interview

As already mentioned in Section 4.2, you will not need to administer any incentives unless you come across new entrants to a household or if the sample member says they did not receive their incentive in their advance mailing. All adults within a household receive the same incentive. If an individual says that they did not receive the voucher, then you need to record this in the CAPI (regardless of whether you believe them or not), hand over a voucher, complete a voucher receipt form and ask the sample member to sign the voucher receipt form to confirm they received their voucher. You will only complete a voucher receipt form if you hand over any voucher/(s) during the interview.

You will not have to complete a receipt form for the incentive sent to them in the advance mailing, unless they did not receive it and you need to hand over a replacement voucher. The office will know about the vouchers that are sent in advance- for any that you give out, a form must be completed.

Split households or a new household member to an existing household will not have received their voucher in advance. These individuals are assigned to the same incentive condition as the original address and the labels on the ARF tell you which incentive amount the household should receive. As mentioned above, you will need to complete a voucher receipt form for these new household members. Please do remember that

we are running an incentive experiment on IP3 and it is imperative that you hand over the correct incentive when required.

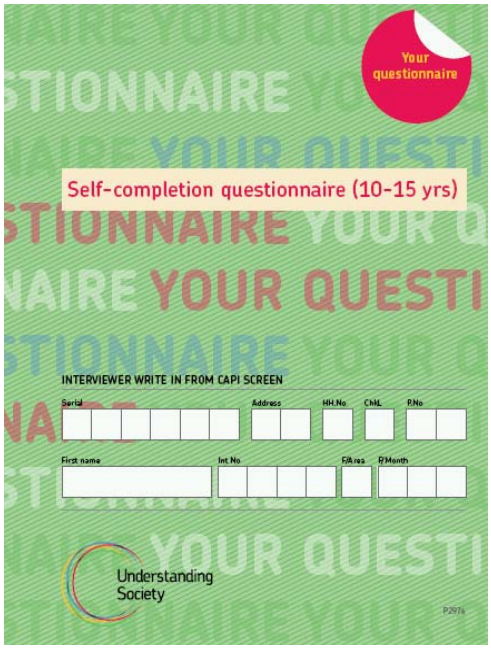
6.10 Self-completions

It is essential that you ask people to fill in self-completions during your visit(s). If the sample member does not have time to complete the questionnaire at the time of the interview then try to return to the household a couple of days later to collect it, or during an appointment with another household member. We would expect over 95% of those interviewed to fill in a self-completion and as the self-completions are short, we do expect sample members to complete them whilst you are in the household and to give them back to you once complete.

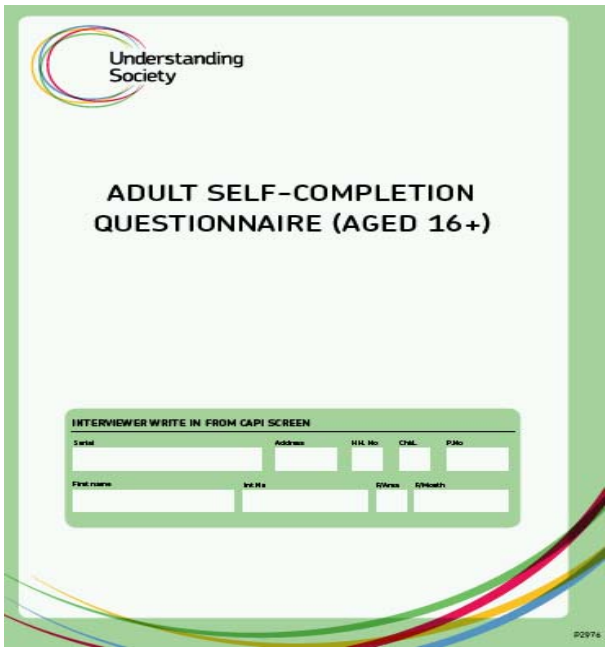
Similar to the main- stage waves (1 and 2), there are separate self-completions for adults (16+) and children (10-15), and you can use the inside of ARF A (Green) to keep a track of which ones have been completed.

The adult self-completion should take ten to fifteen minutes on average to complete and it contains questions on sleep, neighbourhoods, wellbeing, life satisfaction, and relationships. The youth questionnaire should take ten minutes on average to complete and contains questions on health, behaviours, school and homework, and leisure activities.

Youth self-completion



Adult self -completion



Before asking a child aged 10 to 15 to fill in the youth questionnaire, you need to get verbal consent from the parent or responsible adult. We are **not** asking for written consent.

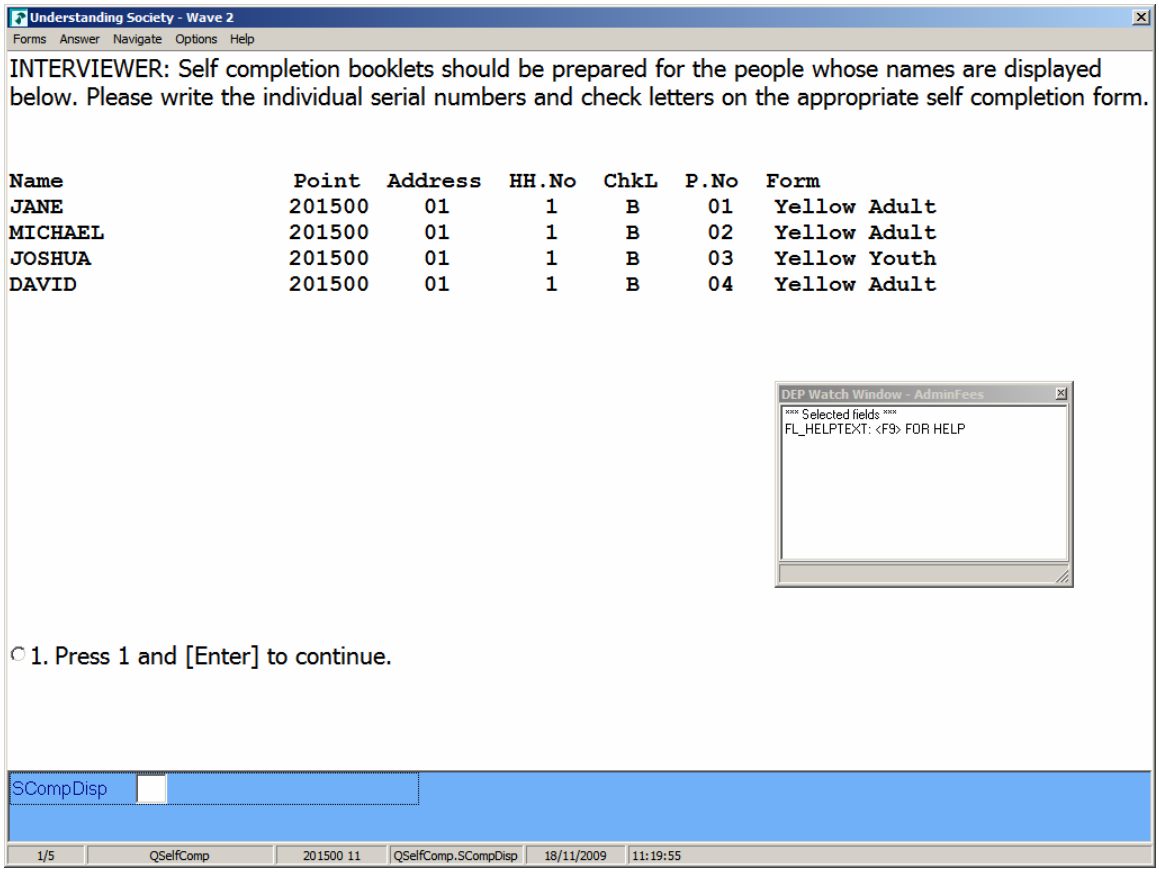
If the child has trouble understanding the questionnaire or any of the questions, please explain it to them. If a child has reading difficulties, please help them or administer the interview if necessary. A child should not complete a questionnaire in front of a parent but be given a booklet and asked to answer the questions in private.

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 an empty questionnaire, before the child completes it.

All self-completions, both adult and youth, should be given out with a plain envelope so that respondents can return the questionnaires to you in a sealed envelope to protect the confidentiality of their answers.

6.11 Administration of questionnaires

The CAPI has been structured so that self-completion details are stored in a parallel block and can be easily accessed. You can access this parallel block as soon as you have completed the household grid. You need to write the serial number, person number, check letter, the sample member's first name and your interviewer number on each questionnaire before handing it out. **Please ensure that you copy this information directly from the CAPI screen, not from anywhere else such as the front of the ARF.**



Only as a last resort should you leave a self-completion to be returned to the office. If this is the case then you have postage paid envelopes addressed to MCL in Poole that you can leave behind in the household for the sample member to send to Poole directly. 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.

Poole Freepost return envelope for self-completions

6.12 Vouchers for self-completions

There is no incentive for adult paper self-completions and we do not accept proxy paper questionnaires for this study.

If a young person completes the self-completion and hands it back to you during the appointment, or at a follow up visit, then you will need to give them their voucher. The office will send out vouchers to young

people for any youth self-completions that are left behind in the household, and posted back to MCL in Poole by the young person themselves. CAPI will prompt you to hand over £3 to any young person that hands you a completed questionnaire.

Remember that for any vouchers you hand out whilst in the household you must complete a voucher receipt form.

Pens

Your workpack will also contain *Understanding Society* pens which should be given out for adults that complete a full interview (CAPI and paper self-completion) and for any young people who complete a paper youth questionnaire.

7 CAPI Interview

7.1 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 find them by pressing <F9> when you are at a particular question.

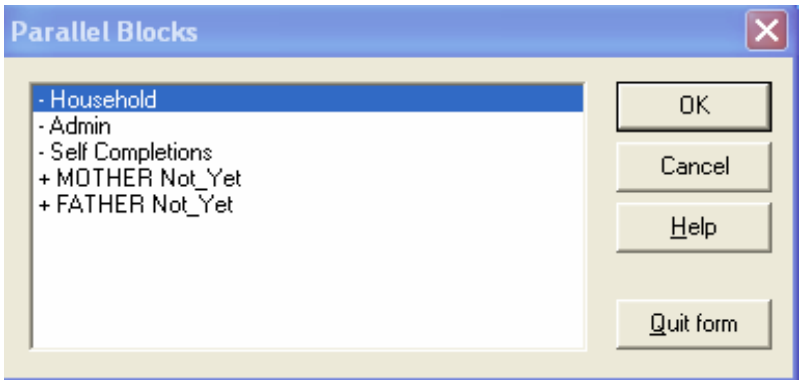
7.2 CAPI Structure

There are several elements to the CAPI questionnaire, which are covered in detail in this section. The CAPI questionnaire is structured within 5 main parallel blocks, these are:

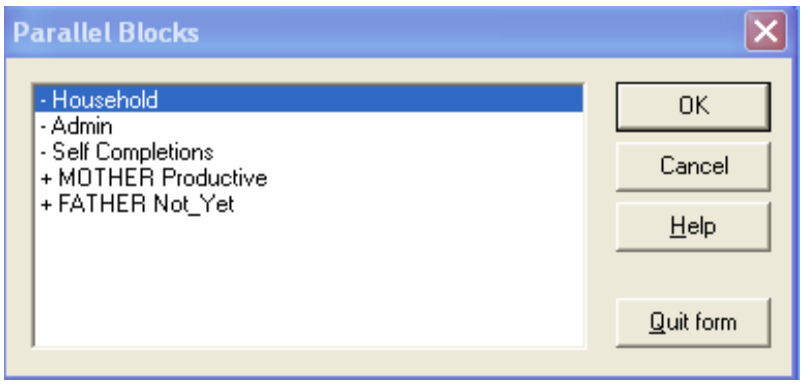
- Household questionnaire;
- Individual questionnaire (one block per adult aged 16+);
- Split households;
- Self-completions (one block covering all adults and children aged 10-15 in household);
- Consent Help; and,
- Admin.

Parallel blocks:

When you access the parallel block screen, you will see that in addition to the household questionnaire (Household), the self-completion block and admin block that there is a block for each eligible adult along with his or her current status.



In the two person household in the example above, no interviewing has been done and MOTHER and FATHER are marked accordingly as Not_Yet. The example below shows how the status for each eligible adult changes as you progress through interviewing a household. In this case, MOTHER has now been interviewed but FATHER has not.



7.3 Household grid and questionnaire

Ideally the household grid and questionnaire would be conducted with either the household reference person (HRP) or their spouse/partner. The HRP will have been established in IP2 (although this may have changed since) and is the person who owns or rents the accommodation. However, the person who completed the household grid last time or any other adult household member can complete the household grid and household questionnaire.

In the household grid the information collected in IP2 (feed forward data) 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.

Checking the feed forward information from IP2 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.

7.4 Individual CAPI interviews

All adults aged 16 and over at the point at which the household is enumerated should complete an individual CAPI interview, which should be **on average** 32.5 minutes.

7.4.1 Main topic areas

The main topic areas covered in the individual questionnaire are:

- Family, relationships, fertility, child-birth history;
- Health, disability and caring;
- Life satisfaction, media and neighbourhood;
- Employment, finance and personal consumption;
- Ethnicity, discrimination, religion, politics, environment;
- Cognitive function; and,
- Beliefs, values and attitudes.

Please see **Appendix A** for information on benefits types that you need to familiarise yourself with.

7.4.2 Individual questionnaire overview

Below is a table which displays the modules included in the *Understanding Society* questionnaire at IP3 and the order in which respondents would receive them. Note that those modules in bold are new for IP3.

Table 7.1 IP3 Questionnaire Modules

Module number	**Module description**	**Who gets asked the questions**
1	HH grid	All
2	HH questionnaire	All
3	Request to Record	All
4	Demographics	All, with some Qs asked from new entrants/never interviewed only
5	Initial conditions	New entrants/never interviewed
6	Own first job	New entrants/never interviewed/not employed or self employed
7	Educational aspirations	Full-time students
8	Family background	New entrant/never interviewed
9	Ethnicity and national identity	New entrant/never interviewed
10	Religion	New entrant/ never interviewed
11	**Local Neighbourhood**	All
12	**Neighbourhood Perceptions**	All
13	**Groups and Organisations**	All
14	Environmental behaviour & Attitudes	Experimental module
15	Life Satisfaction (7-10)	Experimental module
16	General Health	All
17	Height and weight	All
18	**Cognitive Function**	All
19	Disability	All
20	**Health Conditions**	New entrant/ never interviewed
21	Caring	All
22	Partnership History	New entrant/ never interviewed
23	Fertility History	New entrant/ never interviewed
24	Annual Events History	Interviewed at the last wave, with some further routing e.g. questions on pregnancies/fathering children asked of men aged 16-64 and women aged 16-49
25	Current Employment	Those who have a job (either did paid work last week or is away from a job e.g. on maternity leave)
26	Employees	Employees
27	Self Employment	Self employed
28	Job satisfaction	For those with a job/ have worked in the past week
29	Non employment	Unemployed

30	Second jobs	Those with a second job
31	Childcare	Responsible for any child aged under 15 years old
32	Family Networks	All
33	**Family Access**	All
34	Unearned Income and State Benefits	All
35	Household Finances	All
36	Savings	All
37	Personal Pensions	All
38	**Wealth and Debt**	All
39	Politics	All
40	**Political Networks**	All
41	Political Engagement	All
42	**Political Self-efficacy**	All
43	**News and Media**	All
44	General Election	Those interviewed up to 6 months after general election
45	Life Satisfaction (Groups 1-6)	Experimental module
46	Respondent Contact details	All
47	Stable contact details	All
48	Interviewer Observations	All

7.5 Cognitive Function

For IP3, we have introduced some cognitive function tasks within the individual interview and all eligible household members, aged 16+, will be asked if they would like to participate in these tasks. As with the interview proper, participation is not compulsory but when similar tasks have been used on other studies, respondents have found them enjoyable and a good break from answering standard questions.

There are three different tasks that we are implementing on IP3 and they aim to measure memory, verbal fluency and arithmetic. These abilities impact on many aspects of daily life at various stages of the life course – e.g. maintenance of concentration, organisation of actions, ability to understand complex materials.

The following equipment is needed to complete these tasks:

- Cognitive Module - Interviewer recording booklet
- Pencil
- Clipboard (if you need a clipboard please speak to a member of the Understanding Society unit)

7.5.1 Considerations prior to testing

Good testing assumes that the optimal performance of the sample member has been obtained. As a minimum, this means that if a participant normally uses reading glasses or hearing aids, these must be used during testing. It also means that the tests are performed in private i.e. only the interviewer and sample

member should be in the room at the time and that the settings should be as free as possible from interruption or disturbance. At the end of the CAPI module you will be asked to record whether or not these conditions were observed. If there are any circumstances which you feel interfered with test performance, please record this information.

7.5.2 Considerations during testing

The sample members should be given encouragement during the testing, but do not give any specific feedback or assistance beyond what is specified in the instructions. It is important that the encouragement is entirely neutral, e.g.: "Keep going" or "Just keep trying" if you notice that they are starting to struggle. Whilst we request that you probe 'Don't Know' responses at other parts of the questionnaire, 'don't know' is a valid answer for cognitive function tasks and should be recorded **without** any probing.

Please be sure to administer each test exactly as specified. This includes delivering each test instruction precisely as written. Even subtle departures from the written instructions and procedure can influence the sample member's performance. It is crucial that these tests are performed in a standardised way by all interviewers in order that we can compare the performance of different sample members in this study and compare our findings with other studies.

Please note that for timed tasks, precise timing is of crucial importance. When the CAPI tells you to stop a task, please make sure you do so. **Do NOT give extra time to any sample member, under any circumstances.**

As always, try to conduct these tasks with the sample member alone - it is important that they do not have any distractions whilst they are carrying out this module.

7.5.3 Debriefing sample members

Following testing, some sample members may request feedback about their performance. **Specific feedback should not be given.** You can say "Everybody finds it difficult" or "You have done fine" but do not say exactly how well they have performed, and never provide the correct answers.

Sample members should not be encouraged to dwell on their performance in terms of good, average or poor. For example, it is not unusual for people to be concerned about poor memory performance when in fact their scores are quite good. For sample members who need reassurance, it may be helpful to reiterate that the tests are designed to be difficult. In rare cases where the sample member feels genuinely concerned about their performance, they may be advised to discuss their concerns with their general practitioner if they feel inclined to do so.

7.5.4 Description of specific cognitive function tasks

As mentioned earlier, there are three different tasks. These are as follows:

1) Verbal fluency – FAS test

This is a test of how quickly participants can think of words from a particular category, in this case naming as many different things beginning with either a F, A or S as possible within one minute. The CAPI will select which letter category the sample member will be given- please do not give them a letter of your choosing and follow the script on the screen. If the sample member gets stuck, encourage them with "Can you think of any more?"

Sample members are asked to name as many different words as they can think of in one minute. The timing will be controlled by the computer – you will need to press '1' and enter when prompted to start the test. Write the responses on the sheet provided. **It is very important that the flow of the Sample Member is not limited in any way**. If the Sample Member is saying words more rapidly than can be written down in full, switch to a '+' for correct answers or a '-' for incorrect answers . If this is necessary, however, be certain to monitor for repetitions, which do not count towards the total. After one minute has passed, the computer voice will say 'Stop, now'.

You will be asked to enter the total number of different words given by the sample member. Do **not** count repetitions- check for alternative meanings with the sample member at the end of the minute (i.e.: 'For' and 'Four', 'Son' and 'Sun'). If the sample Member says a word which is unfamiliar to you give them the benefit of the doubt and count them as correct.

2) Prospective memory

Sometimes referred to as "remembering to remember", prospective memory concerns memory for future actions. In IP3 we have one prospective memory task. The instruction for this task is given at the beginning of the cognitive function module and involves asking the sample member to write their date of birth at the top left-hand corner of the recording sheet which you will give them attached to a clipboard. Sample members should also use a pencil to complete this task, and you will have spares in your workpacks to give them if necessary. Please make sure that you attach the sheet to the clipboard before handing it over to the sample member.

Note that when you get to this question in the CAPI, please follow the script as written - you are not to remind sample members what they need to write on the top of the sheet. The purpose of the task is to determine whether they have remembered to do this from the instruction you gave them at the beginning of the module.

3) Subtracting Serial Sevens

Historically this task is part of a larger questionnaire test called the Mini Mental State Examination (MMSE) or Folstein Test, and its aim is to assess the concentration and memory abilities of individuals. For this task, sample members will be asked to start at 100 and count downwards in sevens, a total of five times, e.g.: 1st time: 100-7, 2nd time: 100-7-7, 3rd time: 100-7-7-7 and so on.

For each calculation, the sample member has two minutes to answer. If they struggle and are unable to answer then enter 'Don't know' and move onto the next subtraction. If the sample member adds seven instead of subtracting it, you are permitted to repeat the question again. You must not give the sample member any help whilst they are completing this task, but you may give neutral encouragement if necessary.

There are no rules permitting sample members from using a paper and pencil, or any other tools, during this task but you will be required to enter this information into the CAPI. You must also record whether anyone else was present in the room when you were conducting this task.

7.6 Trigram search tool

At CAPI questions which code counties/countries/school locations you will need to search from the extensive list of options available from our look-up files. For this reason we have included a trigram search tool. This tool means that you have only to type the first three letters of the county/country/school and the relevant location is then displayed. By default the search tool is automatically set to "Alpha" (which searches for the first three letters of the county), but this can be changed to "Trigram" (which searches on any occurrence of what is typed).

To make this change:
1) Type any three letters into the look-up
2) A pop-up box of answer options (e.g. UK counties) will appear
3) In the bottom right of the pop up box the "alpha" and "trigram" should be displayed under the heading "key type", "alpha" should be ticked
4) Key "ALT + T" concurrently
5) "Trigram" should now be ticked, and this search option is now enabled. The screen will appear blank
6) Now re-type (e.g. L-O-N, and "Greater London" will appear)

Diagram 7.1: Steps 1-3 for Trigram tool

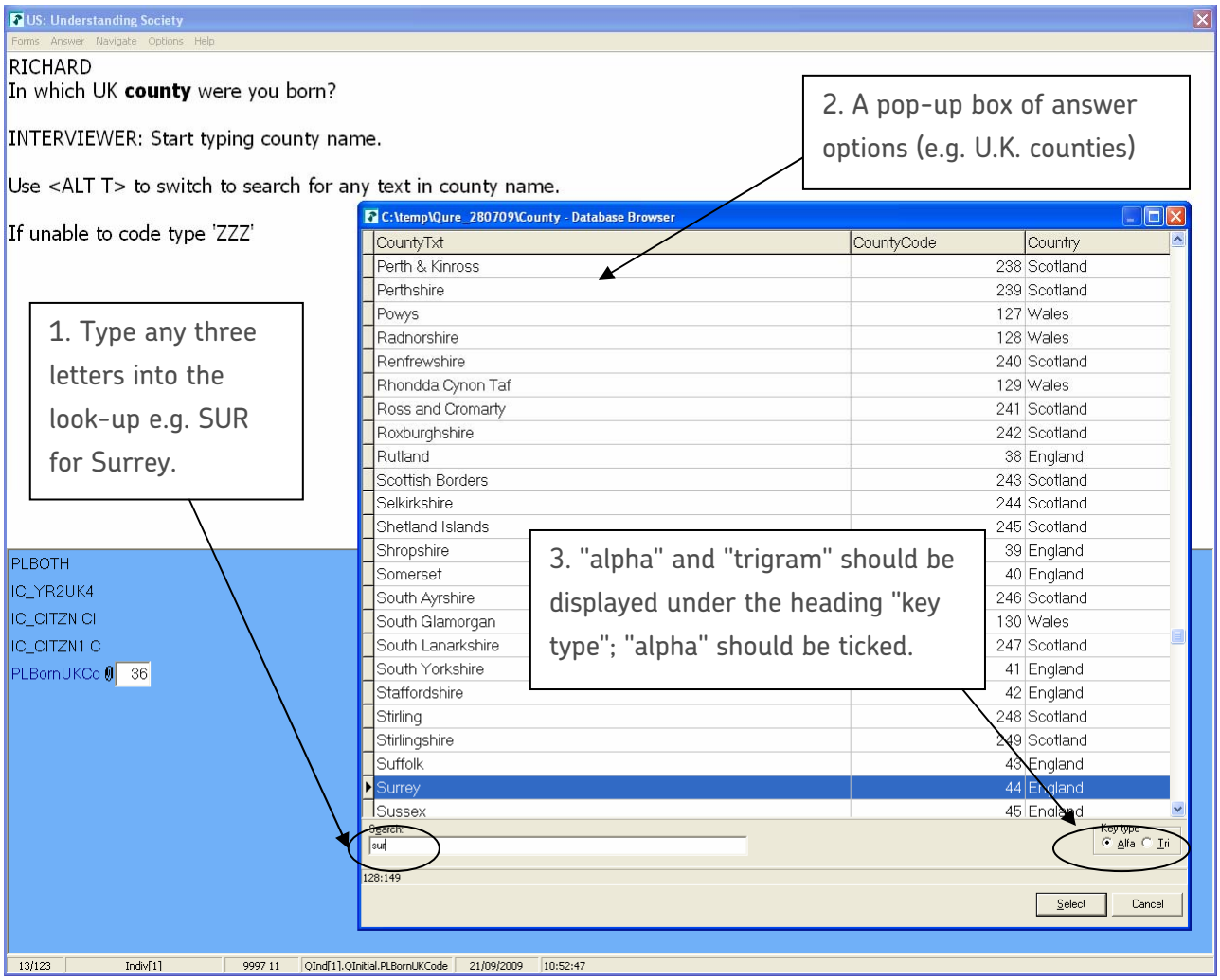


Diagram 7.2: Steps 4+5 for Trigram tool

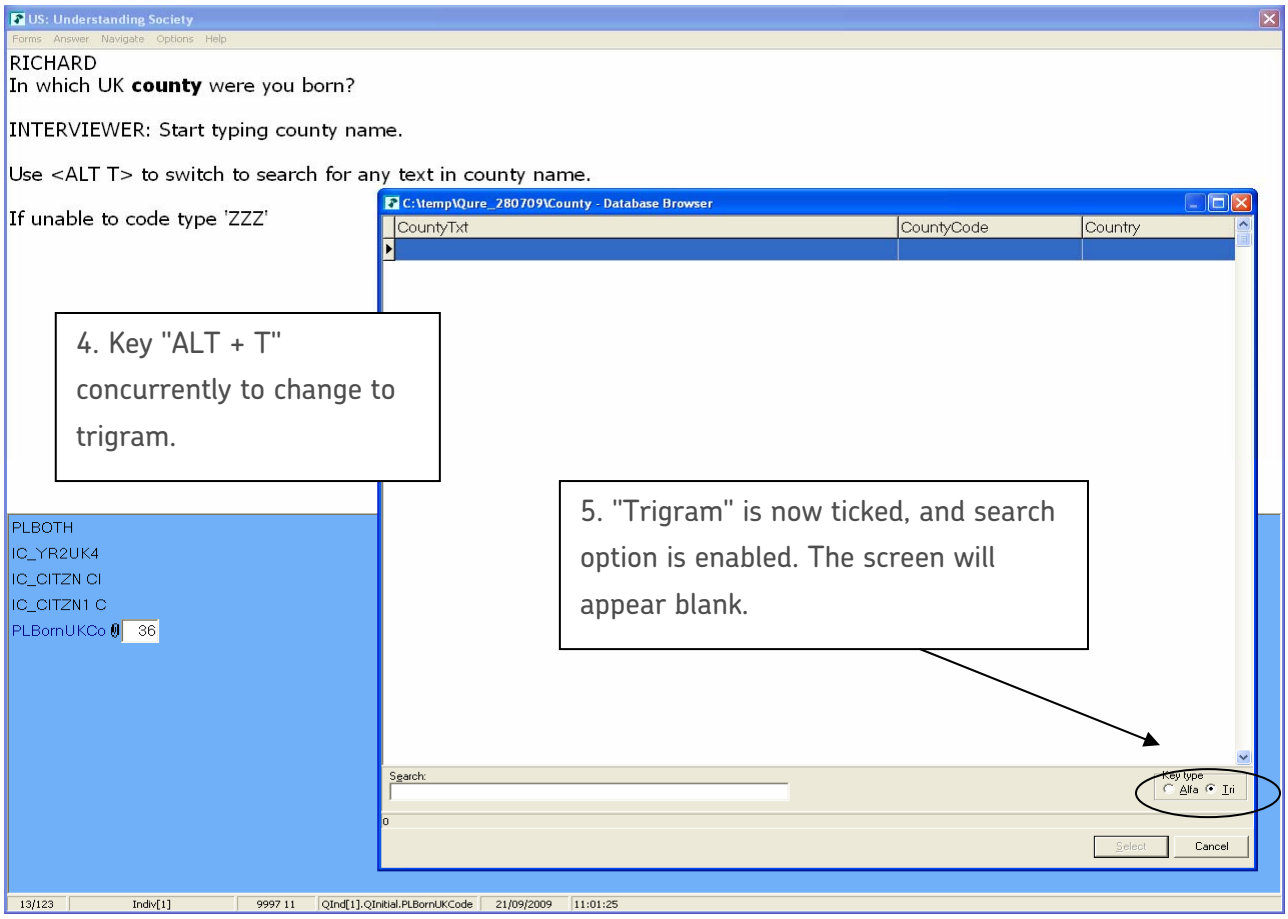
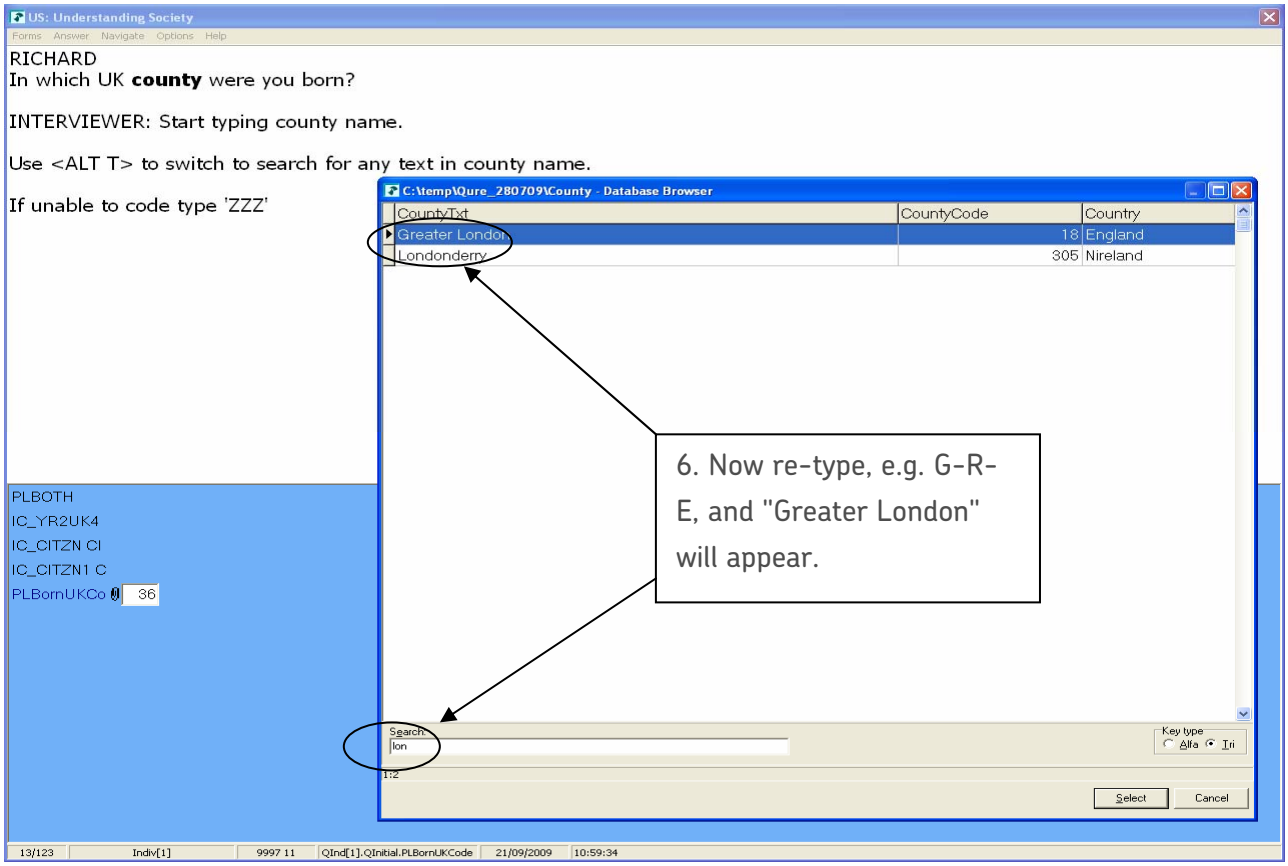


Diagram 7.3: Step 6 for Trigram tool



This "trigram" function will then be enabled for all similar questions such as those which concern country of birth. N.B. - If a respondent was born within Greater London the most efficient way of coding this response is to type G-R-E and "Greater London" will appear.

7.7 Showcard experiment

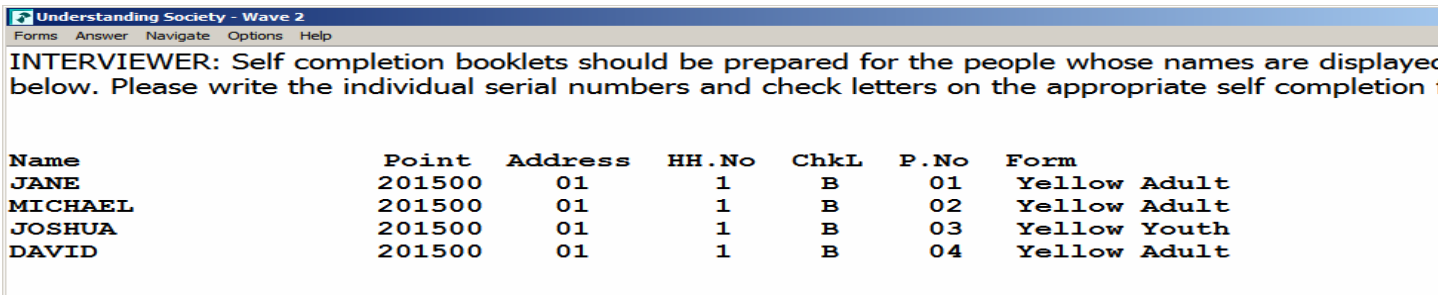
As mentioned in section 2, as part of IP3, we are running a showcard experiment. The aim is to test whether using or not using showcards gives the best comparability to telephone interviews (where no showcards can be used).

Showcard versus no showcard treatments have been allocated at point level so you will either by using a showcard booklet with your household or not have a showcard booklet depending on which treatment group those household is in. You will find this information on the ARF household label. **Furthermore, in either situation please follow the interviewer instructions presented within the CAPI.**

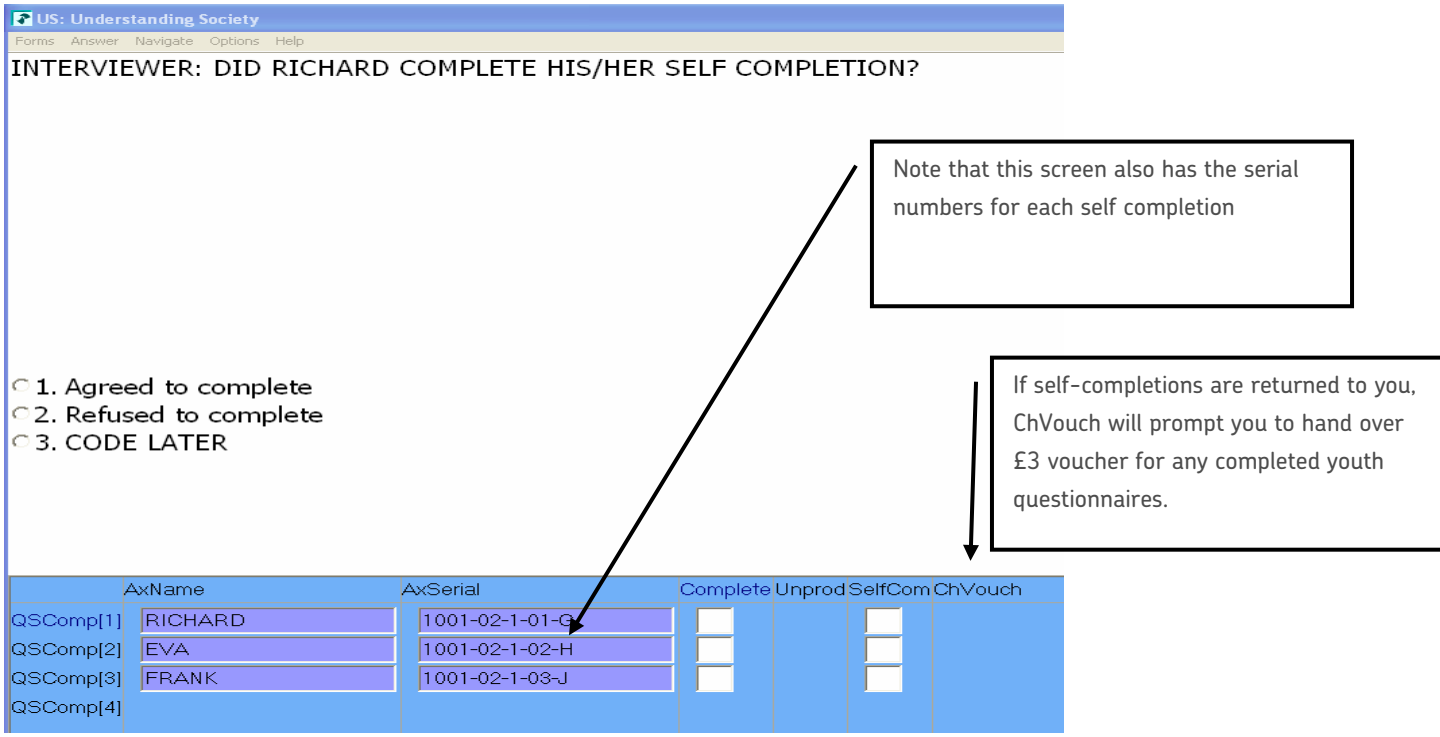
7.8 Self-completion questionnaires

Self-completions are recorded in a separate parallel block. This is to give the flexibility to be able to record the outcome of a self-completion or to administer a self-completion questionnaire to an adult or young person while you are interviewing another household member.

The first screen in the self-completion parallel block lists the serial numbers for all household members eligible to complete a paper self-completion questionnaire. You will need to transfer this information onto the front of the paper questionnaire and hand this to the appropriate household member. You will need to transfer the household serial number, person number and person check letter onto the front of the self-completion. Note - always copy this information from the CAPI (see below)



When you know the outcome of the self-completion, you should record this in the parallel block. If the sample member refuses to complete the questionnaire you will need to assign an unproductive outcome code, and reason for refusal. You have the option of saying you will 'code later' if you decide to administer the self completion to Person Y before Person X. You will also be asked to indicate whether a sample member completed their questionnaire at the end of their individual interview.



Remember that all self-completions are returned to Poole and not to Brentwood- use the Poole addressed envelopes (see section 6).

7.9 Unproductive and proxy interviews

At the beginning of the individual questionnaire is a question IFirstQ 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 reason 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. In all co-operating households proxy interviews should always be attempted unless the respondent explicitly refuses to have any information about them collected.

7.10 Admin block

You will not be able to complete the admin block unless you have an outcome code for each eligible individual. Ideally you should ensure that all are productive. If they do not appear as productive but you believe that you have completed the interview, re-enter the individual parallel block, press <End> and check whether there are any final questions that need to be completed. If the interview is partial you will see some warnings which encourage you to complete the interview but you will be able to continue by suppressing any checks, nevertheless. If it is not possible to complete a full interview then you can ensure you have an outcome code for each individual by going into each individual's block and recording an unproductive outcome.

Remember that if you have traced the household, then you need to make sure all your tracing attempts and follow up addresses are recorded in the admin block. This ensures that we have a complete record of the efforts you went to, and we can calculate the correct fees.

7.11 Interviewer notes

As this is a longitudinal survey there is a question in the admin block for recording interviewer notes about contacting the household. As the household will be re-visited at a later sweep of the survey this information will be fed back to the interviewer who visits the household at this time (which may well be you), and so it is **essential** that you record as much information as you would find useful for any future visit. This could include things such as good times of day to call round, the best method of contacting or information about the address location. Remember to include appropriate information. For example, it is helpful to say 'the respondent expressed a strong dissatisfaction with the length of the interview' but it is not acceptable (or helpful) to say 'nasty lady'.

8 Appreciating cultural diversity

Please follow the usual Natcen guidelines. For more information, consult your Interviewer Handbook.

9 Briefing pack and workpack contents

Document	Format	Briefing	Workpack
Advance letters A1-C3	A4 letterhead	0	No. per point
Generic advance letter- encapsulated	A4 Letterhead	1	0
Generic advance letter	A4 letterhead	0	5
Generic survey leaflet	Card	1	3
ARF A & SIS – issued household	A4 Yellow	1	No. in point
ARF B – split household(s)	A4 Green	1	6
ARF C – not eligible for interview	A4 Cream	1	3
Adult self-completion (briefing version)	A4 Black & White	1	0
Adult self-completion	A4 Colour	0	15
Youth self-completion (briefing version)	A4 Black & White	1	0
Youth self-completion	A5 Colour	0	7
Privacy envelope for self-completion – blank	A4	1	10
Poole pre-franked envelopes for self-completions	C4	1	15
Tracing letter	A4 letterhead	1	5
Stable contact letter	A4 letterhead	1	5
Freepost envelope for tracing/ stable contact letter	DL	1	7
Queen's Head envelope	DL	1	7
CAPI project instructions	A4	1	0
Pen		0	15
Change of address cards	White Card	1	5
Free post envelope for change of address cards	C4	1	5
Appointment card	A5 White card	1	10
Showcards	A5 White card	1	You will only receive showcards if you have been allocated to the showcard experimental group
Microphone		0	1
Voucher receipt form (spares)	A5White	0	5
Incentives- £5	Gift voucher	0	5
Incentives- £1 x 3	Gift voucher	0	9
Interviewer recording booklet (cognitive function)	A4 White	1	15
Participants Update 2	A5 Leaflet	1	0

10 Admin and return of work

10.1 Contact information if you have any further queries

The *Understanding Society* Unit in Brentwood are responsible for this survey. The unit is led by Shelli Murray. Please contact the Unit on 01277 690000 if you have any queries or are having any difficulties.

10.2 Return of work

10.2.1 Self-completions

Where a paper self-completion questionnaire has been completed it should be sent directly to MCL in Poole for scanning using the envelopes provided.

10.2.2 ARFs

After you are sure that you have transferred all the necessary information into the CAPI admin block, please shred the entire ARF document. This is especially important for cases where you have had to undertake tracing activities.

Remember, do not sign off the case if you intend to return to a household.

10.2.3 Transmission

Please remember to transmit frequently, even if you have not fully completed cases. It is recommended that you transmit **in line with the coverage targets (please see section XX).**

10.2.4 Returning unused documents

All unused branded materials should be returned to the *Understanding Society* Unit at the end of the fieldwork period. **These documents will be used again for IP3 re-issues.** Table XX below details the documents which should be returned.

Table 10.1 Documents to return

Pen
Adult self-completion
Youth self-completion
Privacy envelope for self-completion – blank
Poole pre-franked envelopes for self-completion
Change of address cards
Free post envelope for change of address card
Appointment card

Appendix A Benefits Module Details

List of benefits that appear in Benefits Module with explanations:

BenPen **NI Retirement Pension**	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. If the wife is aged under 60 she will not be receiving a state pension in her own right. Therefore any NI pension income is solely the husband's. 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.
BenPen **Occupational Pensions from previous employers**	Include all employer's pensions not just retirement pensions. Include pensions paid before retirement (i.e., a respondent may still be working for an employer but has become entitled to receive payments) and pensions paid for early retirement.
BenPen **Pension from a spouse's previous employer**	Women may also be receiving an occupational pension in respect of a deceased spouse: these should be recorded as 03. Check that any amount recorded is net of tax and other deductions. Do not include pensions from a Trade Union or Friendly Society unless the pension is received as a direct result of the respondent's employment by them.
BenPen **Widow's Pension/War Widow's Pension/ Widowed Mother's Allowance /Widowed Parent's Allowance / Bereavement Allowance**	Do <u>not</u> include Widow's Benefit, Widow's Payment, or Bereavement Payment as these are single lump sum payments.
Pension Credit	This is a means tested benefit paid to pensioners. They will not receive it unless they have applied for it and qualification is dependent on income and assets. Pension Credit has been paid since October 2004. There are two main elements. 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 age 65 and over and aims to reward those who have made provision for their retirement over and above the state pension.
BenDis/BenAl **Employment and Support Allowance**	This is a new means tested benefit that will be replacing 'Incapacity Benefit' and 'Income Support (paid on incapacity grounds)' from the 27th October 2008. Anyone receiving Incapacity Benefit or Income Support (paid on incapacity grounds) at the change-over date will continue to receive those benefits, so long as they continue to satisfy the entitlement conditions. Respondents may also receive income-related Employment and Support Allowance if they require additional financial support for specific reasons, for example, because of housing costs or as a result of disability or caring responsibilities.
BenDis/BenAl **Severe Disablement Allowance**	Is for people of working age who have not been able to work for at least 28 weeks but who cannot get Incapacity Benefit. Married women unable to perform household work may also receive it.
BenDis/BenAl **Industrial Injury Disablement Allowance**	Is a variable amount paid to someone disabled through either a work accident or an industrial disease.

BenDis/BenAl **Disability Living Allowance/ Care Component**	Since April 1992 this 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 or over will continue to receive Attendance Allowances. 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 recorded on person's own questionnaire.
BenDis/BenAl **Disability Living Allowance Mobility Component**	Paid for those unable, or virtually unable, to walk as a component of Disability Living Allowance. This benefit replaced Mobility Allowance.
(BenDis/BenAl) **Attendance Allowance**	Paid to people who need high levels of care because of severe disability. Include Constant Attendance Allowance. If paid for a child under 16 include as mother's income, or if there is no mother then father/guardian.
BenDis/BenAl **Carer's Allowance**	Weekly paid benefit for people of working age who give up working to look after someone receiving Attendance Allowance. This was formerly known as the Invalid Care Allowance.
BenDis/BenAl **War Disability Pension**	Payable to members of the armed forces disabled in the 1914-18 war or after 2nd September 1939. Merchant seamen and 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/BenAl **Incapacity Benefit**	This was introduced in April 1995. It replaced NI Sickness Benefit and Invalidity Benefit which officially do not exist any more. If a respondent reports receiving NI Sickness Benefit and/or Invalidity Benefit, code as Incapacity Benefit and record total amount received in grid.
BenSup/NFE/Btype **Income Support**	Income Support replaced Supplementary Benefit (sometimes called Social Security Benefit). 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. Income Support is often paid along with other benefits 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. Any maintenance payments from a former or separated spouse or for child support which are paid through the DWP or other government agencies, should not be included as Income Support or any other benefit.
BenSup/NFE/ BenUnemp **Jobseeker's Allowance**	This replaced Unemployment Benefit in October 1996. Those receiving JSA are capable of work and available for work and actively seeking work and have a current jobseeker's agreement with the Employment Service. Full-time students, those on temporary release from prison and those receiving maternity allowance or statutory maternity pay are not eligible for JSA. There are two types of JSA - Contribution-based and Income-based. The Contribution-based component is paid in the first 26 weeks of unemployment if enough NI contributions have been paid. The Income-based component is a means-tested benefit (paid after 26 weeks for those who qualify for Contribution-based and pass the means-test).
BenSup **Return to Work Credit**	This is a payment for people starting work of at least 16 hours a week and earning no more than £15,000 per year. Recipients will have been receiving an incapacity benefit (including statutory sick pay) for 13 weeks immediately prior to starting work. It is payable for up to 52 weeks.

BenSup/NFF/Btype **Child Benefit**	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. This should still be recorded as the mother's income. **Child Benefit (Lone Parent)** was withdrawn in July 1998 however single parents responsible for children continuously since July 1998 may continue to receive this.
BenSup/BenTax/ BenCTC **Child Tax Credit**	Introduced in April 2003 this is paid to those with at least one dependent child. Child Tax Credit 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.
BenSup/BenTax **Working Tax Credit**	This replaced Working Families Tax Credit and the 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 JSA or income support for those not working. 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. Please note: Where a married or cohabiting couple are receiving WTC, they apply for the tax credit jointly but cannot be receiving it jointly. They will have had to say which couple member was to receive the benefit or tax credit.
BenSup/BenTax **Disabled Person's Tax Credit**	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.
BenSup/BenFam **Maternity Allowance**	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.
BenSup/NFG/BenHou **Council Tax Housing Benefit /Rent Rebate**	Is benefit paid to help with housing costs, either by the DWP or the Local Authority. Include here only if it is paid direct to the respondent. Where Housing Benefit is either deducted from the rent (council tenants) or paid direct to the landlord, details should be recorded in the Household Questionnaire.
BenSup/BenTax/ BenHou **Council Tax Benefit**	As with Housing Benefit, Council Tax Benefit is usually credited to the council directly, so the benefit would show on a reduced tax bill. People on income support, however, will claim council tax benefit along with their housing benefit claim form. Obtain amount deducted and period covered. Do not include students who pay a reduced charge. If respondent is unable to give details of benefit received write details of amount he or she actually pays in a note, the amount deducted from the full charge (and the amount of that benefit) can then be calculated.
BenSup **Other State Benefits, Allowance or Credi**t	List each separately and record full details. Include such things as 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. Include also Enterprise Allowance and YTS, ET and New Deal Allowances. If any Transitional Payments are received it is important to record which benefit it replaces or tops up. Do not include: Payments from the Social Fund (these are loans) or other one-off payments from either DWP or local authority social services.
BenPay/BenSta **Educational Grants**	Include all grants or scholarships paid in respect of education or training (but not YTS or ET Allowances which should be recorded as Other). 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. Do not include Student Loans taken out by the respondent to cover their living expenses or fees. Do not include Top-Up Fee Bursaries as these are a type of interest free loan to be paid-back upon completion of a degree.

	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. 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 at (d) as Other. Do not include one-off payments for specific items such as extra travelling expenses, visits or equipment or individual prizes.
BenPay/BenSta **Trade Unions/ Friendly Societies**	Include all payments from such bodies here with the exception of Educational Grants and Sickness or Accident Insurance. Include Strike Pay.
BenPay/BenFam/BenSta **Maintenance/Alimony**	Note that men and non-married women can receive such payments. 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. 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.
BenPay/BenFam/BenSta **Regular payment from family members not living here**	E.g., payment from a spouse working and living away from home,regular payments to parents from children outside the household (but not payments for 'keep' from those living there) and payments from parents to students etc, provided they are not members of the same household. 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'.
BenPay/Ben/Sta **Rent from boarders or lodgers**	Rent from accommodation let at respondent's address. However, do not include payments from boarders or lodgers who are part of the immediate family of the respondent. Do not include payments for keep from family members or rent from property outside the respondent's accommodation.
BenPay/BenFam **Foster Allowance / Guardian Allowance**	Any foster carer who is looking after a child may receive a "Foster Allowance" or "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. A "Guardian Allowance" is a tax fee payment to individuals bringing up a child whose biological or adoptive parents have died or is otherwise unavailable for their rule (e.g., in prison, or detained in hospital). Recipients of Guardian Allowance must also receive Child Benefit.
BenFam **In-Work Credit for Lone Parents**	This credit will be 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 enter work of at least 16 hours a week.
BenPay/BenSta/BenDis **Sickness Accident Insuranc**e	Include any payments to compensate for lost wages during time off work through sickness (but not one-off payments to meet specific expenses such as medical fees or the cost of glasses or false teeth etc).
BenPay/BenSta **Other Regular payment**	Specify type of income and source. Exclude any payments from investments, stocks and shares, bonds and other interest payments (e.g., building society and bank savings accounts).

Appendix B Practice Serial Numbers

We will supply the practice serials and scenarios as a handout at the briefing. Please note that you should run through these serials before going into the field so you are confident in dealing with these situations should you come across them in the field.

Appendix C Copies of advance letters

A1- Interviewed at IP2, £5 incentive

Last year you kindly agreed to be interviewed for *Understanding Society*, a study conducted by researchers at the University of Essex. You may remember we sent you a short report of some of the findings a few weeks ago. As the study is concerned with how people's lives change over time, we would very much like to interview you again.

Understanding Society covers important subjects such as our health, our opinions, our families and our work. The findings from *Understanding Society* will help us build up a detailed picture about the lives, experiences, behaviours and beliefs of people across the UK in the 21st century and provide an important understanding of diversity within the population. It will help us understand the long term effects of social and economic change in the UK and assist in future decision-making.

Your help in the past was very much appreciated and we would like you and your household to take part in the next stage of the study, which is being carried out by NatCen. An interviewer will be in touch with you to arrange a convenient time for an interview.

As a token of our thanks, your £5 gift voucher for this year's interview is enclosed.

If your household's contact details have changed please let us know by calling Freephone **0800 252 853** or emailing **contact@understandingsociety.org.uk.** For more information on the survey visit **www.understandingsociety.org.uk/participants**

Your participation is completely voluntary but we hope you will find the time to help again with this important study and that you enjoy taking part.

Yours,

…….. ……

Your interviewer Nick Buck

Understanding Society **Director, *Understanding Society***

This study is being conducted in accordance with the Data Protection Act. This means your personal details will be kept strictly confidential and you and your household will not be identifiable from the data.

A2- Interviewed at IP2, £10 incentive

Last year you kindly agreed to be interviewed for *Understanding Society*, a study conducted by researchers at the University of Essex. You may remember we sent you a short report of some of the findings a few weeks ago. As the study is concerned with how people's lives change over time, we would very much like to interview you again.

Understanding Society covers important subjects such as our health, our opinions, our families and our work. The findings from *Understanding Society* will help us build up a detailed picture about the lives, experiences, behaviours and beliefs of people across the UK in the 21st century and provide an important understanding of diversity within the population. It will help us understand the long term effects of social and economic change in the UK and assist in future decision-making.

Your help in the past was very much appreciated and we would like you and your household to take part in the next stage of the study, which is being carried out by NatCen. An interviewer will be in touch with you to arrange a convenient time for an interview.

As a token of our thanks, your £10 gift voucher for this year's interview is enclosed.

If your household's contact details have changed please let us know by calling Freephone **0800 252 853** or emailing **contact@understandingsociety.org.uk.** For more information on the survey visit **www.understandingsociety.org.uk/participants**

Your participation is completely voluntary but we hope you will find the time to help again with this important study and that you enjoy taking part.

Yours,

…….

Your interviewer

Understanding Society

……

Nick Buck

Director, *Understanding Society*

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A3- Interviewed at IP2, £5 rising to £10 incentive

Last year you kindly agreed to be interviewed for *Understanding Society*, a study conducted by researchers at the University of Essex. You may remember we sent you a short report of some of the findings a few weeks ago. As the study is concerned with how people's lives change over time, we would very much like to interview you again.

Understanding Society covers important subjects such as our health, our opinions, our families and our work. The findings from *Understanding Society* will help us build up a detailed picture about the lives, experiences, behaviours and beliefs of people across the UK in the 21st century and provide an important understanding of diversity within the population. It will help us understand the long term effects of social and economic change in the UK and assist in future decision-making.

Your help in the past was very much appreciated and we would like you and your household to take part in the next stage of the study, which is being carried out by NatCen. An interviewer will be in touch with you to arrange a convenient time for an interview.

As a token of our thanks, your £5 gift voucher for this year's interview is enclosed and if all members of your household participate this will be increased to £10.

If your household's contact details have changed please let us know by calling Freephone **0800 252 853** or emailing **contact@understandingsociety.org.uk.** For more information on the survey visit **www.understandingsociety.org.uk/participants**

Your participation is completely voluntary but we hope you will find the time to help again with this important study and that you enjoy taking part.

Yours,

…… ……

Your interviewer Nick Buck

Understanding Society **Director, *Understanding Society***

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B1- Rising 16, £5 incentive

Last year members of your household kindly agreed to be interviewed for *Understanding Society*, a study conducted by researchers at the University of Essex and you may have completed a short questionnaire for the study. The study is concerned with how people's lives change over time and we would very much like to interview you this year. It is particularly important to follow the movement of young people from school and into college, university or paid work so we do hope you will take part.

Understanding Society covers important subjects such as our health, our opinions, our families and our work. The findings from *Understanding Society* will help us build up a detailed picture about the lives, experiences, behaviours and beliefs of people across the UK in the 21st century and provide an important understanding of diversity within the population. It will help us understand the long term effects of social and economic change in the UK and assist in future decision-making.

Your household's help in the past was very much appreciated and we would like you and your household to take part in the next stage of the study, which is being carried out by NatCen. An interviewer will be in touch with you to arrange a convenient time for an interview.

As a token of our thanks, your £5 gift voucher for this year's interview is enclosed.

If your household's contact details have changed please let us know by calling Freephone **0800 252 853** or emailing **contact@understandingsociety.org.uk.** For more information on the survey visit **www.understandingsociety.org.uk/participants**

Your participation is completely voluntary but we hope you will find the time to help us with this important study and that you enjoy taking part.

Yours,

…… ……

Your interviewer Nick Buck

Understanding Society **Director, *Understanding Society***

This study is being conducted in accordance with the Data Protection Act. This means your personal details will be kept strictly confidential and you and your household will not be identifiable from the data.

B2- Rising 16, £10 incentive

Last year members of your household kindly agreed to be interviewed for *Understanding Society*, a study conducted by researchers at the University of Essex and you may have completed a short questionnaire for the study. The study is concerned with how people's lives change over time and we would very much like to interview you this year. It is particularly important to follow the movement of young people from school and into college, university or paid work so we do hope you will take part.

Understanding Society covers important subjects such as our health, our opinions, our families and our work. The findings from *Understanding Society* will help us build up a detailed picture about the lives, experiences, behaviours and beliefs of people across the UK in the 21st century and provide an important understanding of diversity within the population. It will help us understand the long term effects of social and economic change in the UK and assist in future decision-making.

Your household's help in the past was very much appreciated and we would like you and your household to take part in the next stage of the study, which is being carried out by NatCen. An interviewer will be in touch with you to arrange a convenient time for an interview.

As a token of our thanks, your £10 gift voucher for this year's interview is enclosed.

If your household's contact details have changed please let us know by calling Freephone **0800 252 853** or emailing **contact@understandingsociety.org.uk.** For more information on the survey visit **www.understandingsociety.org.uk/participants**

Your participation is completely voluntary but we hope you will find the time to help us with this important study and that you enjoy taking part.

Yours,

…….. ……

Your interviewer Nick Buck

Understanding Society **Director, *Understanding Society***

This study is being conducted in accordance with the Data Protection Act. This means your personal details will be kept strictly confidential and you and your household will not be identifiable from the data.

B3- Rising 16, £5 rising to £10

Last year members of your household kindly agreed to be interviewed for *Understanding Society*, a study conducted by researchers at the University of Essex and you may have completed a short questionnaire for the study. The study is concerned with how people's lives change over time and we would very much like to interview you this year. It is particularly important to follow the movement of young people from school and into college, university or paid work so we do hope you will take part.

Understanding Society covers important subjects such as our health, our opinions, our families and our work. The findings from *Understanding Society* will help us build up a detailed picture about the lives, experiences, behaviours and beliefs of people across the UK in the 21st century and provide an important understanding of diversity within the population. It will help us understand the long term effects of social and economic change in the UK and assist in future decision-making.

Your household's help in the past was very much appreciated and we would like you and your household to take part in the next stage of the study, which is being carried out by NatCen. An interviewer will be in touch with you to arrange a convenient time for an interview that should last around half an hour.

As a token of our thanks, your £5 gift voucher for this year's interview is enclosed and if all members of your household participate this will be increased to £10.

If your household's contact details have changed please let us know by calling Freephone **0800 252 853** or emailing **contact@understandingsociety.org.uk.** For more information on the survey visit **www.understandingsociety.org.uk/participants**

Your participation is completely voluntary but we hope you will find the time to help us with this important study and that you enjoy taking part.

Yours,

…… ……

Your interviewer Nick Buck

Understanding Society **Director, *Understanding Society***

This study is being conducted in accordance with the Data Protection Act. This means your personal details will be kept strictly confidential and you and your household will not be identifiable from the data.

C1- Not interviewed at IP2, £5 incentive

Last year members of your household kindly agreed to be interviewed for *Understanding Society*, a study conducted by researchers at the University of Essex but you were unable to take part. The study is concerned with how households change over time which makes it important to get a complete picture. So we would very much like to interview you this year.

Understanding Society covers important subjects such as our health, our opinions, our families and our work. The findings from *Understanding Society* will help us build up a detailed picture about the lives, experiences, behaviours and beliefs of people across the UK in the 21st century and provide an important understanding of diversity within the population. It will help us understand the long term effects of social and economic change in the UK and assist in future decision-making.

Your household's help in the past was very much appreciated and we would like you and your household to take part in the next stage of the study, which is being carried out by NatCen. An interviewer will be in touch with you to arrange a convenient time for an interview.

As a token of our thanks, your £5 gift voucher for this year's interview is enclosed.

If your household's contact details have changed please let us know by calling Freephone **0800 252 853** or emailing **contact@understandingsociety.org.uk.** For more information on the survey visit **www.understandingsociety.org.uk/participants**

Your participation is completely voluntary but we hope you will find the time to help us with this important study and that you enjoy taking part.

Yours,

…….
Your interviewer
Understanding Society

……
Nick Buck
Director, *Understanding Society*

This study is being conducted in accordance with the Data Protection Act. This means your personal details will be kept strictly confidential and you and your household will not be identifiable from the data.

C2- Not interviewed at IP2, £10 incentive

Last year members of your household kindly agreed to be interviewed for *Understanding Society*, a study conducted by researchers at the University of Essex but you were unable to take part. The study is concerned with how households change over time which makes it important to get a complete picture. So we would very much like to interview you this year.

Understanding Society covers important subjects such as our health, our opinions, our families and our work. The findings from *Understanding Society* will help us build up a detailed picture about the lives, experiences, behaviours and beliefs of people across the UK in the 21st century and provide an important understanding of diversity within the population. It will help us understand the long term effects of social and economic change in the UK and assist in future decision-making.

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As a token of our thanks, your £10 gift voucher for this year's interview is enclosed.

If your household's contact details have changed please let us know by calling Freephone **0800 252 853** or emailing **contact@understandingsociety.org.uk.** For more information on the survey visit **www.understandingsociety.org.uk/participants**

Your participation is completely voluntary but we hope you will find the time to help us with this important study and that you enjoy taking part.

Yours,

…… ……

Your interviewer Nick Buck

Understanding Society **Director, *Understanding Society***

This study is being conducted in accordance with the Data Protection Act. This means your personal details will be kept strictly confidential and you and your household will not be identifiable from the data.

P3025 Understanding Society

Wave 4

SHOWCARDS

SHOWCARD SUMMARY

100: A

110: A – K

200: A – B

209: A – B

218: A – B

221: A – B

250: A – C

253: A – B

302: A –D

362: A

365: A

409: A – J

456: A – C

459: A – B

462: A – F

465: A

471: A – F

474: A

477: A

483: A

500: A - D

553: A – G

571: A – D

600: A – C

609: A – D

610: A

615: A

840: A – B

950: A – F

SHOWCARD 100 - A

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

SHOWCARD 110 - A

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)
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 110 - C

England

1. Band A up to £40,000

2. Band B £40,001 - £52,000

3. Band C £52,001 - £68,000

4. Band D £68,001 - £88,000

5. Band E £88,001 - £120,000

6. Band F £120,001 - £160,000

7. Band G £160,001 - £320,000

8. Band H £320,001 +

9. Household accommodation not valued separately / included in rent

SHOWCARD 110 - D

Wales

1. Band A up to £30,000

2. Band B £30,001 - £39,000

3. Band C £39,001 - £51,000

4. Band D £51,001 - £66,000

5. Band E £66,001 - £90,000

6. Band F £90,001 - £120,000

7. Band G £120,001- £240,000

8. Band H £240,001+

9. Household accommodation not valued separately / included in rent

SHOWCARD 110 - E

Scotland

1. Band A up to £27,000

2. Band B £27,001 - £35,000

3. Band C £35,001 - £45,000

4. Band D £45,001 - £58,000

5. Band E £58,001 - £80,000

6. Band F £80,001 - £106,000

7. Band G £106,001 - £212,000

8. Band H £212,001+

9. Household accommodation not valued separately / included in rent

SHOWCARD 110 - F

1. Colour television
2. Video recorder/DVD player
3. Satellite dish / Sky TV
4. Cable TV
5. Deep freeze or fridge freezer (EXCLUDE fridge only)
6. Washing machine
7. Tumble drier
8. Dishwasher
9. Microwave oven
10. Home computer/PC (NOT games console)
11. Compact disc player (INCLUDE if part of a sound system)
12. Landline telephone
13. Mobile telephone (anyone in household)

96. None of above

SHOWCARD 110 - G

1. I/We have this

2. I/We would like to have this but cannot afford this at the moment

3. I/We do not want/need this at the moment

4. Does not apply

SHOWCARD 110 - H

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 110 - I

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 this at the moment

4. Does not apply

SHOWCARD 110 - J

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 this at the moment

4. Does not apply/Child(ren) at primary school

SHOWCARD 110 - K

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 this at the moment

4. Does not apply/Child(ren) not at school

SHOWCARD 200 - A

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 family worker in business

97. Doing something else

SHOWCARD 200 - B

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 209 - A

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

SHOWCARD 209 - B

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 & 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, SCOTBEC
15. Other vocational, technical or professional qualification

96. None of the above

SHOWCARD 218 - A

1. Get a full-time job

2. Stay at school and do A Levels/Highers

3. Get a job and study

4. Get an apprenticeship

5. Do some other type of training

97. Do something else

SHOWCARD 218 - B

1. Very important

2. Important

3. Not very important

4. Not at all important

SHOWCARD 221 - A

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

YA_ocimpa, YA_ocimpb, YA_ocimpe,
YA_ocimpf, YA_ocimpi, YA_ocimpk, YA_ocimpl

SHOWCARD 221 - B

0% No chance will happen	100% Totally likely to happen

SHOWCARD 250 - A

1. He did not go to school at all
2. He left school with no qualifications or certificates
3. He left school with some qualifications or certificates
4. He gained further qualifications or certificates after leaving school (e.g. an apprenticeship, nursing or teaching qualification, City and Guilds certificates)
5. He gained a university degree or higher degree

97. Other

98. Don’t know

SHOWCARD 250 - B

1. She did not go to school at all
2. She left school with no qualifications or certificates
3. She left school with some qualifications or certificates
4. She gained further qualifications or certificates after leaving school (e.g. an apprenticeship, nursing or teaching qualification, City and Guilds certificates)
5. She gained a university degree or higher degree

97. Other

98. Don’t know

SHOWCARD 250 - C

1. Biological mother and father

2. Adoptive mother and father

3. Mother and stepfather

4. Father and stepmother

5. Mother/no father figure

6. Father/no mother figure

7. In Local Authority care/foster home

97. Other

SHOWCARD 253 - A

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

SHOWCARD 253 - B

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 302 - A

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

SHOWCARD 302 - B

1. Agree

2. Neither agree nor disagree

3. Disagree

SHOWCARD 302 - C

1. Somewhat agree

2. Strongly agree

SHOWCARD 302 - D

1. Somewhat disagree

2. Strongly disagree

SHOWCARD 362 - A

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)

97. Other health problem or disability

96. None of these

SHOWCARD 365 - A

1. Asthma
2. Arthritis
3. Congestive heart failure
4. Coronary heart disease
5. Angina
6. Heart attack or myocardial infarction
7. Stroke
8. Emphysema
9. Hyperthyroidism or an over-active thyroid
10. Hypothyroidism or an under-active thyroid
11. Chronic bronchitis
12. Any kind of liver condition
13. Cancer or malignancy
14. Diabetes
15. Epilepsy
16. High blood pressure
17. Clinical depression
96. None of these

SHOWCARD 409 - A

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 409 - B

1. Live birth - normal delivery

2. Live birth - caesarean

3. Not live birth

4. Current pregnancy

SHOWCARD 409 - C

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

SHOWCARD 409 - D

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 409 - E

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

SHOWCARD 409 - F

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 409 - G

1. Not true

2. Somewhat true

3. Certainly true

SHOWCARD 409 - I

1. Asthma
2. Arthritis
3. Congestive heart failure
4. Coronary heart disease
5. Angina
6. Heart attack or myocardial infarction
7. Stroke
8. Emphysema
9. Hyperthyroidism or an over-active thyroid
10. Hypothyroidism or an under-active thyroid
11. Chronic bronchitis
12. Any kind of liver condition
13. Cancer or malignancy
14. Diabetes
15. Epilepsy
16. High blood pressure
17. Clinical depression

96. None of these

SHOWCARD 409 - J

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 456 - A

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 456 - B

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 456 - C

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 459 - A

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 459 - B

1. Drive myself by car or van
2. Get a lift with someone from household
3. Get a lift from 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 462 - A

1. No, no difficulties
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 462 - B

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 462 - C

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

SHOWCARD 462 - D

1. Too far or long journey
2. Journey not possible by public transport
3. Unreliable public transport
4. Cost of using public transport or taxis
5. Poor information about public transport services
6. Poor connections
7. Find public transport unpleasant
8. Personal disability
9. Concerns over personal safety
10. Traffic, congestion, or roadworks
11. Lack of or no cycle lanes
12. Vehicle essential for job
13. Weather
14. Combine my trip to work with other journeys

97. Other reason

SHOWCARD 462 - E

1. Joining a car club
2. Car sharing scheme run by employer
3. Working from home
4. Get a lift with someone from household
5. Get a lift with someone outside household
6. Motorcycle, moped or scooter
7. Taxi or minicab
8. Bus or coach
9. Train
10. Underground, metro, tram or light railway
11. Cycle
12. Walk

97. Other

SHOWCARD 462 - F

1. Very willing
2. Fairly willing
3. Neither willing nor unwilling
4. Fairly unwilling
5. Very unwilling

CB_carclub, CB_carshare, CB_wkhome, CB_lifthh, CB_liftxhh, CB_motcyc, CB_comtaxi, CB_combus, CB_comtrain, CB_commetro, CB_combike, CB_comwalk, CB_comother

SHOWCARD 465 - A

7. Completely satisfied

6. Mostly satisfied

5. Somewhat satisfied

4. Neither satisfied or dissatisfied

3. Somewhat dissatisfied

2. Mostly dissatisfied

1. Completely dissatisfied

SHOWCARD 471 - A

1. 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.

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

SHOWCARD 471 - B

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 depend(ent) on the value of contributions paid to the scheme and the rate of return achieved on their investments.

SHOWCARD 471 - C

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 and evenings
97. Other

SHOWCARD 471 - D

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

96. None of these

SHOWCARD 471 - E

1. A lot
2. Some
3. A little
4. None

SHOWCARD 471 - F

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

SHOWCARD 474 - A

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 477 - A

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 483 - A

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 500 - A

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 child carer 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 500 - B

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 child carer 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 500 - C

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 child carer 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 500 - D

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 child carer 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 553 - A

1. Unemployment-related benefits, or National Insurance Credits
2. Income Support
3. Sickness, disability or incapacity benefits (including Employment Support Allowance)
4. Any sort of pension including a private pension or the State Pension
5. Child Benefit
6. Tax credits, such as the Working Tax Credit or Child Tax Credit
7. Any other family related benefit or payment
8. Housing or Council Tax Benefit (other than the single person council tax discount)
9. Income from any other state benefit

96. None of these

SHOWCARD 553 - C

1. Job Seeker's Allowance

2. or National Insurance Credits

96. None of these

SHOWCARD 553 - D

1. Incapacity Benefit
2. Employment and Support Allowance
3. Severe Disablement Allowance
4. Carer's Allowance
5. Disability Living Allowance
6. Return to Work Credit
7. Attendance Allowance
8. Industrial Injury Disablement Benefit
9. War Disablement Pension
10. Sickness and Accident Insurance

97. Any other disability related benefit or payment

96. None of these

SHOWCARD 553 - E

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 (if not previously mentioned)

96. None of these

SHOWCARD 553 - F

1. Foster Allowance or Guardian Allowance

2. Maternity Allowance

3. Maintenance or Alimony

4. In-Work Credit for Lone Parents

5. Any payments from a family member not living with you

96. None of these

SHOWCARD 553 - G

1. A private pension or annuity (if not previously mentioned)
2. Education Grant other than a Student Loan or Tuition Fee Loan
3. Trade Union or Friendly Society Payment
4. Maintenance or Alimony (if not previously mentioned)
5. Payments from a family member not living with you (if not previously mentioned)
6. Rent from Boarders or Lodgers (not family members) living here with you
7. Rent from any other property even if it only covers that property's mortgage or running costs

97. Or any other regular payment

96. None of these

SHOWCARD 571 - A

1. Very important

2. Moderately important

3. Somewhat important

4. Not important at all

SHOWCARD 571 - B

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

SHOWCARD 571 - C

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/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 571 - D

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 600 - A

England

1. Conservatives

2. Labour

3. Liberal Democrat

6. Green Party

SHOWCARD 600 - B

Scotland

1. Conservatives
2. Labour
3. Liberal Democrat
4. Scottish National Party (SNP)
6. Green Party

SHOWCARD 600 - C

Wales

1. Conservatives

2. Labour

3. Liberal Democrat

5. Plaid Cymru

6. Green Party

SHOWCARD 609 - A

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

SHOWCARD 609 - B

1. Agree
2. Neither agree nor disagree
3. Disagree

SHOWCARD 609 - C

1. Somewhat agree

2. Strongly agree

SHOWCARD 609 - D

1. Somewhat disagree

2. Strongly disagree

SHOWCARD 610 - A

1. Always
2. Very often
3. Quite often
4. Sometimes
5. Rarely
6. Never

SHOWCARD 615 - A

1. Always

2. Very often

3. Quite often

4. Not very often

5. Never

6. Not applicable, cannot do this

SHOWCARD 840 - A

0 Definitely would not

1

2

3

4

5

6

7

8

9

10 Definitely would

SHOWCARD 840 - B

1 A Face-to-face interview at home

2 A telephone interview

3 A questionnaire sent by post

4 An internet questionnaire

SHOWCARD 950 - A

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

97. Doing something else

SHOWCARD 950 - B

1. University Higher Degree (e.g. MSc, PhD)
2. First degree level qualification including foundation degrees, graduate membership of a professional Institute, PGCE
3. Diploma in higher education
4. Teaching qualification (excluding PGCE)
5. Nursing or other medical qualification not yet mentioned
6. A level
7. Welsh Baccalaureate
8. International Baccalaureate
9. AS level
10. Higher Grade/Advanced Higher (Scotland)
11. Certificate of sixth year studies
12. GCSE/O level
13. CSE
14. Standard/Ordinary (O) Grade / Lower (Scotland)
15. Other school (inc. school leaving exam certificate or matriculation)

96. None of the above

SHOWCARD 950 - C

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 & 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, SCOTBEC
15. Other vocational, technical or professional qualification
96. None of the above

SHOWCARD 950 - D

Weekly Amount	Annual Amount
0. NO INCOME AT ALL	0. NO INCOME AT ALL
1. Up to £99	1. Up to £5,199
2. £100 - £149	2. £ 5,200 - £7,799
3. £150 – £239	3. £ 7,800 - £12,499
4. £240 - £319	4. £ 12,500 - £16,599
5. £320 - £379	5. £ 16,600 - £19,999
6. £380 - £459	6. £ 20,000 - £23,999
7. £460 - £559	7. £24,000 - £29,999
8. £560 - £669	8. £ 30,000 - £34,999
9. £670 - £859	9. £ 35,000 - £44,999
10. £860 or more	10. £ 45,000 or more

SHOWCARD 950 - E

1. NI Retirement/State Retirement (old age) Pension
2. Pension from previous employer(s)
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 950 - F

Weekly Amount	Annual Amount
0. NO INCOME AT ALL	0. NO INCOME AT ALL
1. Up to £74	1. Up to £3,599
2. £ 75 - £139	2. £ 3,600 - £6,599
3. £ 140 - £199	3. £ 6,600 - £9,599
4. £ 200 - £249	4. £ 9,600 - £12,599
5. £ 250 - £324	5. £ 12,600 - £15,599
6. £ 325 - £399	6. £ 15,600 - £19,199
7. £ 400 - £499	7. £ 19,200 - £23,999
8. £ 500 - £624	8. £ 24,000 - £29,999
9. £ 625 - £749	9. £ 30,000 - £35,999
10. £ 750 or more	10. £36,000 or more

C3- Not interviewed at IP2, £5 rising to £10

Last year members of your household kindly agreed to be interviewed for *Understanding Society*, a study conducted by researchers at the University of Essex but you were unable to take part. The study is concerned with how households change over time which makes it important to get a complete picture. So we would very much like to interview you this year.

Understanding Society covers important subjects such as our health, our opinions, our families and our work. The findings from *Understanding Society* will help us build up a detailed picture about the lives, experiences, behaviours and beliefs of people across the UK in the 21st century and provide an important understanding of diversity within the population. It will help us understand the long term effects of social and economic change in the UK and assist in future decision-making.

Your household's help in the past was very much appreciated and we would like you and your household to take part in the next stage of the study, which is being carried out by NatCen. An interviewer will be in touch with you to arrange a convenient time for an interview.

As a token of our thanks, your £5 gift voucher for this year's interview is enclosed and if all members of your household participate this will be increased to £10.

If your household's contact details have changed please let us know by calling Freephone **0800 252 853** or emailing **contact@understandingsociety.org.uk.** For more information on the survey visit **www.understandingsociety.org.uk/participants**

Your participation is completely voluntary but we hope you will find the time to help us with this important study and that you enjoy taking part.

Yours,

…….. ……

Your interviewer Nick Buck

Understanding Society **Director, *Understanding Society***

This study is being conducted in accordance with the Data Protection Act. This means your personal details will be kept strictly confidential and you and your household will not be identifiable from the data.