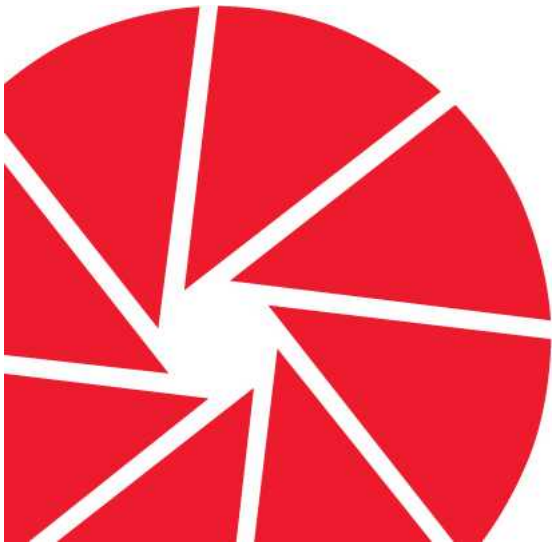
NatCen
National Centre for Social Research

Living in Britain

Innovation Panel W1

Project Instructions



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1 Introduction

1.1 Background

The Living in Britain survey is the first part of a major new household panel study called the UK Household Longitudinal Study (UKHLS) which has been commissioned by the Economic and Social Research Council. (ESRC). Taken as a whole, it will be the largest study of its type in the world interviewing people in a total of 40,000 households across the UK. It will be led by the Institute for Social and Economic Research (ISER) at the University of Essex.

Living in Britain (and the full UKHLS study which follows it) 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 British 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 Living in Britain survey (along with the full UKHLS) will collect data from all members of a household aged 10 and above on an annual basis. Annual interviewing will allow us to track relatively short term or frequent changes in people 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 young 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. And 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. The UKHLS 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 and Living in Britain is a vital part of it.

The experience of ISER in conducting the BHPS over the last 17 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. The survey will build up an unprecedented 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. Each respondent will be contacted annually, but because of the large sample size, each wave of fieldwork will last approximately two years.

1.2 Aims of the Innovation Panel

The first stage of the UKHLS is the Living in Britain survey which is an 'Innovation Panel' of 1500 (achieved) households. The aim of the Innovation Panel is to establish a survey group with whom we can test different methods of collecting data ahead of the main study. Wave 1 interviews will be carried out face-to-face although different methods of data collection will be used in Wave 2.

The Innovation Panel will not replace the need for normal questionnaire testing and piloting for the larger sample of cases that will follow (these pilots will follow during 2008 in preparation for the start of fieldwork in January 2009). Instead, it will be used for testing significant innovations in terms of the types of information collected or the methods of collection.

1.3 Fieldwork timetable

Fieldwork will start on 28th January. You have five weeks to complete your assignment, plus a two week mop-up period; therefore it must be completed by 17th March.

2 The Sample

2.1 Overview

The Innovation Panel requires a productive sample of 1500 households. A sample of 2760 addresses is being issued in total, with 23 addresses per point. We have assumed a **minimum** 60% response rate but we are aiming as high as possible. The higher the response rate we achieve, the better the study will be and the more likely it will be a success in the long term.

A random Postcode Address File (PAF) sample is being used, and addresses are being issued in GB, south of the Caledonian Canal. Note that areas north of Caledonian Canal, islands and Northern Ireland will be included in the sample areas for the main waves.

2.2 Address Record Forms

You will interview at up to 3 dwelling units (DUs) and 3 households per address. In practice it is highly unlikely that you will get a combination of multiple DUs and multiple households.

2.2.1 Types of ARF

You will be using three different types of ARF; A, B and C. You will always start by opening ARF A and then will be directed to B or C if necessary.

- ARF A (BLUE) should be opened first when visiting an address. It will be used for the first dwelling unit and household selected.
- ARF B (LILAC) will be used for the first household in the second or third dwelling unit.
- ARF C (YELLOW) will be used for the second or third household in any dwelling unit.

If directed to open ARF B or C (i.e. if it's the second or third dwelling unit or household at an address) please prepare it by writing the address, postcode and serial number into the box on the first page. The information needs to be copied from the original ARF label, but details must be added to identify the relevant dwelling unit and / or household. The dwelling unit and household boxes on the right hand side of the front page need to be filled in with the relevant numbers.

2.2.2 Content of the ARF

The ARF you will be using for Living in Britain will be standard except for the following sections:

Section A
We are asking you to select up to three dwelling units and three households (ARF A, B, C)

Section D
This section asks you to categorise and record any queries made by respondents (record as many as were asked), then go to the next section

Section F
For household refusals, please record the reason for refusal.

Section G
For household unproductive outcomes, we are asking you to record some additional information about the person seen.

Section H
H1: For productive households, for all individuals in HH, whether they took part or not, record person number, age, sex and name. Use the additional columns provided to record the following information: interview completed or not, type of consent form given out, incentive given out.

Section J
Answer all questions for all non-deadwood addresses, before making contact. Exception: J12, to be answered after the interview.
NOTE: some questions refer to the building as a whole, others to a specific dwelling unit or a household selected.

2.2.3 ARF labels

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

- Serial number consisting of a 3 digit point number, 2 digit address number and 1 digit household number
- Check letter
- Field area
- Address
- Address co-ordinates

Example address label:

SN: **101-01-1 A** FA: 3

35 Northampton Square
London
EC1V 0AX

E: 123456 N: 654321

The selection label on the front of ARF A will allow you to identify which dwelling units or households should be approached if there are more than 3 dwelling units and/or more than 3 households in any given dwelling unit. You will need to use the same selection lines for households and DUs (up to 3 of each)

The selection label also includes the incentive group. This is to enable you to show the correct advance letter on the doorstep (there are three versions of the advance letter, one for each incentive group) and to allow you to calculate the incentive a household can expect.

Example selection label:

SN: **101-01-1 A**

```
DU/HH: 4 5 6 7 8 9 10 11 12
SEL1 : 1 1 1 2 4 1  3  4  3
SEL2 : 2 2 2 6 5 3  6  9  8
SEL3 : 3 4 5 7 7 8  7 10 10
```

Incentive Group: £5

If you open an ARF B (for an additional dwelling unit) or an ARF C (for an additional household within a dwelling unit) you must remember to transfer all relevant information from the ARF A address label and the incentive group from the selection label.

Please note that the first five digits of the serial number will be identical to the one given on the ARF A address label but the final digit will differ and must be generated in the CMS. For example, the second household will end with a digit 2.

2.3 Who to interview

We would like to interview everyone aged 16 and over in each household. One person from every household will be asked to give some general information about the household. All adults will also be asked to complete self-completion questionnaire. If there are children aged between 10 and 15, we want them to complete the *'Youth Questionnaire'.* Once you have enumerated a household, the CAPI will determine who is eligible for interview. Eligibility is determined by the people's age at on the date that the household is enumerated.

2.3.1 Household membership

In order to know which members should or shouldn't be included in the household you will need to be very clear about the household definition we use. Just to remind you our definition of a household is as follows:

> **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': that is, a living room or a sitting room. Accommodation may still be counted as shared where the address does not have a living room which is separate from the kitchen, that is, where the main living room of the accommodation forms part of the same room as the kitchen. Similarly a household can be treated as one if the living room also has to be used as a bedroom.

A group of people should never be counted as one household solely on the basis of a shared kitchen and/or bathroom.

Occasionally an individual or a group of people will have both their own living accommodation (that is living room/bedsitter 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. Situations arise in, for example, warden assisted housing for the elderly, flatlet houses, or separate granny flats where the parent occasionally also uses the family living room.

In addition to these rules which must be applied there are two general points to note:

1 Members of a household need not be related by blood or marriage.

2 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 him or herself.

However, the following special rules take priority over your respondent's assessment and should always be applied.

2.3.2 Exclusions:

1a Adult children, that is, those aged 16 and over who live away from home for purposes of either work or study and come home only for holidays should not be included at their parental address. **This does not include those at boarding school who are listed as household members.** Therefore **students** who live away from home while attending professional or vocational education such as studying at University or College full-time (or other further or higher education such as nursing schools) are excluded from their parental household, even if they happen to be at their parents' address when you call.

1b Anyone who has been away from the address continuously for 6 months or more should be excluded even if your respondent continues to think of it as their main residence, with the exception of certain people working away from home.

1c A weekend or holiday home can never be a main residence and this should be coded as ineligible.

1d You should exclude people from abroad who have come to Britain specifically to take up a particular post for a fixed term; foreign servicemen and foreign diplomatic staff and overseas students who will leave the country following the end of their course.

2.3.3 Inclusions:

2a Anyone who has been living continuously at an address for 6 months or more should be included at that address even if this person has their main residence elsewhere. Please note, therefore, that this rule takes precedence over the two residences rule.

2b Any respondent at whose address, in this country, you are calling should be included even if the address is a temporary one, for example, while they are searching for permanent accommodation, you should not however include anyone who is making a holiday or business visit only and who remains resident abroad.

2c Boarders (that is, unrelated individuals paying for food and accommodation) should be included as members of the household, provided that no more than three boarders are being catered for. If four or more boarders are catered for, the guests should be excluded (as they live in an institution).

2d Include people who only rarely stay at an address but nevertheless have it as their main residence: e.g., merchant seamen, fishermen, oil rig workers, and military personnel. Please note the difference from temporary addresses mentioned earlier. This rule applies only to spouses of a sample member. Thus, a child in the army away last year (and therefore not a sample member) returning briefly this year, would not now be included. But he or she would be included if a spouse of a sample member. These people can be proxied if away at the time.

2e Include children at boarding school (irrespective of age); children aged 16 or over **who normally live at home** while attending University or College but who are temporarily away (e.g., on holiday or a residential course); children aged 16 or over who have finished a

college course and are now living at home as their sole residence even if they are planning to move to another place soon; and children working away in a **temporary** job.

2f Anyone staying with a friend while looking for a flat or house of their own, if they have no other residence. Anyone for whom this is the sole residence in the UK, even if this is a temporary residence while they are searching for permanent accommodation. This does not therefore include someone on holiday or a business visit.

2.3.4 Examples.

Under rule 1a you would exclude, amongst other groups, those working away from home on a permanent basis. Children working away from home in a temporary job would, however, be included in the parental household as are all children at boarding school.

Under rule 1b you would exclude individuals who have been in hospital or prison for 6 months or more and children who have been in care for an extended period.

Under rule 2a you would include a widowed mother who had been staying in her son's or daughter's home for more than 6 months even though she still had her own home and intended to return there. Also you would include an au pair living with a family for more than 6 months who has no fixed term of employment, has no intention to leave or does not know when will leave.

3 Advance Letters And Incentives

3.1 Advance Letters

Interviewers will be supplied with a pre-stuffed envelope containing an advance letter (with a space for interviewers to write their name), a survey leaflet and a £5 voucher. The text of the advance letter and leaflets is included in Appendix A. Remember that if you discover an additional dwelling units or household at the address, one households will not have received an advance letter. Please show the laminated advance letter. A new advance letter can be generated by the office on request.

3.2 Incentives

One of the aims of the Innovation Panel is to determine whether different levels of incentive affect the overall response rates, at both a household and individual level. The sample has been divided into three groups who each receive a different incentive condition, which are as follows:

- Group1: £5 per adult interviewed (£5 on ARF label)
- Group2: £10 per adult interviewed (£10 on ARF label)
- Group3: £5 per adult interviewed, rising to £10 if all adults in the household complete their CAPI interview in person. (£5/£10 on ARF label)

In each of the conditions, there is also a £3 voucher for each child aged 10-15 who fills in a self-completion questionnaire. Of course, a self-completion cannot be completed by a proxy informant so the voucher cannot be given if the young person does not take part.

The advance letter always contains only one £5 voucher, and the remaining vouchers due to the household will be sent out by operations after the interviews. Note that all the vouchers will be sent to the contact person in the household, rather than sending separate vouchers to each individual. If a household says that they did not receive the voucher, then you need to record this in the CAPI (regardless of whether you believe them) and we will take account of this when sending out vouchers post-interview.

Proxy interviews do not qualify for a voucher.

Adult self-completions do not qualify for a voucher (and, of course, should not be completed by proxy).

In condition 3, if there is only one adult in the household, they would receive a £10 voucher if they take part - £5 up front and £5 post-interview.

Any additional households resulting from an address with multiple DUs or multiple households will be allocated to the same incentive condition as the original seed address. Obviously there would have only been one voucher sent to the original address, so you will need to record which household (if any) received the voucher.

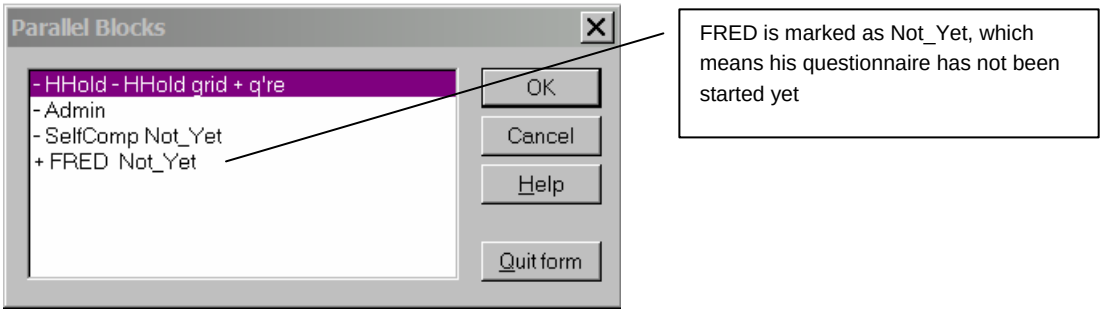
4 Conducting the interview

4.1 CAPI Structure

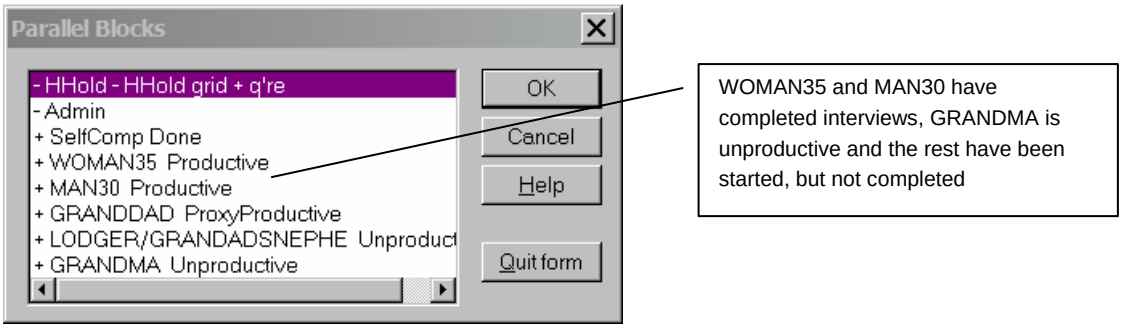
There are several elements to the CAPI questionnaire, which are covered in detail in this section. The CAPI questionnaire is structured with 4 main parallel blocks that are:

- Household questionnaire
- Individual questionnaire
- Self-completions
- Admin

When you access the parallel block screen, you will see that in addition to the household questionnaire (UKHLS), 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 one person household in the example above, no interviewing has been done and FRED is marked accordingly as Not_Yet. The example below shows how the status for each eligible adult changes as an interviewer progresses through interviewing a household.



Remember that you are to interview up to 3 dwelling units (DUs) and 3 households per address. To create a new household or a dwelling unit you need to go the CAPI main menu system and click on the tab ‘Create a new household’. You will be required to do that each time you open a new ARF.

4.2 Household interview

The household interview consists of three parts - enumerating the household with the household grid, relationships between household members and a household questionnaire.

Ideally the household questionnaire would be conducted with either the household reference person (HRP) or their spouse/partner. Although we do not specifically define the HRP in the CAPI, it is the person who owns or rents the accommodation. You should establish who the HRP is on the doorstep

The HRP or their partner would also ideally complete the enumeration of the household and the relationship grid. However, given that we will be checking individuals' details during the main CAPI interviews, it is acceptable for the household enumeration and relationships to be taken from someone who is not the HRP or their partner.

The enumeration of the household and the relationship grid should take 5 minutes on average although this will vary considerably depending on household size. The household questionnaire should take 10 minutes on average.

4.3 Individual CAPI interviews

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

In case of language problems, another household member can act as a translator for both the CAPI and the self-completion booklet. The rest of this section highlights the main features of the individual CAPI instrument.

4.3.1 Main topic areas

The main topic areas covered in the individual questionnaire are

- Family, relationships, fertility, child-birth history
- Heath, disability and caring
- Employment, finance and personal consumption
- Ethnicity, religion, politics, environment
- Beliefs, values and attitudes

There are 6 different questionnaire versions, which affect which modules of questions get asked of individuals, although the majority of the questionnaire is common to everyone. Every individual at an address will get the same individual questionnaire version. The information about the questionnaire version is stored on the sample file and you don't need to know which version individuals would get. You just need to be aware that not everyone gets the same questions. For example, some will not be asked their relationship history and some will not get consents.

Please see **Appendix B** on Benefits Module for information on benefits types that you need to get yourself familiar with before starting fieldwork and **Appendix C** for additional information on question experimentation and different questionnaire versions..

4.3.2 Things to mention while introducing the survey

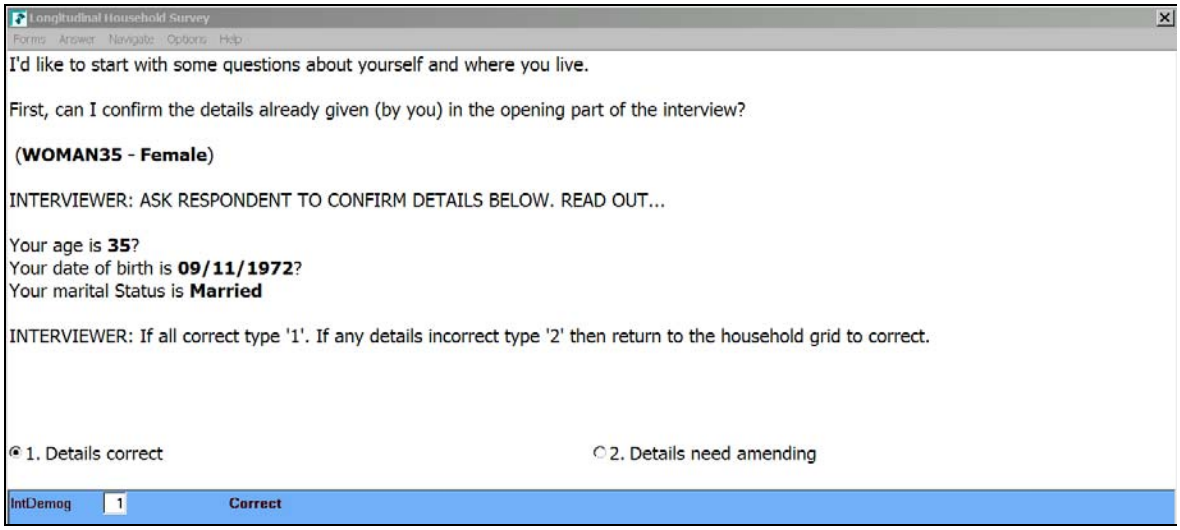
It is important to stress to potential respondents that this is the **survey about them as individuals and we want to find out how different aspects of their lives interact and influence each other.** It is very important that you familiarise yourself with the questions so that on the doorstep you will be able to tailor your arguments depending on who you talk to. Use your expertise while introducing the study and mention different areas of the survey accordingly. We have listed below some of the research question that this survey addresses that you might find helpful while 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.

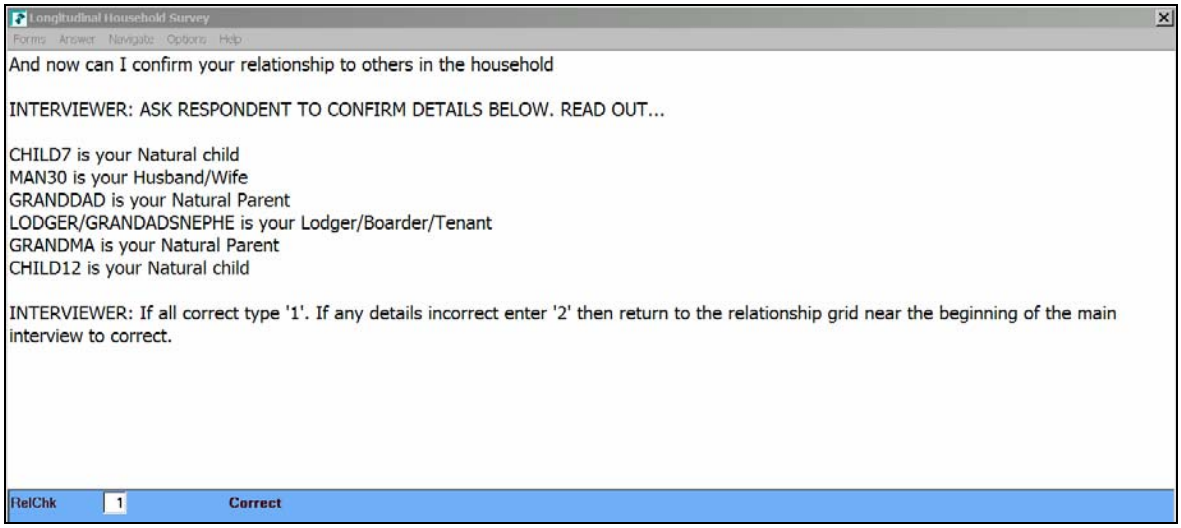
4.3.3 Checking the household grid

The first part of the individual questionnaire is to check sex, date of birth, age, marital status and relationships to everyone else in the household against what has been recorded in the household grid. If the details do not match, then you need to go back to the household grid and change details for that individual.



The screen above shows the first set of details that need to be confirmed. If you code 2 at this screen, you'll get a hard check reminding you to go back to the household grid to amend the details for WOMAN35. You would then return to the interview for WOMAN35, enter that details are correct and you progress to the next screen. This gives details of the relationships of WOMAN35 to all the other people in the household.

One of the most common mistakes when completing a relationship grid is to get relationships round the wrong way. Although there are some checks built in to ensure things like children are younger than their parents, there are not checks on every combination of relationships. This screen is used to check that all relationships have been correctly entered. **It must be read out.**



If any information is incorrect, it is very important that you return to the household questionnaire. Note that you will have to find the appropriate place in the relationship grid to change as the CAPI cannot automatically take you to the correct question.

4.3.4 Collecting details about respondents jobs

We are carrying out more detailed coding of the industry that people work in on this survey than we do as standard. Therefore you must make sure that you collect as much information as possible about the industry that people work in. For example, if someone was an animal farmer we would need to know which animals they farmed, not just that they were an animal farmer.

4.3.5 Consent

Consent to link to administrative records is only being asked of two-thirds of the sample.

There are three different consent forms, labelled A, B and C. These are printed in duplicate. One copy is to be left with the respondent, the other copy is to be sent back to Brentwood. Please get the respondent to sign, print their name and date the relevant section of the consent form.

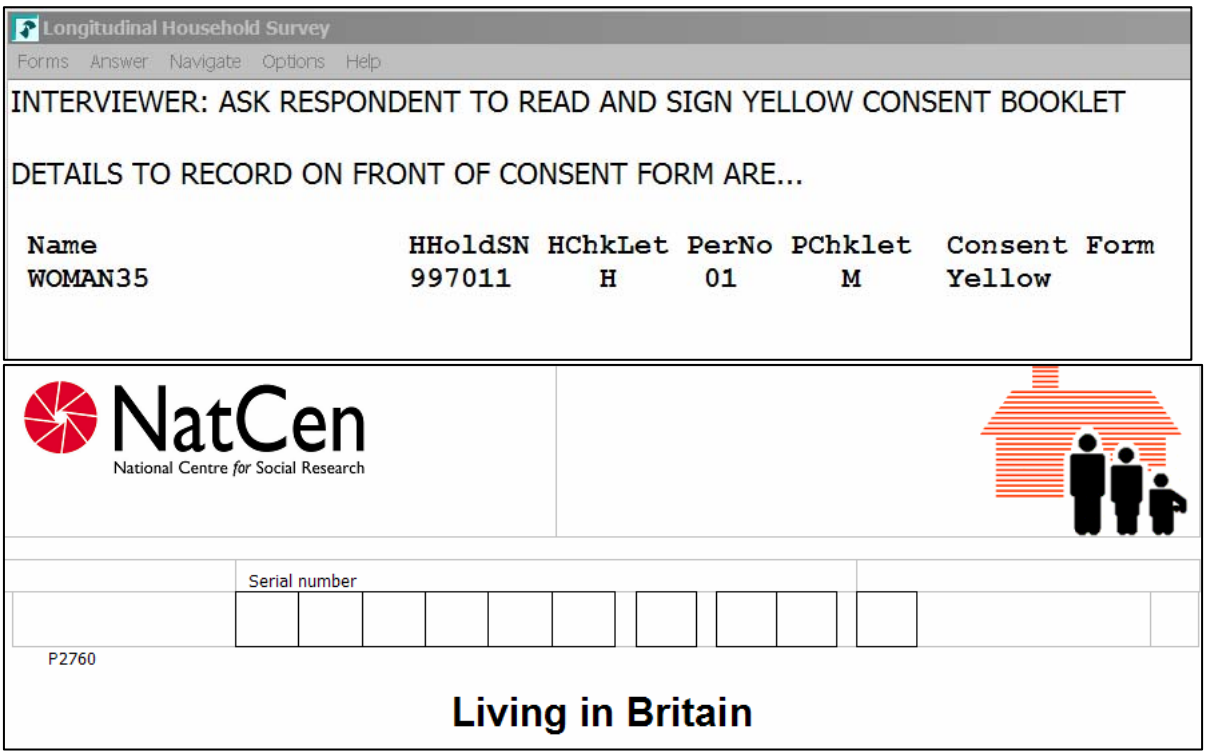
Adults will be asked to complete either consent form A or consent form B depending on their age and whether they went to school in England.

- A: (green), adult 16-23 who went to school in England. This asks for permission to link to records about National Insurance contributions, benefits, employment and earnings, savings and pensions, participation in any government schemes, all from data held by Her Majesty's Revenue and Customs (HMRC) and the Department of Work and Pensions (DWP). It also asks to link to education data held by the Department for Children, Schools and Families.
- B: (yellow), any adult 23+, or 16-23 who did not go to school in England. This consent form asks for permission to link to the same details as consent form A, except it does not ask for permission to link to education data.

In addition, if an adult is responsible for any children or young people in the household, they will be asked to sign a blue consent form C for each child which asks for permission to release educational records held by the Department for Children, Schools and Families. If a child's natural mother is in the household, she is defined as the responsible adult. If not, then the child's natural father becomes the responsible adult if they are in the household. If a child has no natural parents in the household, the interviewer will be asked to record who is the responsible adult during the enumeration of the household.

For future reference, there will be some children for whom we obtain a consent form from a responsible adult at this wave who will reach adulthood and be interviewed in a future wave. In these cases, we plan to ask the young adult directly for consent for further linkage from that point onwards. However, he or she would not normally be judged to have the power to revoke the consent given earlier by their parent or guardian for data that has already been obtained.

The CAPI screen will tell you which consent forms to administer, and will give you the serial number of the respondent. In total, there are 10 digits that need to be transferred to the top of the consent form. Please transfer this information before you give the form to the respondent to sign.



4.3.6 Contact details

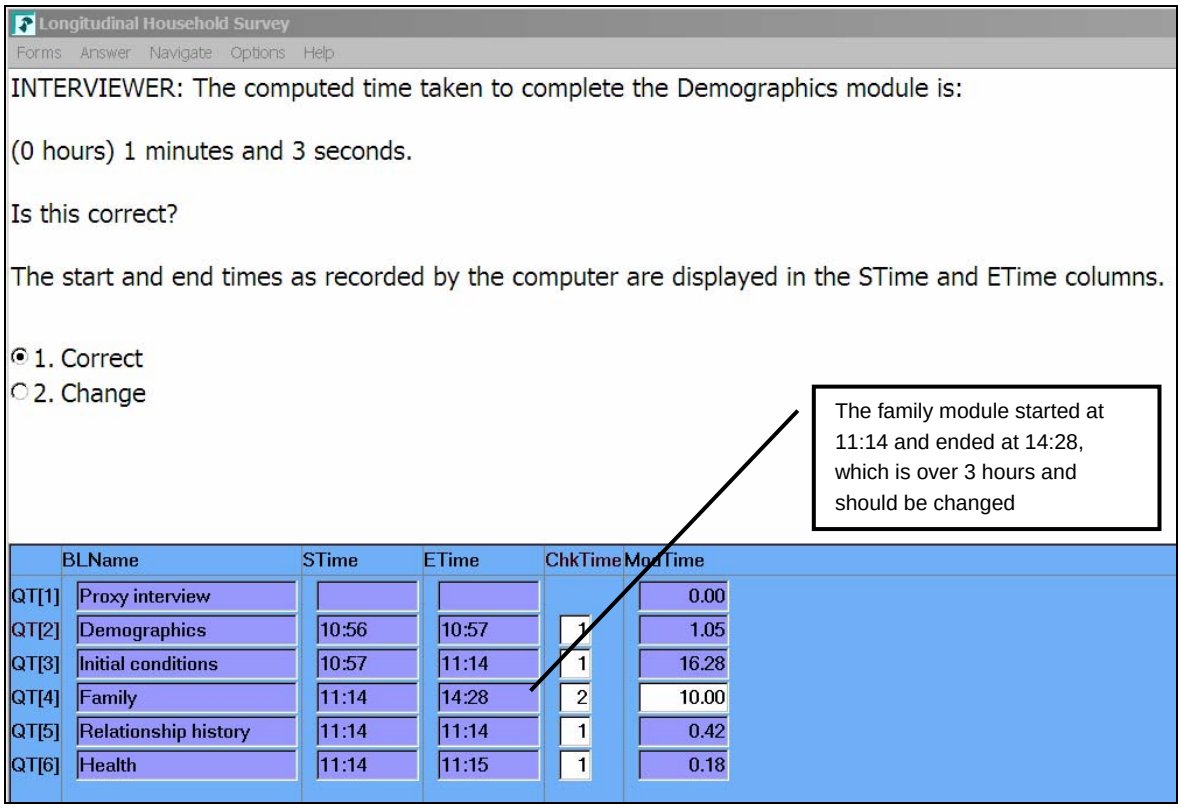
As the Living In Britain survey is longitudinal it is hugely important that we obtain as much contact information as possible about respondents. One of the biggest challenges for longitudinal surveys is finding people who have moved since their last interview, and the more information we can collect about how to contact them at this interview, the better chance we have of subsequently finding them.

For each respondent we want to collect details of any personal or work phone numbers for both mobile and landline phones, and similarly we want to collect both personal and work email addresses. If 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.

We are also taking a stable contact for all interviewed respondents (not one contact for the household). Although this may appear to be time consuming, it is less onerous than taking more time to trace a respondent when they have moved.

4.3.7 Questionnaire length

At the end of the individual questionnaire you need to confirm the time taken to complete the questionnaire. You will be asked to check the overall interview time, and if you feel that this is incorrect, you will be given the time for each individual module, as shown in the example below.



Timings for an individual questionnaire will be affected if you stop the interview for some reason, either to come back the next day, or to give a self-completion to someone else mid-interview. This is the reason why you have been given timings for individual modules, so that you can easily spot where a timing has potentially gone awry. In the example shown above, the Family module appears to have taken over 3 hours, so should be changed to something more appropriate. Although we don't expect you to time individual sections, if a timing looks wrong please alter it and give your best guess for how long that module took.

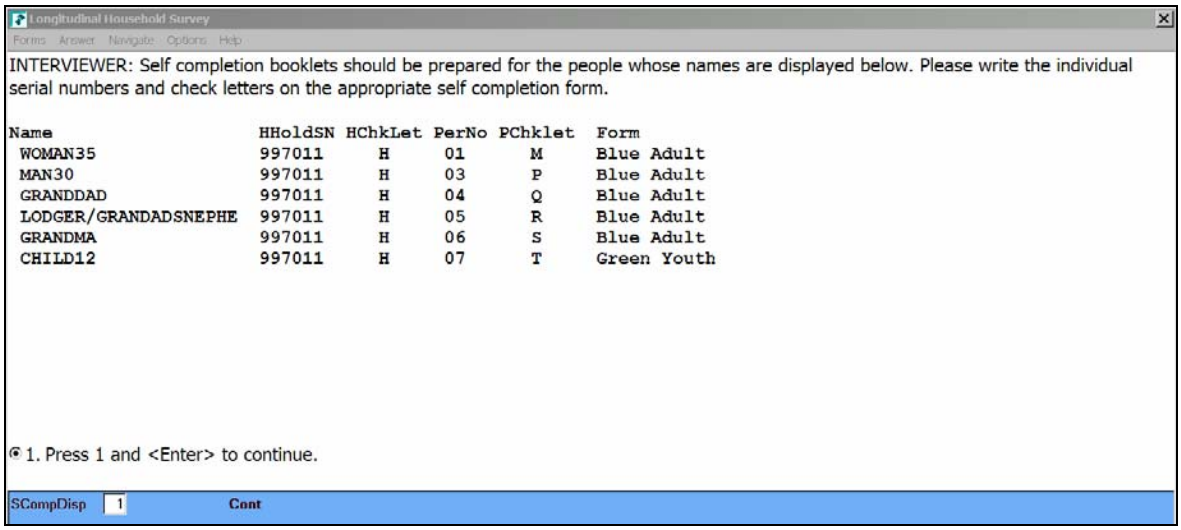
All modules have an introductory question - even if it just to highlight to you that it's the start of a module. Modules with complex routing at the end of them will also have an end module question.

4.4 Self-completions

You need to record whether you have administered self-completions in the CAPI, and this is stored in a separate parallel block, not in each individual's main questionnaire. This is to give the flexibility to be able to administer a self-completion questionnaire to one respondent while you are interviewing another one.

You will be prompted at the end of the individual interview to check whether the respondent would also fill in a self-completion questionnaire. You will also find that you are unable to complete the ADMIN block unless you have recorded an outcome code for every self-completion.

The first screen in the self-completion parallel block lists the serial numbers for all individuals and the type of questionnaire that they need to complete. Please note that in total there are 10 digits to transfer onto the self-completion booklet. You need to transfer this information to the front of a questionnaire just before you hand it to the appropriate respondent, in the same way that it was transferred to the front of the consent form as shown in section 4.3.5.



When you know the outcome of the self-completion, you should record whether the questionnaire was completed, left with the respondent to return later or not completed. In the latter case you will also be asked to code why the self-completion was not completed.

Note that this is the only section of the questionnaire where answers can be left blank. You will be asked about completion of booklets in the order listed on the screen, but you can leave questions blank simply by pressing <Enter> and you can return to them later. In the example of the household above, if MAN30 is the first person to fill in a self-completion, then just press <Enter> to leave WOMAN35's question blank and then answer about MAN30.

There are two different self-completion questionnaires: one for adults and a youth questionnaire for children aged 10-15. Both should be completed while you are at the address. The youth questionnaire should be sealed in a blank envelope when the child returns it to you. As a last resort you may leave a questionnaire and a Brentwood reply-paid envelope for respondents but it is better if you can collect them.

The adult self-completion should take seven minutes on average to complete. It contains questions on feelings and behaviours, sleeping habits, neighbourhood and friendships.

You need to get verbal consent from the parent or responsible adult before asking children aged 10-15 to fill-in the youth questionnaire. We are **not** asking for written consent. The youth questionnaire should take ten minutes on average to complete. The questionnaire contains questions on health, behaviours, school, neighbourhood, families, hopes and concerns. If the child has trouble understanding the questionnaire, 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 go away and 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. Ensure that you provide the child with an envelope and ask them to return it to you directly.

Another household member can translate both the adult and youth self-completion translations if language difficulties arise. Similarly, you can assist with self-completions in cases of literacy, language or disability.

4.5 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 second outcome code for any refusals.

For all unproductive interviews you should attempt to get a proxy interview, and you must record the outcome of the attempt to get a proxy interview as well. In all co-operating households proxy interview should always be attempted unless the respondent explicitly refuses to have any information about them collected.

Note that 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.

The proxy interview should be carried out with either a nominated proxy, a close relative, or another adult in the household who knows the respondent well.

4.6 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 record an unproductive outcome.

As this is a longitudinal survey there is a question in the admin block for interviewer notes about contacting the household. This information will be fed back to the interviewer who visits the household at wave 2 (which may well be you), and so it is **essential** that you record as much

information as you would find useful for a future visit. This could include things such as good times of day to call round or the best method of contacting. 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’.

4.7 Feedback forms

In your workpacks are respondent feedback forms (named ‘Living in Britain – Survey Feedback’). These should be completed by all respondents. Refusers should also be asked to complete sections 10 and 11 as these ask some questions about surveys in general.

The respondent’s serial number needs to be entered into the boxes provided on the back page of the form before asking respondents to complete the form.

Ideally, ask respondents to complete the form while you are in the household, then put it in the University of Essex freepost envelope provided, seal the envelope and offer to mail it back yourself. If this is not practical, please leave the form and envelope with the respondents and ask them to mail them back directly. It is important that they understand that this information is confidential.

5 Survey documents

Living in Britain has the following documents that you will have in your workpacks for your assignment of 23 addresses. Please request more documents from the office and ensure you do so as soon as necessary.

Document	Content / example of wording	Quantity
ARF A (BLUE) ARF B (LILAC) ARF C (YELLOW)	See Section 3.2 on ARFs for details	A – 1 per address B & C – 6 per interviewer
Advance Letter A, B, C	Sent in advance. Contains information about aims of the study, audience, incentives, roles of ISER and NatCen. It starts with the following introduction: *"I am writing to ask for your help with an important new study about people in Britain and how our lives are changing over time. This will be the largest survey of its kind in the world covering a wide range of areas that are important to all of us such as housing, family life, education, health, employment, the environment, attitudes and opinions, and how well people are managing these days".*	1 per address, pre-stuffed in envelope.
Information Leaflet	Sent together with advance letter. Covers similar aspects to those in advance letter but gives more detailed information. Additionally, it contains information about confidentiality of data, ways in which data will be used and what respondents can expect during the interview. Extract: "*Your interviewer will ask to speak to you and everyone in your household aged 16 and over. We hope you will find the survey interesting as it touches on many areas that are relevant in most people's lives. Your interviewer will ask you about some of the key areas of life, such as housing, health, family relationships, employment, pensions, and your views on society."*	1 pre-stuffed in envelope per address + 18 spare
Adult self-completion **BLUE**	Asks adults how they feel about their lives, about their sleeping habits, neighbourhood and friends.	30
Youth self-completion **GREEN**	Asks children aged 10-15 how they spend their time, about their friends, school, the local neighbourhood and what they want to do in the future.	10

Consent Form A **GREEN**	For adults 16-23 who went to school in England. Asks for permission for any information to be released on the following: National Insurance contributions, benefits and tax records, savings and pensions, and education data.	10
Consent Form B **YELLOW**	For adults 23+ or 16-23 who did not go to school in England. Asks for permission for any information to be released on the following: National Insurance contributions, benefits, employment and income, savings and pensions.	25
Consent Form C **BLUE**	For responsible adult for children 4-15 years old. Asks for permission for any information to be released on children's education from the Department for Children, Schools and Families.	10
Show cards		1 set
Change of address cards	One to be left behind for each respondent	40
Laminated advance letter	Three versions: A, B and C. To be used on the doorstep. Check the ARF label for which version to use.	1 of each version (3 in total)
Project instructions		1
Respondent feedback form	For respondents to fill in and return to interviewer - you must write the 10-digit serial number on them, which can be found in the self-completion parallel block. These are to be posted in Freepost envelope back to Essex University.	50
Essex addressed envelopes	For respondent feedback forms.	50
Brentwood addressed envelopes	To be left with respondents who have not filled in a self-completion for them to post back	
Plain envelopes	For children to put self-completions in once they have filled them in	10

6 Admin and return of work

6.1 Contact information if you have any further queries

The UKHLS-Living in Britain Unit in Brentwood are responsible for this survey. The unit is led by Shelli Murray. Please contact her on 01277 690083 if you have any queries or are having any difficulties.

6.2 Return of work

All consent forms and self-completions should be tagged together and returned to the office as soon as the interview is over and any further checking you need to do at home has been completed. Please return all documents from one household together in the same envelope. You may put more than one household's consent forms and self-completions in the same envelope if they fit.

Please return the ARF separately from all other documents. This is for data protection and confidentiality reasons.

Appendix A Advance letter and leaflet text

Advance letter text

I am writing to ask for your help with an important new study about people in Britain and how our lives are changing over time. This will be the largest survey of its kind in the world covering a wide range of areas that are important to all of us such as housing, family life, education, health, employment, the environment, attitudes and opinions, and how well people are managing these days. As people of all ages will be interviewed, we can get an understanding of the issues that are most important at different stages in people's lives. The findings will be an incredibly valuable public resource providing independent research to inform government policy-making. I hope you will find the survey both interesting and enjoyable.

Version A:

We would like to interview all those aged 16 and over in your household, and each person interviewed will receive a £5 gift voucher. The interview will not take very long and we have enclosed one of the £5 gift vouchers as a token of our thanks in advance for taking part.

Version B:

We would like to interview all those aged 16 and over in your household, and each person interviewed will receive a £10 gift voucher. The interview will not take very long and we have enclosed one of the £10 gift vouchers as a token of our thanks in advance for taking part.

Version C:

We would like to interview all those aged 16 and over in your household. Each person interviewed will receive a £5 gift voucher and if all adults in your household participate this will be increased to £10 each. The interview will not take very long and we have enclosed a £5 gift voucher as a token of our thanks in advance for taking part.

If you have children aged between 10 and 15, I hope you will allow them to answer our 'Youth Questionnaire'. This asks about how they spend their time, their friends, school, and hopes for the future. Each child taking part will receive a £3 gift voucher.

This is a high quality academic study being designed by the Institute for Social and Economic Research at the University of Essex. The interviews are being carried out by the National Centre for Social Research (NatCen), an independent organisation with a reputation for high quality research. This is a voluntary study and your answers will be treated in strict confidence in accordance with the Data Protection Act. The findings will not identify you or anyone in your household.

An interviewer from NatCen (_____) will be calling soon to ask you for an interview. They will be carrying an identification card and will be happy to make an appointment if they call at an inconvenient time. Your interviewer should be able to answer most of the questions you may have about the study and the enclosed leaflet gives more information. However, if you have further questions or concerns please do not hesitate to call Sandra Jones or Colette Lo on Freephone 0800 252 853 . They will be happy to help.

I do hope you will be able to help with this important study and that you enjoy taking part. Your help is invaluable and much appreciated.

Advance leaflet text

The Living in Britain survey aims to improve our understanding of what is happening in the lives of people in Britain in the 21st century. By taking part in the Living in Britain survey, you will be helping one of the largest and most important social research projects being carried out in Britain today. The information you, and thousands of others provide, allows us to begin to answer some of the most important policy questions facing Britain today and in the future. Living in Britain is an annual survey and this leaflet gives the answers to some questions you may have about the survey. Many thanks for your time and help with the survey.

Who is running the Living in Britain survey?

A research team based at the Institute for Social and Economic Research (ISER) at the University of Essex, Colchester is responsible for running the survey in consultation with policy makers and academics. ISER is an academic research unit with many years experience of carrying out social research with an international reputation as one of the major social research centres in Britain. The survey is funded by the Economic and Social Research Council, who are responsible for funding all academic social science research in the United Kingdom. The interviews are being carried out by the National Centre for Social Research (NatCen) on behalf of the research team at the University of Essex. NatCen are one of the most respected and trusted survey research organisations in Britain with a long track record of conducting high quality surveys.

What is the Living in Britain survey about?

The survey is being carried out to get facts and figures about the changes taking place in people's lives and to understand how these changes affect all our lives and the society we live in. We are interested in a range of questions about employment, health, family life and people's opinions on important social issues. For example: Are people better or worse off than they used to be? How does poor health affect employment opportunities? Are young people getting enough training? Does our education system provide the springboard for young people to develop their careers? Are retired people managing on their pensions? Are elderly people getting the care they need? How is family life changing and what do people think about these changes? The Living in Britain survey enables researchers to analyse and begin to answer these and many other important questions.

Why have you been asked to take part?

You have been asked to take part in the survey because your address was randomly selected from the list of all residential addresses in the UK. As the sample has been scientifically selected we cannot replace you or your household with anyone else. The more people who take part in the survey, the more reliable and accurate the resulting information from the survey. If some people don't take part we risk getting biased information as the people who do not agree to take part may differ in key respects from those who do take part. Your participation is therefore vitally important to us as you will be representing many thousands of people across the country. We do hope that you and other members of your household will agree to take part. Your help would be greatly appreciated.

How many people are being asked to take part?

The Living in Britain survey will be approaching 80,000 people in 40,000 households across the whole of Britain, making it the largest survey of its kind ever done in Britain and large enough to represent the entire population of Britain. At the same time, because people are being asked the same questions in England, Wales and in Scotland, it is also possible to compare the situation of people living in the different countries that make up Britain.

What will you be asked to do?

Your interviewer will ask to speak to you and everyone in your household aged 16 and over. We hope you will find the survey interesting as it touches on many areas that are relevant in most people's lives. Your interviewer will ask you about some of the key areas of life, such as housing, health, family relationships, employment, pensions, and your views on society. The interview lasts, on average, about 30 minutes and there is a short self-completion questionnaire that will take between five and seven minutes to complete. One person will also be asked to provide some general information about the household as a whole. All those interviewed will receive a £5 gift voucher as a token of our thanks for your help with the survey.

If you have children aged between 10 and 15 years the interviewer will ask your permission to have them complete a short self-completion questionnaire. This asks about how they spend their time, their friends, school, the local neighbourhood and what they want to do in the future. Each child taking part will receive a £3 gift voucher.

As one of the main purposes of the survey is to track the changes people experience in their lives over time, we would like to return to interview you again next year. If at that time you decide you do not wish to take part, you will of course be free to opt out. Whether or not you continue with the survey next year, we very much want to interview you this year to provide us with the most accurate data possible on people's lives and circumstances in Britain today.

What will happen to the information you give?

The data will be returned to the University of Essex and used by academic and policy researchers for statistical analysis and research only. The data will provide the facts and figures which are needed for planning social policy and suggesting improvements in government policies for areas such as education, health, family life and employment. Following the survey, you will be sent a short report of some of the findings of the survey.

Will the information you give be confidential?

We guarantee that all the information you give us will remain completely confidential. Nothing will ever be published that would enable you, or members of your family, to be identified. ISER operates under the rules of the Data Protection Act. A strictly confidential record of your personal details will be maintained at the University of Essex and you will be free at any time to request to see these details or to have them removed.

How can you find out more?

If you would like more information about the Living in Britain survey or our research, please call Sandra Jones on our Freephone number 0800 834785. Sandra will be very pleased to hear from you and will try and help in whatever way she can. Or if you prefer, you can write to the Freepost address given below.

Thank you for your help

Thank you for taking the time to read this leaflet

We do hope you will take part in the Living in Britain survey and enjoy taking part. Without your help, this important and exciting research project would not be possible.

Appendix B 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/BenAI **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/BenAI **Industrial Injury Disablement Allowance**	Is a variable amount paid to someone disabled through either a work accident or an industrial disease.
BenDis/BenAI **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/BenAI **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/BenAI) **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/BenAI **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/BenAI **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/BenAI **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 Credit	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.

BenPay/BenSta/ BenDis Sickness Accident Insurance	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 Payments	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).

P2760

UK Household Longitudinal Survey

(UKHLS)

Show cards

Innovation Panel 1

2008

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SHOW CARD 1

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

HHeth

SHOWCARD 2

1. Indian
2. Pakistani
3. Bangladeshi
4. Sri Lankan
5. East Asian
6. Caribbean
7. Chinese
8. Middle Eastern
9. North African
10. Sub Saharan African
11. Gypsy or Roma or Traveller
12. Other minority ethnic group

96. No - none of these

SHOW CARD 3

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

SHOW CARD 4

1. University First Degree (e.g. BA, BEd, BSc)
2. University Higher Degree (e.g. MSc, PhD)
3. Other higher academic qualifications (e.g. PGCE)
4. CSE
5. GCSE/O level
6. A level/AS level
7. GNVQ/GSVQ
8. Ordinary/Standard Grades
9. Higher Grade/Advanced Higher
10. Other school (inc. school leaving exam certificate or matriculation
11. Youth training certificate/Skillseekers
12. Modern apprenticeship/trade apprenticeship
13. Clerical and commercial qualifications (e.g. typing/shorthand/book-keeping/commerce)
14. City & Guilds Certificate
15. Ordinary National Diploma (OND) or Certificate (ONC), BTEC/EdExcel/BEC/TEC General/Scotvec National Certificate or Higher Diploma
16. Higher National Diploma (HND) or Certificate (HNC) or BTEC/Scotvec Higher Certificate or Higher Diploma
17. NVQ/SVQ - Level ½
18. NVQ/SVQ - Level ¾
19. Scottish National Qualification
20. Other vocational, technical or professional qualification
21. No qualifications

PREARN

SHOW CARD 5

Weekly Amount	Annual Amount
0. NO INCOME AT ALL	0. NO INCOME AT ALL
1. LESS THAN £25	1. LESS THAN £1,299
2. £25-£39	2. £1,300-£2,099
3. £40-£59	3. £2,100-£3,099
4. £60-£79	4. £3,100-£4,199
5. £80-£99	5. £4,200-£5,199
6. £100-£124	6. £5,200-£6,499
7. £125-£149	7. £6,500-£7,799
8. £150-£179	8. £7,800-£9,299
9. £180-£209	9. £9,300-£10,999
10. £210-£259	10. £11,000-£13,499
11. £260-£299	11. £13,500-£15,999
12. £300-£379	12. £16,000-£19,999
13. £380-£479	13. £20,000-£24,999
14. £480 OR MORE	14. £25,000 OR MORE

PBNFT

SHOW CARD 6

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. Child Benefit
6. Working Tax Credit (Formerly Working Family Tax Credit and Disabled Person's Tax Credit)
7. Housing Benefit/Rent Rebate
8. Incapacity Benefit (Replaces Invalidity and NI Sickness Benefit)
9. Any Other State Benefit
10. Child Tax Credit
11. Pension Credit

96. None of these

PRFITB

SHOW CARD 7

Weekly Amount	Annual Amount
15. NO INCOME AT ALL	15. NO INCOME AT ALL
16. LESS THAN £25	16. LESS THAN £1,299
17. £25-£39	17. £1,300-£2,099
18. £40-£59	18. £2,100-£3,099
19. £60-£79	19. £3,100-£4,199
20. £80-£99	20. £4,200-£5,199
21. £100-£124	21. £5,200-£6,499
22. £125-£149	22. £6,500-£7,799
23. £150-£179	23. £7,800-£9,299
24. £180-£209	24. £9,300-£10,999
25. £210-£259	25. £11,000-£13,499
26. £260-£299	26. £13,500-£15,999
27. £300-£379	27. £16,000-£19,999
28. £380-£479	28. £20,000-£24,999
29. £480 OR MORE	29. £25,000 OR MORE

SHOW CARD 8

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

RACEL

SHOW CARD 9

1. White British
2. Any other White background
3. White and Black Caribbean
4. White and Black African
5. White and Asian
6. Any other mixed background
7. Indian
8. Pakistani
9. Bangladeshi
10. Any other Asian background
11. Caribbean
12. African
13. Any other Black background
14. Chinese
97. Any other ethnic group

SHOW CARD 10

2. White Scottish
3. Other White British
4. White Irish
5. Other White
9. Any Mixed Background
10. Indian
11. Pakistani
12. Bangladeshi
13. Any other Asian background
14. Caribbean
15. African
16. Any other Black background
17. Chinese
97. Any other ethnic group

SHOW CARD 11

1. White - British/English/Scottish/Welsh/Northern Irish
2. Irish
3. White – other
4. Indian
5. Pakistani
6. Bangladeshi
7. Chinese
8. An Other Asian group
9. Caribbean
10. African
11. Gypsy or Roma or Traveller

97. An other ethnic group

SHOW CARD 12

1. NI Retirement/State Retirement (Old Age) Pension
2. A pension from a previous employer
3. A pension from a spouse's previous employer
4. A Private Pension / Annuity
5. A Widow's or War Widow's Pension
6. A Widowed Mother's Allowance / Widowed Parent's Allowance / Bereavement Allowance
7. Pension Credit (includes Guarantee Credit & Saving Credit)

96. None of these

SHOW CARD 13

1. Severe Disablement Allowance
2. Industrial Injury Disablement Allowance
3. Disability Living Allowance: Care Component
4. Disability Living Allowance: Mobility Component
5. Disability Living Allowance: Components not known
6. Attendance Allowance
7. Carer's Allowance (formerly Invalid Care Allowance)
8. War Disablement Pension
9. Incapacity Benefit

96. None of these

SHOW CARD 14

1. Income Support
2. Job Seeker's Allowance
3. National Insurance Credits
4. Return to Work Credit
5. Child Benefit (including Lone-Parent Child Benefit payments)
6. Child Tax Credit
7. Working Tax Credit (includes Disabled Person's Tax Credit)
8. Maternity Allowance
9. Housing Benefit / Rent Rebate or Allowance
10. Council Tax Benefit
11. Any other state benefit, allowance or credit

96. None of these

SHOW CARD 15

1. Educational Grant (not Student Loan or Tuition Fee Loan)
2. Trade Union / Friendly Society Payment
3. Maintenance or Alimony
4. Payments from a family member NOT living here
5. Rent from boarders or lodgers (not family members) living here with you
6. Rent from any other property
7. Foster Allowance / Guardian Allowance
8. Sickness or Accident Insurance
9. Any other regular payment

96. None of these

SHOW CARD 16

1. Severe Disablement Allowance
2. Industrial Injury Disablement Allowance
3. Disability Living Allowance: Care Component
4. Disability Living Allowance: Mobility Component
5. Disability Living Allowance: Components not known
6. Attendance Allowance
7. Carer's Allowance (formerly Invalid Care Allowance)
8. War Disablement Pension
9. Incapacity Benefit

Appendix C Questionnaire Experimentation

1. Questions asked of only 50% of the sample

There are some questions only asked of 50% of the sample. This is so that we can get timings estimates for these questions. These are: paternal and maternal grandparent's country of birth, height and weight questions, attitudes to the environment.

2. Question experiments on the Living in Britain questionnaire

There are a number of experiments included in the questionnaire to test different ways of asking about the same area. The experimental groups are the same for all individuals within a household. You will have a mixture of groups in your sample households. Please make sure to follow whatever wording or instructions are on screen so that these are administered correctly.

Please pay particular attention to whether a question has a showcard or is a "read out", as there are different versions of the same questions with and without showcards and it is important that these are used correctly so that we can compare the different methods.

Household Questionnaire

There are three versions of questions about household consumption and expenditure on items such as food, clothing, transport etc.

Version 1: Asks for a total amount with no prompting about what might be included. You should not prompt people with a specific list of types of items but simply say that it includes all expenditure other than fuel and housing (which have already been collected).

Version 2: Is similar to version 1 but the question wording does provide a list of the types of expenditures they should be including. (Note that medical expenses include prescriptions as well as payments for dentist or doctor's fees).

Version 3: Is a series of questions asking for the amount spent for specific types of expenditure.

Individual Questionnaire

Labour market status: Please follow the instructions on the screen as we are testing how responses differ when the questions is asked with or without the visual element of the showcard. There are two groups, one using a showcard and the other with no showcard.

Partnership and fertility history: There are two versions of this section. One version collects details of all marriages, cohabitations and children people have ever had. The second version is much shorter and simply asks for some key events and dates including the date of first marriage, date of first cohabitation and date of birth of eldest child.

Job satisfaction: This is an experiment to test how responses differ when we give people a different scale for their answers. There are two groups, one with an11-point scale and the other with a 7-point scale.

Unearned income and benefits: There are three alternative versions of this section. Please follow the instructions and question wording on screen and make sure that showcards are used only where stated.

Data linkage consents: Two thirds of the sample is being asked for consents and one third is not being asked for these.