P3026: *Understanding Society*
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IP5

CAPI

Project Instructions

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1 Summary

Introduction

Understanding Society is a UK longitudinal household panel study consisting of annual interviews with 40,000 households, making it the largest household panel study in the world. The Innovation Panel (IP) sample is a part of these 40,000 households and is used to test innovations in questionnaire content and design to inform how we develop this study.

Understanding Society is an initiative of the Economic and Social Research Council (ESRC), with scientific leadership from the Institute of Social and Economic Research (ISER) at the University of Essex. NatCen has been commissioned to deliver the study in its first five waves.

The fifth wave of the Innovation Panel (IP5) will be used to inform the development of future mainstage waves to make sure that we are designing the best possible study.

Sample

In IP5 we will be re-visiting households in the established IP panel, including both productive and unproductive households from previous Innovation Panels. At this wave the sample will initially be divided into two groups: Face-to-face and Web. The Web interview will be open for two weeks and any households not completed by then will be re-allocated to face-to-face interviewers. You will only be interviewing respondents face-to-face but some respondents in your sample will already have been given an opportunity to complete their interview online. If they take advantage of this, then you will not have to interview these people. The total issued sample size for IP5, including both types of sample, will be 1,535 households of which 513 will be allocated directly to face-to-face, and 1,022 will be initially allocated to the Web.

Experiments

The Innovation Panel is experimental in nature and aims to investigate the impact of a variety of questionnaire and procedural innovations. For IP5, we are running a total of 15 different experiments - some have been carried on previous waves of the IP, and some are new for this wave. They are as follows:

- Mixed modes;
- Incentives;
- Adult self-completion mode;
- Youth paper self-completion: happiness scale;

- Branched vs unbranched rating scales;
- Panel conditioning;
- Context effects in fertility decisions;
- Mode preference;
- Invitation emails (day email sent/additional bonus);
- Wording effects of Dependent Interviewing questions;
- Persuasion ideas in advance letters;
- Life satisfaction questions;
- Approaches to house work division (vignettes);
- Household energy use (advance letters);
- Wage information leaflet.

Fieldwork

Fieldwork for IP5 starts on 11th May 2012 and lasts for a total of 14 weeks. Note that before the main fieldwork, from 11th to 22nd May, the Web respondents will be invited to complete their questionnaire online. The actual, face-to-face, interviewing will only start on 24th May (start of 1st issue period). The main fieldwork has been split into a six week first issue period, followed by a two week break where we deal with re-allocations, and then a four week re-issue period.

In advance of contacting the household

Advance mailings will go to both sample types (Web and F2F) and will be posted by the office prior to the start of fieldwork. An advance mailing will be sent to each individual sample member aged 16 or over, even if they did not give an individual interview at the last wave. Those web respondents for whom we have an email address will also receive an advance email. The mailing for both sample types includes an advance letter and incentive.

On the doorstep

Your first contact with the household must be face-to-face as it is easier to establish rapport this way and to avoid refusal; subsequent contacts can be made by telephone, if the household members are happy for you to contact them in this way.

Who to interview

All household members aged 10+ are invited to take part: young people (10-15s) complete a (paper or Web) self-completion; adults (16+) complete a CAPI interview, and either a paper self-completion or self-completion on laptop (CASI) depending on which experimental group they are allocated to. In all cases, CAPI will determine the eligibility of individuals once the Household Grid has been completed. You will also be following and interviewing eligible movers and members of their new household.

The ARF

At IP5, there are four ARFs:

- ARF A which relates to the original household.

At IP5 we have two types of ARF A:

- ARF A F2F – for respondents in the face-to-face group, and
- ARF A Web – for respondents allocated to the Web group.

The two ARFs are identical in structure.

- ARF B which relates to split households; and
- 784 log which relates to split households that are not eligible for interview, i.e. households consisting only of temporary sample members (TSMs)/people in prison and who have permanently left the original household.

Tracing

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

Any eligible sample member who has moved address since the previous wave will be followed to their new address for interview, with the exception of those who have moved outside GB 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. You will also be asked to try to get some contact details for any IP4 untraced split-off movers from the household they previously belonged to.

The Interview Process

The data collection instruments and their (average) timings are:

- 13 min CAPI household questionnaire (including the enumeration of the household i.e. household grid);
- Individual Adult CAPI questionnaire for all aged 16+: on average 30 min;
- ca 8 min Adult CASI or paper self-completion;
- 10 min CAPI proxy questionnaire; and

- 10-15 min Youth paper self-completion questionnaire for all aged 10-15.

You should attempt to get a full individual interview with all eligible respondents. Proxy interviews are acceptable only if you are certain that you cannot get a productive interview.

In IP5, young people (aged 10-15) who are in a household that is interviewed face to face will receive a paper self-completion. Adults will either get a paper self- completion or a CASI (Computer Assisted Self-Interviewing) which will be administered as part of their CAPI interview.

CAPI Interview

Information about individual questions can be found in the CAPI help screens rather than in these project instructions. There are many more help screens than you would find in a usual CAPI program, and you can access them by pressing <F9> when prompted by CAPI at specific questions.

The CAPI questionnaire is structured within 5 main parallel blocks:

- Household questionnaire;
- Individual questionnaire;
- Household split (core sample only);
- Self - completions; and
- Admin.

The main topic areas covered in the individual IP5 questionnaire are:

- Personal and family background;
- Ethnicity and religion;
- Neighbourhood;
- Health, disability and caring;
- Relationships;
- Annual events;
- Childcare;
- Employment & Finances; and
- Politics.

Queries

Please contact Brentwood on 01277 690000 if you have any queries or are having difficulties.

2 Introduction

2.1 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 is also 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 have been 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 were incorporated into the *Understanding Society* sample.

The experience of ISER in conducting the BHPS over 19 years is that both respondents and interviewers enjoy doing the survey. This is also what we have found with the Innovation Panel sample. 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. 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 five 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. Since then, NatCen has already carried out four Innovation Panels (IP1, IP2, IP3 and IP4) and Wave 1 and Wave 2 of the main stage survey, with Wave 3 currently in its second year and the recent launch of Wave 4 in January 2012. Wave 5 will go into field in 2013.

In IP5 we will be revisiting all of the households who were interviewed and some who were not interviewed in IP4.

2.2 Branding

When developing Wave 1 we worked with Public Zone, a communications agency, to look at the way we communicate with respondents and how the study 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 study, encourage study loyalty and recognition in the future and therefore minimise attrition at subsequent waves. You will see this logo on all respondent documents.

3 The Sample

The IP5 sample consists of the established IP panel sample, i.e. respondents who have been part of *Understanding Society* since IP1; and IP4 refreshment sample, i.e. respondents who joined the study at IP4.

All households issued at IP5 will be randomly allocated to either face-to-face (F2F) or internet (WEB). The size of the issued F2F sample is 513 households, the issued WEB sample is 1,022 households.

The sample composition on IP5 is summarised in the table below:

Table 3.1: IP5 sample composition

Mode	Number of hholds
Face-to-face	513 hholds incl productives and some unproductives from previous waves
Web	1,022 hholds incl productives and some unproductives from previous waves

The F2F group will only be surveyed face-to-face and internet will not be used at any stage. For the WEB group fieldwork will start 13 days before the start of the F2F fieldwork on 24 May. Any WEB cases where the household has not been completed before the start of the F2F fieldwork, will be transferred to F2F, although the WEB will remain open.

In households initially allocated to WEB but subsequently allocated to a face-to-face interviewer, i.e. with you, you will contact and attempt to complete the household as usual. However, because the Web questionnaire remains open throughout the fieldwork period, it is very important to regularly 'dial-up' to transmit data but also to download information about completed households/individuals in your allocation. You will need to transmit/receive information every time before you set out for work and after you get back.

4 Experiments

4.1 Overview

A key feature of the Innovation Panel is experimentation. The study is designed to improve the way that social surveys are run and the quality of data collected. It does this by incorporating into

its design some experimental variation between different groups of respondents. Analysing the data from the interviews with these different groups will allow us to assess the effect and relative merits of the different approaches.

IP5 involves 15 interlaced experiments, which fall into two types:

1. Procedural
2. Questionnaire.

Those interviewers who have worked on previous Innovation Panels will notice that a number of the experiments are continuing from previous waves (e.g. incentive experiment, question wording experiments), to allow longitudinal assessment of effects.

The allocation into experimental groups is done at the household level. In other words, all eligible adults in a household will receive the same treatment for any given experiment. This also includes any new entrants or re-joiners to issued households.

Note that some of the experiments are applicable only to the WEB sample, such as advance emailing experiment, whilst others apply to both (i.e. incentives).

4.2 Procedural experiments

IP5 is perhaps the most exciting Innovation Panel so far. It includes a number of experiments which will help us improve our understanding of how different survey processes and contact methods can improve our ways of getting – and keeping – in touch with respondents, collecting self-completion data and securing respondent co-operation. Some of the experiments are described below.

4.2.1 Mixed modes experiment

The experiment involves offering a proportion of the households the possibility of completing the questionnaire online. The rest of the sample will be approached face-to-face as before. This will allow estimating the take-up of the WEB instrument and the impact of this mode on the response rates and costs of the survey. See section below for more detailed discussion of the experiment.

4.2.2 Incentives experiment

The IP5 incentives experiment is a continuing experiment from previous Innovation Panels. It assesses the impact of incentives on response rates, efficiency of fieldwork and costs. Incentives are sent in the advance mailing. On IP5, sample members will receive either £5, £10, £20, or £30 with a sub-group of the WEB sample receiving an additional £5 if all adults in the household take part online (discussed below under 'Additional incentive experiment'). For some of the

households this is the same level of incentive as in previous years, for others it is a different amount; the respondents may or may not comment on what they received this year in comparison with previous years.

4.2.3 Adult Self-completion mode experiment

On IP5 households that are interviewed face-to-face are split into two groups: paper and CASI self-completion. Households will be randomly allocated to either receive the same self-completion mode as at IP4, or the other mode. This design will give the opportunity of looking at the effects that different and changing modes of the self-completion instrument have on the reliability of longitudinal measures. The mode of adult self-completion will be indicated on the front of your ARF.

4.2.4 Youth paper self-completion: smiley-faces vs text-based questions

This experiment examines how to adapt questions for surveying children. On IP5 we will be using two versions of the youth paper self-completion questionnaire. Half of the children will receive a self-completion which uses smiley faces for the questions on satisfaction in different domains (Question 20), and the other half will receive a document which uses a scale with a textual description but no smiley faces. The version to use in a particular household will be indicated on the front of the ARF.

4.2.5 Advance mailing

Half of the Web sample are sent advance mailing on a Friday, and the other half on a Monday. In addition, half of them are offered an additional incentive if all household members complete interviews online by the date specified in the letter. The experiment examines ways of maximizing take-up of the web survey. The first aspect is whether the day on which the email invitation to the web survey is sent has any effect on the response rates. The second aspect is whether conditional incentives – offered in addition to the existing unconditional incentives – can increase the take-up of the web survey.

4.2.6 Measuring hhold energy use (Advance mailing)

There are two dimensions to this experiment. On one dimension, half of F2F households will be warned in the advance letter of the need to collect readings and the other half will not. The second dimension will involve the type of readings to be obtained: gas and odometer, electric and odometer, or all three of gas, electric and odometer. The experiment aims to test the feasibility of collecting these data, and to find the most effective way of doing so.

4.2.7 Persuasion text (Advance mailing)

The F2F sample have been divided into four experimental conditions based on what persuasion text they receive in the advance letters. The first group receives an additional sentence “your responses in previous survey show that you are a helpful person”; the second group gets a sentence “almost everyone like you responded in the last wave of the survey”; the third group gets both sentences; and the last, control, group gets no such sentences in their advance letters. The experiment tests theories about how people can be persuaded to take part in a survey.

4.2.8 Wage information leaflet

Respondents aged 16-21, and one of their parents, are asked questions about their expectations regarding the following: the likelihood of achieving A-levels, of applying to university for different subjects, of being accepted at university, expected costs, expectations of finding a job and of earnings conditional on having a university degree in a particular subject or conditional on having only a high school degree. Half of the respondents will receive an *information treatment* (a leaflet consisting of the distribution of wages among those only with A-levels and among university graduates by gender) while the other half will not receive any information. When prompted by CAPI you will hand over the leaflet to a respondent. The experiment investigates whether providing information about the returns to schooling in the UK influences (i) beliefs about respondents’ own (or that of their children’s) returns to schooling and (ii) the decision to go to university.

4.3 Questionnaire experiments

Some of the IP5 questionnaire content is also experimental in design – we are trying out different ways of asking the questions, and some new questions have been designed to gain information on specific issues of interest.

As an interviewer you don’t need to do anything in particular regarding these questionnaire experiments: the CAPI automatically routes you (or the respondent in the CASI section) to the correct questions, but it may be useful to be aware of the experiments and the rationale behind them.

4.3.1 Question-phrasing

Some of the questionnaire experiment test how question wording affects measurements, to find out which approach yields the most accurate/complete/reliable answers. The different versions are allocated across the sample and interviewers so you must read the questions from the CAPI screen carefully and **exactly as scripted** to ensure that the experimental design is followed as intended.

The question-phrasing experiments include:

- **Branching in rating scales**: The questionnaire includes a number of modules that ask people for their attitudes. In these questions two variants of rating scales are used: 'unbranched' where the respondent is asked to select their answer from a five-point scale (Strongly agree, Agree, Neither, Disagree, Strongly Disagree); or 'branched' where respondents are first asked to indicate whether they agree or disagree (or neither) and then whether they agree/disagree strongly or somewhat.
- **Wording of Dependent Interviewing questions**: At various points, the questionnaire determines whether the respondent's situation has changed at all – including their health and various aspects of their work conditions, for example. Here, we are experimenting with asking whether the situation is "still the case", whether the situation "has changed", or whether the situation "has changed or is still the case" to determine whether respondents tend to shorten the interview process by always agreeing with filter questions.
- **Life satisfaction rating**
  Respondents in both samples will be randomly allocated to rate their life satisfaction, 1) comparing themselves to other people of the same gender, 2) compared to others with the same level of education, 3) compared to others of their gender and education, or 4) without reference to any comparison group. All satisfaction items will be subject to this experiment: employment, health, leisure, income and overall life satisfaction. The experiment aims to help understand which comparison group people have in mind when they answer questions about life satisfaction.
- **Partner satisfaction with work division**
  This experiment measures satisfaction with work arrangements within partners. All adults in both sample types are asked a set of hypothetical questions about house work division. Households are randomly allocated to receive different sets of the hypothetical questions.

4.3.2 Question placement

The placement of questions within a questionnaire might also impact on people's willingness to answer or the answer they give. There is one experiment that explores such effects:

- **Fertility intentions**: in the CASI part of the questionnaire, people in the age group who might still have or father children are asked if they intend to have more children or not. The placement of this question is varied in the CASI. It is asked either just before or just after asking people about their three closest friends, to assess whether the context of placing the question (i.e. asking about children directly after close relationships) has an impact on people's answers.

4.3.3 Experimental modules

Lastly, there are two modules which explore specific experimental questions:

- **Mode preference module**: At the end of the individual questionnaire all respondents are asked about their views on different modes of interviewing including face-to-face, telephone and web.
- **Height and weight module**: All respondents are asked for their height and weight. This is a repeat question and by comparing earlier answers to the ones collected on IP5 will allow us to see whether asking respondents in a panel survey again will have an impact on how they answer, e.g. whether their answers get increasingly precise.

5 Fieldwork

5.1 Fieldwork timetable

The IP5 fieldwork activities will take place over a 14-week period, from 11th May to 16th August, in four stages:

CAWI fieldwork (2 weeks) – pre-fieldwork

- 11th – 22nd May: During this period the respondents allocated to the Web group will be invited to complete their questionnaires online.
- 22nd May – Transfer from Web to F2F

CAPI fieldwork

- **First Issue Period (6 weeks)**
- 24th May – 5th July: Interviewing period during which you will be interviewing your sample members, following any movers and interviewing them at their new address (along with other eligible residents). This includes interviewing Web respondents who did not complete their interviews online by the time you visit them. Split-off households and movers who are identified during the WEB phase will also be issued during this period, so you may be issued a few additional cases during this period.

Fieldwork Break (2 weeks)

- 6th July – 18th July: during this period ISER will be tracing any movers from the first issue period that weren't found in the field during that time.

Re-issue Period (4-weeks)

- 19th July – 16th August: during this period you will be attempting to interview any re-issues that are sent to you. This includes respondents from both Web and F2F group. All re-

issues will be F2F. You may also receive re-allocated mover cases that have been traced to your interviewing area and which you should attempt to interview.

5.2 Interviewing phase

The first issue period will start on the 24th May.

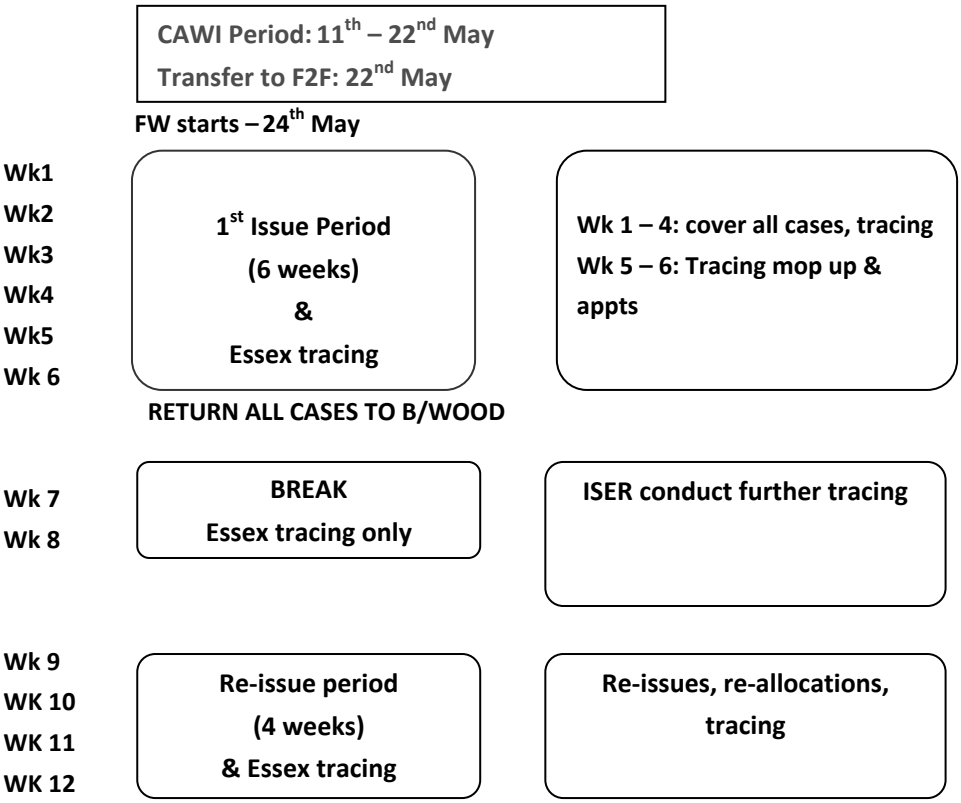
You will have four weeks for the first issue and a further two weeks to complete tracing of movers. Weeks 5 and 6 of the first issue period is not solely for tracing of movers however, and you can use this time for appointments. This is especially applicable to cases where the sample member may be on holiday or unavailable until later into the interviewing phase. **If you identify a mover early on in the interviewing phase then you must begin tracing immediately – you do not have to wait until weeks 5 and 6 for this.** If tracing is unsuccessful, the household should be coded as an untraced mover (Outcome 671), and returned to Brentwood as early as possible so that it can be sent to ISER for further tracing.

At the beginning of the first issue period your allocation will also include respondents transferred from the Web mode. These include cases that haven't been started as well as those who have been fully or partially completed online. Because the Web questionnaire remains open during all of the fieldwork period, respondents who did not complete their interview by the 18th May, may do so after this cut-off point. Therefore before setting out to interview any Web respondents make sure you dial in to receive an update on their status, i.e. confirm that they have not yet completed their interview online. It is equally important that you dial-in after every trip to the Web respondents in order to update their status, i.e. confirm that they have now been interviewed so that the online questionnaire becomes unavailable to them. The update will be in the form of a PDF report described below.

The first issue period is followed by a 2 week 'break' where the first issue period is finished, and all cases are returned to the office. These cases are then sent to Essex for further tracing.

The re-issue period lasts 4 weeks. You will be issued with cases that were unproductive at first issue, and any movers and split-off households who have been successfully traced. All the cases in both sample types are re-issued F2F.

Figure 5.1: IP5 Interviewing timetable



5.3 Targets

The targets for coverage during the 1st issue period are:

- By day 21: 50% covered and transmitted back with final outcome;
- By day 32: 75% covered and transmitted back with final outcome;
- By day 42: 100% covered and transmitted back with final outcome.

6 In advance of contacting the household

This chapter outlines what you need to do before you start fieldwork, and what activities are undertaken by the office.

6.1 Inter - wave mailing

Each sample member aged 16 or over who participated at IP4 will have received an inter-wave mailing – this mailing was sent by the office in January. It consisted of a postal mailing containing

a letter inviting them to register on the Participants' website, together with the recent survey findings ('First Findings from Understanding Society'), a Change of Address (COA) Card and COA freepost envelope.

6.1.1 The COA card

The sample members receiving an inter-wave mailing were also sent a Change of Address (COA) card (see Figure 6.1 below) and a University of Essex Freepost return envelope. This is to encourage sample members to inform Essex of any change in their contact details. Respondents will receive a £5 voucher (from the University of Essex) if they return the card with their new details.

COA cards are pre-printed with each individual's current contact details (name, personal contact details and address) – rather than just one per household – so that Essex can be notified if only one person in the household moves (as opposed to a whole household move).

Blank versions of the COA card and freepost envelope will be included in your workpack should you come across a new entrant to a household or anyone who did not receive their inter-wave mailing. CAPI will prompt you to hand over a COA card and record information on the card in all cases when you need to administer one.

Figure 6.1: Change of Address card

6.2 Advance mailing

All respondents in both modes will receive an advance letter, as usual including the unconditional incentive. For the F2F group the advance letter will follow standard procedures and will be sent to arrive prior to the start of CAPI fieldwork on May 24. The WEB group will be sent advance letters and advance emails (if we have an email address for them) which will arrive prior to the start of the WEB phase on 11th or 14thMay.

IP5 advance mailing is subject to a number of experimental conditions. For a random half of WEB households the advance letter and first email will be sent to arrive on Friday, 11 May. For the other half the advance letter and first email will be sent to arrive on Monday, 14 May (see section 4.2.5 for more information on the experiment).

Furthermore, half of households in the F2F group will be warned in the advance letter of the need to collect some readings during the interview, and the other half will not (see section 4.2.6 for more information on the experiment).

In addition, in their advance letters some households will receive additional persuasion messages, while others will not (see section 4.2.7 for more information on the experiment).

Finally, for individuals allocated to the Web group for whom we know that they are regular internet users (regardless of whether we have an email address for them), the letter will not mention that the interviewer may visit. For individuals for whom we know that they are not internet users, the letter will mention that they will have the opportunity to participate in the survey with an interviewer, should they not be able to complete the survey by WEB.

6.2.1 Types of advance letters

We have designed three types of advance letters to accommodate different types of sample members. Each version is worded slightly differently, depending on the type of sample member they are targeting and whether or not they took part in the study at IP4.

Table 6.2: IP5 Advance Letter versions

Advance mailing version	Type of sample member
A	Interviewed at IP4
B	Not interviewed at IP4
C	Rising 16 since IP4
Generic	Use on the doorstep / new household members / those that have not received an advance letter.

6.3 Other mailing

6.3.1 Letters and emails for new entrants

For the WEB group, once enumeration has happened by WEB, we will send a letter to all new household members identified in the grid. If the grid collected an email address for the new entrant, we will also send the letter by email. If a new entrant in a household initially allocated to WEB is identified F2F and individual interview has not been completed when you sign the case

off, then we will send these people the same letter (and email) encouraging them to complete their survey online.

6.3.2 Reminders for Web respondents

Regardless of the day on which the first email is sent (Friday or Monday), two reminder emails will be sent to non-respondents after 2 days and 4 days. In addition, a reminder letter will be sent on Saturday 19th May. For those in the WEB group for whom we do not have an email address, this will be the first reminder.

Similarly, those who start their questionnaire online but log off without finishing it, will receive an email encouraging them to log in and complete the questionnaire.

6.4 Transfer from WEB to F2F

All households will be transferred to F2F for the start of fieldwork on May 24. In your assignment you will therefore have both F2F and WEB cases. When you first connect you will receive the whole sample including any cases that may have been fully completed online. These cases will be automatically coded out in Blaise and will be 'locked' in CMS, so you don't need to do anything with these. They will be clearly marked as complete (hhold outcome code 788; individual outcome code 75) and you should not visit these addresses.

Among the outstanding cases you should prioritise:

(i) the F2F-only sample, and then

(ii) households in the WEB sample for whom NO interviewing has been done on-line before then,

(iii) following up on WEB households which are in progress on-line.

We will generate a daily update about the status of your sample. It will tell you which cases have been completed online and when that happened. In addition to fully complete individual cases (individual outcome code 75), some cases in the Web sample may be partially complete (individual outcome code 22). These include cases where a respondent has filled in the questionnaire up to the partial interview marker point, which is set at the end of the Household Finances module. If a respondent reaches this point in the questionnaire, the case is accepted as partial and will not be re-contacted. Please note that, as the Web questionnaire remains open until the end of the fieldwork, the Web cases allocated to you may become unavailable for you to select during the fieldwork period, as respondents complete the questionnaire online.

However, there may also be cases in the Web sample where a respondent has started to fill in the questionnaire but has not finished it and has not reached the partial interview marker point. Such cases will need to be followed up by you face-to-face. Please note that upon interviewing such

individuals you will start at the point the respondent broke-off, but you will not be able to change any information that has already been entered previously (online). We recommend that you open these individual cases up in 'View and amend' on CMS before you make the call to see where the respondent left off and where you will need to start the interview. You should press End to get to the first empty question.

You will be able to access the sample update via CMS and it will be updated every day when you dial in. See Figure 6.4 for what it will look like. We expect you to transmit/receive information every time before you set out for work and after you get back in order to ensure that you do not waste your time on travelling to a respondent who has already completed their interview online. However, please note that it is still possible that having checked the status of the individual you set off to their address but by the time you get there the questionnaire has already been completed online. We expect that there would be very few such cases if you check the updates regularly. However, if you find yourself on the doorstep in this situation, do not proceed, but thank the individual, code the case as 74 (individual has already completed the questionnaire online) or 787 (household has already completed the survey online) in the case if a whole household has been completed online, and transmit it back.

Figure 6.4: Sample update

IP5 Sample Update

1st line of address	Serial number	Point no:	Area:	Date & time this info compiled:
11 London Road	901102071	2	4	23.04.2012 11:25

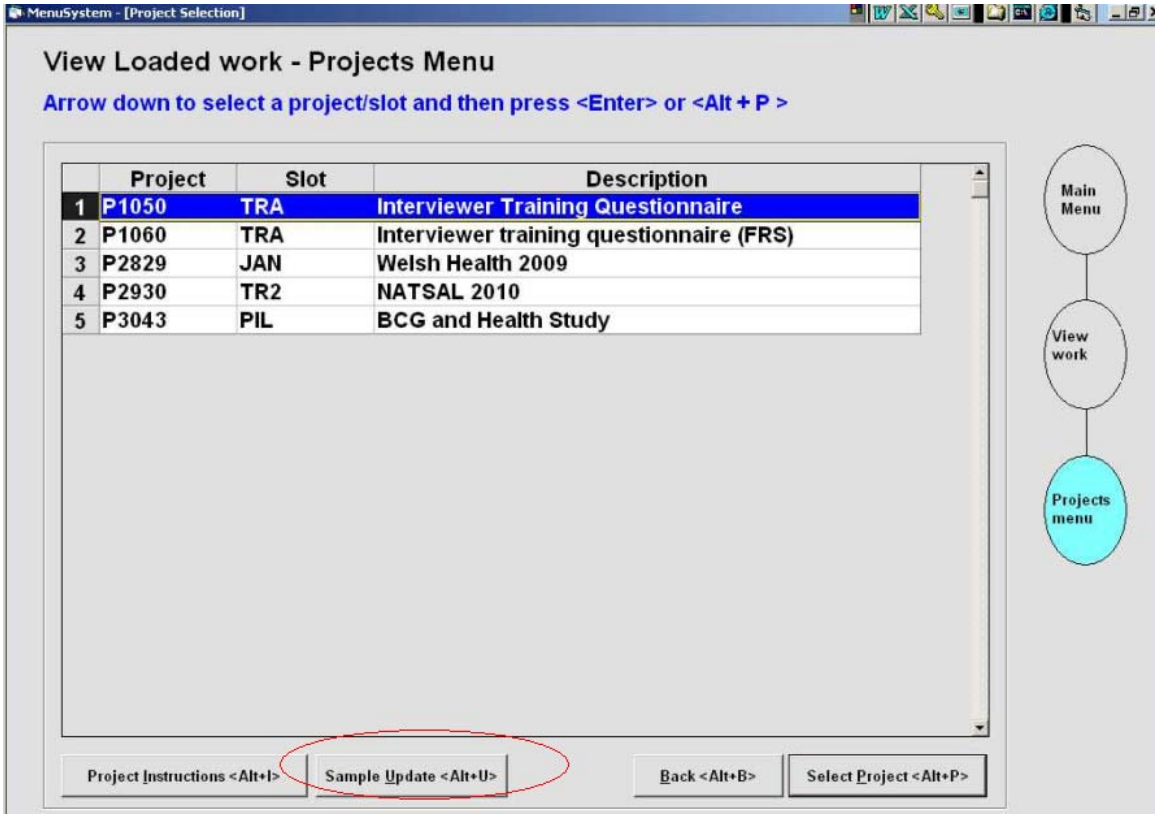
IP5 CAWI Status

	Completed by CAWI?	Date completed (if partial or full)
Household grid	FULL	20.04.2012
Household questionnaire	FULL	20.04.2012

Person number	Respondent Name	Completed by CAWI?	Date completed (if partial or full)
1	JANE SMITH	PARTIAL	21.04.2012
2	JOHN SMITH	NOT STARTED	
3	MICHAEL SMITH	NOT STARTED	

In order to access the Sample Update please go to **WORKING AT HOME** and then enter **VIEW/AMEND LOADED WORK**. The Projects menu screen will open and you will see the Sample Update button at the bottom of it (see figure 6.5. below):

Figure 6.5: Accessing Sample Update in CMS



Select the SAMPLE UPDATE and a PDF document will open (see figure 6.4 above for what it will look like). Check the status of each case that you will be visiting that day.

To close the Sample Update document please press Alt + F + X.

6.5 Informing the police

Before you start working on your allocated cases you need to register with the local police station. Registration should be done via the local police non-emergency telephone number which can be found at: http://website.lineone.net/~familykeens/policeno.htm rather than in person at the local office. In the event you have difficulty with using the non-emergency number or understanding the new policy, please speak with their Team Leader in the first instance.

It is reassuring for suspicious households, as well as other people you come into contact with, to be told that the police are aware of your work in the area. **You must not start work until you have registered with the police.**

7 On the doorstep

7.1 First contact with the household

When contacting the household you cannot:

- Make first contact by telephone;
- Send texts to mobile numbers; or
- Conduct the interview by telephone.

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

Research shows that:

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

So, it is important that you stick to the NatCen call pattern rules and make an early start so that you can spread out your calls more.

If no-one is at home, leave an *Understanding Society* appointment card (see Figure 7.1) to inform the residents of your visit. You may use the study Freephone number (0808 168 1356) as a contact number – note that this number is free to call from landline phones but calls from mobile phones will incur a charge. This number is staffed 9am – 5pm Monday to Friday. Outside these hours, an answer phone service operates.

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

7.2 Subsequent contact with the household

After you have made your **first contact in person**, subsequent contact can be made by telephone if the household are happy for you to call them, e.g. to arrange or check appointment times.

You need to keep record details of all telephone calls on the ARF (see Chapter 9), 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, you may leave a message, using the Freephone (0808 168 1356) number as your contact number.

7.3 Introducing the study

When contacting respondents remind them that this is a **study about them as individuals and that we want to find out how different aspect of their lives interact and influence each other.** As we will be re-visiting the households annually, **it is important to stress that the study is concerned with stability and change over time and this is why we would like to interview the household again.** It is important that you prepare answers to potential questions so that on the doorstep you are able to tailor your response depending on the objections raised and who you are talking to.

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

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

For households with more than one person, it is also important that **everyone** eligible participates. You should stress that this is a **household** study and that we are interested in how

members of the household influence each other. For example, how decisions about one person's work and working hours affect others in the household, what happens when children leave home and so on.

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

You should also use the information provided on the Sample Information Sheet (SIS) in ARF A (WEB and CAPI) to get an idea of the household composition at the previous wave.

7.4 Maximising response

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

If, despite all your efforts, you realise that for some reason it is impossible to interview a member of a household originally issued to WEB face-to-face, please encourage them to complete their interview online and sign the case off. If the household was initially allocated to F2F, then please ask if a proxy interview could be done on their behalf. If the respondent signs in and completes their questionnaire online after your visit to the household, you will receive a small fee to acknowledge your input into maximising the survey response.

7.5 Documents to use on the doorstep

The following documents are available for you to use on the doorstep (see Figure 7.1 below):

- Appointment card;
- Broken appointment card;
- '*Understanding Society*: Information for Participants' leaflet;
- Generic advance letter; and
- 'First Findings from Understanding Society' booklet

7.5.1 Appointment card

You have been supplied with an appointment card for you to use when you arrange the appointment with the household. You can use the blank space to write a message.

7.5.2 Broken Appointment Card

Use this card for broken appointments. The card directs the respondent to call the Brentwood freephone and to propose a different interview time.

7.5.3 'Understanding Society: Information for Participants' leaflet

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

7.5.4 Generic advance letter

We have produced a laminated generic version of the advance letter which can be used on the doorstep, to avoid any confusion over which letter to use and so that you do not have to carry multiple versions of the advance letter when visiting a household. The generic version does not differentiate between sample member types; it simply tells the sample member about the study and encourages them to take part.

In addition to the laminated copy, your workpack includes spare copies of the generic advance letter (which have not been laminated) and these can be given to sample members on request, e.g. if they are a new entrant to an issued household or did not receive their advance mailing. If you require further copies of these, please contact the office.

7.5.5 'First Findings from Understanding Society' booklet

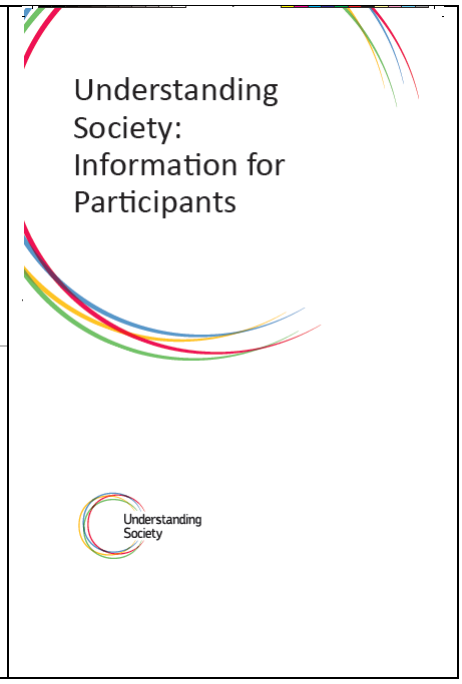
A copy of this booklet is included in your workpacks for you to use on the doorstep. As discussed above, this report was sent to all sample respondents in January 2012 as part of their inter-wave mailing. It includes some initial findings from the study. This report is for your reference and can be used to remind people on the doorstep of the mailing they will have received - but please do not leave the report with respondents since this is your only copy.

Figure 7.1: IP5 Doorstep Documents

Appointment Card

Broken Appointment Card

Study Leaflet



8 Who to interview

At the start of the interview you need to enter details in the Household Grid of who lives in the household. Based on this information, CAPI will tell you who you need to interview.

As a general rule, you will be interviewing **everyone aged 16+ who you have indicated is part of the household**, including any new people who have joined the sample households (either entirely new entrants, or rejoiners – people who lived in the household in previous wave(s), moved out but have now moved back).

You will also be administering self-completion questionnaires to young people (aged 10-15), and paper self-completions to some adults dependent of experimental treatment group.

You will also be following and attempting to interview:

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

In any circumstance, we do not want you to interview respondents:

- who are known to you either personally (e.g. a friend, a neighbour, son or daughter of a friend) or in a professional capacity, e.g. a colleague at work, a teacher at night school etc. **Refer such cases back to your team leader immediately and the case will be re-allocated;**
- respondents who are in prison; and
- respondents who have moved to a new address and have been identified as ineligible by CAPI.

8.1 Eligibility of new entrants to the issued household

In the issued sample households you need to confirm whether there have been any changes to the previous household composition, and if you find new people you need to determine whether they are now part of the household.

To determine who belongs to the sample households, use the household definition below:

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

Sharing at least one meal a day:
This should consist of the main meal but does not imply that the household must always sit down

together for the meal, as long as food is bought for joint use. Breakfast may be counted as the main meal.

Sharing living accommodation:

- Living accommodation in this case is defined as a living or sitting room and also includes addresses where there is no living room separate from the kitchen, i.e., if it forms part of the same room, or where the living room is used as a bedroom.
- **Shared kitchens and/or bathrooms do not count as shared living accommodation.**

Occasionally an individual or a group of people will have both their own living accommodation (that is living room/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, their MAIN residence should be decided by the person themselves.**

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

8.1.1 Exclusions:

- 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.

- 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.

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

- 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.

8.1.2 Inclusions:

- Anyone who has been or will be 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.

- 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.

- 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).

- 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 they are a spouse of a sample member. These people can be proxied if away at the time.

- 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.

- 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.

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.

9 ARFs

9.1 Overview

The set of ARFs on IP5 includes:

- ARF A & Sample Information Sheet (SIS) - used for the original household;

A special feature of IP5 is that we have two types of ARF A:

- ARF A F2F (yellow) – used for F2F sample members;
- ARF A Web (blue) – used for Web sample members transferred to F2F.

Please note that the two types of ARF A are identical in terms of structure but are meant to help differentiate between the sample types.

Also, we split the usual long ARF document into 3 shorter ones for your convenience:

- ARF & SIS
- Tracing section
- Outcome codes sheet

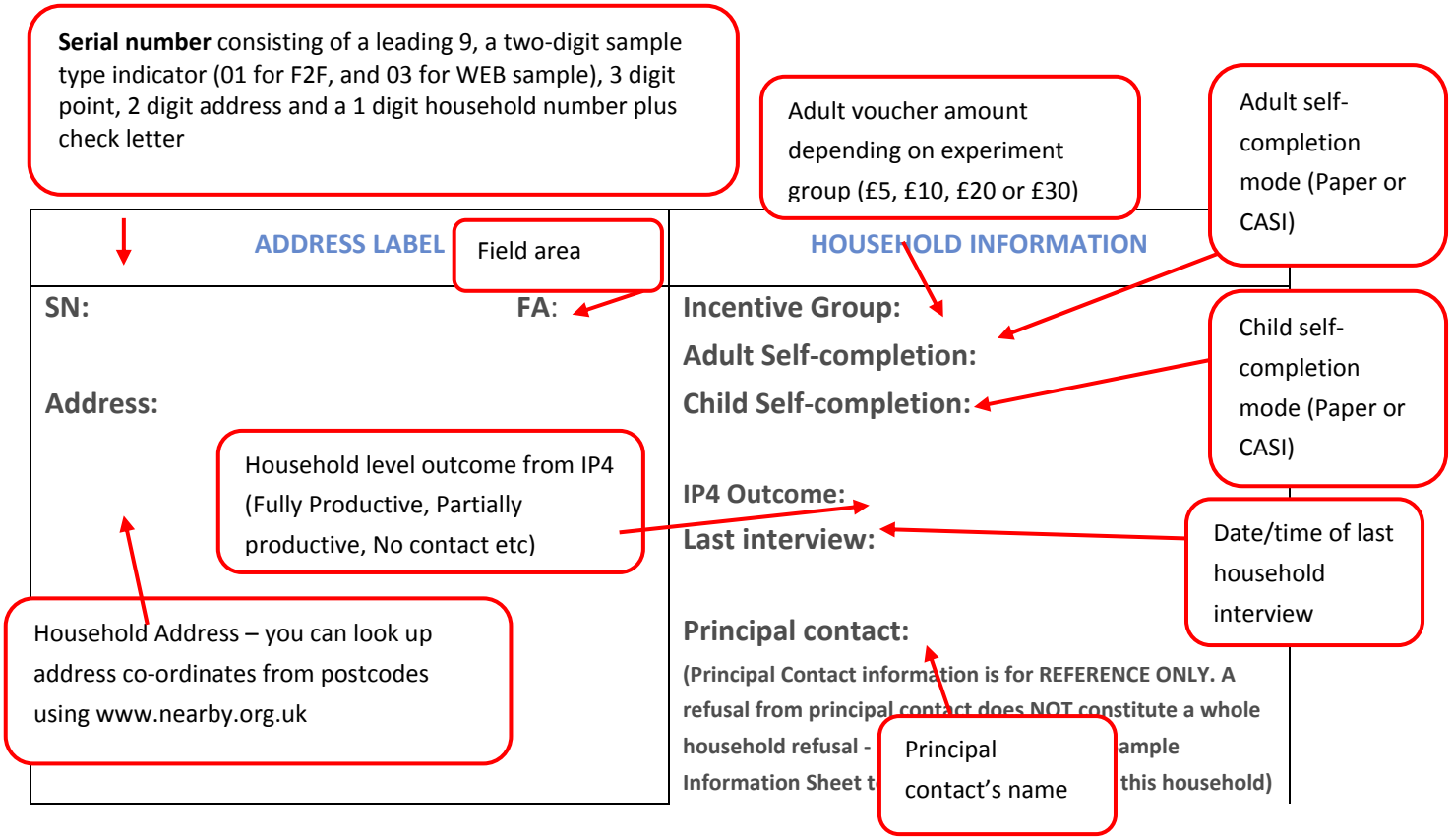
- ARF B (Pink) – used for split households, i.e. households containing sample members who have moved out from the original household but are eligible for an interview; and
- 784 Log (White) – used to log the serial numbers of split households that are not eligible for an interview but still need to be created in CMS.

ARF A (F2F and WEB) provides you with data collected at the previous interview, such as contact details and the interview outcome.

9.1.2 ARF A F2F and ARF A Web – issued household

ARF A includes Sample Information Sheet (SIS) and is used for the original household.

Figure 9.1: Address and household information label explained



Keeping Track (pages 1-4)

The first three pages of the ARF A provide space for you to record the details of your visits to the household. **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 numbers you have called, in case the household requires tracing later. This way we will not duplicate efforts that you have already made.

The 'Tracking Interviews and Self Completions' section on p.4 allows you to keep track of progress in the household, e.g. record who has been interviewed and/or who has done their self-completion, and whether you have handed over a promissory note.

Section A

This section is for you to fully record your observations. The section includes some initial observation questions which must be answered **before** making contact with the address. We are interested in your initial observations and judgement, so even if you later find out that your initial observations were incorrect, e.g., if you recorded that the address doesn't have children under 10

years of age but later found out that there were children of that age living at the address, **do not change your observations**.

In the F2F sample, observation questions need to be completed for all non-deadwood addresses including office refusals, although you should not contact the latter. In the WEB sample you should NOT complete interviewer observation questions for deadwood addresses AND for households that have been fully completed online. This means that you should not visit any web completes.

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

Tracing Section

Please note that we removed old sections B-D from the IP5 ARF A which were for recording new addresses and/or any tracing activities and made them into a separate document (IP5 Tracing section) for your convenience.

Sample Information Sheet (SIS)

The SIS is found after page 6 of ARF A. It provides extra information that may prove helpful when contacting the household and planning the interview. The SIS is based on the information from the sample member's last interview. However, as circumstances change, this information may be out of date by the time the case is issued to you.

The SIS is for your own use only; it should not be shown to the respondents or anyone else.

The SIS has 4 main sections:

- Household information;
- Individual information;
- Stable contact details; and
- Suspected split household information.

Each page of the SIS contains the serial number, check letter and field area. A key to abbreviations used in the SIS can be found on page 11 of ARF A.

Household information

The household information provided on the SIS is as follows:

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

The principal contact's telephone number and the household telephone number are also provided on the household information label on the front page of ARF A.

Individual information

This section contains the following information – where possible – for each household member enumerated at IP1/2/ 3/4 (including those who were not interviewed/absent at a previous wave):

- Name;
- Sex;
- Age;
- Whether they have ever been interviewed;
- Whether we are aware that someone should not be contacted at this wave – death, refusal, too old/infirm;
- Individual outcome at previous waves;
- Date and time of last individual interview;
- Absent sample members: where absent sample members at IP4 were living. Note that this will be blank for non-absent sample members;
- Job status at previous wave;
- Telephone number(s): home landline, mobile, work numbers;
- Whether they are a rising 10 or a rising 16: '10' indicates the sample member has turned 10 and is now eligible for the youth self-completion. '16' indicates the sample member has turned 16 since their last interview and is now eligible for a full interview. Note that this will be blank for all other sample members; and
- Sample member type (see Chapter 10).

Notes on contact from last interview

Comments made by the last interviewer regarding the address location, call pattern or other information they regarded as useful for the future will be recorded here.

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.

Stable contact details

At previous waves each sample member who completed an individual interview was asked to provide contact details of someone we could contact if we are unable to contact 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;
- address of stable contact person; and
- up to two telephone numbers for the stable contact person.

Please note that not all sample members will have provided a stable contact and so this table may be blank. Also note that any changes to stable contact details should be recorded directly in the CAPI and not on this table.

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;
- new address; and
- new landline number.

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.

Final Outcome Codes

All the final household outcomes are on one page which is again made into a separate document for your convenience (see Appendix C). Code the final outcome and make sure you transfer the outcome code to the front of the ARF. Codes 110 and 210 and 211 (productive Outcome codes) will be generated automatically in the CAPI Admin. Unproductive codes need to be entered by interviewers as part of completing the Admin block.

For a detailed discussion on ARF B see Chapter 10 on split households.

10 Dealing with split households

You may find that some households have split since the previous wave, i.e. not everyone in the household from last wave live together any longer. In such cases, some additional split households need to be created for the movers.

Mover situations can be complicated, and there have been some problems with creating split households on Waves 2 and 3. The key is to stick to these three golden rules:

1. **<u>Follow the instructions in the CAPI</u>**

Once you have completed the Household Grid, CAPI will tell you the number of split households required and what you need to do. If you read the screen carefully and follow the instructions you can't go wrong!

2. **If anyone still lives at the issued address (on ARF A), they need to be interviewed in the issued serial number.**

E.g. if you are issued a serial number 1001 for Address1, you cannot interview a split-off mover from this household living at Address2 in this serial number. Instead, you need to interview one of the people still living at Address1 in this serial number, complete the household grid, and CAPI will then tell you to open split household (serial 1002) for the split-off mover.

3. **As a general rule, you cannot create split households before completing the household grid in the issued serial number.**

Without the household grid, CAPI will not know who is meant to be living in each new split household. The only exception to this rule is situations where you know of a split-off mover, but are unable to interview at the issued Serial - see section 10.4 below for more details.

Detailed instructions on split households are included below. The Household Grid has also been revised for Wave 4 which should make the process easier.

10.1 Process for creating split households

10.1.1 Tell CAPI who has moved

First you need to tell the CAPI who has moved. This is done in the Household Grid of the original/issued household.

10.1.2 Open ARF Bs or the 784 log

If you have coded some people as movers/going to prison and not returning to the household, CAPI will tell you how many split households you need to create and their serial numbers, and whether we want to interview these movers.

Note that the split household serial numbers will always be identical to the original household serial except for the last digit, which will be 2 for the first mover serial number created, 3 for the second, etc.

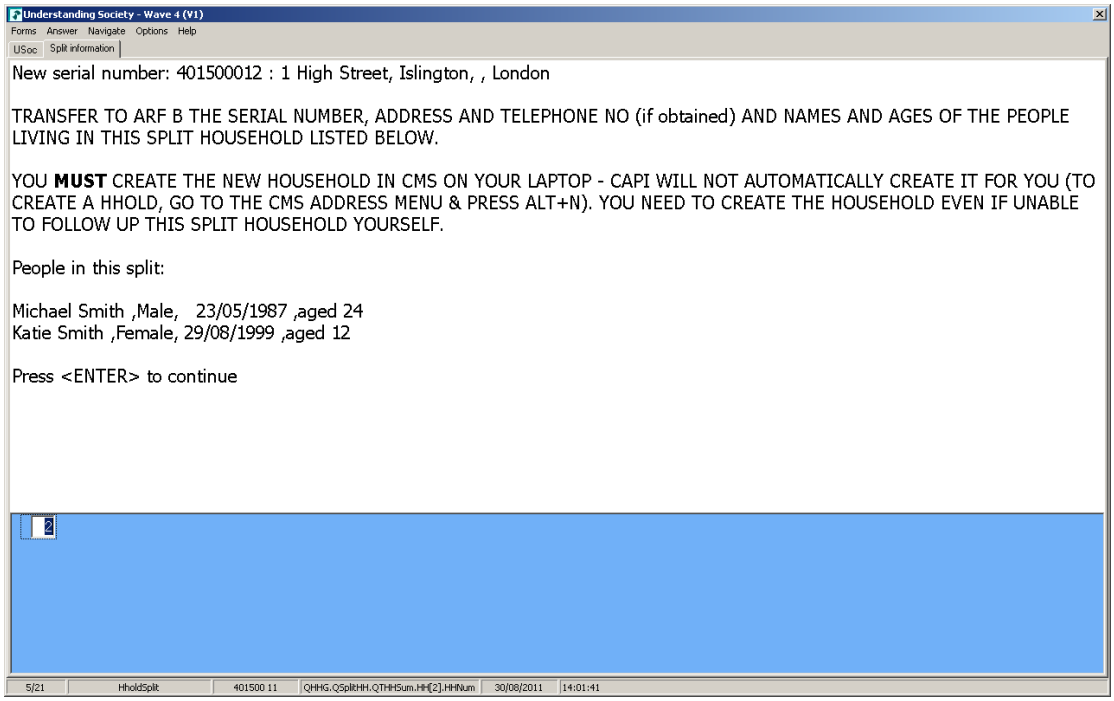
Interviewed split households – ARF B

If we want to interview the people who have moved, CAPI will ask you to open an ARF B and copy the following on it:

- Serial number (which you will need to create by opening a new household using CMS as shown below);
- Details of the mover who now lives at this split household;
- Address and postcode; and
- You also need to copy over the household information from the Household information label on the front of ARF A.

ARF B is identical to ARF A.

Figure 10.1: CAPI screen with person information for new household



784-Log -- Non-interviewed split households

If we don't want to interview the people who have moved, CAPI will ask you to copy the serial number onto a 784 log. We don't use 784 log for any interviewing but it is intended to act as a memory aid for you to create the new split serial number which is required for all splits, including non-interviewed ones.

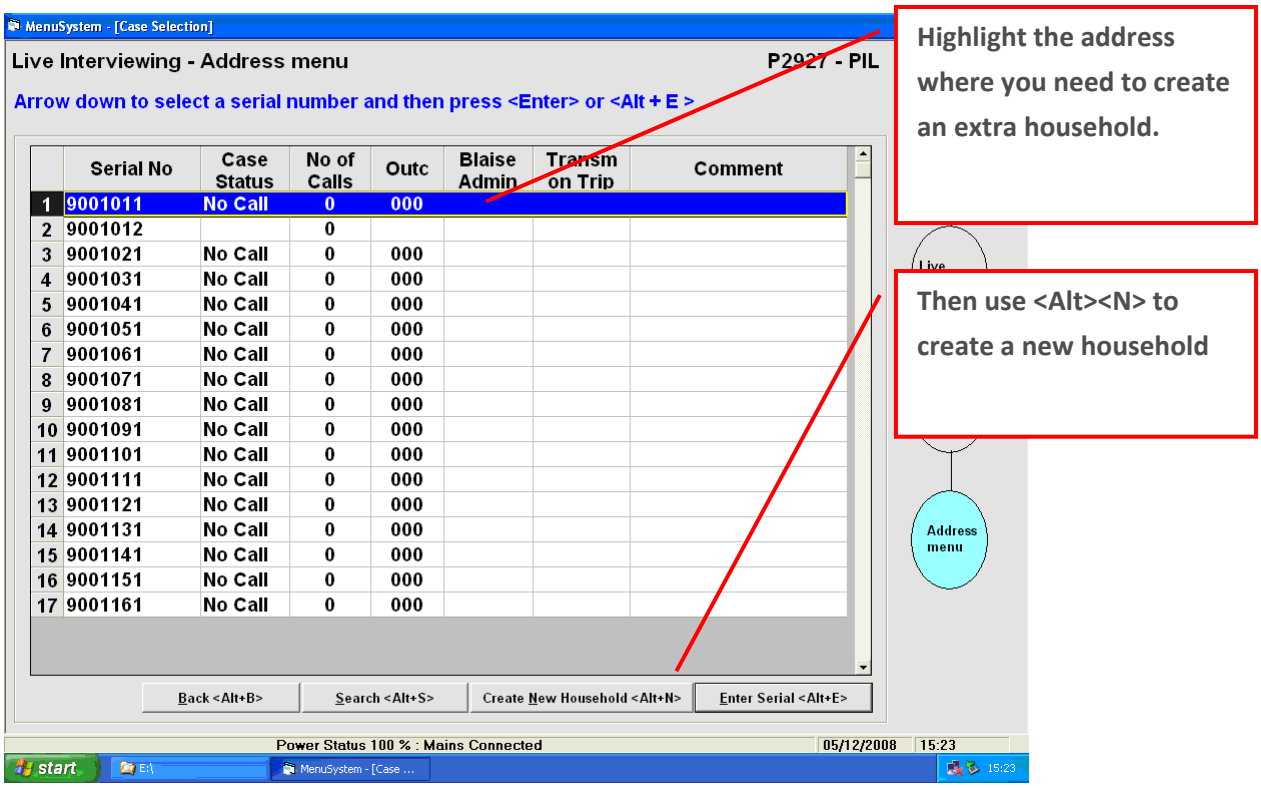
10.1.3 Creating split households in CMS

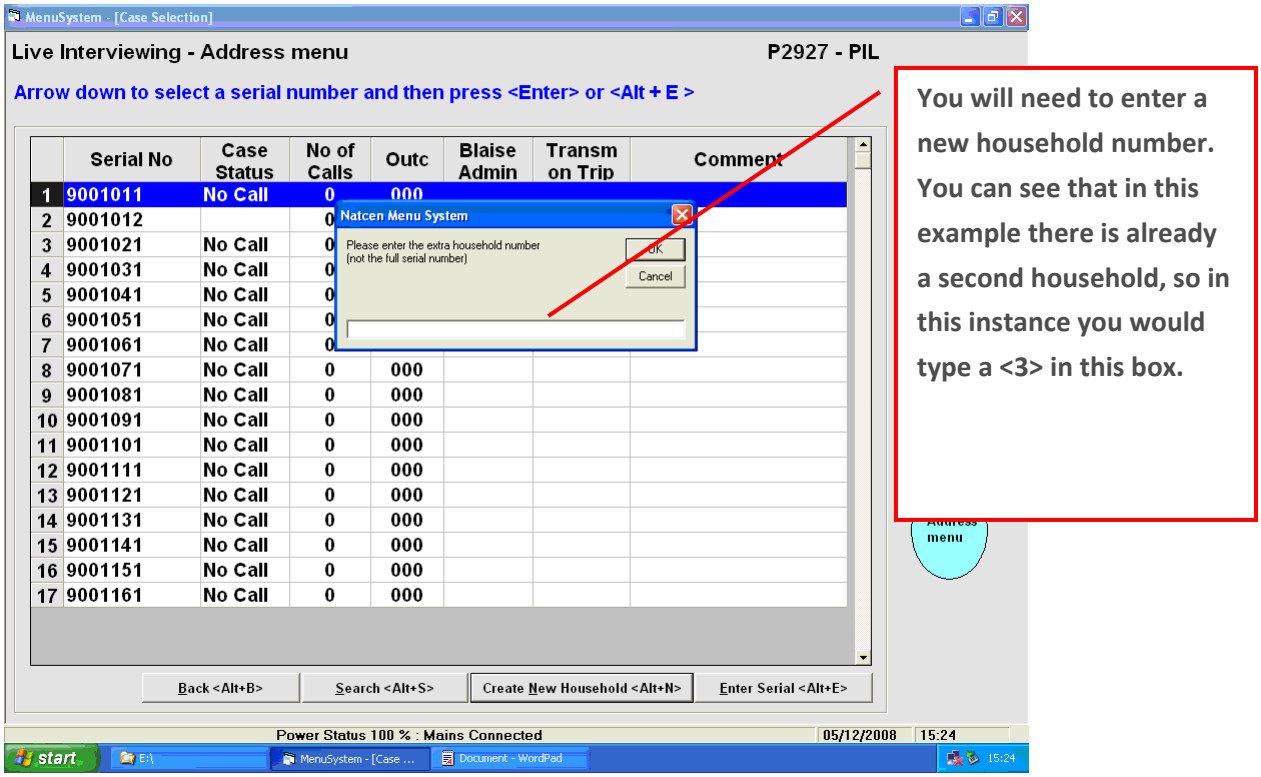
For each split household, CAPI also asks you to create the new serial number on your CMS address menu before transmitting the interview for the original/issued household. **It is essential**

you do this before transmitting. You cannot go back and create the new serial numbers once the original serial number has been transmitted.

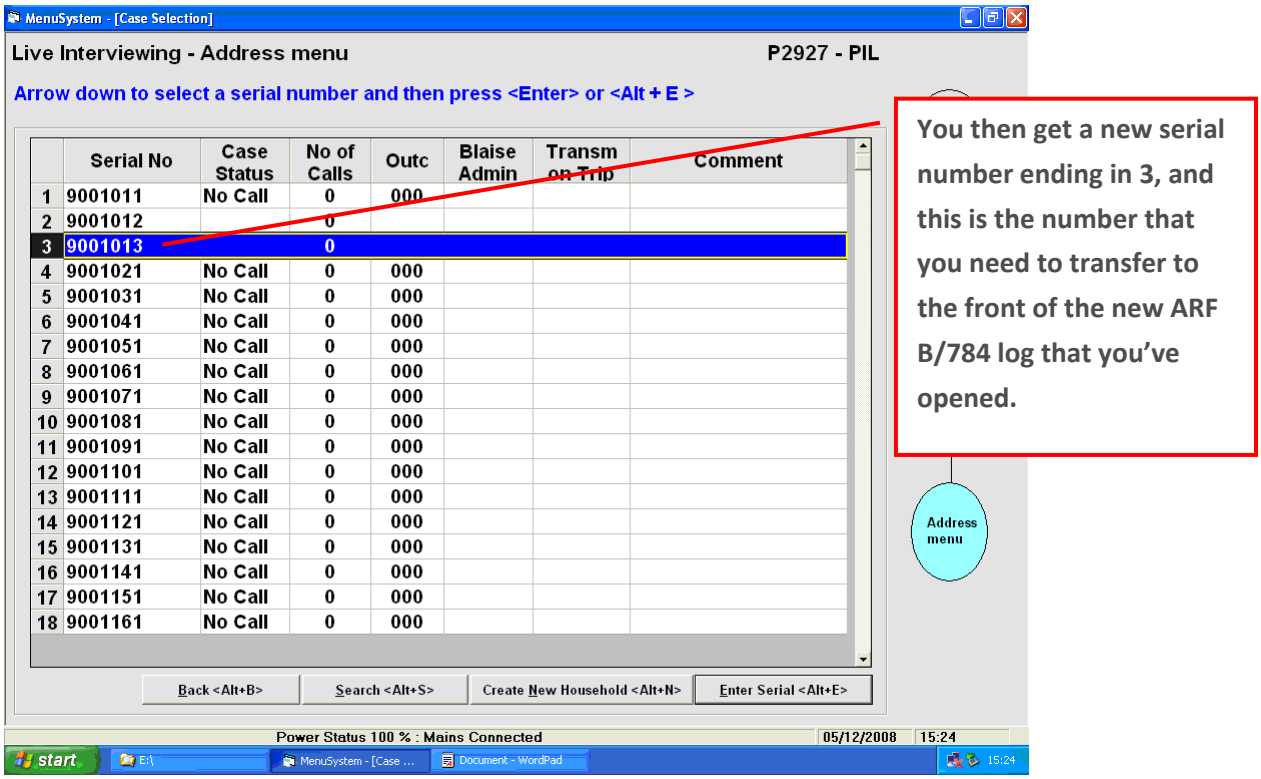
Note that you need to create the new serial numbers on your laptop in all cases where CAPI tells you to, **whether or not you will yourself be able to interview split household**. You also need to create a new serial number, for example, in cases where you have not found follow-up details for a split household (code as 671) or if the household has moved outside your area (code as 673).

To create new households follow the instructions below:





You will need to enter a new household number. You can see that in this example there is already a second household, 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 B/784 log that you've opened.

10.1.4 Using the new split serial numbers

Interviewed split households

For **interviewed split households** (ARF B), try to trace the household (more details on tracing in chapter 10). If you trace them you can proceed with the interview as normal using the new split

serial number you have created. CAPI will copy over the information from the original household and knows that only the named mover(s) should now live in this serial number.

If you cannot trace a split household on an ARF B you should code it as 671 'certain hhold moved but no follow-up address found' and send back to the office.

If the split household on an ARF B has moved outside your interviewing area, speak to your team leader first and, if they agree, code them as 673 and send back to the office for reallocation.

Completing the Household Grid

If you managed to trace a mover, you might find that there are other people living with them at their new address. You need to add these people as 'new household members' at the Household Grid.

Non-interviewed split households

For **non-interviewed split households** (784 log), we do not proceed with the case. You need to:

- create the split serial number in the CMS (as instructed by CAPI/copied onto 784 log)
- complete the short Admin block for the household – the outcome code 784 'Hhold no longer eligible - TSMs only' will be automatically generated
- send the case back to the office

10.2 ARF B or 784 log? Following rules

CAPI will determine whether the split household should be interviewed or not based on the status of the people in the split household. You do not need to therefore memorise the specific 'following rules' although you should be aware of them so that you can explain to respondents why we want to interview some people but not others.

Sample Member Type – Original/Permanent or Temporary

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 (OSMs) - those who were members of an original IP1 or IP4 refreshment sample household, and any natural children of female OSM's;
2) Temporary sample members (TSMs) - those who have moved to a household later than the start of a study; and
3) Permanent sample members (PSMs) - temporary sample members who have fathered children with an original sample member. (Further reasons for becoming a PSM may be elaborated in the future as the study develops.)

Following rules

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

We always want to keep track of OSMs and PSMs throughout the study. Therefore, if an OSM or PSM moves we will try to follow them and interview them. If a split household includes any OSMs or PSMs, CAPI will ask you to open an ARF B.

But TSMs are only temporary members of the sample who we are interested in because they have joined a sample household temporarily. If a TSM moves and is no longer living with any OSMs or PSMs, we would not want to follow and interview them; if a split household includes TSMs only CAPI will ask you to open an 784 log.

You will also be asked to open an 784 log (not-interviewed) if someone has moved out to go to prison and is not intending/expected to return to the household; these individuals will be permanently removed from the sample.

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

10.3 Whole household moves

Please note that if you find out that none of the household members lives in the issued address (on ARF A) any longer, it may not necessarily mean that you need to open split households.

In such cases you should first trace the household to their new address. If you cannot trace anyone in the household, but are certain that everyone has moved, code this as a 671.

If you manage to trace someone in the household, use the issued serial number to interview.

- If the whole household still lives together, just code accordingly in CAPI and you can interview the household in this serial number - but you need to update their address as part of your Admin.
- If the household has split, follow the instructions in CAPI to create an appropriate number of split households

Note that if the household had told the University of Essex that they had moved before the household was issued at IP5, the new address will already appear on your ARF so you don't need to do tracing, and the CAPI programme will have a flag to indicate that the household has moved since last year's interview.

10.4 The exception to the rule: creating split households from unproductive households

The process described above should be followed in the vast majority of cases when there are split-off movers. There are certain situations, however, where you may know that a person has split from a household (e.g. information on split-off mover on your SIS) but you are unable to interview at the original address (e.g. everyone away on holiday, refusal to take part).

In such situations, it is possible to create a split household without the Household Grid being done in the original household, and to manually code who lives there (as opposed to the CAPI doing this for you automatically). Note that since there is a higher chance of miscoding and errors with this function, please only use it if you really cannot interview at the original address, and contact the office for advice if you are in any doubt as to how to proceed.

11 Tracing sample members

It is very important that we re-contact and interview as many sample members as possible in order for the study to continue. Therefore, we will also follow any IP5 sample members who have moved, and interview them at their new address, with the exception of those who:

- have moved outside GB (may be eligible at later waves if they return to GB);
- are in prison; and
- TSM only households.

In IP5, we will also attempt to locate untraced split-off movers from IP4. Since we were unable to trace these movers during IP4 fieldwork, we are asking the original household members whether they may have acquired new information on the whereabouts of the mover in the meantime.

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

You are expected to make reasonable attempts to contact and /or trace the sample members; this may require more than one visit. Any untraced movers count against our response rates since we are losing people from the sample.

If you find a new address and, in general, that address is within 15 miles of the original address or is close to your own home, you should attempt the interview at the new address (and be prepared to follow up further moves).

11.1 Tracing activities

The tracing activities 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 (SIS) and any new numbers established via tracing;
- attempting to contact neighbours/ local residents;
- attempting to contact the current occupants of the address;
- attempting to contact the stable contact;
- 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 asking them to provide you with any current contact details;
- leaving a tracing letter with anyone you feel would know the sample member's whereabouts, such as current occupants/neighbours/stable contact; and

- consulting electoral registers (optional), maps, phone books, the police, public records, or other local shops and services such as estate and letting agents, post office etc. This could prove useful for incomplete addresses.

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

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. This is particularly useful for remote dwellings should you encounter any.

11.1.1 Contacting neighbours

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

11.1.2 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 envelope: one addressed to *Understanding Society* (postage paid), and the other blank.

Who to address the letter to

In the case of whole household moves, the tracing letter should be addressed to the principal household contact. 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.

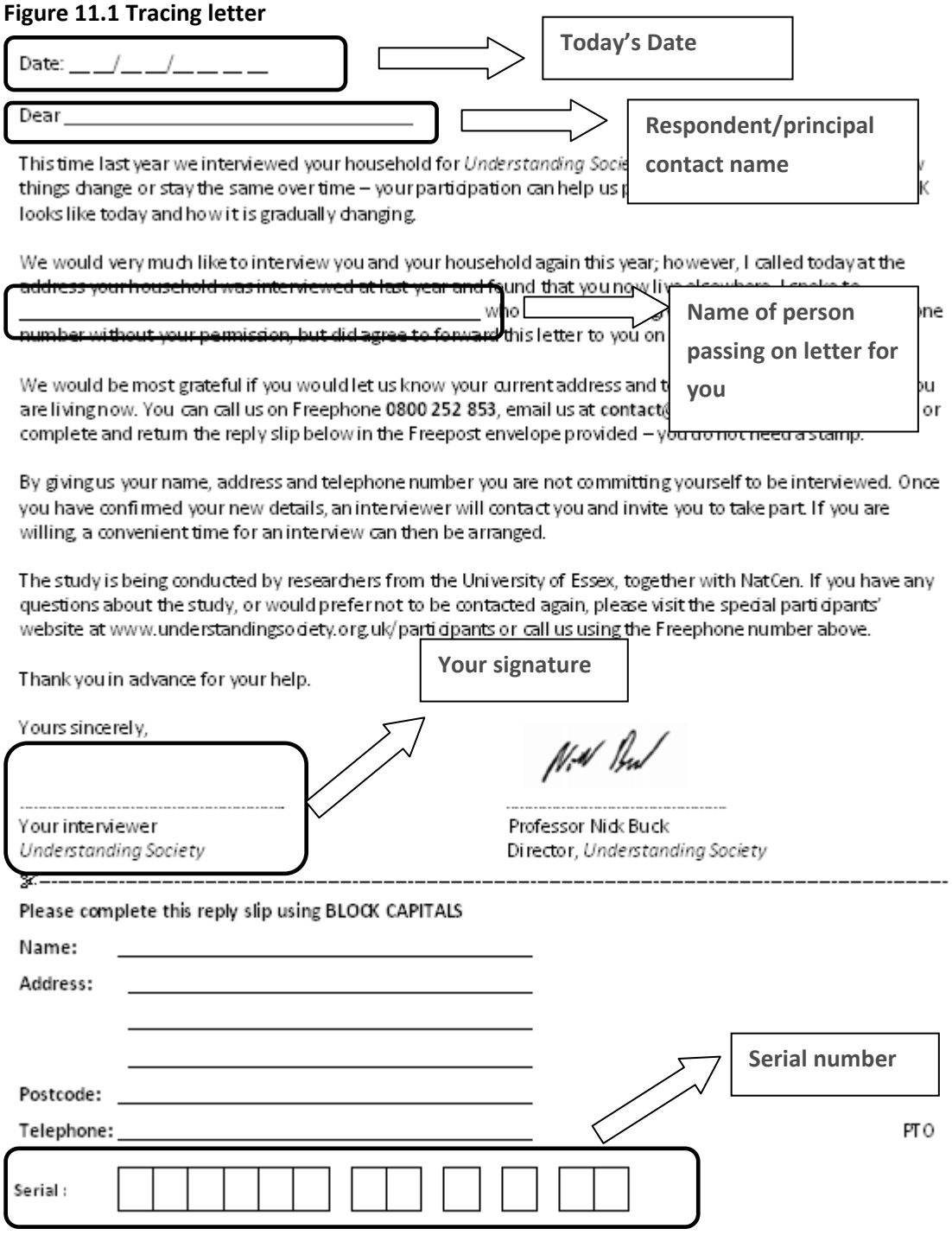
The tracing letter informs the sample member that we have been trying to contact them as part of the latest stage of the study, but the address we have for them is not correct. The letter is signed by Nick Buck from ISER and asks the sample member to complete the reply slip and return it to ISER. It 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 fill in the details as shown below, and:

1. Complete the following information on the letter: date, principal contact name or sample member's name, the name of the person you spoke to, your name, serial number and check letter ;

2. Put the letter and the *Understanding Society* return envelope into Queen's Head 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!).

Figure 11.1 Tracing letter



11.1.3 Contacting stable contacts

If current residents/neighbours do not know where the sample member(s) have moved to, you should contact the stable contact. During previous interviews, respondents were asked to provide details of someone outside the household who could be contacted if the sample member had

moved address and the interviewer was unable to locate them. Details of the stable contact can be found on the SIS.

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

Stable contact letter

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

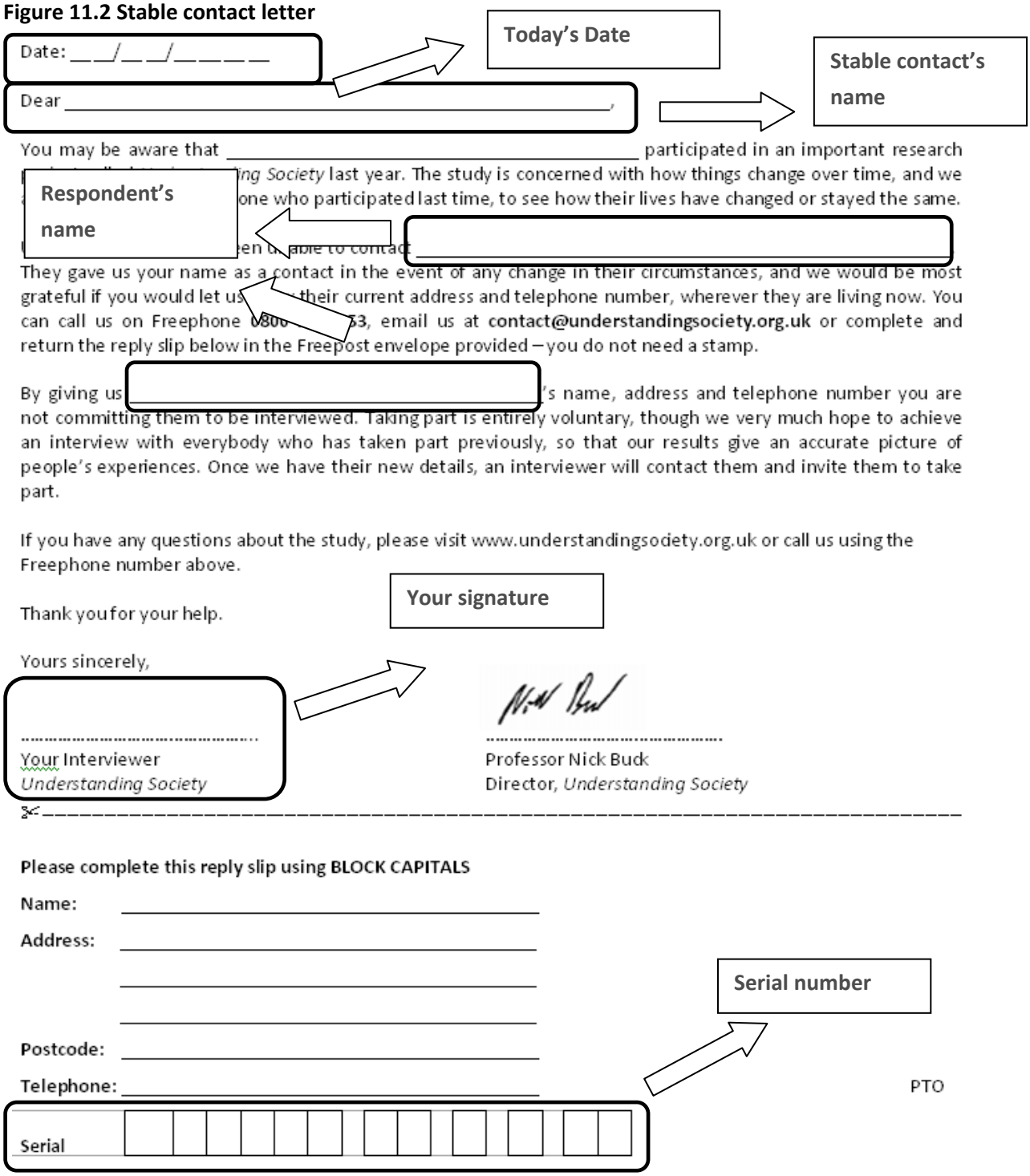
You may need to complete a letter for each member of the household as they might have each supplied different stable contact details. You will need to fill in various parts of the form, as indicated below, then:

- Complete the following information on the letter: date, stable contact's name, sample member's name/ principal contact's name, your signature, serial number and check letter; and
- enclose the letter and University of Essex freepost envelope in a Queen's Head envelope, especially if you are posting it through the stable contact's front door.

Please note that you will need to use the sample member's person number in the last two boxes when completing the serial number. A person number for each sample member can be found on the first page of the SIS, in the individual information section.

If you have the same stable contact for everyone in the household, then you will only send one letter for that household, and should use the principal contact's name in the body of the letter.

Figure 11.2 Stable contact letter



11.2 Institutions

Sample members who have moved into an institution remain eligible for interview at their new institutional address, with the exception of respondents having been sent to prison.

Prisons

Sample members interviewed at IP4 who have moved to prison are exempt from interview at IP5. Please code them as 'In prison' in the household grid and indicate whether they are likely to return to the household after release. If they will return to the household, they are kept in the household and they are eligible for a proxy interview at this wave. If a mover to prison will not return to the issued address after their period in prison, they are ineligible for interview at this wave and CAPI will ask you to create a new split household for them and the ineligible outcome 784 will be automatically generated.

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.

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 with the warden (or equivalent) before you can do this (either by phone call in advance, or on arrival), so we advise that you contact a managing authority in advance out of courtesy. Some wardens will turn down interviewers unless they have telephoned to pre-arrange an appointment and are known to be expected by the individual. Therefore you may need to make an appointment. It is vital that you make such arrangements as early as possible, so do not leave these sample members until last - make them your first priority.

If a warden (or equivalent) asks for your contact details, you can give them your NatCen mobile phone number. If a warden (or equivalent) asks you for a written description/confirmation of the project, please contact Brentwood and a researcher will write this on your behalf. We have decided that letters will not be written in advance as 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 difficulty or disability) we would like you to complete a proxy interview with a suitable adult (see chapter 12.3 on who is eligible to be a proxy informant).

11.3 Split-off households

ISER may have been notified of a sample member moving from the household since the last time they have been interviewed, for example, the sample member may have returned a 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 issued IP5 household (rather then being put in a separate household) and this will be indicated on 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 reallocated 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 and you should provide them with a copy of the generic advance letter.

11.4 Incomplete addresses

There may be instances where an address is inaccessible or you cannot find it.

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

11.5 Movers and traced cases outside your fieldwork area

In the instances where you have successfully traced the sample member, but the new address is too far for you to cover, you must check with your team leader. If they agree there is another interviewer better placed to cover the case, return the case to the office with Outcome 673 for reallocation to another interviewer. You must record your tracing activities in detail for these cases. This is because 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 in the Admin block.

11.6 Unsuccessful Tracing

If you have been unable to trace the sample member to a new address, you will be instructed to return the case to the office with Outcome 671. As you are tracing, you should record what you have done and the outcomes on the ARF and you should then enter these details in full in the Admin block.

We are particularly interested in what happened when you tried to contact the follow up addresses (and what those addresses were), the stable address(es) and each telephone number. Therefore, in addition to coding the actual tracing activities you have carried out, you are asked to record in detail what happened when you attempted to contact (i) the stable address(es), and (ii) each telephone number provided on the Sample Information Sheet (SIS).

You should use all the information provided on the SIS and gathered during tracing before returning the case to the office. There is space for you to record any further information which you think may help tracing, and - should you need it - there is the usual space at the end of the admin block for you to record "any information useful at re-contact".

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.

12 The Interview Process

12.1 Overview of data collection instruments

The data collection instruments and their average timings are:

- 13 min CAPI household questionnaire (including the enumeration of the household i.e. the household grid);
- Individual Adult CAPI questionnaire for all aged 16+ (30 min);
- ca. 8 min adult CASI or paper self-completion;
- 10 min CAPI proxy questionnaire; and
- 10-15 min Youth paper self-completion questionnaire for all aged 10-15.

The household questionnaire will vary in length because larger households will take longer to enumerate whilst single person households will take less time. The enumeration will take approximately 5 minutes on average followed by a further 8 minutes (approximately) of questions for the household.

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

12.2 Planning your work/tracking progress

If you have a large household you are likely to have to make multiple trips to complete all interviews and to collect any paper self-completions (both adult and youth). ARF A F2F and ARF A Web (p. 4) provides space for you to keep track of the interview progress. It is not mandatory for you to fill this in, but you may find it useful when tracking progress of the different elements.

12.3 Proxy interviews

You should attempt to get a full individual interview with all respondents. You should not take a proxy interview unless you are absolutely sure that you are unable to get a productive interview. 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 informant must be an **adult aged 16 or over** and either:

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

12.4 Recording contact details

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

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

You also need to check that the stable contact details given by each interviewed sample member at the previous wave are unchanged and to obtain a stable contact for each new entrant. Although this may appear to be time consuming, it is less onerous than having to trace sample members when they have moved.

Please also remember that we would like a different stable contact for each person in the household. The more contact details we have, the better chances we have of finding our movers. **It is important that you record stable contact details in CAPI and not on the stable contact section of the Sample Information Sheet (SIS)**.

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

12.5 Collecting details about respondents' occupations

The job description the sample member gave at the previous interview will be fed forward. Please confirm whether it is still correct and amend if it has changed. For new entrants to the household or those you have not interviewed before, you will be required to record their job description as described below.

Understanding Society requires coding the Standard Industrial Classification (SIC) to 4 digits rather than to the standard 2.

To code to 4 digits, the Operations team needs more detailed information 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 - Table 12.1 below shows that "clothing manufacture" would not be sufficient in this case – **you need to probe for exactly what is made and what it is made with**. If more than one product or material is used you need to probe for what product is made the most. Note that you need to record what the **organisation** they work for makes, not just what they make within their role. If they can't tell you, write in everything they make and what they make it with.

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

Table 12.1: 4-digit coding for manufacture of clothing

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

From Table 12.2 below you will also notice that 4 digit SIC coding requires greater detail than 2 digit. 'Glass manufacture' would be sufficient for 2 digit SIC coding but to code to the 4 digit SIC level, you would need to find out what type of glass was manufactured.

Glass manufacture: 2 digit SIC Code: 23.

Table 12.2: 4-digit coding for glass manufacture

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

Similarly, for teaching, just knowing that someone teaches in secondary education is not sufficient and more probing would be needed to determine what types of subjects and level of qualifications are taught. Table 12.3 illustrates 4 digit coding for teaching.

Table 12.3: 4-digit coding for teaching

2 digit SIC Code	4 digit SIC Code
	85.10: Pre-primary education.

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

12.6 Adult Self-Completion

Those interviewed F2F will receive either a CASI or a paper version of the instrument, depending on the allocation to experimental group. The version to be used in a particular household will be indicated on the front of your ARF.

12.6.1 Adult CASI

Depending on the experimental group that they have been allocated, some adults will be asked to complete a CASI section (Computer Assisted Self Interviewing) as part of their interview. The IP5 CASI covers the following areas:

- Health and general well-being;
- Close friendships;
- Child-bearing intentions;
- Partner relationships
- Alcohol consumption;
- Life satisfaction;
- Division of housework;
- Personality;
- Life aspirations for young adults;
- Relationships with non-resident partners;
- Parenting styles;
- Child development.

12.6.2 Adult paper

Paper adult self-completion has a blue cover on IP5 and includes the following sections:

- General health and wellbeing;
- Partner relationships;
- Alcohol consumption; and
- Personality.

Those allocated to a Paper adult self-completion may also be asked to complete some sections of the interview using CASI.

12.7 Youth Self-completion

In IP5 the mode of youth self-completion is dependent of the mode in which the responsible adult was interviewed. There are two modes for youth self-completion; web and paper.

If one of the responsible adults is interviewed in CAPI, the administration of the youth questionnaire will follow standard procedures: you will introduce the youth questionnaire to the parent/guardian and administer the paper questionnaire as usual. This will be the case for all households allocated to the F2F group, and for those household allocated to the WEB group, where at least one of the responsible adults does the interview in CAPI. You will see whether youth self-completion is still outstanding from the Sample Update.

For the WEB group, the first parent/guardian to complete their interview on-line will be notified about the youth self-completion. This will trigger an email and letter to the adult, containing a link to the PDF of the youth questionnaire and the live link for the young person to follow to participate in the self-completion on-line. If the Web household is transferred to F2F and assigned to you, and the young person has not completed their survey on-line by the time you call at the household, then you will offer a paper self-completion for the young person. If the young person completed the paper self-completion and returns it to you, this will be recorded and when you dial-in, the sample management system will be updated and the WEB version of the self-completion for that young person will be disabled.

12.7.1 Paper Youth Self - Completions

On IP5 we have two versions of paper youth paper self-completions (blue and yellow). The only difference between them is the design of question 20 on happiness (smiley faces vs. text-based).

If possible, you should ask respondents to fill in their self-completions during your visit(s) whilst you are interviewing other household members. If this is not possible, try to return to the household a couple of days later to collect them – this will ensure a higher return rate. Self-completions can be returned to Poole by the respondent as a last resort – envelopes are supplied for this purpose.

Both the adult and youth self-completion should take approximately 7-10 minutes to complete.

The questions on the youth self-completion (both web and paper) cover the following areas:

- TV and computer / Internet use;
- Family;
- Leisure activities;
- Happiness;
- Future intentions;
- School and educational aspirations;
- Health and nutrition;
- Physical activity;
- Smoking, drinking and taking drugs; and
- Environmental behaviour.

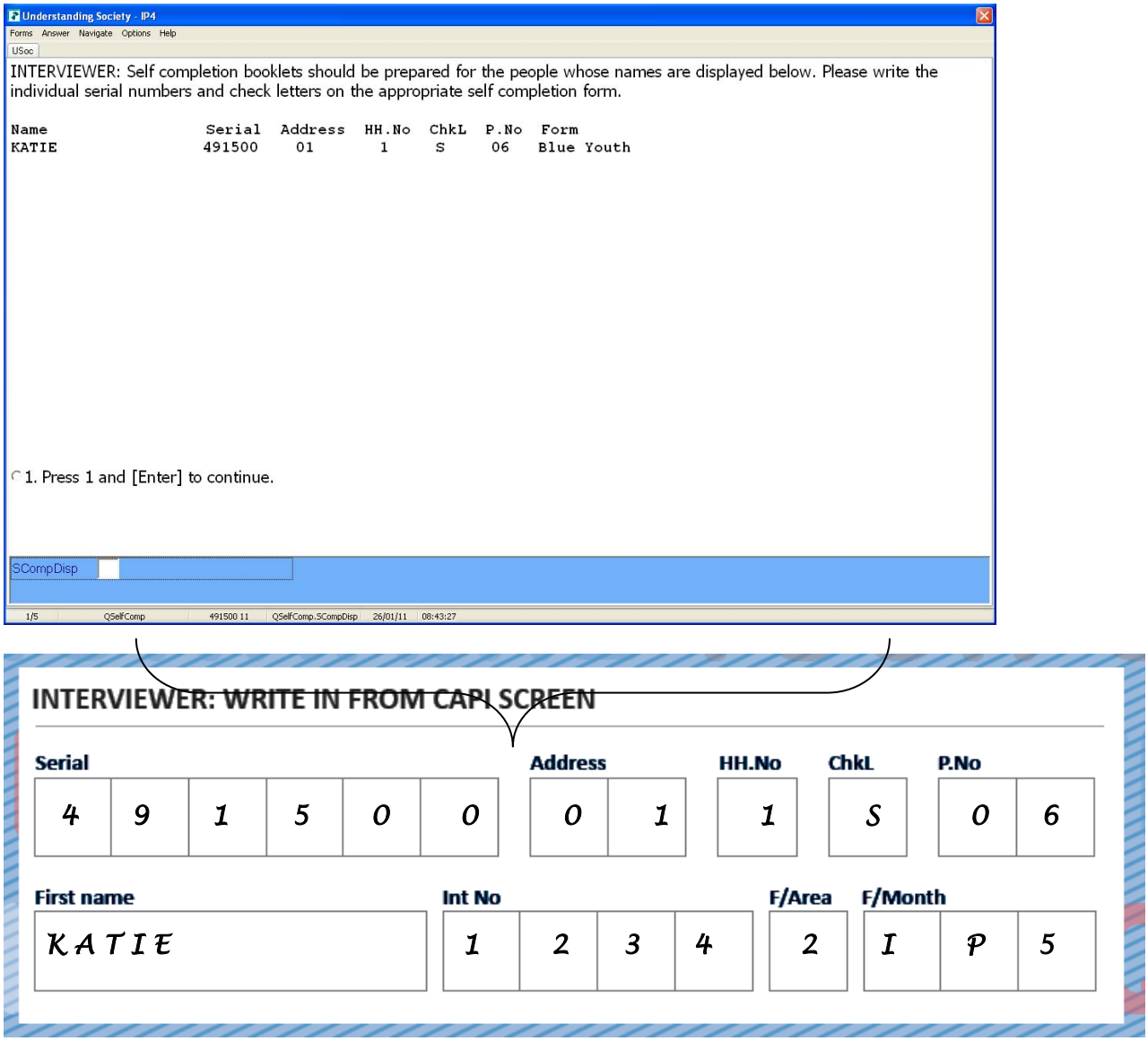
12.7.2 Administration of self-completion questionnaires

The CAPI has been structured in such a way that the paper 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 must write the serial number, person number, check letter, the respondent'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 in self-completion parallel block and not from anywhere else such as the front of the ARF.**

The screenshots below show the information that you need to transfer from CAPI to the paper self-completion:

Figure 11.8 CAPI self-completion screen and self-completion front page



12.7.3 Distributing the questionnaires

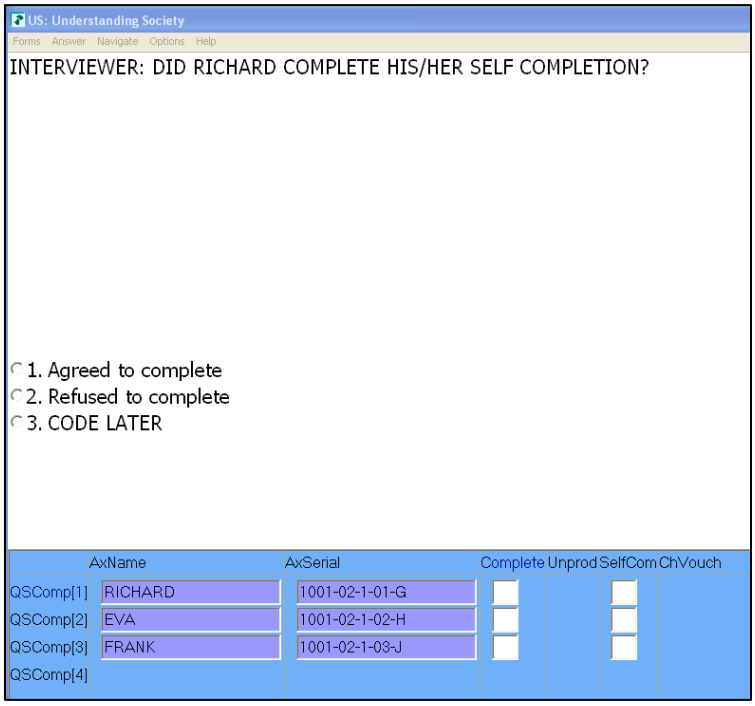
As mentioned above, you can give out the self-completions as soon as the Household Grid has been completed. **Be sure to distribute adult paper self-completions only in households in the paper self-completion group which is indicated on the front of the ARF. Only distribute youth paper self-completions if it has not been completed on web (you will see it in the sample update file). However, before you administer the youth self-completion, you need to get verbal consent from the parent or responsible adult. We are not asking for written consent.**

All self-completions 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.

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

If a parent asks to see the completed questionnaire of their child please, refuse politely. State that you have guaranteed confidentiality to the child and this promise cannot be broken. If you think it would be helpful, offer to show them a blank questionnaire, before the child completes it.

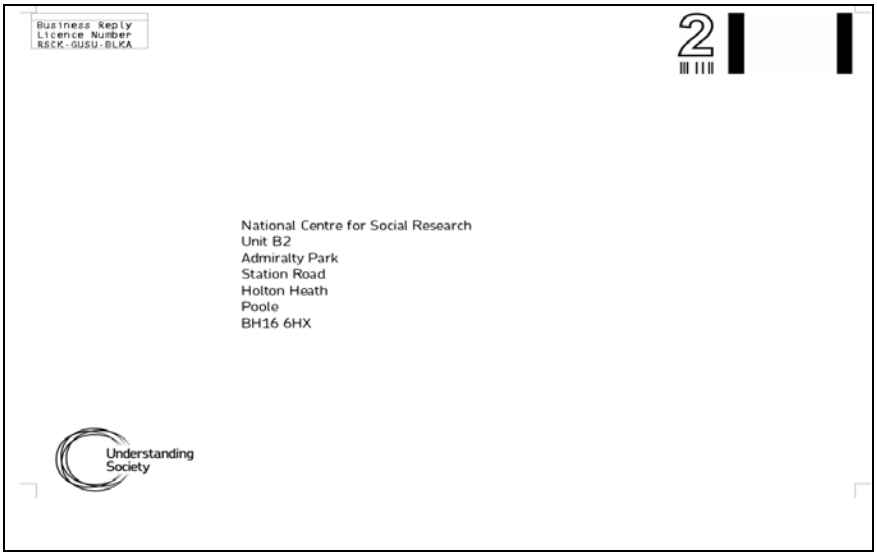
You will need to record the outcome of all administered paper self-completions in the self-completion parallel block, so that we can track response (see the screenshot below). You can select 'code later' if you need to skip to another respondent in the household (e.g. if you want to give respondent X their questionnaire before respondent Y). If you do this, you will need to return to this screen at a later point to code whether the questionnaire for each child and adult was completed or not. You will also be asked to code an outcome if the respondent refused to complete the questionnaire.



Only as a last resort should you leave a self - completion to be returned to the office. In such cases please leave a freepost return envelope addressed to Poole (see figure 12.2 below) with the household, so that they can send the questionnaire 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.

Figure 12.2: Poole Freepost return envelope for self-completions



12.8 Change of address (COA) cards

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

- Respondent name (first name and surname);
- Respondent's 14 digit Personal Identifier (PID); and,
- Respondent's full address including postcode.

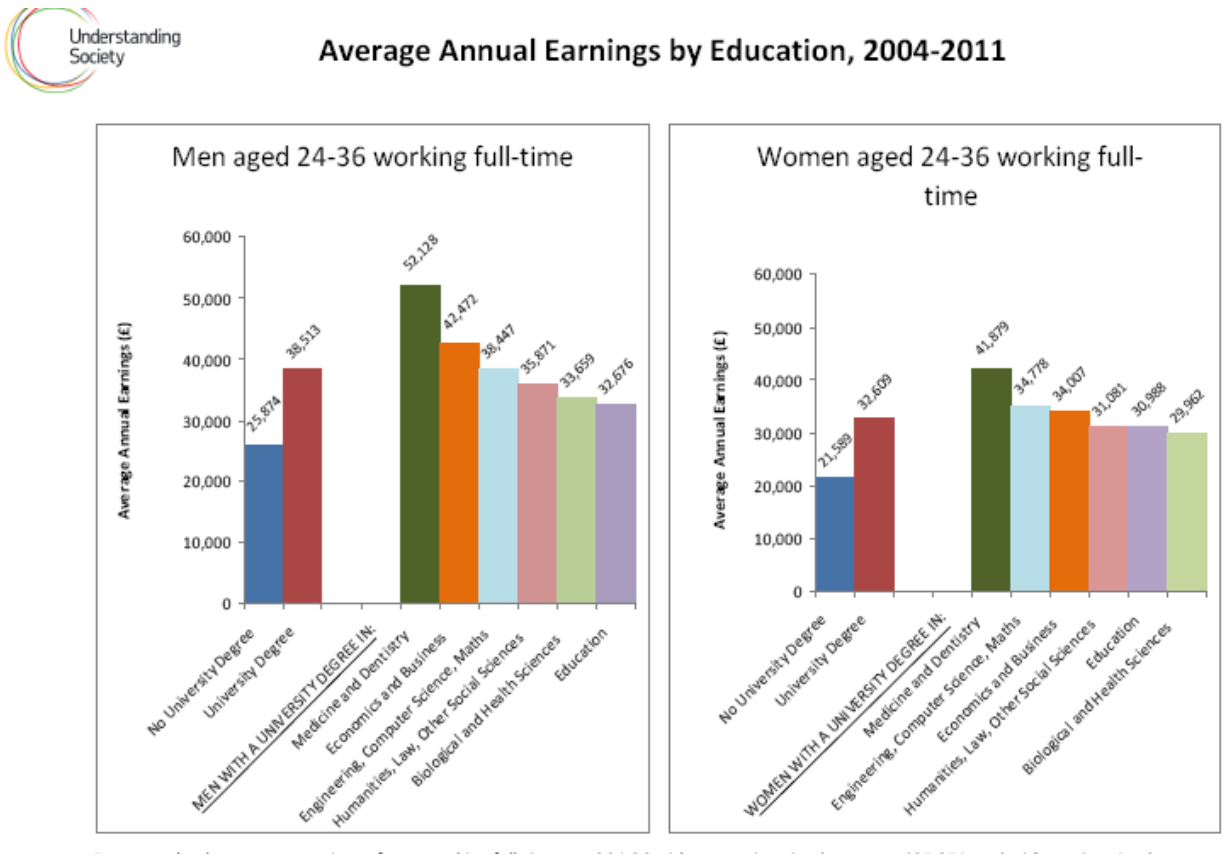
Please ensure you copy the details from the CAPI screen to the COA card accurately as these will be returned to ISER should the sample member move address, and ISER will subsequently have to update their records based on the information that you have transcribed.

12.9 Wage Information Leaflet

The leaflet contains a graph on the distribution of wages among those only with A-levels and among university graduates by gender. It is used in the households which are part of the experimental condition (see section 4.2.8 above). In order to administer the experiment correctly, follow CAPI instructions. When prompted by CAPI you will hand a leaflet over to a young person

(16-21) or their parent as part of interviewing them on their or their children's educational expectations. The graphs on the leaflet show the average annual wages for men (left) and women (right) aged 24-36 who work full-time. On each graph, the left two bars show the average wage of those who do not have a university degree (blue) and those who do have a university degree (red). The other coloured bars then show the average wage for those with a university degree in different subjects.

Figure 12.8 Wage Information leaflet



12.10 Sound recording

We are hoping to take audio recordings of certain experimental sections and questions in the questionnaire. We are not 'testing' how well you ask these questions; the recordings will allow researchers to better understand the ways in which respondents answer the questions to check that the questions are written in the best possible way and that they collect as accurate information as possible. The sections of the questionnaire we are recording are:

- Branching questions: political efficacy, neighbourhood cohesion;

- Dependent interviewing questions: household grid, demographics, educational aspirations, general health, current employment, employees, and self-employed.

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. It is important that when the sample member agrees, you ensure you plug in your microphone as shown below. The laptop will automatically start recording the sections when you reach them in the CAPI interview.

You will have some red stickers in your briefing pack. When you get home please ensure that you stick one of these on your laptop to mark where you will need to plug in the microphone according to the figures below. .Please do make sure that the microphone is plugged into this socket only - otherwise the recording will not work and we will lose valuable research material for these experiments.

12.10.1 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 means that it can be placed easily between yourself and the respondent. The diagram below shows where the microphone socket is located on your laptop. The model of the laptop can be found by looking below the screen of the laptop (see picture).

Nc6220, 6230, 6910 and 6930

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.

Nc5320m and 5330m

If you have either one of these two laptops you will not require an external microphone as the microphone is inbuilt to the machine and it can be found at the top of laptop screen either side of your webcam (see picture).

12.10.2 Returning sound recordings

The sound recordings are returned to the office using the iron keys. The method for sending the sound files will be covered in more detail in the briefing. If you have any questions about the return of the sound files during fieldwork please contact the office for advice.

13 Incentives & Promissory notes

The vast majority of adult respondents in the IP5 sample will receive their incentive as part of their advance mailing. For others, including new entrants to the issued households, incentives will be sent by the office on completion of an interview. The office will also be sending out incentives for any youth questionnaires that are completed. **You will not be administering any incentives yourself on IP5** but CAPI will instruct you to hand out a promissory note to each respondent who is due to be sent an incentive (see section 13.2).

13.1 Incentive amount

The incentive amount on IP5 varies by experimental group. Adults will receive either £5, £10, £20, or £30.

The incentive for the youth self-completion is £5 this time (raised from £3 in previous waves of the IP).

13.1.1 Adults in the continuing sample

All existing adult sample members will receive the incentive (High Street gift voucher) as part of their advance mailing. Please note that if sample members do not wish to participate, they do not have to return their voucher, even if they offer to do so.

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

In cases where a productive interview has been obtained but an adult sample member has not received their advance mailing, i.e. because they are a new entrant to the household or their advance mailing did not arrive, respondents are entitled to receive a new incentive.

All incentives will be administered by the office – all you need to do is provide the respondent with a promissory note (see section 13.2).

13.1.3 Proxy interviews

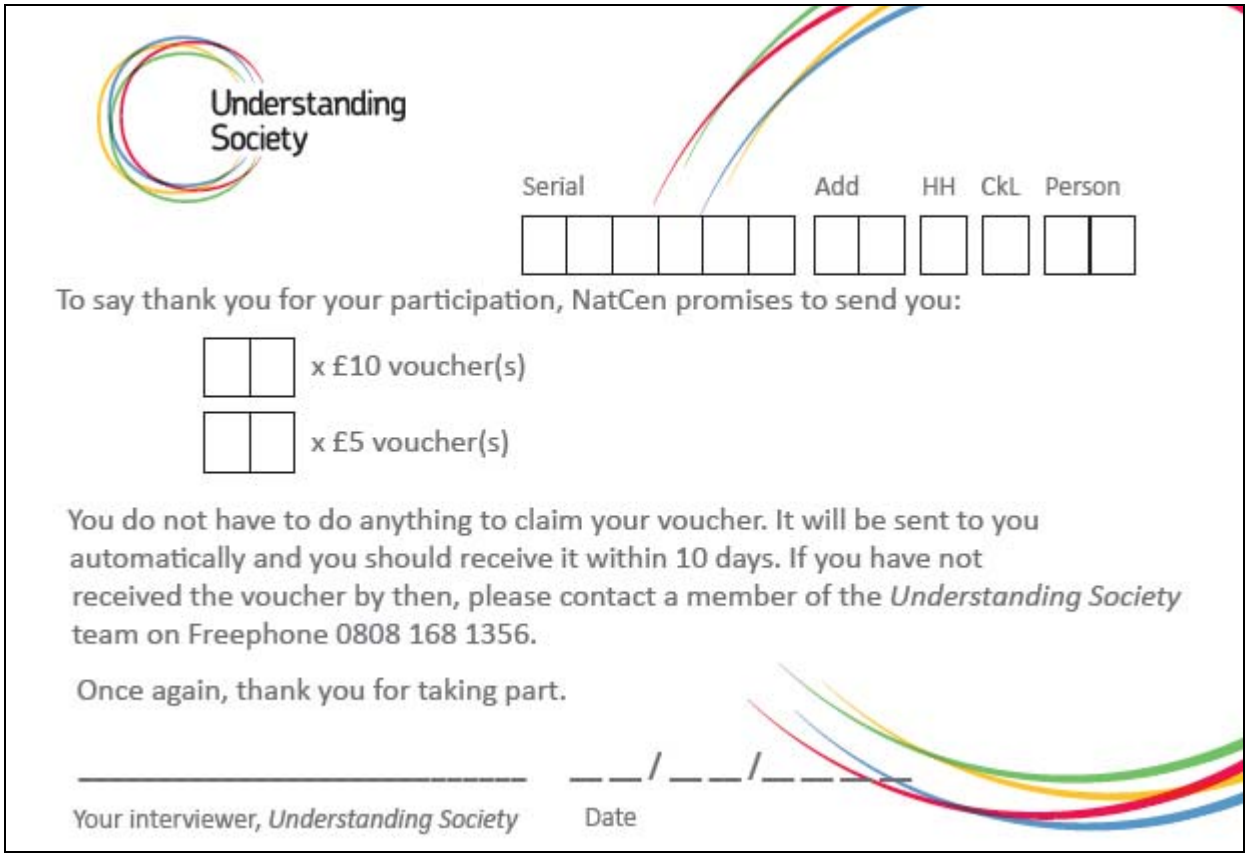
There are no additional incentives for proxy interviews.

13.2 Promissory notes

CAPI will prompt you to hand out a promissory note in cases where a productive interview has been obtained with someone who has not already received an incentive, or where a youth self-completion questionnaire has been returned to you during the course of the interview.

You need to fill in the serial number as it appears on the CAPI screen, enter the total voucher amount due (according to age of respondent and experimental group), sign and date it. **The note should then be left with the respondent** as a record of our commitment to send them an incentive. Reiterate to the respondent that **they should receive their incentive within 10 days of their interview**, and to call the freephone number printed on the note if not.

Figure 13.1: Promissory note



14 CAPI Interview

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

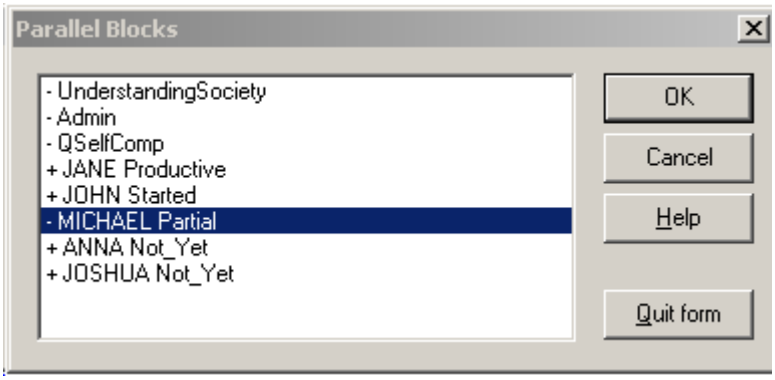
14.1 Parallel blocks:

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 eligible adults and children aged 10-15 in household); and
- Admin.

The individual parallel blocks and the self-completion block will appear once you have completed the Household Grid (i.e. once CAPI knows how many people in the household are eligible for interview). The status of each individual's interview is also indicated next to their name. In the example shown below, Jane has already given a productive interview, John has only just started

(given answers to a few questions only), Michael's interview is currently partial and Anna's and Joshua's interviews have not yet been started.



14.2 Household Grid and questionnaire

Ideally the household grid and questionnaire would be conducted with either the principal contact or their spouse/partner. The principal contact will have been established at the previous waves (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 at the previous wave (feed forward information) will be checked and any changes will be recorded. Information about any new entrants to the household since the last interview will be collected here.

Feed forward information

Checking the feed forward information in the household grid from the previous wave should take 5 minutes on average, although this will vary considerably depending on household size and on whether any new people have joined the household. The household questionnaire should take 8 minutes on average. If any of the feed forward data is incorrect you are able to amend those details as necessary here.

14.3 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** 30 minutes.

The main topic areas covered at IP5 in the individual questionnaire are:

- Young adults;
- Family background;
- Ethnicity and religion;

- Neighbourhood;
- Health, disability and caring;
- Family networks and access;
- Annual events;
- Employment;
- Childcare;
- Finances; and
- Politics.

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

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

Before starting work, familiarise yourself with the different types of benefits listed in Appendix B in order to be able to answer queries from respondents in the module 'Unearned income and state benefits'. Please note that 'winter fuel allowance/payment' does not count as a type of benefit for *Understanding Society*, and does not have to be recorded here.

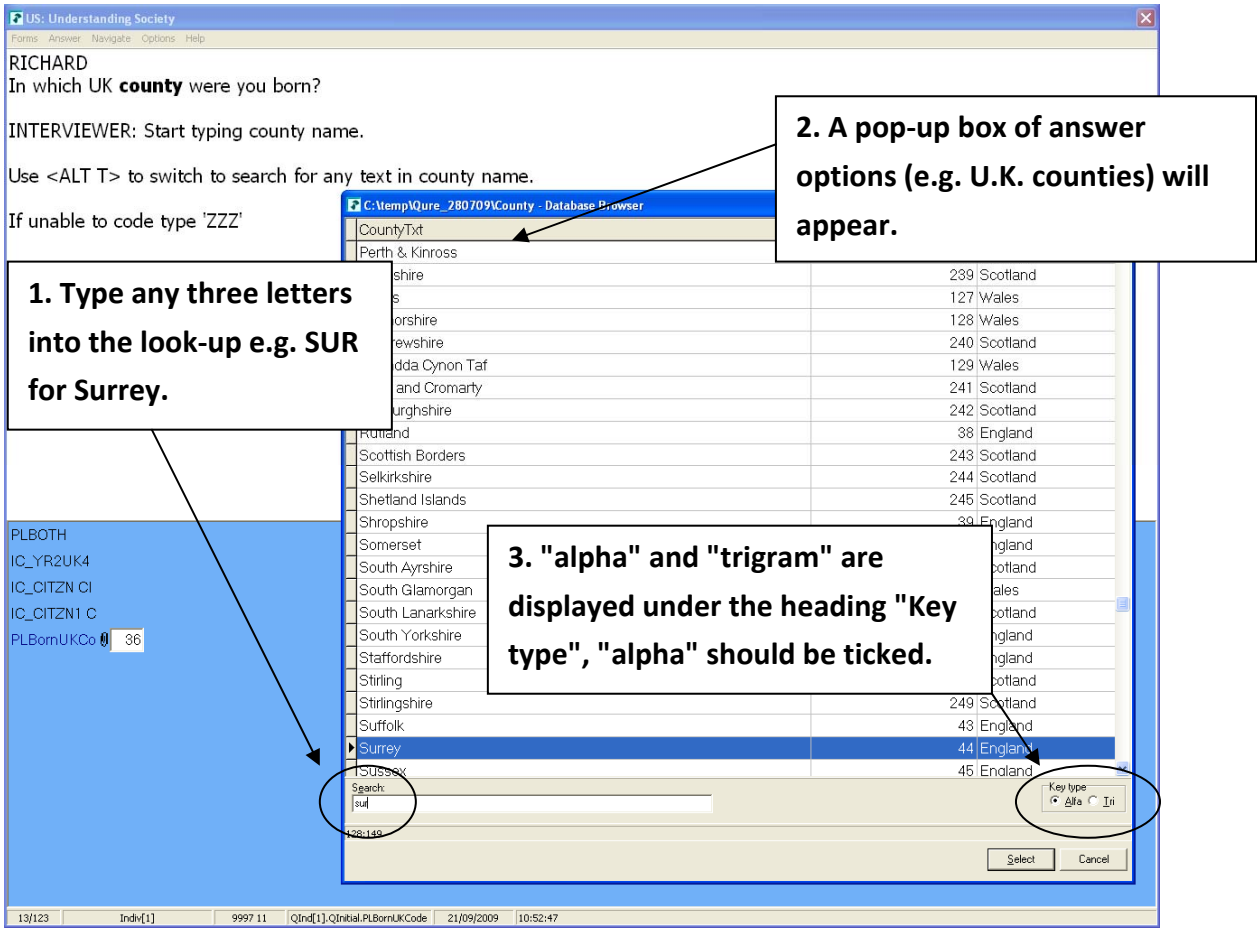
14.3.1 Help Screens

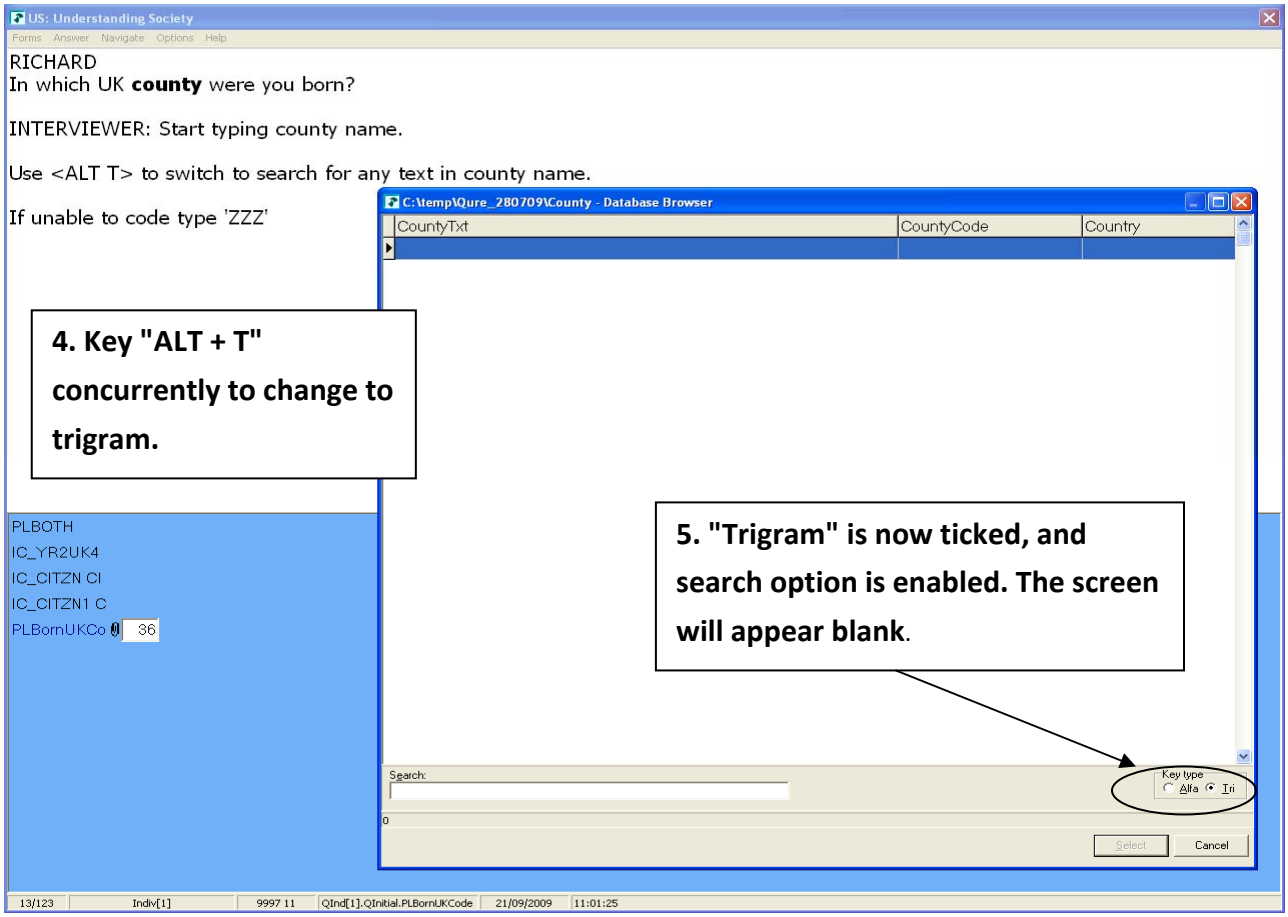
Information about individual questions will be found in the CAPI help screens rather than in these project instructions. There are many more help screens than you would find in a usual CAPI program, and you can access them by pressing <F9> when prompted at a particular question.

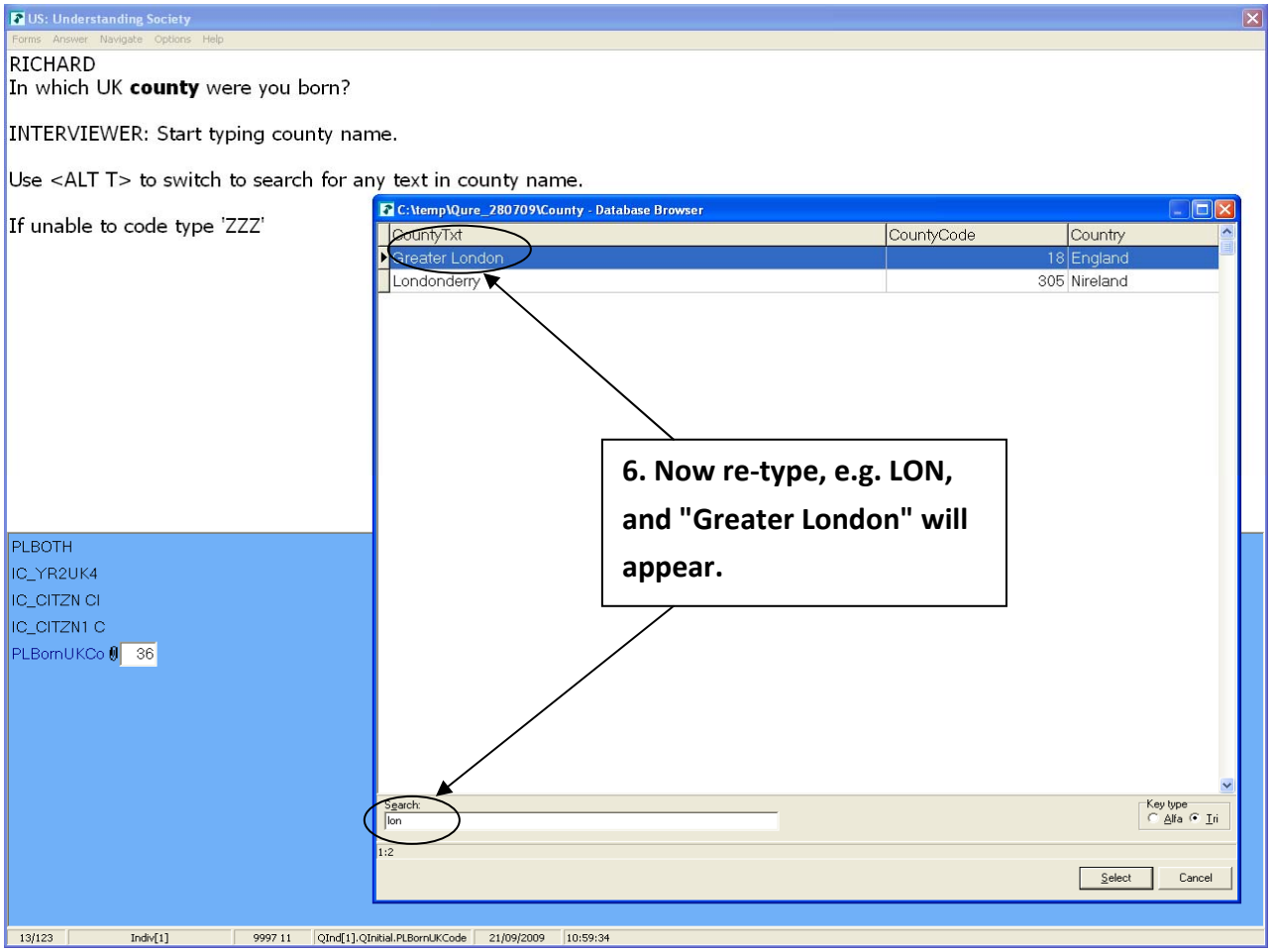
14.3.2 Trigram search tool

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:


US: Understanding Society
RICHARD
In which UK **county** were you born?
INTERVIEWER: Start typing county name.
Use <ALT T> to switch to search for any text in county name.
If unable to code type 'ZZZ'
C:\temp\Qure_280709\County - Database Browser
CountyTxt
Perth & Kinross
239 Scotland
127 Wales
128 Wales
240 Scotland
129 Wales
241 Scotland
242 Scotland
38 England
Scottish Borders 243 Scotland
Selkirkshire 244 Scotland
Shetland Islands 245 Scotland
Somerset
South Ayrshire
South Glamorgan
South Lanarkshire
South Yorkshire
Staffordshire
Stirling
Stirlingshire 249 Scotland
Suffolk 43 England
Surrey 44 England
45 England
Search:
sur
Key type
Alfa
Tri
Select
Cancel
PLBOTH
IC_YR2UK4
IC_CITZN CI
IC_CITZN1 C
PLBornUKCo 36
1. Type any three letters into the look-up e.g. SUR for Surrey.
2. A pop-up box of answer options (e.g. U.K. counties) will appear.
3. "alpha" and "trigram" are displayed under the heading "Key type", "alpha" should be ticked.


US: Understanding Society
RICHARD
In which UK **county** were you born?
INTERVIEWER: Start typing county name.
Use <ALT T> to switch to search for any text in county name.
If unable to code type 'ZZZ'
C:\temp\Qure_280709\County - Database Browser
CountyTxt
CountyCode
Country
Search:
Key type
Alfa
Tri
Select
Cancel
PLBOTH
IC_YR2UK4
IC_CITZN CI
IC_CITZN1 C
PLBornUKCo 36
4. Key "ALT + T" concurrently to change to trigram.
5. "Trigram" is now ticked, and search option is enabled. The screen will appear blank.



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 LON and "Greater London" will appear.

14.4 Unproductive and proxy interviews

At the beginning of the individual questionnaire there is a question about whether you are able to interview an individual (IFirstQ). 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 interviews should always be attempted unless the respondent explicitly refuses to have any information about them collected.

The individual level outcome codes can be found in Appendix C.

14.5 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 this 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 must ensure you have an outcome code for each individual by going into their parallel 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.

14.5.1 Recording useful information for the future

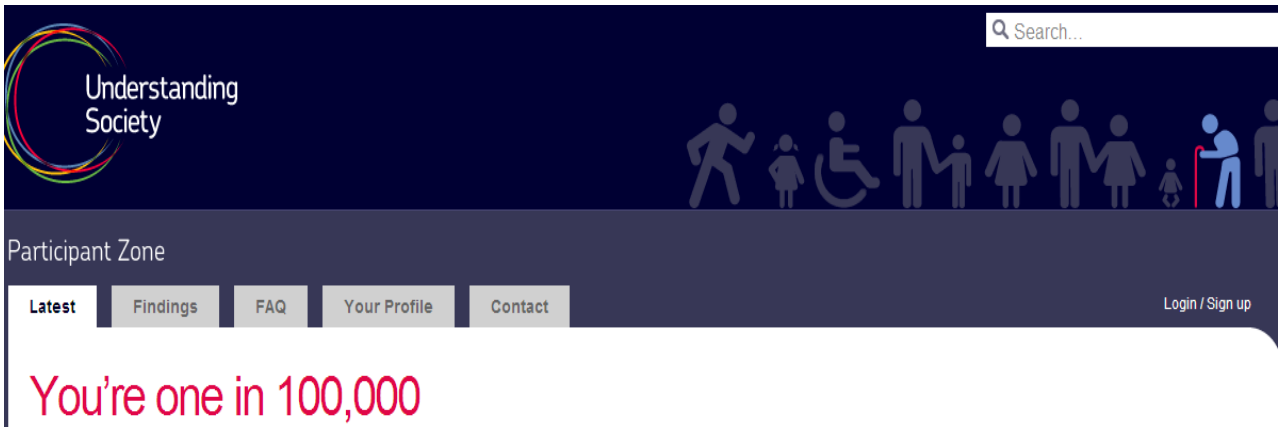
As this is a longitudinal study, there are a series of questions in the admin block for recording interviewer notes about contacting the household. As the household will be re-visited in the future waves of the study, this information will be fed forward to the interviewer who visits the household next 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 visits. This includes things such as good times of day to call round, the best method of contacting the household 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 helpful (or acceptable) to say ‘nasty lady’.

15 After the interview

In order to keep in touch with sample members between each wave of *Understanding Society,* ISER have developed a participant website and participant report mailing.

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 let us know if their circumstances change (for example, if they move house). If they notify a change of address via the website they will receive a £5 voucher.



The participant website can be found at **www.understandingsociety.org.uk/participants**

IP5/6 Inter-wave mailing

Sample members will be sent a Participant's Update before their next interview on IP6 containing findings from *Understanding Society*. They will receive this update in either postal or email format around 2-3 months before their IP6 interview. The aim of the update will be, again, to include them in the bigger picture and to share with them some of the things that have been learnt so far in the study.

16 Documents List

Document	Purpose	Briefing Pack (Quantity)	Work Pack (Quantity)
Before the Interview			
Notification of transfer from CAWI to CAPI (PDF)	To inform you which interviews have already been completed online	N/A	N/A
Project instructions		1	1
On the Doorstep			
First Findings from Understanding Society	Included as part of Interwave Mailing; Provides survey feedback to respondents	1	-
Generic Advance letter (laminated)	For use on the doorstep	1	-
Generic advance letters (spare)	To be administered to those who did not receive their mailing/ new entrants	1	3
Information leaflet	For use on the doorstep	1	3
Doorstep Flyer	For use on the doorstep	1	5
Understanding Society in the News flyer	For use on the doorstep	1	-
Appointment Card	For use on the doorstep when arranging appointments	1	10
Broken Appointment Card	For use when respondent has broken scheduled appointment; acts as a reminder and asks respondent to contact the office at Brentwood to re-arrange	1	3
ARF A (F2F) (yellow) & Sample Information Sheet (SIS)	For issued sample households; provides address details, experimental details and	1	No. per point

	individual level details (name, sex, age, outcome at last wave etc)		
ARF A (WEB) (blue) & Sample Information Sheet (SIS)	For issued sample households originally allocated to the WEB condition but transferred to CAPI; provides address details, experimental details and individual level details (name, sex, age, outcome at last wave etc)	1	No. per point
Tracing section	For movers that you need to trace	1	3
IP5 Outcome code sheet (Laminated)	Ip5 Household level Outcome codes	1	1
ARF B (pink)	For any split households that are eligible for interview; CAPI will instruct which serial number to write at top of ARF	1	2
784 Log (White)	For any split households that are not eligible for interview; one sheet for all serial numbers where this applies	1	1
Split households flow diagram	For guidance on how to deal with split households	1	1
Interview Documents			
Change of Address (COA) Card	For all refreshment sample adults interviewed in a household; for core sample adults who did not receive their inter wave mailing/ new entrants	1	5
Freepost envelopes for change of address cards	For respondents to be able to send us new contact details in case they move		5
Promissory Note	To be administered at the	1	10

	end of the adult (16+) interview at the appropriate question; to be administered to each young person (10-15yrs) who completes the youth self-completion		
Wage info leaflet	To be given to some respondents at the end of the interview	1	5
Adult 16+ paper self -completion (Blue)	To be administered to adults if in paper self-completion experimental group (see Hhold info label on ARF)	1	5
Youth (10-15yrs) paper self – completion (Blue)	To be administered to young people in the household if in paper self-completion experimental group (see Hhold info label on ARF)	1	5
Youth (10-15yrs) paper self – completion (Yellow)	To be administered to young people in the household if in paper self-completion experimental group (see Hhold info label on ARF)	1	5
Envelope for self-completion	Blank A4 envelope for confidentiality to be distributed when administering self - completions (both adult and youth)	-	5
Poole pre-franked envelope	To be administered if young person/ adult will be returning their self-completion to Poole themselves; to be used when you are returning self-completions to Poole		5
Showcards	To be used during adult CAPI interview; divided for respondent ease	1	1

Pens	To be handed out to all sample members who participate, including 10-15s who fill in a self completion.; should not be given to children under 10.	-	5
Movers			
Tracing letter	For use when you have identified a mover in the field; can be left with current occupiers/ neighbours/ stable contact	1	3
Stable Contact letter	For use when you have identified a mover in the field; can be sent to stable contacts if they reside outside of your area/ you are unable to make a personal visit/ you do not have contact telephone numbers for them	1	3
Project Confirmation letter	For use when you are interviewing in institutions (e.g.: care home) and require further documentation about Understanding Society for a gatekeeper/ warden; sent on request as tailored to specific situation	-	-
Queens Head Envelope	For use when administering the tracing letter and stable contact letter	-	3
Freepost return envelope to University of Essex	To be used when administering tracing or stable contact letters- enclosed with letter in both instances		6
Project Equipment			

Microphone	For use during CAPI interview, with respondents who give permission for interview to be sound recorded	1	-
Post fieldwork			
Feedback Form	To be completed after fieldwork and returned to Research Team in London	1	-

17 Admin and return of work

17.1 Contact information if you have any further queries

Please contact Brentwood on 01277 690000.

17.2 Fees

Fees will be automatically calculated in the admin block. You will be paid for each tracing activity that you undertake, and also your observations so it is very important that you complete those questions fully and accurately to make sure you get paid the correct amount. In terms of payment for travel between addresses, we are following the standard NatCen procedure as described in the Pay Handbook. Travel between addresses is only paid in exceptional circumstances when the average travel is over 8 minutes. You will need to submit your claim as normal via your Area Manager and the mileage will be checked against what qualifies according to our rules.

On IP5 you will also be paid for helping to maximise the survey response. This involves encouraging household members to complete their questionnaires online if you are not able to interview them face-to-face. In practice, a small fee is paid to you if an outstanding household member completes their questionnaire online after your visit to the household and after you sign the case off.

17.3 Return of work

17.3.1 Self–completions

These should be sent directly to MCL in Poole for scanning using the envelopes provided.

17.3.2 ARF & SIS

Once you have transferred all the necessary information into the CAPI admin block, please shred the entire ARF & SIS documents. This is for data protection and confidentiality reasons. **The ARFs & SIS should only be shredded once you are completely finished with a case, and it has been assigned a final outcome code**. Remember to do not sign off the case if you intend to return to a household.

17.3.3 Transmission

Please remember to dial-in frequently not only to transmit but also to download an update on the status of the respondents transferred from CAWI to CAPI. **We expect you to dial-in every time before you leave for work and after you come back.**

17.3.4 Returning unused documents

All unused branded materials should be returned to Brentwood at the end of the fieldwork period (or if you no longer work on the project). **These documents will be used again for re-issues.** Table 17.1 below details the documents which should be returned.

Table 17.1: Documents to return

Youth self-completion
Poole pre-franked envelopes for self-completion
Appointment card
Broken appointment card
Change of address cards
Free post envelope for change of address card
Queens head envelope
Pens
'*Understanding Society*: Information for participants' leaflet
Doorstep Flyer
Promissory notes
Understanding Society generic letter (laminated)
Showcards

18 Feedback

We value your feedback and therefore would like to hear about your experiences of working on IP5 as soon as the fieldwork is finished. Your briefing packs included a feedback form which we would like you to complete and send back to us by 20th August. Some of you will also be asked to attend a debriefing session which will take place on 29th August 2012.

Appendix A: Things we hear from sample members

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

"I've done my share"

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

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

They are one of only 18 addresses/households selected for the study in their area (postcode sector).

"I can never get everyone together at the same time"

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

"Nothing has changed in my life"

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

"Questions are too personal"

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

"I'm too busy with work"

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

"I'm worried about the confidentiality of my answers"

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

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/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	This replaced Working Families Tax Credit and the Disabled

Working Tax Credit	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 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 before the baby was born.
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 <u>actually pays</u> 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. <u>Do not include</u>: 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 <u>not</u> 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 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 C: Outcome Codes

Household Level

Outcome code
110: Completed household questionnaire & interviewed all eligible household members
210: Completed household questionnaire and at least one individual interview
211: Completed household questionnaire but no individual interviews
310: No contact with anyone after 6+ calls
322: Contact made at address, but not with responsible adult
391: Contact made but no subsequent contact
410: Office refusal
430: Refusal before interview
432: Proxy refusal
440: Refusal during interview
450: Broken appointment – no recontact
510: Single person hhold only - ill at home during survey period
520: Single person hhold only - away/in hospital throughout f/work period
530: Single person hhold only: physically or mentally incapable
541: Language difficulties with hhold as a whole – no-one speaks English
560: Single person hhold only: institutionalised (e.g. nursing home/care home)
590: OFFICE APPROVAL ONLY: Other unproductive
612: OFFICE APPROVAL ONLY: Issued, not attempted/transferred to another interviewer
652: Address inaccessible
653: Unable to locate address
671: MOVER: Certain hhold moved, unable to obtain (a complete) follow up address
672: MOVER - Follow up address found, but unable to attempt address
673: MOVER: Follow-up address is in GB, but is outside my interviewing area
674: MOVER: Follow-up address is in Northern Ireland
690: Other unknown eligibility (verbatim reason to be keyed in Admin block)
782: All respondents no longer eligible - died
783: All respondents no longer eligible - live outside UK
785: The household is no longer eligible - all household members (at this address) have moved into another issued hhold
787: Household has already completed the survey via CAWI (web)
790: OFFICE APPROVAL ONLY: Other ineligible
830: Unable to determine eligibility, contact made but information refused about household / Information refused about whether resident(s) are eligible)

Individual Level

Productive

11 – Fully productive interview

13 – Full proxy interview

21 – Partially productive interview

22—Partial interview by CAWI

23 – Partial proxy interview

Non-contact

31 – No contact

Refusal

41 – Office refusal

42 – Proxy refusal

43 – Refusal before interview

44 – Refusal during interview (unproductive partial)

45 – Broken appointment – no recontact

Other unproductive

51 – Ill at home during survey period

52 – Away or in hospital all survey period

53 – Physically or mentally unable/incompetent

54 – Language difficulties

56 – Lost interview

59 – Other reason for no interview

Deadwood/ineligible

74 – Interview/ youth self-completion already completed in CAWI

77 – Deceased

78 – Moved outside the UK

79 – Ineligible – child under 10

Unknown eligibility

89 – Unknown eligibility – contact made (record details)

Appendix D: Practice cases

The practice case serial numbers are as follows:

401500 1 1

401500 2 1

401500 3 1

401500 4 1

401500 5 1

401500 6 1

Appendix E: IP5 questionnaire – list of modules

New modules since IP4 are shown in bold.

Module number	**Module description**	**Who gets asked the questions**
1	HH grid	All hholds
2	HH questionnaire	All hholds
3	Individual Questionnaire Intro	All
	Request to record	All
4	Demographics	All / many Qs only asked of new entrants/never interviewed
5	Initial conditions	New entrants/never interviewed
6	Own first job	New entrants/never interviewed/started first job
7	Educational aspirations	Full-time students
8	Young adults	Aged 16-21
9	Family background	New entrant/never interviewed
10	Ethnicity and national identity	New entrant/never interviewed
11	Religion	New entrant/never interviewed
12	Neighbourhood cohesion	All
13	General health	All
14	Disability	All
15	Height and Weight	All
16	Nutrition	All
17	Physical activity	All
18	Smoking history	All
19	Health conditions	New entrants
20	**Twin check**	**Twins and respondents whose date of birth is the same as the date of birth of any other household member**
21	Caring	All
22	Partnership history	New entrant/never

		interviewed
23	Fertility history	New entrant/never interviewed
24	Annual events history	Those interviewed at an earlier 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	Commuting behaviour	Employees/self-employed and not working at/from home
29	Job Satisfaction	Those with a job
30	Physical work	Those who did paid work last week, and those who did not do any paid work last week but have a job (e.g. on maternity leave)
31	Non-Employment	Did No Paid Work In Last Week and Does Not Have A Job
32	Mothers Return to Work	Currently on maternity leave and had a baby since last interview
33	Second Jobs	All
34	Childcare	If respondent is responsible adult for someone under 15
35	Parental Educational Expectations	Parents of children aged 10-21
36	Unearned Income and State Benefits	All
37	Household Finances	All
38	Retirement Planning	Aged 45, 50, 55, 60 or 65 and

		not currently retired
39	Housework	All
40	Politics	All
41	Political Efficacy	All
42	Environmental Behaviour	All
43	CASI Start	Those in CASI experimental group or eligible for one of the four 'all CASI' modules
44	Health & general well-being	Those in CASI experimental group
45	Child-bearing intentions A	Those in CASI experimental group & Experimental Group A & either female aged 15-45 or male aged 15-64
46	Close friendships	Those in CASI experimental group & have at least one close friend
47	Child-bearing intentions B	Those in CASI experimental group & Experimental Group B & either female aged 15-45 or male aged 15-64
48	Partner relationships	Those married or living with a partner
49	Alcohol consumption	All
50	**Life satisfaction**	**All**
51	**Vignettes (House work division)**	**All**
52	**Personality**	**All**
53	Life aspirations for Young People;	ALL adults aged 16-21
54	Relationships with non-resident partners	ALL those with no live-in spouse/partner
55	Child development	ALL those who are a responsible adult for a child aged 3, 5 or 8

56	Parenting styles	Biological/adoptive/step parent of a child aged 10
57	**DI Reaction**	**Those in CASI experimental group who accepted CASI self-completion**
68	CASI end	All
59	Respondent Contact Details	All
60	Mode Preference	All
61	Stable Contact Details	All
62	Interviewer Observations	All
63	Proxy	Proxy interviews only

Appendix F: Laptop volume controls

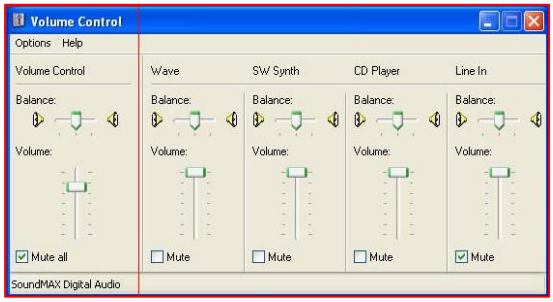
Compaq Evo N610c and N620c Laptop

Accessing the volume controls is quick and simple. On this model of laptop there are no buttons to control the volume.

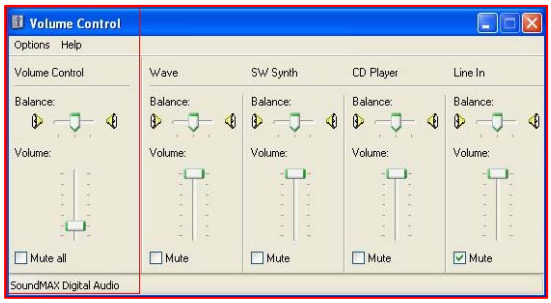
Accessing the volume controls: Move the cursor to the speaker icon at the bottom of right hand corner of your screen and **double click** with the left selection button of your touchpad.

The will bring up the **Volume Control Panel**, illustrated right.

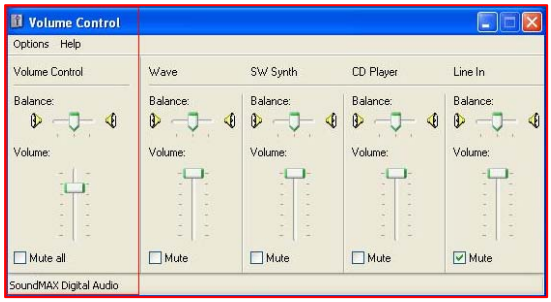
Mute Volume: If you hear no sound, then it is most likely that your laptop has been muted. Simply follow the steps to access the volume controls, and afterwards uncheck the **mute all** check box and this will restore sound as shown right.



Decrease Volume: You can lower the volume simply by sliding the volume control from up to down as shown right.



Increase Volume: You can increase the volume simply by sliding the volume control from down to up as shown right.

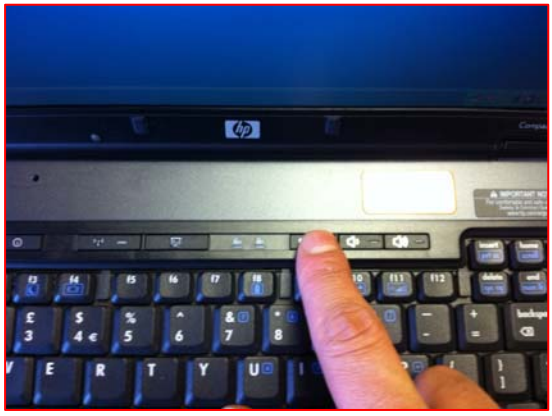


To close the volume control panel, simply click the red 'x' icon to continue.

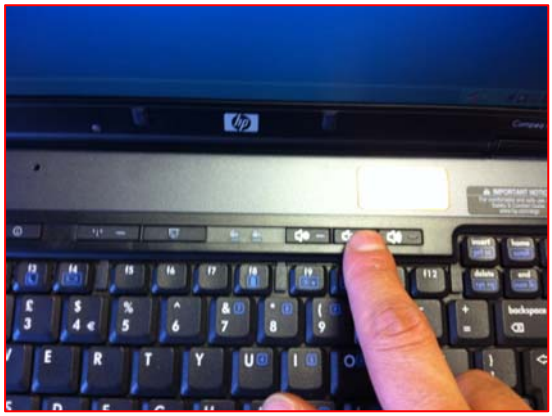
HP nc6220 and nc6230 Laptops

Accessing the volume controls is quick and simple. On this model of laptop there are three buttons located at the top of the keyboard shown right. There is **no visual indication** on screen when using these buttons.

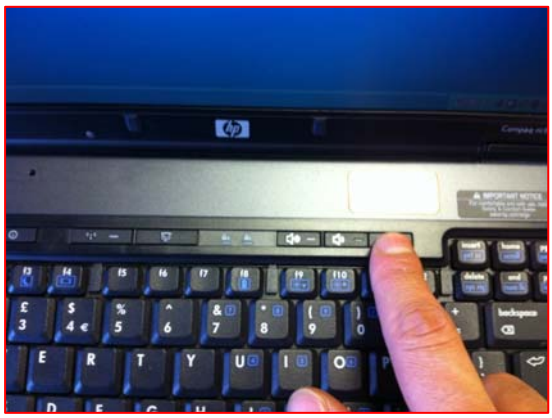
Mute Volume: If you hear no sound, then it is most likely that your laptop has been muted. Simply pressing the **mute** button again will restore sound as shown right.



Decrease Volume: You can lower the volume by pressing and holding down the second button. The longer you hold this button down, the quieter the volume will become, as shown right.



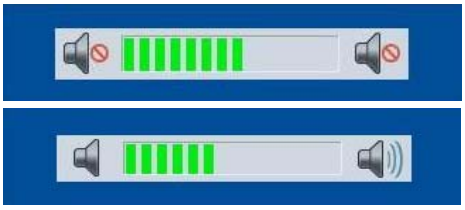
Increase Volume: You can increase the volume by pressing and holding down the third button. The longer you hold this button down, the louder the volume will become, as shown right.



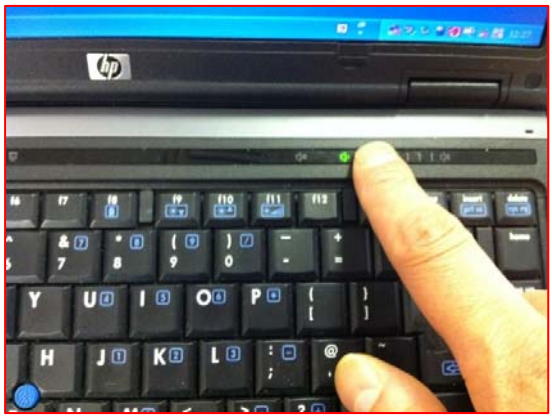
HP6910p Laptop

Accessing the volume controls is quick and simple. On this model of laptop there is a touch bar at the top of the keyboard, as shown left.

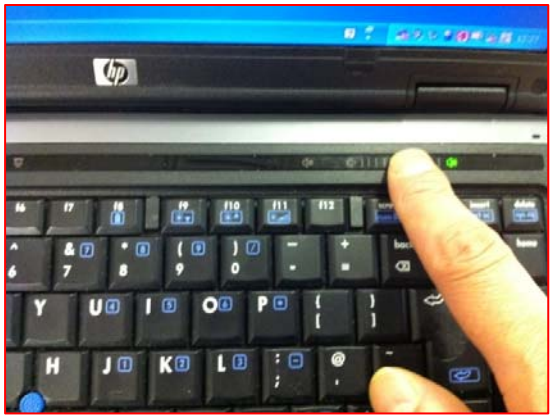
Mute Volume: If you hear no sound, then it is most likely that your laptop has been muted. Simply pressing the **mute** touch button again will restore sound as shown right and on your screen as illustrated below



Decrease Volume: You can lower the volume by pressing and moving your finger over the touch slider bar from the right side to the left side. The further left the quieter the volume will become as shown right and on your screen as illustrated below.



Increase Volume: You can lower the volume by pressing and moving your finger over the touch slider bar from the left side to the right side. The further left the quieter the volume will become as shown right and on your screen as illustrated below.



HP6930p Laptop

Accessing the volume controls is quick and simple. On this model of laptop there is a touch bar at the top of the keyboard, as shown left.

Mute Volume: If you hear no sound, then it is most likely that your laptop has been muted. Simply pressing the **mute** touch button again will restore sound as shown right.

Decrease Volume: You can lower the volume by pressing and moving your finger over the touch slider bar from the right side to the left side. The further left the quieter the volume will become as shown right.

Increase Volume: You can lower the volume by pressing and moving your finger over the touch slider bar from the left side to the right side. The further left the quieter the volume will become as shown right.

Nc5320m and 5330m

To turn the volume up or down on a Nc5320 or Nc5330 laptop. You will notice that there is no button for the volume as on our other laptops.

To increase and decrease the sound you will have to press the following keys to change the volume on both models

Press and hold down the key marked Fn and press F11 to decrease the sound (located along top of keyboard)

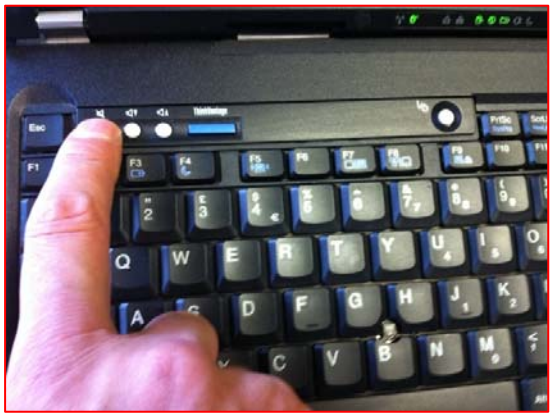
To Increase the sound Press and hold down the Fn key and press F12 to increase the volume as needed.

The locations of these keys are in the picture below.

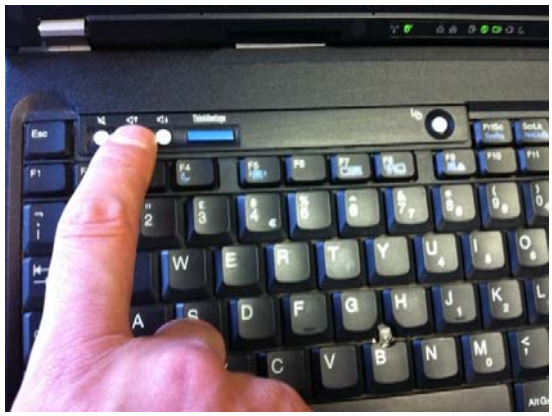
IBM T61 Laptop

Accessing the volume controls is quick and simple. On this model of laptop there is a touch bar at the top of the keyboard, as shown left.

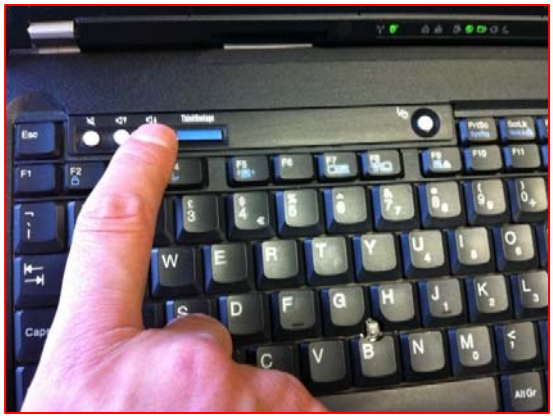
Mute Volume: If you hear no sound, then it is most likely that your laptop has been muted. Simply pressing the **mute** touch button again will restore sound as shown in our example to the right and on your screen illustrated below



Decrease Volume: You can lower the volume by pressing and holding down the second button. The longer you hold this button down, the quieter the volume will become as shown in our example to the right and on your screen illustrated below.



Increase Volume: You can increase the volume by pressing and holding down the third button. The longer you hold this button down, the louder the volume will become as shown in our example to the right and on your screen illustrated below.



Appendix G: Data confidentiality

As with all NatCen studies, the information collected from respondents by interviewers and nurses on Understanding Society is treated with the strictest confidence and in accordance with the Data Protection Act 1998. Respondents' personal details and any information they give us are kept confidential. Information provided will only be used for the purposes of the research and will not be passed on to people outside the research team. The reporting of the findings will never be in a form that can reveal their identity or link any piece of information back to them.

The laptops used by interviewers are encrypted so all the information stored in them is protected and cannot be accessed by anyone other than the password holder. Once reconciled the samples are then further anonymised so that the samples cannot be traced back to a specific respondent once they are stored.

Respondent information is saved in a dataset, stored in a secure location, which only specific members of the project team have access to.

Who are the research team?

For Understanding Society, ISER are the principle investigators and NatCen Social Research is contracted to carry out the fieldwork and data processing. ISER are the owners of the sample so the master dataset is stored in their facilities. Sample details are maintained by ISER and passed onto NatCen prior to fieldwork. Respondents are instructed in the survey literature to contact ISER with name/address changes or have questions about data linkage etc. However we are still committed to the assurances we give to respondents and expect you to comply by NatCen standards of respondents' confidentiality when you collect personal information and samples from respondents on our behalf.

P3026 Understanding Society

IP5

SHOWCARDS

SHOWCARD SUMMARY

100: A - B

122: A

140: A – C

148: A

168: A

200: A – C

209: A – B

218: A – B

221: A – B

253: A – B

302: A – D

351: A

353: A – D

365: A

366: A

409: A - I

456: A – C

459: A – B

465: A

474: A

477: A

500: A – D

510: A - C

553: A – G

571: A – D

600: A

609: A - D

615: A

902: A – B

950: A – F

SHOWCARD 100 – 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 100 – B

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

SHOWCARD 122 – 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 (ie more frequent than once a month)

7. Fuel Direct scheme or direct from benefits

8. Staywarm scheme

97. Other

SHOWCARD 140 – A

ENGLAND BANDS:

1. A up to £40,000
2. B £40,001 – 52,000
3. C £52,001 – 68,000
4. D £68,001 – 88,000
5. E £88,001 – 120,000
6. F £120,001 – 160,000
7. G £160,001 – 320,000
8. H £320,001 and over
9. Household accommodation not valued

SHOWCARD 140 – B

SCOTLAND BANDS:

1. A up to £27,000
2. B £27,001 – 35,000
3. C £35,001 – 45,000
4. D £45,001 – 58,000
5. E £58,001 – 80,000
6. F £80,001 – 106,000
7. G £106,001 – 212,000
8. H £212,001 and over
9. Household accommodation not valued

SHOWCARD 140 – C

WALES BANDS:

1. A up to £30,000
2. B £30,001 – 39,000
3. C £39,001 – 51,000
4. D £51,001 – 66,000
5. E £66,001 – 90,000
6. F £90,001 – 120,000
7. G £120,001 – 240,000
8. H £240,001 and over
9. Household accommodation not valued

SHOWCARD 148 – A

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. Dish washer
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 the above

SHOWCARD 168 – A

1. Up to 700 cc(0.7 litre)
2. 701 to 1,000cc (0.7 to 1 litre)
3. 1,001 to 1,300cc (1.0 to 1.3 litre)
4. 1,301 to 1,400cc (1.3 to 1.4 litre)
5. 1,401 to 1,500cc (1.4 to 1.5 litre)
6. 1,501 to 1,800cc (1.5 to 1.8 litre)
7. 1,801 to 2,000cc (1.8 to 2.0 litre)
8. 2,001 to 2,500cc (2.0 to 2.5 litre)
9. 2,501 to 3,000cc (2.5 to 3.0 litre)
10. 3,001cc and over (over 3 litre)

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 worker in a family business
11. Working in an apprenticeship

97. Doing something else

SHOWCARD 200 – B

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 200 – C

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 or sixth-form college

3. Go to/stay in further education college

4. Go to university or higher education institution

5. Get a job and study (at the same time)

6. Get an apprenticeship

7. Do some other type of training

97. Do something else

SHOWCARD 218 – B

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

SHOWCARD 221 – A

0% _____ **100%**

No chance of happening

Totally likely to happen

SHOWCARD 221 – B

1. Less than £ 10,000 per year
2. £ 10,000 to £ 14,999 per year
3. £ 15,000 to £ 19,999 per year
4. £ 20,000 to £ 24,999 per year
5. £ 25,000 to £ 29,999 per year
6. £ 30,000 to £ 34,999 per year
7. £ 35,000 to £ 39,999 per year
8. £ 40,000 to £ 44,999 per year
9. £ 45,000 to £ 49,999 per year
10. £ 50,000 to £ 54,999 per year
11. More than £ 55,000 per year

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 351 - 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)

12. Other health problem or disability

96. None of these

SHOWCARD 353 - A

1. Whole milk
2. Semi-skimmed milk
3. Skimmed milk
4. Soya milk
5. Any other sort of milk

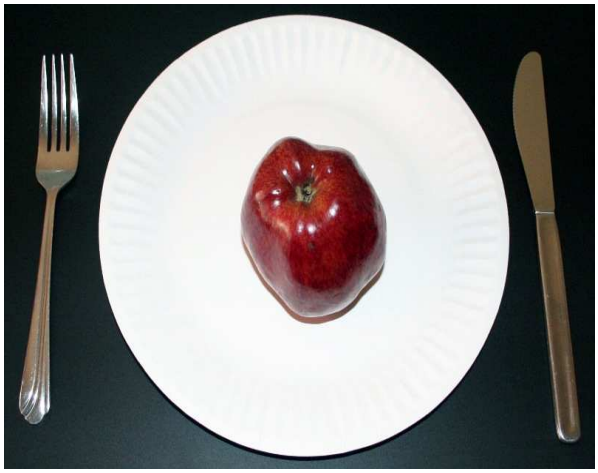
SHOWCARD 353 - B

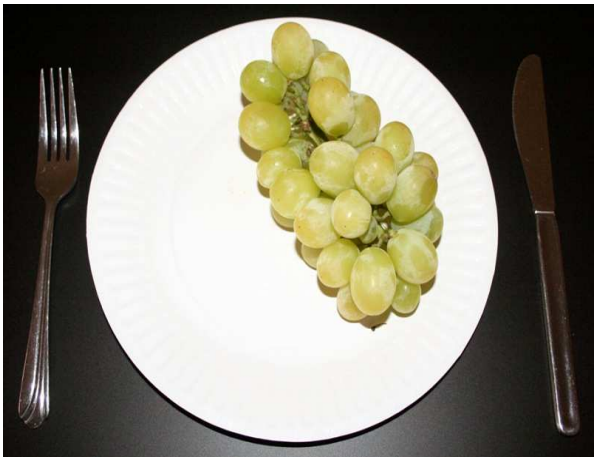
1. White
2. Wholemeal
3. Granary or wholegrain
4. Other brown
5. Both brown and white
7. Other types of bread

SHOWCARD 353 - C

1. Never
2. 1 – 3 days
3. 4 – 6 days
4. Every day

SHOWCARD 353 - D





Photos on this card are examples only.

If, for example, you eat twice as much broccoli as shown in the picture above each day, then your number of portions is 2.

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 366 - A

1. I would be happy to provide contact details

2. I would provide contact details after getting permission from my twin

3. I would **NOT** provide contact details

4. Not sure at this stage

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 - H

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 - I

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 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 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 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 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 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 510 - A

7. Full-time student

1. Self-employed

2. In paid employment (full or part-time)

3. Unemployed

5. On maternity leave

6. Looking after the family or home

8. Long-term sick or disabled

9. On a government training scheme

10. Unpaid worker in a family business

11. Working in an apprenticeship

97. Doing something else

SHOWCARD 510 – B

0% _____ **100%**

No chance of happening

Totally likely to happen

SHOWCARD 510 – C

1. Less than £ 10,000 per year
2. £ 10,000 to £ 14,999 per year
3. £ 15,000 to £ 19,999 per year
4. £ 20,000 to £ 24,999 per year
5. £ 25,000 to £ 29,999 per year
6. £ 30,000 to £ 34,999 per year
7. £ 35,000 to £ 39,999 per year
8. £ 40,000 to £ 44,999 per year
9. £ 45,000 to £ 49,999 per year
10. £ 50,000 to £ 54,999 per year
11. More than £ 55,000 per year

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 575 - A

1. Much higher than your spouse or partner

2. Higher than your spouse or partner

3. Approximately the same as your spouse or partner

4. Lower than your spouse or partner

5. Much lower than your spouse or partner

SHOWCARD 600 - A

1. Conservatives
2. Labour
3. Liberal Democrat
4. Scottish National Party (SNP)
5. Plaid Cymru
6. Green Party
7. Ulster Unionist Party (UUP)
8. Social Democratic and Labour Party (SDLP)
9. Alliance
10. Democratic Unionist Party (DUP)
11. SF

SHOWCARD 609 - A

1. Strongly agree

2. Agree

3. Neither agree nor disagree

5. Disagree

6. 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 615 – A

1. Always
2. Very often
3. Quite often
4. Not very often
5. Never
6. Not applicable, cannot do this

SHOWCARD 902 – A

0 Definitely would not

1

2

3

4

5

6

7

8

9

10 Definitely would

SHOWCARD 902 – 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