

LIVING IN BRITAIN

LIVING IN SCOTLAND

LIVING IN WALES

**WAVE 13 (5)
MAINSTAGE**

**BOOKING IN,
EDITING & CODING
INSTRUCTIONS**

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Introduction

This year the LIB survey is going into the field at the beginning of September together with the LIS and the LIW surveys. The Household, Individual and Proxy questionnaires are on CAPI. All other questionnaires and fieldwork documents are on paper.

The procedures for coding and editing will basically remain the same as last year. You will not have the detailed visual editing of the main questionnaires to carry out but you will still be checking all of the paper documents, coding verbatim responses output from the CAPI questionnaires and resolving errors where the paper documents and CAPI questionnaires do not match, e.g. where ID's have been entered incorrectly or person numbers swapped.

Wave 13 Following Rules (As At Wave 12)

Rule 1 - All people listed in households who were interviewed at Wave 1 are Permanent Sample Members (PSMs), including children under the age of 16. People are eligible for interview if they reach 16 on or before December 1st 2002. Wave 1 PSMs have a PID beginning with '1'. ALL PSMs MUST BE FOLLOWED, INCLUDING CHILDREN LESS THAN 16 AND PEOPLE LIVING WITH THEM. Some people first enumerated after Wave 1 have been defined as PSM, eg child of a PSM. These people may have a PID beginning with 2, 3 or 4 etc.

Rule 2 - Respondents are divided into Permanent Sample Members (PSMs) and Temporary Sample Members (known as XXXs). All members of a household where any PSM resides are potentially eligible for interview.

Rule 3 - The sample status code for all individuals has been defined in advance of fieldwork and WILL NOT CHANGE DURING FIELDWORK (coversheet page 2).

Rule 4 - XXXs are followed to a new address as long as they have moved with a PSM. XXX split off's moving without a PSM are not followed to their new address.

Rule 5 - Where feasible follow up will be attempted for PSMs who move into institutional accommodation.

Rule 6 - Follow up will only be attempted in Britain. However any PSM who leaves the country will be subject to normal panel maintenance procedures and will be interviewed on their return to Britain.

Wave 13 Documents

General Design: Date conventions

These have not changed since last year. Year dates are still four digits instead of two digits with 19 pre-printed in front of the date. Where there is no separate 'don't know' code we have four blank boxes which interviewers will have to fill in. This is so they can enter '9998' for 'don't know' and '9999' for refused if necessary. These conventions apply all throughout the questionnaire.

Coversheet: The household grid is still included and must be completed for all persons present in co-operating households regardless of whether they have been interviewed or not. Remember to check the code at question 15 on the outcome of the self-completion questionnaire.

The tracking details are not in the Coversheet but are collected as part of the CAPI individual interview.

Address status box - For the issued address there are three codes which are 'code all that apply' so that we can distinguish postcode corrections from other types of corrections. For new addresses there are two codes.

Work/contact telephone number - with person number it applies to in brackets, interviewers are not required to ask for this, but if information is volunteered by respondents it can be recorded here for future use.

The Movers Form : Same as at Wave 12. No changes. Reminder: This form should only be completed where new address details **cannot** be found. For all movers where the new address **is** known the interviewer should write this in directly on the Coversheet. This applies to local and non-local moves as well as XXX only split-off's who will not be followed.

Household Questionnaire (CAPI): This should only be completed for co-operating households.

Individual Questionnaire (CAPI): There are some new questions and some rotated questions.

Self-completion (Paper): As per W11 content

Proxy Questionnaire (CAPI): There are no new questions this year.

Youth Questionnaire (Paper): There are no new questions this year. Self-completion format as at Wave 12.

Questionnaire Changes for Wave 13

Similar to last year the Household, Individual and Proxy questionnaires are all on CAPI. The only remaining paper documents are the Coversheet, Self-completion, Youth questionnaire and the Untraced Mover's Form.

The Youth Questionnaire for 11 – 15 year olds is a standard self-completion questionnaire, which means that you will have to do a visual edit of the questionnaire before it is punched. To ensure confidentiality for the child within the household, interviewers will have brown envelopes for them to put the questionnaire into before handing it back. While we will ask interviewers to remove the questionnaire from the envelope and attach it to the correct household before mailing back some will fail to do this.

As last year, there is no Update and Tracking Form but instead of collecting the tracking details in the Coversheet, tracking details have now been moved to the end of the 'F' Section of the individual Questionnaire.

The overall content and the format of the questionnaires are similar to last year with some changes.

Coversheet:

This year the Update and Tracking form has been incorporated into the Individual Questionnaire. **Reminder:** The Household Grid forms part of the Coversheet and should only be completed for co-operating Households. **The Enumeration Grid and the Household Grid continue to allow up to 15 people per household.**

Household Questionnaire
As last year – no changes

Individual Questionnaire

Demographics

D17a and D33 All respondents are being asked the 2001 Census question for ethnic background.

D79 to D89 - questions on views of cohabitation and likelihood of marriage last carried at wave 8.

D103 to D115 - questions on family and parental background including family circumstances at age 14, year parents born, number of siblings and birth order, parental qualifications.

Health

Questions on age stopped smoking cut. No other changes

Employment

E49B to E49E Details of work schedule in last week

E77A to E77C Details of work schedule in last week

Job History

As last year

Values and Opinions

V1 Rotated question on attitudes to government last carried at wave 11.

V10 - V17 Questions for Scottish and Welsh respondents on voting in parliament/assembly elections and attitudes to devolution.

V18 National identity question for all samples

V19 - V21 Rotating questions on membership of organisations last carried at wave 11.

V25 - V29 Questions on views of local neighbourhood last carried at Wave 8.

Household Finances

While the Finance Section remains almost identical to last year we have a new question relating to the receipt of State Earnings Related Pension Supplement (SERPS).

F53 – verbatim about the respondent's views of the neighbourhood they live in last carried at Wave 8. We will code this at ISER following fieldwork.

Booking In Instructions For Completely And Partially Co-Operating Households

The aim of these procedures is to ensure that all expected questionnaire documents are physically present and reliably labelled and to ensure that critical information is present and correct on the Coversheet.

The documents which are present should correspond to the interview outcomes on the Coversheet. If documents are not present but the interview outcome suggests they should be present, this must be queried with the interviewer.

Household ID numbers and Person Numbers must be correct for all questionnaire documents. Sex and date of birth must be present and consistent on all documents. The Coversheet information must be complete. The identification of previously enumerated and interviewed sample members and those new to the study must be correct on the Coversheet Enumeration Grid.

Please circle the appropriate codes on the **VISUAL EDIT FORM (on the back of the Coversheet)** as you check the documents.

Are Household Level Documents Present And Complete?

Verify that the **Coversheet** is present for each household, even if non-response or ineligible.

SERIAL NUMBER: Check that all parts of the household ID number are correctly and clearly entered on new Coversheets created by interviewers. Where there has been a partial household move, the household number should be incremented from 0 to 1 for the first split-off household, from 1 to 2 for the second split-off household and so on. The check digit for split-offs should have been written in by interviewers as the CAPI programme provides this for them. If it missing it must be correctly assigned.

NEW ADDRESSES: Check that issued address details have been correctly transferred onto new Coversheets created by interviewers. If there are any moves out of the country or the address is unknown a **Mover's Form** should

be present. Coversheets should be created for all split-off movers, even XXX split-offs who have become ineligible for interview this wave.

ADDRESS STATUS: If a household is still at the issued address and corrections have been made to the postcode this should be coded '2' at col 29 and the new postcode should be entered into the boxes provided, **then punched into the booking in program.** If the postcode is missing for new addresses, flag with a yellow post it. The postcode is punched as it is used for geographical coding on the survey database. For the rare cases where the postcode is not 4 + 3 digits, for the first four boxes left justify when only 2 or 3 digits. For the second three boxes, right justify if less than 3 digits. If any other corrections have been made to the address '3' should be coded at col 30. If the household is at a known new address they should be coded '1' at col 31, but if the new address is not known or is an out-of-scope address use code '2' at col 31. If no corrections are required '1' should be coded at col 28. Please ensure there is a code for all households, including household refusals, non contacts etc.

INTERVIEWER AREAS: Check that the issued interviewer area number, actual interviewer area number, name and number have all been completed. In most cases the area number will be the same in both boxes. In the case of re-issues from another area the issued interviewer area will belong to the first interviewer and another area number will be entered in the boxes for 'actual interviewer area'.

There are two situations where the Actual Interviewer Area will be '300' and the Interviewer Number '0's:

- 1) In cases where a Coversheet is not re-issued during fieldwork as a new address cannot be traced,
- 2) Where a split-off Coversheet with only XXX's resident is created.

IN ALL OTHER CASES, INCLUDING REFUSALS, enter the Actual Interviewer Area and Interviewer Number of the interviewer who attempted the contact.

NUMBER OF CALLS: Check that the number of calls entered in boxes for address on label and any new addresses are consistent with the call record. If the interview(s) takes place at the 'Issued Address' pre-printed on the label,

the total number of calls will be recorded at cols 52-53 and blank at cols 54-55. If there is a 'New Address' , ie code 1 at col 31, the number of calls entered in the boxes at cols 54-55 should be consistent with the information entered in the call record. If no calls are made at a new address leave the boxes blank. **Please code personal calls only and not those made by telephone.** If a mover is interviewed at an old address (ie parental home) record the number of calls at new address as 00. If no calls made at issued address and calls only made to new address enter 00 at cols 52-53. **MAKE ANY CORRECTIONS WHERE NECESSARY.**

COVERSHEET, PAGE 8: Check that column 21 (Question 1) is code 1 only if the interviewer has written in details of difficult to find addresses, or information relevant to recontacting the respondent(s) next year, for example "behind Eccles Estate in cul-de-sac", "don't call on Sunday", or "respondent is slightly deaf/blind" etc. **CHANGE CODE TO 2 IF INTERVIEWER HAS PUT COMMENTS SUCH AS** "nice family", "might move", "probably staying", "just got a new dog" etc.

HOUSEHOLD OUTCOMES: Check the final household outcome is consistent with the individual interview outcome at question 14 OR 19. Only if question 14 or 19 is code 1 for every resident eligible member (ie aged 16 or over) should household outcome be code 10 'completely co-operating'. If any codes 2, 3 or 4 at question 14 or 19, household outcome is partially co-operating, code 11, 12 or 13 as required. **NB** This is based on **current** household membership excluding movers and persons who have died.

For non-interviewed households check that Questions 4, 5 and 6 are correctly coded. For question 5 the household grid would only be 1 'yes' at col 26 if the interviewer managed to ask the respondent the relevant questions. If codes 21 to 40 at Question 6, reasons for refusal should be written in below. Pass all refusals to Institute staff for decisions on re-issues.

CONVERSION/ RE-ISSUE HOUSEHOLD OUTCOME: Check that this is complete and correct in all cases where a refusal conversion was attempted ie where col 35 on page 10 is coded '1'.

Conversion/re-issue information, page 9, cols 35-36: Institute staff to code col 35 for all households, codes 21-40 at Question 6, page 8. Any

refusal household re-issued to field code '1' at col 36. If not re-issued to field code '2'

OFFICE USE ONLY BOX, page 9. Coversheet issued to field. col 44: All household '0's issued to field will be code '1'. All split-off Coversheets created during field where contact is attempted will be code '1'. **Households can never become a code '2' or '3' during fieldwork.** Codes '4' and '5' will be assigned during fieldwork as required. Code '4' applies to any split-off XXX only household which has become ineligible for interview. Code '5' applies to any other split-off household NOT issued to field, eg. un-traced movers, out-of-scope. For all codes '4' and '5' the Actual Interviewer Area will be '300' and the Interviewer Number '0's on the front page of the Coversheet.

Progress code, col 45: This should be updated as necessary throughout fieldwork, until the household is finally completed when it is coded '1'.

Re-issue details, col 46-62: This information must be completed for any coversheet that is re-issued back into the field. **The information must also be punched into the booking in program.**

NEW COVERSHEETS CREATED BY INTERVIEWERS

Check to make sure that where a new Coversheet has been created by the interviewer for a split-off household, i.e. where one or more members of the original household has moved locally to a new household and been traced by the interviewer, the household number is not 0 and the check digit has been left blank. **CORRECT AS NECESSARY.**

For all split-off households traced by interviewers, two addresses should be entered on the front page of the new Coversheet - all information from the pre-printed issued address including the Wave 13 FID and full details of the new address of interview. If any information is incomplete and cannot be reconstructed, flag with a yellow post-it and alert your supervisor.

Check that **all** pre-printed information about the listed members who have moved to the new address has been transcribed to questions 2 to 8 in the Enumeration Grid on page 2 of the new Coversheet.

Interviewers should **not** transfer the Person Numbers from the original household Coversheet to the split-off Coversheet. Interviewers should simply start listing at person 01 and continue in sequence until all current household members are listed.

NB: On all newly created coversheets an existing sample member, either PSM or XXX should be listed as person 01. CORRECT AS NECESSARY

INDIVIDUAL LEVEL CHECKING ON THE COVERSHEET**ENUMERATION GRID**

Questions 3 - 8: Leave questions 3, 6, 7 and 8 blank for unlisted joiners except if they are a rejoiner i.e. a sample member we know about moving back in.

Question 9: Check that household membership has been correctly coded. Any person who appears on the pre-printed label must be a listed member and will have a code of 1,2,3, or 4. All unlisted members entered by the interviewer will have a code 5, 6 or 7.

Rejoiners: In the small number of cases where a respondent who has been enumerated at previous waves has rejoined the household they are coded 5 at qu 9. It is important these individuals are not confused with those **never** enumerated at a previous wave. If a previously enumerated member rejoins a household their PID, sex, date of birth, interview status codes and sample status code **must** be entered at questions 3 - 8 (col 21-40). In cases where the interviewer does not have this information to transfer from another label they have been issued, they **must** contact Essex to obtain the correct details. In all cases of previously enumerated members rejoining a household i.e. anyone coded 5 at qu 9, page 3, their details **must be checked** with the issued label information held at Essex.

In a few cases you may find a 'retired rejoiner'. These are people we have withdrawn permanently from the sample as we never expect to see them again but who reappear in a sample household. Please check the listing of 'retired sample members'. Code '13' at qu 6 and '8' at qu 9. Obtain sample status code and whether ever interviewed information from the Research Centre if necessary. Questions 3 - 8 on the enumeration grid must be completed for these cases.

Check to make sure all boxes for questions 9 through 15 have a code value if there is any sort of interview.

Check that **interview outcome** recorded at Question 14 is consistent with the documents received. Codes '01' to '11' should be used in all cases where the interviewer has made contact with the household and established who is resident even if no interviews are achieved. Code '11' applies when all PSMs have moved away from the issued household '0' leaving ineligible XXXs behind. In these cases the PSM movers should appear on a split-off coversheet. Codes '13 to '15' should be used only in cases of complete non-contact ie the interviewer has recorded no information about the current household at questions 9 to 13. Code '15' 'Ineligible XXX split-off' applies only to cases where the XXX mover(s) has moved without any PSMs. **This applies to adults only. Children are coded '15' regardless of their status as XXX or PSM.**

Question 15: Check the code here and ensure that the Self Completion Questionnaire is attached for each code 1.

Question 16: Check that 'Voucher Confirmation' is completed.

Question 17 For all **within household refusals/non-contacts** i.e. codes 3, 4, 9 or 10 at qu 14, the reason for the refusal/non-contact must be coded here. If it is not, flag it and the interviewer will be approached for further details. Note this includes youth refusals/non-contacts.

Question 18 To be completed by Institute staff, only if respondent is a within household refuser. A youth can also be a within household refuser.

Question 19 To be coded where any conversion has been attempted or refusals have been re-issued to field. These may be either within household refusals or whole household refusals. A final interview outcome must be coded for all those listed on page 2 of the coversheet even if no conversion is achieved.

HOUSEHOLD GRID

Look at questions 9 - 14, pages 3 - 4 of the Coversheet and check that all current household members are listed on the Household Grid.

IT IS ESSENTIAL THAT THEIR COVERSHEET PERSON NUMBER IS RETAINED AND CORRECTLY TRANSFERRED TO THE HOUSEHOLD GRID and to all other individual level documents. NB This might mean

the numbers on the Household Grid do not run in sequence. They could, for instance, go something like 02, 03, 05 if Person Numbers 1 and 4 on the issued coversheet have left the household

Check to make sure that all boxes 3 - 13 have a code value.

The HRP has to be correct according to the HRP definition. Note that the **HRP is not necessarily line 01**. This means that the relationship column can easily be corrected. Please note that the first person on the list must always be a PSM or XXX (transferred from the coversheet). An unlisted member must never be the first person recorded on the household grid.

If the owner/tenant of the accommodation is no longer a household member (eg husband moved out), the next logical person should be coded as the HRP. The HRP has to be a current household member.

3. SEX: Replace 8's and blanks if this information is known elsewhere.

4. DATE OF BIRTH: Replace 98's and blanks if this information is known elsewhere.

5-6 PRE-PRINTED SEX and DoB SAME: Check that the information coded matches the pre-printed information on the Coversheet. If an interviewer has had to make up a new coversheet and transfer the details, assume that they have transferred this correctly and check against this.

7-10. If aged under 16 ensure 8 - 10 are coded 0, 00 and 0.

8 MARITAL STATUS: If two persons are divorced and are only in the same living accommodation for financial reasons, code relationship as other (we have no code for ex-spouse) and code spouse/partner number as 00.

Marital status in the grid is marital status **within the household**. Two divorced people living together as a couple, should be coded as 'living as couple.' Marital status in the individual questionnaire is the person's **legal marital status**. Thus these two items may be inconsistent. Leave marital status as is self-reported by respondent, with the following exception: Married couples and persons living as a couple must be properly coded as such in the grid.

Still count as married those persons whose spouse is absent (even cases where the spouse is living in another country or an institution.) Count as separated cases where a spouse lives outside the household to allow the other spouse to claim benefits (because they have an agreement to live apart).

10 PAID EMPLOY: Leave as reported, even if this is inconsistent with the Individual Questionnaire.

11-12 MOTHER/FATHER NO: If interviewer has specifically put in '00' for mother or father number but this seems to conflict with what is written in under relationship, do not change the mother/father number columns. These take precedence over the written in relationship and at a later stage will be used to fix relationship. Don't fix relationship. Go with self report. If missing and can easily be reconstructed, do so.

13 RESP ADULT: Check that the responsible adult has been coded correctly. In most circumstances the responsible adult is the mother of the children. If someone is a step-mother, who is married to the child's father, they may still be the responsible adult. However if a couple are cohabiting and the woman is not the child's natural mother she is not necessarily the responsible adult. In this case (and if there is no mother present at all) the father can be the responsible adult.

Persons who will turn 16 during the fieldwork ie on or before December 1st 2002 are interviewed. In the grid they should be treated according to their age at the date of interview i.e. if under 16 items 8 - 10 are entered as 00's and they will have a responsible adult.

Circle appropriate check code on VISUAL EDIT FORM on Coversheet.

CHECKING THE CONSISTENCY OF SEX AND DATE OF BIRTH

Verify that the documents labelled for each person are really for that person. Make sure that **sex and date of birth** in the individual documents **are consistent** with each other and with the information listed for the person in the Enumeration Grid and the Household Grid. Replace 98's and blanks in the Household Grid if this information is known elsewhere. If birth dates are **not** consistent between documents and there is a marginal comment

explaining which is the correct date, correct as necessary. If birth dates are **not** consistent between documents and there is **no** marginal comment explaining which is the correct date, alert your supervisor.

NB Date of birth is D11 on the individual questionnaire, back page on the self-completion, and P4 on the proxy questionnaire. If the reason for any inconsistency between documents is not obvious, don't make any changes.

If you have had to make corrections to the sex and date of birth information on the **self completion questionnaire** do not code this as codes '2' or '3' (editor corrected/can't be reconstructed). These codes should be used only when corrections need to be made in other documents.

Check the consistency of questions 5 and 6 on the **Household Grid** with the pre-printed information on the **Coversheet Enumeration Grid**. If questions 5 or 6 are code 1 'Yes' the information entered on the Household Grid must be consistent with the information entered on the Coversheet Enumeration Grid and the date of birth with the Individual and Self-completion questionnaires. **CORRECT AS NECESSARY.**

**BOOKING IN INSTRUCTIONS FOR COMPLETE
NON-RESPONSE HOUSEHOLDS**

Check that the **final household outcome**, Coversheet page 8, is correctly filled out and completed. If codes 21, 30, 31, 32, 33, or 40 are circled, the appropriate sections on page 9 of the Coversheet need to be completed. These sections should **not** be completed for other outcomes. **CORRECT AS NECESSARY**

Where the household has not been enumerated and a household level outcome only is recorded e.g. whole household refusal/ non-contact/ no trace/ only XXXs resident etc. Interview Outcome at qu 14, page 4 of the Coversheet should be coded 13, 14 or 15 as appropriate.

If you find an interviewer is making significant errors on the Coversheet or Household Grid, or any other paper documents, they should be informed as soon as possible. A copy of all comments fed back to interviewers should be kept for reference.

EDITING PROCEDURES**HOUSEHOLD and INDIVIDUAL QUESTIONNAIRES**

If there are mismatches between IDs, PNOs, sex or date of birth of the respondent(s) between the CAPI data and the paper documents, the CAPI data management system will generate an error. You will have to check and resolve these errors, make the appropriate decision and edit the CAPI data accordingly.

INDIVIDUAL QUESTIONNAIRE

If the Interviewer Checks on the front pages of the Individual Questionnaire are NOT consistent with information on the Coversheet Enumeration Grid and the Household Grid, the CAPI data management system will generate an error. Where an interviewer has transferred the key check codes incorrectly and therefore followed the wrong routing through the questionnaire, you will send them a paper version of the questions which they have missed so that the data can be collected. This will then need to be edited into the CAPI data files.

Tracking details now collected at the end of the Individual Questionnaire before the Interviewer Observations. The tracking contact should be someone outside of the household.

SELF-COMPLETION FORM

Back page Sex: Replace blanks, if this information is known elsewhere.

Back page Date of Birth: Replace blanks, if this information is known elsewhere.

TELEPHONE QUESTIONNAIRE

Check household grid.

Coversheet front page, Interviewer No = PHONEI (phonei)

Check IDs correct.

Do not make separate listings sheet for any 'other' listings not elsewhere specified.

YOUTH QUESTIONNAIRE

Ensure that date of birth, sex and person number are consistent with information on the Household Grid.

Check that only one box is ticked per question. If more than one box is ticked remove extra ticks at random. If a child has written in 'don't know' code = 8, 98 as appropriate.

LIVING IN BRITAIN

Living in Scotland

Living in Wales

WAVE 13 (5)

CODING MANUAL

Items for coding

Coversheet	Individual refusal reasons
Coversheet	Household refusal reasons
Household Grid	Relationship to reference person
H31	Other period
H36	Other period
D4	Why prefer to move
D10	Other main reasons for moving (1) & (2)
D29	UK place of birth
D29	Foreign place of birth
D32	Citizenship (main)
D32	Citizenship (secondary)
D36	Father job CASOC
D40	Mother job CASOC
D44	First job CASOC
D85	Advantages of living as a couple
D87	Disadvantages of living as a couple
D98	Weight in grams 1,2 &3
D125	Reasons might not continue to Further Edu
D126	Future job wanted CASOC
E5	Current job CASOC
E6	Current job SIC 92
E21	Other period gross pay
E23	Other period net pay
E23c	Other period working family tax credit
E28	Other period usual pay
E55	Other period pay at start of job
E60	Other period Sept pay
E63	Other period start pay
E92	Other period pay 2 nd job
E117	Ideal job CASOC
E133	Second job CASOC
J14	Previous job CASOC spells 1-9

J22	Previous job SIC 92 spells 1-9
J25	Other period previous job spells 1-9
J28	Reason for attraction to present job
J33	Last job CASOC
J34	Last job SIC 92
F3e	Other period finance grids 1-12
F6	Why better / worse off than last year
F11a	Why saving (1) & (2)
F18	Other period
F22	Other period
F42	Person's relationship 1,2 &3
F45	Other period
Self completion	
7b	Relationship of friend
Proxy	
P2b	Relationship to informant
P49	Current job CASOC
P50	Current job SIC 92
Youth	
Q49	Future job wanted SOC (3 digits)
Q51	Current job (1) and (2) SOC (3 digits)
Q57	Reasons no further education (1&2)
Telephone	
T49	Current job CASOC
T50	Current job SIC 92

Coding of occupation and industry

All occupations are coded to six digits using CASOC.

All industry codes are four digit SIC (1992).

Instructions for using CASOC coding

This year we will be using the same conventions as for Wave 12 for the CASOC Ids. We need to use all five digits of the serial number so we can identify each sample. As the maximum key length is 12 it is necessary to lose a digit from elsewhere. The question numbers require 4 characters so we will use a single character person number, rather than 2 digit. In the unlikely event of persons 10, 11 or 12 requiring a code they should be entered as follows:

PNO 10 code as 'a'
11 code as 'b'
12 code as 'c'
13 code as 'd'
14 code as 'e'
15 code as 'f'

NOTE: A SEPARATE CASOC FILE FOR EACH BOX WILL BE CREATED SO THAT THEY CAN BE BATCH DELIVERED.

For each individual with occupational information:

Enter the household ID and person number for the first item coded only.

For each subsequent entry for that individual, enter the standardised question number only i.e. E5 becomes E005, D36 becomes D036 etc.

When you start coding items for the next individual remember to enter their full ID and person number on the first entry.

So for each individual's **first occupation coded**:

1. Use the full 5 digit household serial number, household number and check digit but drop the wave number.
2. Add the person number (one digit only)
3. Add the question number standardised to four digits as detailed.

The **first entry** for each individual will therefore use the **full twelve digit** range allowed.

For **each subsequent entry** for that individual enter the standardised question number only.

CODING OF 'OTHER' TIME PERIODS

Coding will need to be done on items where a non-standard period of time is associated with an amount variable and is coded 'other'. These are found throughout the Household and Individual Questionnaires as separately detailed above.

The number of **weeks** should be calculated as demonstrated:

Multiply number of months x 4.33 and round the result, e.g.,

1 day	= .2 weeks
2 months	= 9 weeks
3 months	= 13 weeks
Quarter	= 13 weeks (applies on Individual Questionnaire only)
4 months	= 17 weeks
year	= 52 weeks

If the time period is **less than one week** code the appropriate fraction of a week as follows.

1 day	= .2 of a week	code 0 0 2
2 days	= .4 of a week	code 0 0 4
3 days	= .6 of a week	code 0 0 6
4 days	= .8 of a week	code 0 0 8

If the time period is **1 - 9 weeks** it should be coded as;

1 week	code 0 1 0
1½ weeks	code 0 1 5
2 weeks	code 0 2 0
3 weeks	code 0 3 0 etc.

If the time period is **10 weeks or more** it should be entered as;

10 weeks	code 1 0 0
11 weeks	code 1 1 0
12 weeks	code 1 2 0 etc.

One-off or lump sum = 666

Time period for pay received given in hours only = 777

COVERSHEET

Individual within household refusal reasons

Page 5, card no. 002 cols. (58-59)

Competence of respondent

- 01 Too ill
- 02 Too elderly
- 03 R is senile or otherwise incompetent
- 04 R does not speak English
- 05 Stressful family situation (eg bereavement, divorce)

Too busy

- 10 Looking after ill/elderly
- 11 Looking after child(ren)
- 12 R almost never home
- 13 R is temporarily absent
- 14 Too busy (not elsewhere specified)

Personal reasons

- 20 Unhappy about confidentiality
- 21 Questions too personal

Attitudes towards survey

- 30 R doesn't want to be bothered
- 31 Nothing has changed since last year
- 32 Survey is too long

(frame cont. over page)

Individual Within Household Refusal Reasons (Continued)

- 33 Survey is a waste of time/suspicious of survey/opposed to survey
- 34 Previous bad experience with surveys (in general)
- 35 Has had problems with LIB voucher payment in past

Family pressure

- 40 Other family member opposes R's participating/includes refusal of parental permission.
- 41 Someone has convinced R to refuse
- 42 Other household member refuses on behalf of R.
- 43 Never interviewed - pressure may jeopardise other interviews in hhold

Other

- 96 Other
- 99 No reason given

Whole household refusal reasons

Coversheet, page 8, card no. 004 cols(33-34)

Competence of respondent(s)

- 01 Too ill
- 02 Too elderly
- 03 R(s) is senile or otherwise incompetent
- 04 R(s) does not speak English
- 05 Stressful family situation (eg bereavement, divorce)

Too busy

- 10 Looking after ill/elderly
- 11 Looking after child(ren)
- 12 R(s) almost never home
- 13 R(s) are temporarily away/absent
- 14 Too busy (not elsewhere specified)

Personal reasons

- 20 Unhappy about confidentiality
- 21 Questions too personal

Attitudes towards survey

- 30 R(s) doesn't want to be bothered
- 31 Nothing has changed since last year
- 32 Survey is too long

(frame cont over page)

Whole Household Refusal Reasons (Continued)

- 33 Survey is a waste of time/suspicious of survey/opposed to survey
- 34 Previous bad experience with surveys (in general)
- 35 Have had problems with LIB voucher payment(s) in past

Family pressure

- 40 Other family member(s) oppose participation
- 41 One family member refuses on behalf of all R(s) (no reason specified)

Other

- 94 Address occupied - no contact
- 95 R(s) have moved out-of scope/institutionalised
- 96 Other
- 99 No reason given

HOUSEHOLD GRID**2. Relationship to Reference Person Codes**

- 01 Reference person
- 02 Lawful spouse (husband/wife)
- 03 Live-in partner (common-law husband/wife, cohabitee)
(include same sex partner)
- 04 Natural child
- 05 Adopted child
- 06 Foster child
- 07 Step-child
- 08 Partner's child
- 09 Daughter/son-in-law

- 10 Natural brother/sister (half brother/sister)
- 11 Other brother/sister (adopted, step)
- 12 Brother/sister-in-law
- 13 Natural parent
- 14 Other parent (adopted/foster/step)
- 15 Mother/father-in-law
- 16 Any grand parent (incl of partner)
- 17 Any grand child (incl of partner)

- 18 Any cousin (incl of partner)
- 19 Any aunt/uncle (incl of partner)
- 20 Any nephew/niece (incl of partner)
- 21 Any other relative
- 22 Employee (e.g. nanny)
- 23 Lodger/boarder
- 24 Unrelated sharer
- 30 Other

Household questionnaire**H31** Code other time period**H36** Code other time period

INDIVIDUAL QUESTIONNAIRE**Neighbourhood and Individual Demographics****D4 Main reason would like to move****HOUSING RELATED REASONS**

- 01 Wants larger accommodation (other than reference solely to garden / garage)
- 02 Wants smaller/cheaper accommodation
- 03 Wants accommodation of their own / to form their own household (other than wanting to purchase accommodation)
- 04 To buy somewhere
- 05 Health reasons (eg house too damp, house not healthy) (other than needing accommodation without stairs)
- 06 To bungalow / accommodation with no stairs / ground floor flat
- 07 Wants other specific type of accommodation (eg detached house) (NB Only use this code if no reference to larger, better or smaller/cheaper accommodation)
- 08 Wants change in other aspects of the property (eg wants a garden, larger garden, garage)
- 09 Dislikes current house/flat (not elsewhere specified)
- 10 Wants better accommodation (not elsewhere specified)

AREA RELATED REASONS

- 11 Dislikes isolation / absence of facilities
- 12 Wants move **to** a more rural environment
- 13 Dislike of urban environment/pollution (not elsewhere specified:see 14,15&16)
- 14 Dislikes traffic (include noise or danger from traffic)

(frame cont over page)

D4 Main reason would like to move (Continued)

- 15 Dislikes crime, vandalism, etc. / area unsafe
- 16 Noise (other than traffic)
- 17 Unfriendly area / Dislikes neighbours
- 18 Wants to move to specific place (not elsewhere specified)
- 19 Dislikes area (not elsewhere specified)

OTHER REASONS

- 21 Wants to move for new job / to find work
- 22 Wants to move to reduce commuting time
- 23 Wants to move because of retirement (NB if retirement is specifically mentioned, this code takes precedence over other codes)
- 24 Wants to be closer to family/friends
- 25 Wants more privacy
- 26 Wants a change
- 27 Wants to move for child's education

- 96 Other
- 97 No reason given (written in)
- 98 Don't know
- 99 Refused / Not available

D10 Other main reasons for moving - Code first two mentions**PERSONAL REASONS**

- 31 To marry/move in with partner
- 32 To separate/divorce/split up from spouse/partner
- 33 Moved in with family/moved back with family (other than 01)
- 34 Moved away from family (other than 02)
- 35 Moved in with friends
- 36 Moved to be closer to family/friends

EDUCATIONAL/EMPLOYMENT RELATED REASONS

- 41 Moved to/be closer to/for term-time accommodation/college or university
- 42 Left education/ended course
- 43 Job related reason for self, include commuting time (not elsewhere specified)
- 44 Job related reason for other (include commuting time)
- 45 Retirement (self or spouse) (NB if retirement is specifically mentioned, this code takes precedence over other codes)

FORCED MOVES

- 46 Evicted from rented accommodation/repossessed/other forced moves (inc council offered).

HOUSING RELATED REASONS

- 51 Wanted larger accommodation (other than reference solely to garden/garage)
- 52 Wanted smaller/cheaper accommodation
- 53 Wanted accommodation of their own/to form their own household/setting up homes with partner (other than wanting to purchase accommodation)

(frame cont over page)

D10 Other main reasons moved (Continued)

- 54 To buy somewhere
- 55 Health reasons (eg house too damp, house not healthy) (other than needing accommodation without stairs)
- 56 To bungalow / accommodation with no stairs / ground floor flat
- 57 To sheltered accommodation/institution (needed care)
- 58 Wanted other specific type of accommodation (eg detached house, wanted a garden, larger garden, garage) (NB Only use this code if no reference to larger, better or smaller/cheaper accommodation)
- 59 Disliked previous house/flat (not elsewhere specified)
- 60 Wanted better accommodation (not elsewhere specified)
- 61 Wanted more privacy/previous accommodation overcrowded
- 62 Wants a change (not elsewhere specified)

AREA RELATED REASONS

- 71 Disliked isolation / absence of facilities
- 72 Wanted to move to a more rural environment
- 73 Disliked urban environment (not elsewhere specified:see 44,45,46)
- 74 Disliked traffic (include noise or danger from traffic)
- 75 Disliked crime, vandalism, etc. / area unsafe
- 76 Noise (other than traffic)
- 77 Unfriendly area / Disliked neighbours
- 78 Wanted to move to specific place
- 79 Disliked area (not elsewhere specified)

(frame cont over page)

D10 Other main reasons moved (Continued)

- 96 Other (include being nearer to children's school) - **list answers on 'other' sheet**
- 97 No reason given (written in)
- 98 Don't know
- 99 Refused / Not available

D29 Where born**IF IN UK****For England, Wales, and Scotland: CODE TO LOCAL AUTHORITY DISTRICT**

1. Look up place name in appropriate OPCS volume (Census 1981: Index of Place Names, Index of Scottish Place Names).
2. Get district name. In most cases, there will be a one-to-one correspondence between the given town/county and the district making this an easy step.
 - a. If same town/county is listed against more than one district, choose the first district listed, eg New Brinsley, Nottinghamshire is part of two districts (Ashfield and Broxtowe), since Ashfield is listed first, choose Ashfield.
 - b. If no district name is listed, check to see whether the description code is a D or LB. The D indicates that the town is a district in and of itself and thus the town name is the district name, eg Bristol. LB indicates that the town is a London borough. Again the town name is the equivalent of the "district name," eg Hammersmith.
 - c. If a town/county is listed as a UA (Urban Area) it will not have a district name associated with it. Look for an additional listing which does have a district name, eg Brixworth, Northamptonshire is listed as a UA and as a Pa (parish). The parish is in the district of Daventry. Choose Daventry.
 - d. If a town/county is listed as a US (Urban Area Sub-division) ignore this line of data. Look for the same town/county as another listing. The other listing may use a more detailed name, eg Chorleywood is listed as a US in Buckinghamshire, the closest alternative is Chorleywood West (a locality in Buckinghamshire in the district of Chiltern); Broadstairs, Kent is a US, use the listing for Broadstairs and St. Peters, Kent a parish in the district of Thanet.
3. Once you have the district name, look it up in the alphabetical or county-order lists provided in Appendices A & B.

4. Use the four-digit code (two numerals, two letters) specified in the Appendices. In cases where only partial information is known, use two numerals followed by two blanks, eg London not otherwise specified = code 01___. In cases where you are also unable to ascertain the correct county, code as 9999.

FOR NORTHERN IRELAND AND THE ISLANDS

Code as Follows:

67NI Belfast
68NI Co. Armagh
69NI Co. Antrim
70NI Co. Derry (Londonderry)
71NI Co. Down
72NI Co. Fermanagh
73NI Co. Tyrone
74NI Northern Ireland (not otherwise specified)
75NI Isle of Man
76NI Channel Islands (Alderney, Guernsey, Jersey, and Sark)

NB: Lanark has been renamed Clydesdale. It retains its same code, 6346.

IF NOT IN UK

06 Irish Republic (inc. part not stated)/Eire
11 Australia (Christmas Island, Cocos Islands)
12 Canada
13 New Zealand (inc. Cook Island)

NEW COMMONWEALTH

AFRICA

EASTERN AFRICA

14 Kenya
15 Uganda
16 Tanzania
17 Malawi
18 Zambia

SOUTHERN AFRICA

19 Zimbabwe
20 Botswana (Bechuanaland), Lesotho and Swaziland

WESTERN AFRICA

21 Gambia
22 Ghana
23 Nigeria

24 Sierra Leone

CARIBBEAN

- 25 Barbados
- 26 Jamaica
- 27 Trinidad and Tobago
- 28 West Indies associated states
- 29 West Indies (so stated)
- 30 Other Caribbean Commonwealth
 - Antigua (Br)
 - Bahamas
 - Barbuda
 - Bermuda
 - British Virgin Islands
 - Cayman Island
 - Dominica
 - Grenada
 - Leeward Island (Br.)
 - Montserrat (Br.)
 - St. Kitts - Nevis Anguilla (Br.)
 - St. Lucia
 - St. Vincent
 - Turks and Caicos Island (Br.)
 - Windward Island (Br.)
- 31 Belize (British Honduras)
- 32 Guyana

SOUTH ASIA

- 33 Bangladesh
- 34 India (inc. Sikkim)
- 35 Sri Lanka (Ceylon)

SOUTH EAST ASIA

- 36 Hong Kong
- 37 Malaysia (inc. Sarawak)
- 38 Singapore

MEDITERRANEAN

- 39 Cyprus
- 40 Gibraltar
- 41 Malta and Gozo
- 42 Seychelles
- 43 Mauritius
- 44 Other New Commonwealth
 - Ascension Island
 - Brunei

Chagos Archipelago
 Ellice Island
 Falkland Islands
 Fiji
 Gilbert Island (Kiribati)
 Gough
 Heard Island
 Keeling Island
 McDonald Islands
 Nauru (Republic of)
 New Hebrides (Br. and Fr., now Vanuatu)
 New Guinea Territory
 Niue
 Norfolk Island
 Papua New Guinea
 Pemba (East African Commonwealth)
 Pitcairin Island (Br.)
 Samoa - Western
 Sabah (N. Borneo, Malaysia)
 St. Helena (Br.)
 Solomon Island
 Tokelau Island (N.Z.)
 Tonga
 Tuvalu
 Tristan de Cunha (Br.)

FOREIGN AFRICA

45 Algeria
 46 Morocco (inc. Mellila)
 47 Tunisia
 48 Libya
 49 Egypt (UAR)
 50 South Africa, Republic of
 51 Other Africa (Foreign)

- Angola (inc. Cabinda)
- Benin (Dehomey)
- Burundi
- Cameroon Republic
- Central African Republic
- Chad
- Comoros
- Congo (Democratic Republic)
- Congolese Republic (Zaire)
- Djibouti (republic of)
- Equitorial Guinea
- Ethiopia (Abyssinia)
- French Territory of the Afars & Issas
(French Somaliland) (Djibouti)
- Gabon

Guinea Bissau
Guinea (Republic)
Ivory Coast
Liberia
Madagascar
Malagasy Republic
Mali
Mozambique
Namibia
Niger
Reunion Island (Fr.)
Rwanda
Portuguese Guinea (now Guinea Bissau)
Senegal
Somali Republic
Sudan
Togo
Upper Volta

AMERICA

- 52 USA, America (n.e.s.)
- 53 Caribbean
 - Cuba
 - Curacao
 - Haiti
 - Dominican Republic
 - Guadaloupe
 - Martinique (Fr.)
 - Virgin Islands (USA)
- 54 Central America
 - Costa Rica
 - El Salvador
 - Guatemala
 - Honduras
 - Mexico
 - Nicaragua
 - Panama (inc. Canal Zone)
- 55 South America
 - Argentina
 - Bolivia
 - Brazil
 - Chile
 - Columbia
 - Ecuador
 - Fr. Guiana
 - Paraguay
 - Peru
 - Surinam (inc. Netherlands Guiana)
 - Uruguay

Venezuela

ASIA

- 56 Pakistan
- 57 Burma
- 58 China (People's Republic of, inc. Republic of Taiwan, Formosa)/China (n.e.s.)
- 59 Japan
- 60 Phillipines
- 61 Vietnam

MIDDLE EAST

- 62 Iran (Persia)
- 63 Israel
- 64 Other Middle Eastern Countries
 - Afghanistan
 - Bahrain
 - Iraq
 - Jordan
 - Kuwait
 - Lebanon
 - Oman
 - Qatar
 - Saudi Arabia
 - South Yemen (People's Democratic Rep. of) (Aden)
 - Syria
 - United Arab Emirates
 - Yemen Arab Republic
 - Yemen - South (People's Republic)

- 65 Other Asia (Foreign)
 - Bhutan
 - Cambodia/Kampuchea
 - Indonesia (Timor - East, Portuguese Timor)
 - Korea (North/South/not specified)
 - Laos
 - Macao
 - Maldive Island
 - Mongolia
 - Tibet
 - Nepal
 - Wake Island (USA)
 - Wallis and Futuna Island (Fr.)

EUROPE/EUROPEAN COMMUNITY

- 66 Belgium
- 67 Denmark (inc. Greenland)
- 68 France (inc. Monaco)
- 69 Italy (inc. Vatican and San Marino)

- 70 Luxembourg
- 71 Netherlands
- 72 Germany, Federal Republic of
- 73 Germany (not otherwise specified)
- 74 Albania
- 75 Bulgaria
- 76 German Democratic Republic (Germany, E.)
- 77 Czechoslovakia
- 78 Hungary
- 79 Poland
- 80 Romania
- 81 Austria
- 82 Switzerland (inc. Liechtenstein, Campione, Bvsingen)
- 83 Greece
- 84 Portugal (inc Azorea - Azores - and Madeira, Cape Verde Island)
- 85 Spain (inc Balearic Islands and Canary Islands, Ceuta)
- 86 Finland (incl. Aland Islands)
- 87 Norway (inc. Svalbard)
- 88 Sweden
- 89 Yugoslavia/Serbia/Bosnia/Macedonia/Croatia/Kosovo
- 90 Other Europe
 - Andorra
 - Faroe Islands (Denmark)
 - Iceland
 - Jan Mayen
- 91 Turkey
- 92 USSR

REST OF THE WORLD

- 93 Sao Tome & Principe
- AFRICA
 - Johnston Island
 - New Caledonia (Fr.)
 - French Polynesia
 - Guam Island (USA)
- PACIFIC
 - Marianas Island (USA)
 - Marshall Islands (US Trust)
 - Midway Island (USA)
 - American Samoa (E. Samoa)
 - Caroline Island (USA)
 - Guam Island (USA)
- 94 At sea/in the air
- 99 Not stated/No reply/Refused

D32 - Citizenship**Code both if dual citizenship**

- (01) 'French'
- (02) 'Belgian'

- (03) 'Dutch'
- (04) 'German (East and West)'
- (05) 'Italian'
- (06) 'British' (UK)
- (07) 'Irish (Republic of / Southern)'
- (08) 'Danish'
- (09) 'Greek'

- (10) 'Portugese'
- (11) 'Spanish'
- (12) 'Luxembourg'
- (14) 'Monaco'
- (15) 'San Marino'

- (24) 'Icelandic'
- (28) 'Norwegian'

- (30) 'Swedish'
- (32) 'Finish'
- (36) 'Swiss'
- (37) 'Liechtenstein'
- (38) 'Austrian'

- (41) 'Faroe Islander'
- (43) 'Andorra'
- (44) 'Gibraltar'
- (45) 'Vatican City State'
- (46) 'Maltese'

- (52) 'Turkish'
- (53) 'Estonian'
- (54) 'Latvian'
- (55) 'Lithuanian'

- (60) 'Polish'
- (61) 'Czech'
- (63) 'Slovak'
- (64) 'Hungarian'
- (66) 'Romanian'
- (68) 'Bulgarian'

- (70) 'Albanian'
- (72) 'Ukrainian'
- (73) 'Belarussian'

(frame cont over page)

- (74) 'Moldavian'
- (75) 'Russian'
- (76) 'Georgian'
- (77) 'Armenian'
- (78) 'Azerbaijani'
- (79) 'Kazakhstani'

- (80) 'Turkmenistan'
- (81) 'Uzbek'
- (82) 'Tadjikistani'
- (83) 'Kyrghystani'

- (91) 'Slovenian'
- (92) 'Croatian'
- (93) 'Bosnian'
- (94) 'Serbian (formally Yugoslavian)'
- (95) 'Kosovar'
- (96) 'Macedonian'

- (204) 'Moroccon'
- (208) 'Algerian'
- (212) 'Tunisian'
- (216) 'Libyan'
- (220) 'Egyptian'
- (224) 'Sudanese'

- (228) 'Mauritanian'
- (232) 'Mali'
- (236) 'Burkina Faso'
- (240) 'Niger'
- (244) 'Chad'
- (247) 'Cape Verde'
- (248) 'Senegalese'
- (252) 'Gambian'
- (257) 'Guinea-Bissau'
- (260) 'Guinea'
- (264) 'Sierra Leone'
- (268) 'Liberian'
- (272) 'Ivory Coast'
- (276) 'Ghanain'
- (280) 'Togo'
- (284) 'Benin'
- (288) 'Nigerian'
- (302) 'Cameroon'
- (306) 'Central Africa'
- (310) 'Equatorial Guinea '
- (311) 'Sao Tome and Principe'
- (314) 'Gabon'
- (318) 'Congolese'
- (322) 'Zairean'
- (324) 'Rwandan'
- (328) 'Burundian'
- (329) 'St.Helena'
- (330) 'Angolan'
- (334) 'Ethiopian'
- (338) 'Djibouti'
- (342) 'Somalian'

- (346) 'Kenyan'
- (350) 'Ugandan'
- (352) 'Tanzanian'

- (355) 'Seychelles'
- (357) 'British Indian Ocean Territory'
- (366) 'Mozambique'
- (370) 'Madagascan'
- (372) 'Reunion'
- (373) 'Mauritian'
- (375) 'Comorose'
- (377) 'Mayotte'
- (378) 'Zambian'
- (382) 'Zimbabwe'
- (386) 'Malawian'
- (388) 'South African'
- (389) 'Namibian'
- (391) 'Botswana'
- (393) 'Swaziland'
- (395) 'Lesotho'

- (400) 'American'
- (401) 'Puerto Rican'
- (404) 'Canadian'
- (406) 'Greenlander'
- (408) 'St.Pierre and Miguelon'
- (412) 'Mexican'
- (413) 'Bermuda'
- (416) 'Guatemalan'
- (421) 'Belize'
- (424) 'Honduras'
- (428) 'El Salvador'
- (432) 'Nicaraguan'
- (436) 'Costa Rican'
- (442) 'Panama'
- (446) 'Anguilla'
- (448) 'Cuban'
- (449) 'St.Christopher and Nevis'
- (452) 'Haitian'
- (453) 'Bahamas'
- (454) 'Turks and Caicos Island'
- (456) 'Dominican Republic'
- (457) 'Virgin Islands of the US'
- (458) 'Guadeloupe'
- (459) 'Antigua and Barbuda'
- (460) 'Dominica'
- (461) 'British Virgin Islands and Montserrat'
- (462) 'Martinique'
- (463) 'Cayman Island'
- (464) 'Jamaican'
- (465) 'St Lucian'

- (467) 'St Vincent'
- (469) 'Barbados'
- (472) 'Trinidad and Tobago'
- (473) 'Grenada'
- (474) 'Aruba'
- (478) 'Netherlands Antilles'
- (480) 'Colombian'
- (484) 'Venezuelan'
- (488) 'Guyanese'
- (492) 'Surinam'
- (496) 'French Guiana'

- (500) 'Ecuadorian'
- (504) 'Peruvian'
- (508) 'Brazilian'
- (512) 'Chilean'
- (516) 'Bolivian'
- (520) 'Paraguay'
- (524) 'Uruguay'
- (528) 'Argentinian'
- (529) 'Falkland Islands'

- (600) 'Cypriot'
- (604) 'Lebanese'
- (608) 'Syrian'
- (612) 'Iraqi'
- (616) 'Iranian'
- (624) 'Israeli'
- (628) 'Jordanian'
- (632) 'Saudi'
- (636) 'Kuwaiti'
- (640) 'Bahrain'
- (644) 'Qatar'
- (647) 'United Arab Emirates'
- (649) 'Oman'
- (653) 'Yemeni'
- 660) 'Afghani'
- (662) 'Pakistani'
- (664) 'Indian'
- (666) 'Bangladeshi'
- (667) 'Maldives'
- (669) 'Sri Lanka'
- (672) 'Nepalese'
- (675) 'Bhutan'
- (676) 'Myanmar'
- (680) 'Thai'
- (684) 'Laos'
- (690) 'Vietnamese'
- (696) 'Cambodian (Kampuchean)'

- (700) 'Indonesian'

- (701) 'Malaysian'
- (703) 'Brunei'
- (706) 'Singapore'
- (708) 'Philippino'
- (716) 'Mongolian'
- (720) 'Chinese'
- (724) 'North Korean'
- (728) 'South Korean'
- (732) 'Japanese'
- (736) 'Taiwanese'
- (740) 'Hong Kong'
- (743) 'Macao'

- (800) 'Australian'
- (801) 'Papua New Guinea'
- (802) 'Australian Oceania'
- (803) 'Nauru'
- (804) 'New Zealand'
- (806) 'Solomon Island'
- (807) 'Tuvalu'
- (809) 'New Caledonian'
- (810) 'American Oceania'
- (811) 'Wallis and Futuna'
- (812) 'Kiribati'
- (813) 'Pitcairn'
- (814) 'New Zealand Oceania'
- (815) 'Fiji'
- (816) 'Vanuatu'
- (817) 'Tonga'
- (819) 'Western Samoan'
- (822) 'French Polynesian'
- (823) 'States of Micronesia'
- (824) 'Marshall Island'
- (890) 'Polar region'

- (900) 'EUROPEAN'
- (901) 'European Community'
- (902) 'Other European countries'

- (910) 'AFRICAN'
- (911) 'North African'
- (912) 'West African'
- (913) 'Central, East and South African'
- (921) 'North American'
- (922) 'Central and South American'

- (930) 'ASIAN'
- (931) 'Near and Middle Eastern'
- (932) 'Other Asian countries'

- (940) 'AUSTRALIAN,OCEANIA'

- (990) 'ANY OTHER COUNTRY' /

D36 Father's job title

Code using CASOC (6 digits) - (see Instructions for CASOC coding above)

D40 Mother's job title

Code using CASOC - (6 digits) - (see Instructions for CASOC coding above)

D44 Own job title after leaving school

Code using CASOC - (6 digits) - (see Instructions for CASOC coding above)

D71 Other time period

D85 Advantages of living as a couple**CODE FIRST TWO MENTIONS**

- 01 Trial marriage inc. get to know each other/try out compatibility before marriage/ before commitment of marriage and/or kids/less risk of divorce in future
- 02 No legal ties inc. easier to split up/separate if doesn't work out/simpler/safer than marriage/ can walk away/ less responsibility/ informal rather than formal relationship
- 03 Improves relationship inc. makes you work harder at relationship/don't take partner for granted/ more respect/ get on better/ less arguments
- 04 Bad experience marriage inc. previously married so prefers cohabitation this time/ marriage changes people/ seen bad marriages
- 05 Personal independence inc.no commitment/ personal freedom/ not ready for marriage/ keep own privacy
- 06 Financial inc. tax advantages/ no expense of wedding or divorce
- 07 Companionship inc. someone to share things with
- 08 Prefer cohabitation (n.e.s) inc. convenience
- 96 Other (n.e.s)
- 98 Don't know
- 99 Refused
- 00 Nothing written (blank)

D87 Disadvantages of living as a couple**CODE FIRST TWO MENTIONS**

- 01 Lack of financial security inc. tax/pensions/benefit system favours marrieds/no discounts/no equal rights with marrieds
- 02 No legal status inc. difficult to split-up/ no automatic inheritance if partner dies/ division of assets difficult
- 03 Hard on children inc. affects children
- 04 Uncommitted relationship inc. lack of security/no recognition of lasting relationship for life/marriage would be better
- 05 Social stigma inc. embarrassment/ awkward social situations/ surname problems
- 96 Other (n.e.s)
- 98 Don't know
- 99 Refused
- 00 Nothing written (blank)

D125 Reasons Might not go on to further Full Time education**CODE FIRST TWO MENTIONS**

- 01 School level qualifications enough/all that is needed
- 02 Decided on specific career/job/apprenticeship/other training
- 03 Wants to work/get a job/earn money
- 04 Cost of education/too expensive/financial reasons/don't want debt
- 05 Depends on grades/may fail exams
- 06 Not academic enough/work too hard/no concentration
- 07 Just don't want to/Can't be bothered
- 08 Want to travel
- 09 Undecided/unsure at the moment
- 10 Other
- 97 Blank
- 98 Don't know
- 99 Refused

D126 Future job wanted

CODE USING CASOC (6 digits)

EMPLOYMENT

E5 - CODE USING CASOC (6 digits)

Standardise question number to four digits, E005, for entry into CASOC.

E6 - CODE TO 1992 SIC (4 digits)

If fine level of distinction can not be made for coding, use next highest level of aggregation.

If description lists several items which would lead to completely disparate coding, go with the first mention, eg a company makes metal products and chemical products.

E21 Code other time period

E23 Code other time period

E23c Code other time period

E23e Code other time period

E28 Code other time period

E55 Code other time period

E60 Code other time period

E63 Code other time period

E92 Code other time period

E117 - CODE USING CASOC (6 digits)

Standardise question number to four digits, E117, for entry into CASOC.

E133 - CODE USING CASOC (6 digits)

Standardise question number to four digits, E133, for entry into CASOC.

Employment History

J14 (spells 1 - 4) - CODE USING CASOC (6 digits)

Standardise question number to four digits, J14 plus spell number as entered on questionnaire i.e. J141, J144, J147 etc., for entry into CASOC.

J22 (spells 1 - 4) - CODE TO 1992 SIC (4 digits)

J25 Code other time period

J28 Main thing attracted respondent about new job**READ WHOLE ANSWER BUT CODE ONLY ONE MENTION**

PRIORITY CODE (Lower numbered codes have priority over higher numbers)

- 01 More/better money
- 02 Better promotion or career prospects
- 03 More responsibility
- 04 New job more secure
- 05 Work in new job more interesting
- 06 To do specific type of work (eg. is what I want to do, like working with elderly/young people etc)
- 07 Given chance to be own boss (NB Self-employed only)
- 08 More opportunity to work on/use own initiative (other than self-employed)
- 09 Closer to home - less travelling time to work or while working
- 10 Shorter/fewer hours
- 11 More flexible hours (eg work when I want to, flexitime)
- 12 Health reasons (eg changed jobs because of health problems associated with conditions of previous employment)
- 13 New job better suited to respondent's qualifications, training or experience (eg what R had been trained for, what R used to do)
- 14 Work less demanding/easier than previous job (other than health reason)
- 15 Preferred to previous job (not elsewhere specified)

16 New job better (not elsewhere specified)

96 Other

98 Don't know

99 Refused / Not available

J33 - CODE USING CASOC (6 digits)

Standardise question number to four digits, J033, for entry into CASOC.

J34 - CODE TO 1992 SIC (4 digits)

Values and Opinions

None

Household Finances

F3e Code other time period

F6 Reasons better/worse off. (Code first mention if 2 reasons given and can't decide which is main reason.)

01 Earned income has increased (more pay,new/better job)

02 Benefits have increased (include pensions/child benefit)

03 Investment/asset income increased (higher interest rates/profit on selling shares/property)

04 Less expenses; spending reduced (lower bills, taxes, mortgages etc) prices fallen.

05 Had 'windfall' payment eg. inheritance, gifts, redundancy payments.

11 Earned income decreased (lost job, pay reduced, less hours)

12 Benefits reduced/stopped

13 Investment/asset income decreased (lower interest rates/losses on selling shares/property)

14 More expenses; spending increased; cost of living up/inflation (higher bills, taxes, mortgages etc) prices higher.

- 15 Unexpected/'one-off' expenditure eg. wedding, moved house.
- 21 Combination of income down and expenses down
- 22 Combination of income up and expenses up/inflation
- 23 Combination of benefits down and expenses up
- 24 Combination of benefits up and expenses up/inflation
- 25 Savings down but standard of living the same
- 26 Good management, thrift
- 27 No change in income/benefits/expenses (not elsewhere specified)
(frame cont over page)
- 31 Other reasons for being better off (not elsewhere specified)
- 32 Other reasons for being worse off (not elsewhere specified)
- 33 Other reasons neither better **nor** worse off (not elsewhere specified)
- 96 Other
- 98 Don't know
- 99 Refused

F11a Purpose of savingCODE FIRST **TWO** MENTIONS

- 01 Holidays
- 02 Old age/retirement specifically mentioned (include pension schemes/plans)
- 03 Car
- 04 Child(ren) (include children's education, and if buying shares to invest in children's education)
- 05 Housing/property purchase inc. land purchase
- 06 Home improvements
- 07 Household bills (eg TV license, etc.; also include motor maintenance such as car/bike insurance, tax, servicing)
- 08 Special events (eg weddings, burials, Christmas)
- 09 No particular reason specified (eg just saving for a rainy day, to be safe, emergencies, just in case)
- 10 Shares schemes
- 11 Own education
- 12 Grandchild
- 96 Other (include shares not elsewhere specified)
- 98 Don't know
- 99 Refused / Not available

F18 Code other time period

F22 Code other time period

F42 To whom payments made

CODE PERSONS 1 - 3

- 01 Parent(s) (if both mentioned eg 'Mum and Dad' code once only)
- 02 Child (inc step/adopted)
- 03 Current (separated) spouse
- 04 Ex-spouse
- 05 Parents-in-law
- 06 Other relative
- 07 Other individual
- 08 Organisation (but code maintenance payments or alimony paid into court or to DSS as 2 - 4 above as apply)
- 96 Other

F45 Code other time period

Self Completion**7b Relationship codes**

- 01 Partner/husband/wife
- 02 Child (natural, adopted, step or foster)
- 03 Sibling (brother,sister)
- 04 Parent
- 05 Grandparent
- 06 Grandchild
- 07 Aunt/Uncle/Cousin
- 08 Other eg (in-laws)
- 09 Friend

If left blank by respondent code 00

PROXY QUESTIONNAIRE

- P2b.** Use same frame as for relationship in item 2 of the Household Grid
- P49.** Same as E5 - CODE USING CASOC (6 digits)
Standardise question number to four digits, P049, for entry into CASOC.
- P50.** Same as E6 - CODE TO 1992 SIC (4 digits)

TELEPHONE QUESTIONNAIRE

- T2b** Back-code 'other' reasons as follows:
- 4 Carer situation/family illness
 - 5 Stressful family situation
 - 6 Refused full interview
 - 7 Other family member opposes survey

YOUTH QUESTIONNAIRE

Q49 Future job wanted. SOC to code job (3 digits)

Q51 Current job (1) and (2). SOC 3 digits

Q57 **Reasons may not go on to further/higher education when finishes school**

CODE FIRST TWO MENTIONS

- 01 Because it's hard work/It might be hard/Too much work and hassle
- 02 Prefer to stay at home
- 03 Want to start earning money/Earn my keep/Want to get a job/Earn my own money/Less money when you're a student (If going to university after working CODE 05)
- 04 Won't teach me anything useful/ If I've already got qualifications I don't need anymore/I'll be educated enough/I've learnt all that I want to/Had enough of education/ I might already have the grades I need
- 05 Earn some money first then go to university/ Want to do work experience and then go to university
- 06 Want to get an apprenticeship/Waiting to do a modern apprenticeship
- 07 I don't think I'll manage at college or university/Can't do the work/I don't think I'll do very well/I might not get in to college or university
- 08 Boring/It's boring/The quicker I leave school the better
- 09 I would like to set up home and have a family
- 10 Get on with life/Be out in the world/Want to do different things
- 11 Specific job/career planned/want to be a carpenter/I want to be a model/I want to be famous/Playing professional football/ I want to join the RAF/Army/Royal Marines
- 12 Waste of time and money/ Takes up too much time/I don't really have the time
- 13 I don't like the teachers/I hate school/Don't like school/Don't like college/Can't handle anymore school
- 14 Want to go abroad/travel

- 15 Getting up early every morning
- 16 Don't want to/Don't feel like it/Can't be bothered
- 17 Not sure what I want to do when I leave school/Not sure if I'll go to college or university/Haven't thought about it/Haven't decided yet/Don't know what job I want
- 96 – Other
- 97 – Missing/Blank
- 98 – Don't know
- 99 – Refused