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Introduction

This technical report details how the survey of apprentices was sampled, conducted, weighted and analysed, and how this compares to the previous surveys. Table 1 shows the timing of all previous surveys in the series.

Table 1 Apprenticeship evaluation: learner surveys conducted

| Year | Published | Fieldwork period | Sample window for current apprentices | Sample window for completer apprentices | Carried out by |
|---------|--------------------------|--|---|---|----------------|
| 2011 | May 2012 | Nov - Dec 2011 | Current in late 2011 | Completed Aug 2010 - Mar 2011 | IFF & IER |
| 2012-13 | Aug 2013 | Dec 2012 - Feb 2013 (main survey) Feb - Mar 2013 (longitudinal boost) | Current in late 2012 | Completed Aug 2011 - Mar 2012; plus follow-up with respondents from earlier surveys | Ipsos MORI |
| 2014 | Dec 2014 | Jan - Mar 2014 | Completion dates on or after January 2014 | Completed Aug 2012 - Mar 2013 | Ipsos MORI |
| 2015 | Oct 2016 | Oct 2015 - Jan 2016 | Current in late 2015 | Completed Mar 2014 - Oct 2014 | IFF & IER |
| 2017 | Nov 2017 | Feb - Mar 2017 | Current in early 2017 | Completed Jun 2015 - Jan 2016 | IFF |
| 2018-19 | March 2020 | Dec - Mar 2019 | Current in Aug 2018 | Feb-Sep 2017 | IFF |

Sample design and selection

Sample source and strategy

The sample for the Apprenticeships Evaluation Learner Survey 2018-19 was drawn from the Individualised Learner Record (ILR) for England. The ILR is the official data collection for publicly funded further education (FE) and work-based learning in England. The data is used to monitor policy implementation and the performance of the sector.

The sample was drawn from the August 2018 ILR release, the most up to date at the time the sampling process was undertaken. The sample comprised a mix of individuals that had completed their apprenticeship ('completers') and those who were still undertaking their apprenticeship ('current apprentices'). For those selected as completers, the sample was drawn from a sampling window of February to September 2017, a gap of 15-25 months between completion of learners' apprenticeships and the survey fieldwork.

Whereas in previous waves of the Evaluation a quota sampling method was used (where sample is withdrawn once a particular target is achieved), in the 2018-19 survey the sampling method changed to a stratified random probability approach. This was to reflect the fact that Level 2 and Level 3 current apprentices in this year's Evaluation survey were also asked questions about their pay to count towards the Apprenticeship Pay Survey (APS) (throughout we refer to this strand of the research where respondents were asked questions both for the APS and the Evaluation survey as the 'Joint Survey').¹ APS has historically used a random probability rather than a quota approach to sampling, therefore the sampling approach for the Evaluation Survey was changed to bring the two surveys into alignment.

The population of apprentices used as the basis for sampling

Once the initial anonymised population files had been received, counts were run on the overall apprentice population. Tables 2 and 3 show these counts split by current apprentices and completers.

¹ The Apprenticeship Pay Survey is a Department for Business, Energy and Industrial Strategy (BEIS) survey. For efficiency reasons in the 2018-19 study, the Apprenticeship Pay Survey and Apprenticeships Evaluation Learner Survey were merged for current Level 2 and 3 apprentices (the APS only covers current apprentices, not completers).

Table 2 Apprentice completer population (completing between February and September 2017), by Sector Subject Area and level

| | Level 2 | Level 3 | Level 4/5 | Level 6/7 | Total |
|--|---------------|---------------|--------------|-----------|----------------|
| Agriculture, Horticulture and Animal Care | 1,920 | 940 | 10 | 0 | 2,870 |
| Arts, Media and Publishing | 100 | 350 | 20 | 0 | 480 |
| Business, Administration and Law | 25,910 | 16,560 | 3,990 | 0 | 46,460 |
| Construction, Planning and the Built Environment | 5,150 | 1,750 | 80 | 0 | 6,980 |
| Education and Training | 850 | 2,520 | <10 | 0 | 3,380 |
| Engineering and Manufacturing Technologies | 14,860 | 12,970 | 190 | 0 | 28,020 |
| Health, Public Services and Care | 20,380 | 20,940 | 3,790 | 0 | 45,100 |
| Information and Communication Technology | 1,290 | 3,600 | 490 | 30 | 5,400 |
| Leisure, Travel and Tourism | 2,030 | 3,610 | 0 | 0 | 5,630 |
| Retail and Commercial Enterprise | 20,150 | 7,880 | 120 | 0 | 28,160 |
| Science and Mathematics | 20 | 140 | 10 | 0 | 170 |
| TOTAL | 92,650 | 71,270 | 8,710 | 30 | 172,650 |

Population figures have been rounded to the nearest 10, meaning that totals will not always match the sum of the rows and columns

Table 3 Current apprentice population (as of August 2018), by Sector Subject Area and level

| | Level 2 | Level 3 | Level 4/5 | Level 6/7 | Total |
|--|----------------|----------------|---------------|---------------|----------------|
| Agriculture, Horticulture and Animal Care | 5,160 | 4,000 | 90 | 0 | 9,260 |
| Arts, Media and Publishing | 140 | 910 | 30 | 50 | 1,130 |
| Business, Administration and Law | 38,070 | 51,460 | 24,230 | 7,100 | 120,860 |
| Construction, Planning and the Built Environment | 21,050 | 7,520 | 1,230 | 1,240 | 31,030 |
| Education and Training | 1,950 | 5010 | <10 | 10 | 6,970 |
| Engineering and Manufacturing Technologies | 37,300 | 59,290 | 1,880 | 1,170 | 99,630 |
| Health, Public Services and Care | 37,520 | 57,880 | 14,740 | 380 | 110,510 |
| Information and Communication Technology | 4,180 | 11,050 | 3,390 | 1,830 | 20,450 |
| Leisure, Travel and Tourism | 3,670 | 6,520 | 0 | 0 | 10,190 |
| Retail and Commercial | 32,490 | 18,150 | 1,380 | 0 | 52,020 |
| Science and Mathematics | 40 | 190 | 80 | 70 | 380 |
| TOTAL | 181,560 | 221,970 | 47,040 | 11,850 | 462,420 |

Population figures have been rounded to the nearest 10, meaning that totals will not always match the sum of the rows and columns

Sample verification, cleaning and preparation

On receipt of the ILR sample from the Education and Skills Funding Agency (ESFA), the sample was checked for compliance with the specification laid out in the data request. Labels and additional course information were matched on from the Learner Aims Reference Service (LARS) database.

IFF Research removed duplicate records and any sample not in scope for the research (apprentices who were neither current apprentices in August 2018, nor had completed their studies in the survey window of February to September 2017).

The file was then reduced to a list of individual apprenticeships, rather than learning aims, bringing together data regarding the apprenticeship framework with that of the main apprenticeship qualification. This was used to produce the population profile for sampling and weighting purposes (as shown in Tables 2 and 3).

Table 4 shows the total population figures for current apprentices and completers against the usable sample available for each Sector Subject Area.

Table 4 Total population figures vs. usable sample

| | Current apprentices | | | Completers | | |
|--|---------------------|----------------|---------------------------------|------------------|---------------|---------------------------------|
| | Total population | Usable sample | % usable sample from total pop. | Total population | Usable sample | % usable sample from total pop. |
| Agriculture, Horticulture and Animal Care | 9,260 | 4,050 | 44% | 2,870 | 1,250 | 44% |
| Arts, Media and Publishing | 1,130 | 560 | 50% | 480 | 240 | 50% |
| Business, Administration and Law | 120,860 | 56,510 | 47% | 46,460 | 22,500 | 48% |
| Construction, Planning and the Built | 31,030 | 13,890 | 45% | 6,980 | 3,410 | 49% |
| Education and Training | 6,970 | 3,430 | 49% | 3,380 | 1,900 | 56% |
| Engineering and Manufacturing Technologies | 99,630 | 43,270 | 43% | 28,020 | 12,030 | 43% |
| Health, Public Services and Care | 110,510 | 48,640 | 44% | 45,100 | 21,120 | 47% |
| Information and Communication Technology | 20,450 | 8,170 | 40% | 5,400 | 2,450 | 45% |
| Leisure, Travel and Tourism | 10,190 | 4,510 | 44% | 5,630 | 2,750 | 49% |
| Retail and Commercial Enterprise | 52,020 | 20,440 | 39% | 28,160 | 10,440 | 37% |
| Science and Mathematics | 380 | 140 | 37% | 170 | 100 | 59% |
| TOTAL | 462,420 | 203,590 | 44% | 172,650 | 78,180 | 45% |

Population and usable sample figures have been rounded to the nearest 10, meaning that totals will not always match the sum of the columns

Setting interview targets

As noted previously, the sampling method changed from a quota sampling approach used in the 2017 and earlier waves of the Apprenticeships Evaluation Learner Survey (where sample is withdrawn once a particular target is achieved) to a stratified random probability approach.

This approach meant that although the sample was drawn on a stratified basis to achieve a desired profile of apprentices, no quotas targets were imposed. Rather, from the drawn sample, as many interviews as possible were attempted.

Overall, targets for numbers of interviews were set on a purposive basis – these were:

- 2,500 Level 2 and Level 3 apprenticeship completers.
- 2,500 Level 2 and Level 3 current apprentices (as of August 2018) via the 'Joint Survey').
- A boost of higher and degree apprentices, as follows:
 - 250 interviews with Level 4 or 5 current apprentices;
 - 400 interviews with Level 6+ current apprentices; and,
 - 150 interviews with Level 4 or 5 completers, set lower due to the limitations imposed by the smaller number of completers at this level. There were no completers at Level 6+ who had consented to contact being made with them for research purposes.

Within these overall targets, detailed targets were also set for level and Sector Subject Area. Targets were set using a grid of Sector Subject Area by Level of apprenticeship (Levels 4 and 5 were merged throughout for sampling purposes, as were Levels 6 and 7). A separate grid was used for each of two overarching groups: current apprentices and apprentices who had completed their studies in the survey window. There were two stages to setting targets in this grid:

Cell minimum targets

- For current apprentices, an initial target was set to achieve a minimum of 75 interviews for Level 2 and 3 combined, and Level 4 to 7 combined, within each of the eleven Sector Subject Areas (SSA) in which apprenticeships are currently available.

- This minimum target of 75 per SSA within the combined Level 2 / 3 category was distributed across Level 2 and Level 3 individually in proportion to the population data for each SSA. The same approach was taken for Level 4/5 and Level 5/6 apprentices within the wider minimum target of 75 for Level 4 to 7 apprentices in each SSA.
- For apprentices who had completed their studies in the survey window, an identical approach was taken to that for current apprentices. However, at Level 4 to 7, no cell minimum targets were set, and targets were set purely based on the next stage of the target setting process (see below).
- Where insufficient sample was available to allow the cell minimum targets explained above to be drawn, a census approach was taken for that cell (i.e. all records were selected for interview). A target was set based upon the amount of sample available for these cells with permission to request contact details given, assuming a ratio of sample to completed interviews of 5:1.

Remaining interviews

- The process above, setting initial targets based solely on achieving cell minimums for sub-group analysis, totalled 1,910 interviews. However, as outlined previously, a total target of 5,800 interviews was set, leaving 3,890 more interviews to allocate to targets for cells in the Level by Sector Subject Area grid. In broad terms, these remaining interviews were allocated to target cells in proportion with their distribution by Level and Sector Subject Area in the overall population of apprentices.
- However, as outlined above purposive targets were also set for broad groups of apprentices (Level 2 and Level 3 completers; Level 2 and Level 3 current apprentices; Level 4 and 5 current apprentices; Level 4 and 5 completers; Level 6 and 7 current apprentices). Therefore this last stage of the target-setting exercise was carried out separately within each of these groups, based on the Level by Sector Subject Area distribution of apprentices in the population within each group.

Sampling strategy

Once the target numbers of interviews were set, sampling ratios were calculated to determine the volume of sample required for each target 'cell'.

A sample to target ratio of 5:1 was initially drawn, resulting in a file of 29,001 records. A fifth of this sample was initially kept in reserve and was only available for the Joint Survey for reasons explained in the 'Response' chapter.

Having selected the 29,001 records of interest within the anonymised file, their Unique Learner Numbers were then sent to ESFA for matching contact details. Contact details were not included in the initial sample to ensure the highest level of data protection possible. A match rate of 99.8% was achieved on phone number and 99.9% on postal address, since this information is compulsory in the ILR, providing 28,966 records. However, there were a small number of invalid and duplicate phone numbers returned, which could not be used for fieldwork.

Table 5 overleaf details the interview targets and sample drawn for the initial mailout to achieve responses at a ratio of circa 5:1 for Joint Survey and circa 4:1 for the standalone Learner Survey.

Table 5 Current apprentice and completer sample drawn by level and Sector Subject Area

| | Current apprentices | | | | | | | | Completers | | | | | | | |
|--|--------------------------|--------------|--------------|--------------|------------|--------------|------------|--------------|--------------|--------------|--------------|--------------|------------|--------------|-----------|--------------|
| | Level 2 | | Level 3 | | Level 4/5 | | Level 6/7 | | Level 2 | | Level 3 | | Level 4/5 | | Level 6/7 | |
| | Target no. of interviews | Sample drawn | Target | Sample drawn | Target | Sample drawn | Target | Sample drawn | Target | Sample drawn | Target | Sample drawn | Target | Sample drawn | Target | Sample drawn |
| Agriculture, Horticulture and Animal Care | 57 | 270 | 58 | 290 | 10 | 50 | 0 | 0 | 64 | 250 | 43 | 170 | 0 | 0 | 0 | 0 |
| Arts, Media and Publishing | 15 | 70 | 45 | 210 | 4 | 20 | 9 | 40 | 11 | 40 | 37 | 150 | 1 | <10 | 0 | 0 |
| Business, Administration and Law | 202 | 970 | 260 | 1,250 | 58 | 220 | 153 | 580 | 328 | 1,310 | 205 | 820 | 69 | 280 | 0 | 0 |
| Construction, Planning and the Built Environment | 127 | 600 | 73 | 360 | 30 | 120 | 65 | 250 | 99 | 400 | 51 | 200 | 2 | 10 | 0 | 0 |
| Education and Training | 42 | 210 | 63 | 300 | 0 | <10 | 0 | <10 | 52 | 210 | 59 | 240 | 0 | 0 | 0 | 0 |
| Engineering and Manufacturing Technologies | 199 | 950 | 294 | 1,440 | 31 | 120 | 64 | 250 | 206 | 820 | 168 | 670 | 3 | 10 | 0 | 0 |
| Health, Public Services and Care | 200 | 970 | 287 | 1,400 | 46 | 180 | 35 | 170 | 267 | 1070 | 251 | 1,000 | 65 | 260 | 0 | 0 |
| Information and Communication Technology | 52 | 240 | 88 | 430 | 33 | 130 | 74 | 290 | 57 | 230 | 70 | 280 | 8 | 30 | 0 | 0 |
| Leisure, Travel and Tourism | 50 | 250 | 69 | 340 | 0 | 0 | 0 | 0 | 65 | 260 | 70 | 280 | 0 | 0 | 0 | 0 |
| Retail and Commercial Enterprise | 178 | 860 | 119 | 570 | 30 | 120 | 0 | 0 | 264 | 1,060 | 115 | 460 | 2 | 10 | 0 | 0 |
| Science and Mathematics | 2 | 10 | 20 | 100 | 6 | 30 | 1 | <10 | 2 | 10 | 20 | 80 | 0 | <10 | 0 | 0 |
| TOTAL | 1,124 | 5,390 | 1,376 | 6,690 | 248 | 1,000 | 401 | 1,590 | 1,415 | 5,640 | 1,089 | 4,350 | 150 | 600 | 0 | 0 |

Questionnaire development

Initial questionnaire changes

To ensure comparability with previous waves of the learner survey, questions were kept as consistent as possible with the 2017 survey. There were, however, new areas of apprenticeship policy which the Department for Education (DfE) wanted to explore. These new questions specifically looked at:

- Whether learners had a degree before they started their apprenticeship;
- Whether learners who had undertaken another apprenticeship before their most recent one were undertaking an apprenticeship at a different level, or in a different occupational area;
- How important a degree qualification was to those undertaking a degree apprenticeship;
- Learner awareness of the requirement for apprentices to spend at least 20% of their contracted hours on off-the-job training;
- Who delivers formal and informal training activities;
- Learner awareness of what they should do, or who they should go to if they have a complaint about their apprenticeship.

Merging content with the BEIS Apprenticeship Pay Survey (Joint Survey element only)

The 2018-19 Apprenticeship Evaluation study also brought the challenge of creating a separate 'joint survey' of current Level 2 and 3² apprentices which could simultaneously provide data for the Apprenticeship Evaluation Survey and the Apprenticeship Pay Survey. To ensure the Joint Survey would last only 25 minutes (longer than this was likely to deter learners from participating), substantial reductions were required, and given that there was less scope to remove questions which were critical in calculating pay data, most of these reductions needed to come from the Apprenticeship Evaluation element. Reducing this question set was particularly challenging given that Apprenticeship Evaluation Learner Survey alone lasted an average of 22 minutes in 2017. The most substantial changes implemented were:

- Removing questions exploring:

² Creating a joint merged survey for higher apprentices (Level 4 and above) was not felt to be proportionate given the logistical effort to ensure robust subject and level analysis for a sample of around 200 L4+ apprentices in the joint survey. As such apprentices at level 4 and above were treated separately for the Pay and Evaluation surveys.

- Use of the 'Find an Apprenticeship' online vacancy system;
- Whether time spent training stayed the same each week or varied;
- Whether spent time filling in an Apprenticeship portfolio (and estimated hours spent per week doing this);
- Reducing questions used to explore reasons why apprentices decided to take up an apprenticeship, by only asking for the 'main reason';
- Simplifying questions which sought to establish whether learners were taken on by employers specifically as an apprentice and whether they started training for their apprenticeship straight away;
- Simplifying questions on the study of English and Maths by learners during their Apprenticeship (also removing questions about hours spent doing this per week)
- Reduction / simplification of questions about future plans.

Note all of these changes were also made to the standalone Learner Survey.

Although these changes went some way to helping to reduce the timings of the Joint Survey, further reductions were required to meet the 25-minute target. To reduce the length of the Joint Survey without further reductions to the length of the standalone Apprenticeship Evaluation Survey, it was necessary to modularise some sections in the Joint Survey – this included:

- Modularising the sections on 'Deciding on an Apprenticeship' and the 'Future plans' so that each respondent would only be asked questions in one of these sections.
- Modularising questions about Maths and English questions studied during an Apprenticeship – for those in the Joint Survey who studied both Maths and English, we ensured they were only asked questions about one of these.

The questionnaire used for these 'joint' interviews was structured such that it shared the introductory questions checking course details and employment circumstances (the screener and section A). The core APS questions collecting data on pay and working hours were then asked as one block, followed by the Apprenticeship Evaluation questions as one block (sections B to F), before closing with shared demographic questions (section G). To mitigate potential order effects, half of the sample were randomly allocated to answer the APS questions first in the questionnaire order followed by the Apprenticeship Evaluation questions, whereas the other half received the Apprenticeship Evaluation questions first followed by the APS questions.

Piloting and subsequent changes

Given that the majority of the Evaluation questions were unchanged from the 2017 survey, most of the questions were already 'tried and tested'. Therefore it was not necessary to pilot the standalone Evaluation survey. In contrast, the Joint Survey was a completely new element and required testing to ensure:

- Questions flowed well – this included testing the impact of survey ordering (i.e. randomising whether the Evaluation or Pay bank of questions were asked first);
- To test that various aspects of the survey such as modularisation worked as intended; and,
- Testing how long interviews lasted and whether any further reductions were required as a result.

Pilot fieldwork for the Joint Survey was conducted from 27th November - 2nd December 2018, achieving a total of 63 interviews, although 20 of these respondents 'switched' to the standalone Evaluation Survey as they indicated that they had already completed their apprenticeships.

Overall, the main take-out from the pilot was that both the Joint Survey and the Evaluation Survey were running over by around 4 minutes (the latter based on 'switchers' only). The pilot report recommended changes to reduce the interview length further, and following discussions with DfE and the Department for Business, Energy and Industrial Strategy (BEIS), further changes were agreed, and included removing questions exploring:

- Whether learners were taken on specifically as apprentices and whether they started training for the apprenticeship straight away;
- Whether learners trained at a university (and how many hours were spent doing this per week); and,
- What to do or where to go if learners had a complaint about their apprenticeship (initially added as a new question for the 2018-19 survey).

Following these changes, the Joint Survey interview length was monitored closely in the early stages of mainstage fieldwork to see what impact the changes had on interview length. The average interview length for the Joint Survey was c. 27 minutes while the standalone Evaluation survey was running at around the desired length of 22 minutes. Given that no further reductions were perceived to be practical, DfE, BEIS and IFF Research agreed to run the Joint Survey at this extended length.

Table 6 overleaf provides an overview of content for the Learner survey questionnaire and highlights where modularisation occurred in the Joint Survey:

Table 6 Apprenticeship Evaluation Survey questionnaire content

| Section | Overview of section content | Details of modularisation for the Joint Survey |
|---|---|--|
| Screener | Introducing the survey and GDPR permissions. | No modularisation |
| Section A: Further screening, course and employer details | Confirming eligibility for the survey (either a current apprentices, completer within sampling window or recent completer); employer details; contractual arrangements; activity before starting their Apprenticeship; and current activity (if an Apprenticeship completer). | No modularisation |
| Section B: Deciding on an Apprenticeship | Reasons for taking up an Apprenticeship; how they applied for their Apprenticeship and whether any alternatives were considered. | Modularised – c.50% answered this section, while the other 50% answered Section F |
| Section C: Training | <p>Perceptions about course length; awareness about off-the-job training requirements; and types of training received, including:</p> <ul style="list-style-type: none"> • Training at an external provider; • Training at workplace away from usual work activities; • Training at workplace whilst doing usual work activities); and, • English / Maths qualifications studied during Apprenticeship. | <p>Questions on English and Maths training were modularised so that if an individual said they were studying towards <u>both</u> English and Maths qualifications, they were only asked follow-up questions about one of these (randomly assigned)</p> |
| Section D: Satisfaction | Overall satisfaction rating; reasons for dissatisfaction; and satisfaction with specific elements of their course/training. | <p>Questions on whether apprentices were satisfied with the quality of their English / Maths training were modularised using the sample approach outlined above</p> |

| Section | Overview of section content | Details of modularisation for the Joint Survey |
|--------------------------------|--|---|
| Section E: Perceived Impact | Skills / benefits gained as a result of doing an Apprenticeship, including career outcomes. | No modularisation, except at E6, which was answered by the same module group as Section F (see below) |
| Section F: Future Plans | Whether started / considering other qualifications or further training; extent to which Apprenticeship has / prepared apprentices for what they want to do next; and likelihood of completing Apprenticeship (current apprentices only). | Modularised – c.50% answered this section, while the other 50% answered Section B. The exception to this was F7 (advocacy of apprenticeship training) |
| Section G: Demographics | Ethnicity, disability and pay information. | No modularisation |

Fieldwork

Interviewer briefings

All interviewers working on the project attended a face-to-face briefing delivered by the research team at IFF Research. As part of this briefing, all interviewers received written briefing instructions to provide them with background information about the project, information on the sample design and methodology, as well as information on specific sections of the questionnaire.

Mainstage fieldwork period

Mainstage fieldwork for the standalone Learner survey took place between 3rd December 2018 and 14th March 2019 and for the Joint Survey fieldwork took place between 10th December and 10th March 2019. In comparison, for the 2017 survey the fieldwork took place from February to April 2017 (for completers, this was a gap of 13-22 months between the sampling window for completion and the fieldwork taking place, compared with a gap of 15-25 months for the 2018-19 survey).

Contact procedures

Once the sample had been drawn, apprentices were sent an advanced letter to notify them that the research was taking place and to encourage participation. Apprentices were given the option to opt out of the research by calling a dedicated freephone number. A copy of the advanced letter sent to apprentices for the standalone element can be found in Appendix D, while the corresponding Joint Survey version of the letter can be found in Appendix E.

The sample was worked through until a definite outcome was achieved. In this respect, there was no limit placed on the number of times a piece of sample could be contacted.

Screen-out procedures and 'switchers'

A series of screening questions were included at the start of the questionnaire to check the eligibility of potential respondents. They were first asked whether they were currently involved in, or had completed the course provided on the sample. At this question, respondents were screened out if they said they had not done or could not recall any course/training or had not yet started their course/training.

If they were doing (or had done) a course or training that was different to what was recorded in the sample, respondents were asked the subject of the course or training. If they had been (for completers) or were working for an employer (for current apprentices) they could continue to the main survey.

Some respondents who were current apprentices in the sample said during the interview that they had completed their apprenticeship. These respondents were allowed to continue through the survey as a completer, providing that they had left their apprenticeship in February 2017 or later. Due to the Joint Survey being designed exclusively for current apprentices (due to its use for Apprenticeship Pay data) those changing from current apprentice on the sample to completer were 'switched' to the standalone Learner survey (more information about the impact of switching surveys can be found in the 'Response' chapter).

Interview length

The average duration of the standalone Learner Survey interviews was 21 minutes; the Joint Survey lasted an average of 27 minutes, while the average interview length for those who 'switched' from the Joint Survey to the standalone Learner Survey was 23 minutes.

Interviews achieved

Overall, 5,047 interviews were completed (2,246 via the standalone Learner Survey and 2,801 via the Joint Survey).

Table 7 overleaf shows the profile of current and completer (based on sample information) interviews achieved, split by level and Sector Subject Area.

Table 7 Current apprentice and completer interviews achieved by level and Sector Subject Area

| | Current apprentices | | | | Completers | | | |
|--|---------------------|--------------|------------|------------|------------|------------|------------|-----------|
| | Level 2 | Level 3 | Level 4/5 | Level 6/7 | Level 2 | Level 3 | Level 4/5 | Level 6/7 |
| Agriculture, Horticulture and Animal Care | 70 | 84 | 11 | 0 | 33 | 40 | 0 | 0 |
| Arts, Media and Publishing | 19 | 66 | 3 | 19 | 7 | 32 | 0 | 0 |
| Business, Administration and Law | 180 | 270 | 41 | 157 | 194 | 130 | 57 | 0 |
| Construction, Planning and the Built Environment | 142 | 90 | 27 | 66 | 38 | 35 | 0 | 0 |
| Education and Training | 75 | 86 | 1 | 2 | 49 | 54 | 0 | 0 |
| Engineering and Manufacturing Technologies | 182 | 382 | 33 | 72 | 102 | 94 | 0 | 0 |
| Health, Public Services and Care | 202 | 306 | 39 | 45 | 166 | 164 | 42 | 0 |
| Information and Communication Technology | 51 | 112 | 33 | 80 | 44 | 47 | 7 | 0 |
| Leisure, Travel and Tourism | 63 | 77 | 0 | 0 | 30 | 28 | 0 | 0 |
| Retail and Commercial Enterprise | 177 | 132 | 25 | 0 | 117 | 56 | 2 | 0 |
| Science and Mathematics | 2 | 33 | 11 | 1 | 3 | 9 | 0 | 0 |
| TOTAL | 1,163 | 1,638 | 224 | 442 | 783 | 689 | 108 | 0 |

Response

The overall response rate across all strands of the Evaluation was 24% with ineligible and unusable sample removed. As shown in Tables 8 and 9, the response rate was higher overall in the Joint Survey (34%, compared with 23% in the standalone Learner Survey).

Table 8 Call outcomes for the standalone Learner Evaluation Survey

| Sample outcome | | | |
|--|---------------|-------------|---------------------|
| | Number | % of total | % of total eligible |
| Total loaded sample | 13,136 | 100% | |
| Ineligible sample (no recollection of undertaking apprenticeship between February and September 2017, early leavers, etc.) | 254 | 2% | |
| Unobtainable / invalid numbers | 2,956 | 23% | |
| Total sample minus ineligible/unobtainable | 9,926 | 76% | 100% |
| Achieved interviews | 2,246 | 17% | 23% |
| Refusal | 1,092 | 8% | 11% |
| Quits during interview | 89 | 1% | 1% |
| Live (tried) sample at end of fieldwork period | 6,499 | 49% | 65% |

Table 9 Call outcomes for the Joint AEVs / APS Survey

| Sample outcome | | | |
|--|---------------|------------|---------------------|
| | Number | % of total | % of total eligible |
| Total loaded sample | 12,065 | | |
| Ineligible sample (no recollection of undertaking apprenticeship between February and September 2017, early leavers, etc.) | 596 | 5% | |
| Unobtainable / invalid numbers | 3,386 | 28% | |
| Total sample minus ineligible/unobtainable | 8,083 | 67% | 100% |
| Achieved interviews (all) | 2,801 | 23% | 34% |
| <i>Current apprentices</i> | <i>1,757</i> | <i>15%</i> | <i>22%</i> |
| <i>Recent completers (switched to the standalone Learner Survey)</i> | <i>1,044</i> | <i>9%</i> | <i>13%</i> |
| Refusal | 1,950 | 16% | 24% |
| Quits during interview | 150 | 1% | 2% |
| Live (tried) sample at end of fieldwork period | 3,182 | 26% | 39% |

A reason for the difference in response between the two surveys is linked to the greater than expected number of 'switchers' from the Joint Survey to the standalone Learner Survey, as is explained below. In total 1,044 (37%) of the respondents who were selected for the Joint Survey (because of their current apprentice status at the point of sampling) were found at the point of interview to have completed their apprenticeship and were therefore 'switched' to the standard Learner questions instead. The incidence of people sampled as current learners saying they had currently completed was higher than in 2017 (21%). This is likely to be a result of the fact that current apprentices in the 2018-19 study were sampled at the turn of the academic year (August 2018), when many

apprenticeship courses were ending, compared to November 2016 in the 2017 Evaluation³.

The 'switching' from current apprentice to completer was not an issue in previous Evaluation studies because current apprentices were defined by their status in the sample, irrespective of their status at the point of interview. By contrast, the Joint Survey approach in the 2018-19 survey necessitated a rigid separation of current and completed apprentices, as only actual current apprentices could answer APS questions.

As each survey element had a core target of 2,500 interviews (completers within the standalone Learner Survey and current apprentices within the Joint Survey) and each element was sampled at the same ratios to achieve these targets, this meant that recent completers switching surveys effectively had the impact of depleting sample designated for the Joint Survey interviews (among current apprentices) as fieldwork progressed. To help address this issue, additional current apprentice sample was loaded midway through fieldwork.

The 'switching' issue also impacted on the fieldwork approach. Working the two strands (current and completer sample) to an equal extent would have led to a surplus of completers because of the higher than expected proportion of sample drawn as current apprentices who said they had recently completed. It was therefore important to maximise response from the Joint Survey (solely among current learners). The impact of this was that by the end of the fieldwork period, the Joint Survey had achieved a greater response rate and had a higher proportion of final outcomes because the sample had been tried a higher number of times. For example, Joint Survey sample that was still usable at the end of the fieldwork had been tried an average of 17 times, compared with an average of 8 times in the standalone Learner Survey.

³ There are differences across the three surveys in the gap between completion and the time of interview. In 2018-19 the interval was 15-25 months, compared with 13-22 months for the 2017 survey and 12-20 months in 2015.

Table 10 Response rate by survey subgroup

| Subgroup (based on sample) | Standalone Learner survey | | | Joint survey | | | Combined | | |
|--|---------------------------|-------------------------------|---------------------------------|--------------|-------------------------------|---------------------------------|--------------|-------------------------------|---------------------------------|
| | Total loaded | Achieved as % of total loaded | Achieved as % of total eligible | Total loaded | Achieved as % of total loaded | Achieved as % of total eligible | Total loaded | Achieved as % of total loaded | Achieved as % of total eligible |
| Agriculture, Horticulture and Animal Care | 475 | 18% | 24% | 563 | 27% | 42% | 1,038 | 23% | 33% |
| Arts, Media and Publishing | 246 | 25% | 32% | 279 | 30% | 45% | 525 | 28% | 38% |
| Business, Administration and Law | 3,199 | 18% | 23% | 2,210 | 20% | 30% | 5,409 | 19% | 26% |
| Construction, Planning and the Built Environment | 975 | 17% | 22% | 953 | 24% | 37% | 1,928 | 21% | 29% |
| Education and Training | 443 | 24% | 30% | 510 | 32% | 44% | 953 | 28% | 37% |
| Engineering and Manufacturing Technologies | 1,875 | 16% | 22% | 2,393 | 24% | 35% | 4,268 | 20% | 29% |
| Health, Public Services and Care | 2,672 | 17% | 23% | 2,369 | 21% | 32% | 5,041 | 19% | 27% |
| Information and Communication Technology | 950 | 22% | 28% | 667 | 24% | 36% | 1,617 | 23% | 31% |
| Leisure, Travel and Tourism | 536 | 11% | 14% | 583 | 24% | 35% | 1,119 | 18% | 25% |
| Retail and Commercial Enterprise | 1,641 | 12% | 17% | 1,428 | 22% | 34% | 3,069 | 17% | 25% |
| Science and Mathematics | 124 | 19% | 25% | 110 | 32% | 49% | 234 | 25% | 35% |
| | | | | | | | | | |
| Level 2 | 5,622 | 14% | 19% | 5,381 | 22% | 33% | 11,003 | 18% | 26% |
| Level 3 | 4,335 | 16% | 21% | 6,684 | 25% | 36% | 11,019 | 21% | 30% |
| Level 4 | 824 | 22% | 27% | 0 | N/A | N/A | 824 | 22% | 27% |
| Level 5 | 767 | 20% | 25% | 0 | N/A | N/A | 767 | 20% | 25% |
| Level 6 | 1,180 | 28% | 33% | 0 | N/A | N/A | 1,180 | 28% | 33% |
| Level 7 | 408 | 28% | 31% | 0 | N/A | N/A | 408 | 28% | 31% |

Weighting

The final data were weighted to be representative of the populations of current and completed apprentices (based on the sample information rather than their completion status at the time of interview). This used interlocking weights by level and subject area, and rim weights were applied by age (for all levels) and by completion status (for higher apprentices only). In the case of Level 2 and 3 apprentices, equal weight was given to current and completed apprentices (even though current apprentices outnumbered completers in the original sample files) in order to maintain consistency with previous years.

In addition, to ensure data was weighted to the overall apprentice population (according to our sampling criteria), additional weights were applied so that the balance between the proportion of Level 4+ apprentices and Level 2 and 3 apprentices were in line with the population. This last weight was also retrospectively applied to 2017 and 2015 data to allow time series comparisons to be made in the report (in the previous studies results for Level 4+ apprentices were reported separately to Level 2 and 3 apprentices, and an overall 'all apprentice' figure across all levels not produced. This had been done to allow comparison with earlier Evaluations that had not included apprentices at level 4+).

Analysis and interpretation

Survey data was analysed via a number of methods, including sub-group analysis and comparisons to previous years' data. This chapter details the method used to carry out these types of analyses.

Sub-group analyses

To facilitate sub-group analysis, several analysis 'cross breaks' were applied to the data tables. The analysis breaks most commonly used for the main report were:

- Apprenticeship level
 - Typically, subgroup analysis was conducted at each individual level⁴ however in some cases levels were grouped in order to provide adequate base sizes for comparison (i.e. because results reported were only statistically significant when levels were grouped together).
- Sector subject area
- Age of apprentices on entry – these were grouped into three bands; aged under 19; aged 19 to 24; and aged 25 and above
- Gender
- Whether apprentices indicated they were current apprentices or completers at the time of interview
- Frameworks vs. Standards
- Whether pre- or post-reform apprentices: post-reform apprentices were those who started their apprenticeships after the introduction of apprenticeship reforms in May 2017
- Region.

⁴ The exception to this was that Level 6 and 7 apprentices were grouped together due to the relatively low base size of 116 Level 7 respondents (because of this Level 6 and 7 apprentices were weighted as a group not individually). Instead, in the reporting comparisons tend to be made between Degree and Level 6+ non-degree apprentices.

Analysis on whether apprentices worked for their employer prior to their apprenticeship

The main report discusses the extent to which apprentices had worked for their employer prior to their apprenticeship. Results on this question are derived from a question (A18) which asked respondents if they worked for their employer before starting their course or training. It is important to note that this is different to the findings discussed in the 2015 and 2017 survey reports, which examined the proportion of apprentices recruited specifically as apprentices. The latter produces a higher figure as it includes both those who were recruited to start their apprenticeship training straight away (comparable to the current group that say they had not been working for their employer before starting the apprenticeship), but also those who were recruited as an apprentice but where the training did not start immediately. In the 2017 survey, among Level 2 and Level 3 apprentices, 38% were recruited to start their apprenticeship training straightaway and an additional 18% were recruited as an apprentice but where the training did not start immediately.

Significance testing

Differences between sub-groups and between different surveys were tested to assess whether the differences between data were statistically significant at the 95% confidence level. The significance testing used independent sample t-tests for means and z-tests for percentages at the 95% confidence level. Two types of testing were used: a) between each set of cross break headings (e.g. comparing between different age categories within the age cross break header) and b) comparing data within each sub-group break to the total minus the data in the individual column.

To facilitate the types of analysis necessary, data tables were produced which employed significance tests (i.e. testing the results for a given subgroup against the results in each of the other sub-groups within a given analysis 'break').

Comparing pre- and post-reform apprenticeship

Although the 2018-19 survey fieldwork was conducted after the apprenticeship reforms that came into effect in May 2017, it does not provide a clean measure of changes following these reforms since most (60%) of the apprentices interviewed in the 2018-19 survey started their apprenticeship before the reforms came into effect.

Three options were considered to compare the changes following the reforms:

- 1. Comparing all apprentices interviewed in 2018-19 with all apprentices interviewed in 2017.** As highlighted above, while this may provide some indication of direction of travel in trends, it could under- or over-estimate the scale of change due to the large proportion of those in the 2018-19 survey who were on pre-reform apprenticeships. For this reason an alternative approach was necessary.
- 2. Comparing those in the 2018-19 survey by whether their apprenticeship started before or after 1st May 2017.** While this would provide a 'clean' measure (i.e. *all* those in the post-reform group would be on post-reform apprenticeships, and vice versa for the pre-apprenticeship group), the comparison is not a fair one. Those in the 'pre-reform' category are overwhelmingly 'completers', and therefore are more likely to have characteristics associated with successfully completing an apprenticeship (e.g. we know learners with disabilities are less likely to complete their apprenticeship). Even if we focussed on current apprentices (which would have given a very small sample of pre-reform apprentices), those in the pre-reform apprentice group would be more likely to be on longer apprenticeships, which are likely to differ systematically in other areas as well. This approach therefore introduces an unknown degree of potential bias.
- 3. Comparing current apprentices in the 2017 survey with current apprentices in the 2018-19 survey.** This was decided to be the most suitable comparison. Although it is not a completely clean measure (around 15% of current apprentices in 2018-19 were on pre-reform apprenticeships), it is the most natural and fair comparison. The two time periods are the same so, other things equal, would have the same proportion of apprentices on 'longer' apprenticeships, and similar proportions of apprentices earlier and later on in their apprenticeship. It is worth noting, of course, that the 15% of current apprentices in 2018-19 may introduce a small degree of bias.

Comparisons to the 2015 and 2017 Apprenticeship Evaluation Learner Surveys

Where direct comparisons to the 2015 and 2017 data were possible, significance testing at the 95 per cent confidence level was carried out by testing the findings for different sub-samples.

Results on time spent training whilst undertaking apprenticeships

Survey respondents were asked to estimate the number of hours they spent per week on different types of training:

- C6: Hours per week spent training at a college or external provider

- C9: Hours per week spent on formal training in workplace, away from usual work activities
- C12: Hours per week spent on training at workplace whilst doing usual work activities
- C23: Hours per week spent learning in own time (Level 4 and above only)

Numerical responses given at these questions were used to derive mean averages. In cases where an integer was not provided by respondents but they were able to answer as a range, mid-point values from the ranges were used in the mean calculations. Table 11 shows the ranges at these questions and the mid-point value used in cases where a range was selected. Note that for the upper range, instead of a mid-point, the average of all integers given within the range of '11 or more hours' were used to determine the value used.

When reporting results for; questions C6, C9, C12; the sum of the formal guided training hours per week (C6+C9); and the total guided training hours per week (C6+C9+C12), an additional filter was applied to exclude any records where the total guided learning hours per week exceeded 50 hours. This same filter was also applied when calculating the mean average of integers in the '11 or more hours' range, as outlined in the paragraph above.

Table 11 Mid-point values used in place of ranges for mean average calculations

| Ranges | Mid-point value |
|-------------------|---|
| Less than an hour | 0.5 |
| 1-5 hours | 3 |
| 6-10 hours | 8 |
| 11 or more hours | Average of integers given for this band (for guided training results, an additional filter was applied to exclude those whose guided training hours totalled to more than 50 hours per week on average, when making these calculations) |

Results from these training questions should however be treated with some caution as apprentices were asked to average the amount of training received per week, which may have been difficult calculation if the amount of training differs significantly each week. One specific example of this is if training is delivered as block release then current apprentices may underestimate the amount of training per week if the block release training has not yet been delivered, or overestimate the weekly average if it has. Secondly, some apprentices work part time and their required training hours are lower.

Off-the-job training results

As outlined in recent guidance documents⁵, to meet government funding rules, off-the-job training must account for at least 20% overall of an apprentice's employed time during their apprenticeship. Off-the-job training must be received as part of their employed hours, for the purpose of achieving their apprenticeship. It is not training delivered for the sole purpose of enabling the apprentice to perform the work for which they have been employed. Survey information on weekly hours worked and weekly hours spent on **formal** training were used to derive a proxy for the proportion of employed time doing 'off-the-job training'.⁶ The calculation used was:

$$\text{Hours of formal training per week} / \text{Hours worked}^7 \text{ per week}$$

⁵ DfE 2019, [Off-the-job training guidance](#)

⁶ Formal training is defined as a combination of any time spent training at a college or external provider, plus any time training at the workplace away from usual work activities (collected at questions C6 and C9).

⁷ For apprentices who report having a written contract, we use their contracted hours. For those who report not having a written contract, we use responses to 'how many hours a week do you usually work?'.

The resulting data from this calculation underwent a cleaning process to ensure implausible or inconsistent data was excluded from the reported results. Exclusions included:

- Cases where the sum of training hours or the sum of formal training hours exceeds 50 hours⁸;
- Data from apprentices on zero-hours contracts;
- Cases where the hours of training whilst doing usual work activities exceeded the total hours worked; and,
- Cases where the proportion of off-the-job training calculated using the above formula exceeded 100%.

⁸ This includes training at a college or external provider, training at an apprentice's workplace that takes place away from usual work activities, and training at an apprentice's workplace that takes place whilst they are doing their usual work activities.

The calculation used is the closest proxy the survey can provide for the 'off-the-job' training requirement, and we would expect most of the 20% requirement to be made up of what the survey defines as 'formal training'. However, some differences exist between the survey's measure of 'formal training' and the apprenticeship funding rules' definition of 'off-the-job training'. It is not clear to what degree the survey's formal training measure would over- or underestimate the amount of 'off-the-job' training.

Regarding the risk of over-estimating the formal training measure, for off-the-job training to count towards the 20% requirement, the training must be directly relevant to the apprenticeship framework or standard – this may not be the case for all of the 'formal training' captured by the survey (e.g. generic training that all employees must do but which is not related to the framework or standard). Additionally, apprentices may have included English and Maths training in their 'formal training' hours figures, but these should not count towards the 20% off-the-job training figure.

There are also elements of off-the-job training that may have been missed in the survey. For example, some activities that can contribute to the 20% off-the-job requirement, such as writing assignments or attending conferences, would not have been picked up by the survey's 'formal training' measure. It may also be the case that there are aspects of training picked up in 'training while undertaking usual work activities' that in certain circumstances could qualify towards the 20% figure (for instance, guided training in a 'live environment').

Beyond definitional differences between 'off-the-job' and 'formal' training, there is some uncertainty around how apprentices report their training and work hours in the survey:

- Apprentices without a written contract are asked about their usual working hours. Some of these apprentices may only include in their estimates the time they spent at the workstation, rather than including total employed hours (i.e. including paid training).
- There may also be errors in how apprentices average out time spent training, which is more likely to be an issue for those who receive their training in the form of substantial 'block release'. Completer apprentices have experienced all of the employment and training of the apprenticeship. But for current apprentices who receive their training in block release, where the apprentice is in their programme may lead to an over- or under-estimate of the total amount of training they will receive. However, given the survey of current apprentices takes a random sampling approach of a snapshot of 'all current' apprentices, there is no obvious reason to suspect a systematic bias. The main issue would be if training was more likely to occur earlier or later in an apprenticeship, which would then bias comparisons between current and completer apprentices.

Appendix A – Apprenticeship Evaluation Learner Questionnaire

Apprenticeship Evaluation Survey 2018 - Learners

J6010 Learner

Telephone

S Screener

ASK PERSON WHO ANSWERS PHONE

S1 **Good morning / afternoon / evening. My name is <NAME> and I'm calling from IFF Research. Please can I speak to <CONTACT>?**

Respondent answers phone 1 **CONTINUE**

Transferred to respondent 2

Hard appointment 3 **MAKE APPOINTMENT**

Soft Appointment 4

Refusal 5 **CLOSE**

Not available in deadline 6

Engaged 7

Fax Line 8

No reply / Answer phone 9

Business Number 10

Dead line 11

ASK ALL

S2 **Good morning / afternoon, my name is <NAME>, calling from IFF Research, an independent market research company. We're conducting a survey on behalf of The Department for Education about people's experiences of in-work learning and training, including Apprenticeships such as your <COURSENAME> course or training [IF HASEMP = 1: at <EMPLOYER>]. [IF HASDETAIL = 1:This many have involved doing a <CORETITLE>.] Would now be a good time to ask you a few questions? The survey should take around 20 minutes to complete.**

ADD IF NECESSARY, BUT ONLY IF DIRECTLY QUESTIONED BY RESPONDENT

The Department for Education is the Government department in charge of in-work learning and training in England.

We are not trying to sell you anything. We are simply conducting a survey about work-based training. All your answers are confidential; your responses will be reported back but not with names attached.

Continue 1 GO TO S4

Hard appointment 3 MAKE APPOINTMENT

Soft appointment 4

Refusal 5 THANK AND CLOSE

Refusal – Not done any Apprenticeship / training 6

Refusal – taken part in recent survey 7

Not available in deadline 8

**Requires assistance to complete interview (e.g. language difficulties or hearing impairment) 9
GO TO S3**

Needs reassurances 10 SHOW REASSURANCES

Would like reassurance email 11 SEND REASSURANCE EMAIL

ASK IF RESPONDENT IS UNABLE TO TAKE PART DUE TO LEARNING DIFFICULTIES, HEARING OR SPEECH IMPAIRMENT, OR OTHER DISABILITY (S2=9)

S3 **Is there someone who would be able to help you to take part by telephone?**
IF RESPONDENT SAYS NO: Would you be happy to take part using the Next Generation Text Service (NGT)?

DO NOT READ OUT. SINGLE CODE.

Yes – arrange to call back when someone is available to help 1 **MAKE APPOINTMENT**

Yes – proceed with interview with proxy 2 **CONTINUE**

Yes – happy to conduct interview using Next Generation text Service (NGT) 3 **CONTINUE**

No 4 **THANK AND CLOSE**

ASK ALL

S2a **Before we begin, I just need to read out a quick statement based on GDPR legislation. I want to reassure you that all information collected will be treated in the strictest confidence, and that you have the right to have a copy of your data, change your data or withdraw from the research at any point. In order to guarantee this, and as part of our quality control procedures, all interviews are recorded automatically. Is that OK?**

ADD IF NECESSARY: Results will be reported in the form of statistics and your responses will not be linked back to you. All names and contact details are deleted at the earliest opportunity – and no more than 12 months after the end of the project.

Are you happy to continue with the survey?

Yes 1 **CONTINUE**

No 2 **THANK AND CLOSE**



REASSURANCES TO USE IF NECESSARY

The interview will take around 20 minutes to complete.

Please note that all data will be reported in aggregate form and your answers will not be reported to our client in any way that would allow you to be identified.

The training we're asking about was called <COURSENAME>[IF HASDETAIL = 1:, and involved a course called <CORETITLE>] starting roughly on <SDATE>. [IF HASEMP = 1:It was undertaken at <EMPLOYER>].

We got your details from the ILR (Individualised Learner Record), which is the official national record of training courses for adult learners. It's likely that your employer, or a training provider, gave your contact details when asked to give details of the employer of a person doing work-based training.

Your data will be held securely at IFF; we are ISO27001 accredited for information security, and comply fully with the Data Protection Act. We are members of the Market Research Society and regulated by their code of conduct.

If you want to verify that IFF Research is a genuine market research company, you can call:

- **MRS:** Market Research Society on 0800 975 9596

If you'd like more information about this specific survey, or to get more information about its aims and objectives, you can call:

- **IFF:** Poppy Curd (poppy.curd@iffresearch.com)
- **DfE:** Earl Kehoe (earl.kehoe@education.gov.uk)

A Further screening, course and employer details (current learners)

IF SAMTYPE = 1 (CURRENT LEARNER)

- A1 **We are contacting you because we understand that you are currently involved in, or have recently finished a <COURSENAME> course or training**[IF HASDETAIL = 1:, which would have involved a <CORETITLE>]. **Can I check that this is correct?**
SINGLE CODE.

ADD IF NECESSARY: **The lead provider of this course was <pname>, although they may not have been the organisation that delivered the course or training to you**

INTERVIEWER: PROBE FOR DETAILS

- Yes – correct and is still doing the course / training 1 CONTINUE
- Yes – correct, but the course / training has finished / has left the course 2 GO TO A3
- No – doing a different course / training which is still underway 3 GO TO A5
- No – doing a different course / training which is now finished / has left the course 4 GO TO A3
- No – have not done any course / training 5 THANK AND CLOSE
- Have not yet started the course / training 6 THANK AND CLOSE

IF SAMTYPE = 2 (COMPLETER)

- A2 **We are contacting you because we understand that you completed a course of training in <COURSENAME> between February 2017 and September 2017. Can I check that this is correct?**
SINGLE CODE.

- Yes 1 CONTINUE
- No – completed a different course / training 2 GO TO A5
- No – did not complete a course / training around that time 3 THANK AND CLOSE

ASK IF FINISHED SAME OR DIFFERENT COURSE (A1 = 2 OR 4)

- A3 **When did this training / course finish - was it before February 2017?**
DO NOT READ OUT. SINGLE CODE.

- No - finished in February 2017 or later 1 CONTINUE
- Yes – finished before February 2017 2 THANK AND CLOSE

ASK IF FINISHED SAME OR DIFFERENT COURSE IN FEBRUARY 2017 OR LATER (A3 = 1)

- A4 **And did you complete your course / training, or did you leave before finishing?**
DO NOT READ OUT. SINGLE CODE.

Completed course / training 1 CONTINUE

Left before finishing 2 THANK AND CLOSE

IF A1 = (3 OR 4) OR A2 = 2 (DON'T RECOGNISE COURSE)

A5 What is the subject name and qualification level of this course / training?
ENTER COURSE NAME AND LEVEL IN FULL.

Course name: WRITE IN 1

Course level: WRITE IN NUMERIC (DS: ALLOW 2 TO 7) 2

Don't know 3

A5DUM1 NAME DUMMY VARIABLE, DO NOT ASK

COURSE NAME IF A1 = (1 OR 2) OR A2 = 1 OR A5 = 3: <COURSENAME>

IF A1 = (3 OR 4) OR A2 = 2: <A5_1>

A5DUM2 LEVEL DUMMY VARIABLE, DO NOT ASK

Level 1 (not used) 1 IF A1 = (1 OR 2) OR A2 = 1 OR A5 = 3: <APPLEVEL>

IF A1 = (3 OR 4) OR A2 = 2: <A5_2>

Level 2 2

Level 3 3

Level 4 4

Level 5 5

Level 6 6

Level 7 7

A5DUM3 COMPLETE STATUS DUMMY VARIABLE, DO NOT ASK

CURRENT LEARNER 1 A1 = 1 OR 3

COMPLETED LEARNER 2 A2 = 1 OR A4 = 1 OR A2 = 2

LEVEL 6 OR HIGHER (A5DUM2=6/7)

A5a And [IF A5DUM3 = 1: are you] [A5DUM3=2: were you] working towards a Degree qualification as part of your Apprenticeship?
DO NOT READ OUT. SINGLE CODE.

Yes 1

No 2

Don't know 3

A5aDUM DUMMY VARIABLE, DO NOT ASK

Higher Apprenticeship A5DUM=4-5

Level 6+ Apprenticeship A5A=2-3

Degree Apprenticeship A5A=1

IF HASEMP = 1 (EMPLOYER KNOWN)

A6 **According to the Education & Skills Funding Agency's records [IF A5DUM3 = 2:you undertook][IF A5DUM3 = 1:you're undertaking] this course or training whilst working for <EMPLOYER>. Can I check that this is correct?**

DO NOT READ OUT. SINGLE CODE.

YES 1

NO 2

DON'T KNOW / CAN'T REMEMBER 3

IF HASEMP = 2 (EMPLOYER NOT KNOWN)

A7 **[IF A5DUM3 = 1: Are you employed while you are undertaking this course or training?]
[IF A5DUM3 = 2: Were you employed whilst you undertook this course or training?]**

DO NOT READ OUT. SINGLE CODE.

Yes 1 CONTINUE

No 2 THANK AND CLOSE

Don't know / Can't remember 3 CONTINUE

ASK IF NOT WORKING FOR EMPLOYER ON SAMPLE (A6 = 2)

A8 **[IF A5DUM3 = 1: Are you undertaking this course / training while being employed by a different employer?]**

[IF A5DUM3 = 2: Did you undertake this course / training whilst employed by a different employer?]

DO NOT READ OUT. SINGLE CODE.

Yes 1 GO TO A9

No – I was/am not employed whilst doing this training / course 2 THANK AND CLOSE

Don't know 3 THANK AND CLOSE

IF EMPLOYED WHILST TRAINING WITH A DIFFERENT EMPLOYER TO SAMPLE NAMED EMPLOYER OR IF NO EMPLOYER NAME ON SAMPLE (A7 = 1 OR A8 = 1)

A9 **What [IF A5DUM3 = 1: is] [IF A5DUM3 = 2: was] the name of your employer?**

WRITE IN

DON'T KNOW 1

A9DUM EMPLOYER NAME DUMMY VARIABLE, DO NOT ASK

EMPLOYER NAME 1 IF A8 = 1 OR A7 = 1: <A9>
IF A6 = 1: <EMPLOYER>
IF A9 = CODE 1 OR A6 = 3: "YOUR EMPLOYER"

ASK ALL

A10 [IF A5DUM3 = 1:**Do**][IF A5DUM3 = 2:**Did**] **you have a written contract of employment with this employer?**
DO NOT READ OUT. SINGLE CODE.

Yes 1
No 2
Don't know 3

ASK ALL

A11 **Thinking about [A5DUM3=1: your] [A5DUM3=2: this] employment, which one of the following best applies...?**

READ OUT. SINGLE CODE.

YOU [A5DUM3=1:HAVE] [A5DUM3=2: HAD] A PERMANENT JOB WITH NO FIXED END DATE 1
YOU [A5DUM3=1:WILL BE] [A5DUM3=2: WERE] EMPLOYED FOR THE DURATION OF YOUR TRAINING ONLY 2

YOU [A5DUM3=1: HAVE] [A5DUM3=2: HAD] A FIXED END DATE FOR YOUR EMPLOYMENT WHICH [A5DUM3=1: IS] [A5DUM3=2: WAS] AFTER THE DATE YOU [A5DUM3=1: EXPECT TO COMPLETE] [A5DUM3=2: COMPLETED] YOUR TRAINING 3

OR SOME OTHER ARRANGEMENT (SPECIFY) 4
(DO NOT READ OUT) DON'T KNOW X

ASK IF HAVE A WRITTEN CONTRACT OF EMPLOYMENT (A10=1)

A12 **How many hours a week [IF A5DUM3 = 1: are] [IF A5DUM3 = 2: were] you contracted to spend working, excluding meal breaks and any paid overtime?**

ADD IF NECESSARY: If the number of hours varies, please estimate the average number of hours per week you were / are contracted to work.

WRITE IN (NUMERIC) (0-99)

DON'T KNOW 1

ASK IF CONTRACTED HOURS ARE LESS THAN 10 OR MORE THAN 50 (A12 =< 10 OR > 50)

A13 **Can I just check, is <A12> the correct amount of time that you [IF A5DUM3 = 1: are] [IF A5DUM3 = 2: were] you contracted to spend working?**

SINGLE CODE.

YES 1 CONTINUE

NO 2 GO BACK TO A12

ASK IF CONTRACTED FOR ZERO HOURS (A12=0)

A14 **And [IF A5DUM3 = 1: are] [IF A5DUM3 = 2: were] you on a zero hours contract?**

SINGLE CODE.

YES 1 CONTINUE

NO 2 GO BACK TO A12

ASK IF DOES NOT HAVE WRITTEN CONTRACT OF EMPLOYMENT (A10=2)

A15 **How many hours a week [IF A5DUM3 = 1: do] [IF A5DUM3 = 2: did] you work, excluding meal breaks and any paid overtime?**

ADD IF NECESSARY: If the number of hours varies, please estimate the average number of hours per week you work(ed).

WRITE IN (NUMERIC) (0-99)

DON'T KNOW 1

ASK IF ASK IF HOURS WORKED ARE LESS THAN 10 OR MORE THAN 50 (A15 = <10 OR >50)

A16 **Can I just check, is <A15> the correct amount of time** that you [IF A5DUM3 = 1: **are**] [IF A5DUM3 = 2: **were**] **contracted to spend working?**
SINGLE CODE.

YES 1 CONTINUE
NO 2 GO BACK TO A15

ASK IF WORK FOR ZERO HOURS (A15=0)

A17 **And** [IF A5DUM3 = 1: **are**] [IF A5DUM3 = 2: **were**] **you on a zero hours contract?**
SINGLE CODE.

YES 1 CONTINUE
NO 2 GO BACK TO A15

ASK ALL

A18 **Did you work for <A9DUM> before you started your <A5DUM1> course or training?**
DO NOT READ OUT. SINGLE CODE.

YES 1 ASK A19
NO 2 CHECK A21
DON'T KNOW 3

ASK IF WORKED FOR EMPLOYER BEFORE STARTING APPRENTICESHIP (A18=1)

A19 **How long did you work for this employer before you started doing your <A5DUM1> course or training? Was it...?**

READ OUT. SINGLE CODE.

LESS THAN 1 MONTH 1
1-3 MONTHS 2
4-6 MONTHS 3
7-9 MONTHS 4
10-11 MONTHS 5
12 MONTHS OR LONGER 6
DON'T KNOW 7

ASK IF WORKED FOR EMPLOYER BEFORE STARTING APPRENTICESHIP (A18=1)

A20 **Did your pay increase, decrease or stay the same as a result of *starting* your <A5DUM1> course or training?**

DO NOT READ OUT. SINGLE CODE.

INCREASE 1
DECREASE 2
STAY THE SAME 3
DON'T KNOW 4

ASK ALL

A20A Before starting your <A5DUM1> course or training, did you have a degree?

DO NOT READ OUT. SINGLE CODE.

YES 1
NO 2
DON'T KNOW 3

IF A18 = 2 OR (A19 = 1 TO 5 AND AGE = 16 TO 24)) (IF DID NOT WORK FOR EMPLOYER BEFORE STARTING, OR WORKED FOR THEM FOR LESS THAN A YEAR AND IS BETWEEN 16-24 YEARS OLD)

A21 **Which one of the following best describes your main activity immediately before you started**[IF A18 = 2: **your <A5DUM1> course or training**][IF A18=1: **at <A9DUM>**]? **Were you...**
READ OUT. SINGLE CODE.

INTERVIEWER: IF THEY WERE DOING MORE THAN ONE ACTIVITY, ASK FOR THEIR MAIN ACTIVITY

WORKING FOR A DIFFERENT EMPLOYER 1
DOING A COURSE IN SCHOOL OR COLLEGE 2
UNEMPLOYED 3
LOOKING AFTER HOME OR FAMILY 4
DOING A DIFFERENT APPRENTICESHIP 9
DOING A GOVERNMENT-FUNDED TRAINEESHIP AT A COLLEGE OR TRAINING PROVIDER 5
DOING SOMETHING ELSE (PLEASE SPECIFY) 6
DO NOT READ OUT: DON'T KNOW 7
DO NOT READ OUT: REFUSED 8

ASK ALL DOING A DIFFERENT APPRENTICESHIP BEFORE CURRENT ONE (A21=9)

A21A **Was your previous apprenticeship in a different occupational area to your <A5DUM1> course or training?**

YES 1
NO 2
DON'T KNOW 3

ASK ALL DOING A DIFFERENT APPRENTICESHIP BEFORE CURRENT ONE (A21=9)

A21B **Was your previous apprenticeship at the same level, at a higher level, or at a lower level to your <A5DUM1> course or training?**

PROMPT IF NECESSARY. SINGLE CODE.

PREVIOUS APPRENTICESHIP WAS AT THE SAME LEVEL AS THEIR CURRENT APPRENTICESHIP 1
PREVIOUS APPRENTICESHIP WAS AT A HIGHER LEVEL 2
PREVIOUS APPRENTICESHIP WAS AT A LOWER LEVEL 3
DO NOT PROMPT: DON'T KNOW 4

ASK ALL AGED 16-24 AT THE TIME OF ENROLMENT (AGE ON SAMPLE=16-24)

A22 **In the year before you started your <A5DUM1> course or training, were you out of work and not in education or training for a period of three months or more without a break?**

DO NOT READ OUT. SINGLE CODE.

YES 1
NO 2
DON'T KNOW 3

IF A5DUM3 = 2 (COMPLETER)

A23 **What is your current employment status?**

DO NOT READ OUT. SINGLE CODE.

PROMPT IF NECESSARY. IF RESPONDENT MENTIONS MORE THAN ONE ANSWER, PLEASE PROBE FOR THEIR MAIN ACTIVITY.

EMPLOYED FULL TIME (30+ HOURS A WEEK) 1
EMPLOYED PART-TIME (LESS THAN 30 HOURS A WEEK) 2
SELF-EMPLOYED 3
ENGAGED IN VOLUNTARY WORK 4
IN FULL-TIME EDUCATION AT SCHOOL / COLLEGE 5
IN PART-TIME EDUCATION AT COLLEGE 6
AT UNIVERSITY 7
ENGAGED IN OTHER TRAINING 8
TAKING TIME OUT OR A GAP YEAR 9
UNEMPLOYED 10
EMPLOYED ON A ZERO HOURS CONTRACT 13
OTHER (PLEASE SPECIFY) 11
DON'T KNOW 12

IF COMPLETER AND STILL EMPLOYED (IF A5DUM3 = 2 AND A23=1 OR 2 OR 13)

A24 **Are you still employed by the same organisation with whom you completed your <A5DUM1> course or training?**

DO NOT READ OUT. SINGLE CODE.

Yes 1
No 2

IF A CURRENT APPRENTICE (A5DUM3 = 1)

A25 **Are you still employed by the same organisation with whom you started your <A5DUM1> course or training?**

DO NOT READ OUT. SINGLE CODE.

YES 1
NO 2

IF A COMPLETER THAT LEFT EMPLOYER (A24 = 2 OR A23 = 3)

A26 **Are you still employed in the same broad line of work you were doing your <A5DUM1> course or training in?**

DO NOT READ OUT. SINGLE CODE.

Yes 1
No 2

DUMMY VARIABLES, DO NOT ASK

DS PLEASE CREATE THE FOLLOWING SEPARATE DUMMY VARIABLES:

A25DUM1: NEW TO EMPLOYER 1 A18=2
A25DUM2: WITH EMPLOYER PRIOR TO ENROLMENT 1 A18=1
A25DUM3: SAME EMPLOYER 1 A24=1 OR A25=1
A25DUM4: SCHOOL / COLLEGE LEAVER 1 A21=2
A25DUM5: COMPLETED AND EMPLOYED BY EMPLOYER 1 A23=1 OR 2 OR 13
A25DUM6: COMPLETED AND NOT EMPLOYED BY AN EMPLOYER 1 A23=3-12
A25DUM7: CURRENT APPRENTICE STILL WITH SAME EMPLOYER AS WHEN STARTED 1
A25=1
A25DUM8: NEET PRIOR TO ENROLMENT 1 A22=1
A25DUM9: COMPLETED STILL WITH SAME EMPLOYER 1 A24=1

B Deciding on an Apprenticeship

ASK ALL

B1 **Do you know if your <A5DUM1> course or training [IF A5DUM3 = 1: is] [IF A5DUM3 = 2: was] part of an Apprenticeship?**

DO NOT READ OUT. SINGLE CODE.

Yes 1
No 2

Don't know 3

READ OUT IF B1=2 OR 3A

Although you may not realise it, the training you [IF A5DUM3 = 1: are] [IF A5DUM3 = 2: were] doing forms part of an Apprenticeship. Throughout the rest of this questionnaire, we will refer to the training [IF A5DUM3 = 1: you are doing] [IF A5DUM3 = 2: you did] as an Apprenticeship and learners doing this type of training as apprentices.

B2 QUESTION DELETED

ASK ALL

B3 What was the main reason why you decided to take up an Apprenticeship?

DO NOT READ OUT. SINGLE CODE.

YOU WANTED TO ENTER INTO OR PROGRESS IN A SPECIFIC CAREER 1
YOU WANTED TO GAIN A QUALIFICATION 2
YOU WANTED TO AVOID STUDENT DEBT / YOU WANTED YOUR TRAINING COSTS PAID 11
YOU WANTED TO BE PAID WHILST TRAINING 3
YOU THOUGHT AN APPRENTICESHIP WAS A GOOD WAY TO DEVELOP WORK-RELATED SKILLS 4
YOUR EMPLOYER SAID YOU HAD TO DO AN APPRENTICESHIP 5
YOU HAVE TO DO AN APPRENTICESHIP FOR YOUR JOB 6
IF A25DUM2 =1: YOU NEEDED TO DEVELOP YOUR SKILLS BECAUSE OF A PROMOTION AT WORK
7
IF A25DUM2 =1: YOU NEEDED TO DEVELOP YOUR SKILLS BECAUSE YOUR JOB CHANGED 8
OTHER (PLEASE SPECIFY) 11
DON'T KNOW 10

IF WORKING TOWARDS A DEGREE QUALIFICATION (A5ADUM=3)

B4B How important was the degree qualification to you when deciding to do this apprenticeship?

READ OUT. SINGLE CODE.

Very important 1

Quite important 2

Not very important 3

Not at all important 4

DO NOT READ OUT: Don't know 5

IF A5DUM2 >= 4 (IF HIGHER/DEGREE/LEVEL 6+ APPRENTICE)

B4 **Why did you decide on a [A5ADUM=1:Higher][A5ADUM=3:Degree] [A5ADUM=2: Level 6+] Apprenticeship rather than another qualification such as an HND or Degree, or one obtained through a professional development organisation?**

DO NOT READ OUT. MULTICODE.

HIGHER / DEGREE / LEVEL 6+ APPRENTICESHIP OFFERED WORK-BASED TRAINING 1
COULD EARN MONEY WHILE TRAINING DOING A HIGHER / DEGREE APPRENTICESHIP 2
COURSE CONTENT WAS MOST RELEVANT TO JOB ROLE / CAREER ASPIRATIONS3
PROGRESSION FROM PREVIOUS QUALIFICATION 4
NEEDED HIGHER / DEGREE APPRENTICESHIP QUALIFICATION TO PROGRESS AT WORK / IN
CAREER 5
EMPLOYER SUGGESTED / RECOMMENDED A HIGHER / DEGREE / LEVEL 6+ APPRENTICESHIP 6
HIGHER / DEGREE / LEVEL 6+ APPRENTICESHIP WAS FUNDED 7
UNIVERSITY IS TOO EXPENSIVE 8
DIDN'T WANT TO GO TO UNIVERSITY / PREFER HANDS-ON LEARNING 9
OTHER (PLEASE SPECIFY) 10
DO NOT READ OUT: DON'T KNOW 11

ASK ALL NEW TO EMPLOYER (A18=2)

B5 **Which of the following did you use to apply for Apprenticeship vacancies?**
READ OUT. MULTICODE.

DS RANDOMISE CODES 2-6,10

DIRECT APPLICATIONS TO EMPLOYERS 2
A COLLEGE OR OTHER LEARNING PROVIDER 3
CONNEXIONS SERVICE 4
JOBCENTRE PLUS 5
UCAS CAREERS FINDER 9
PERSONAL CONNECTION OR RECOMMENDATION 10
ONLINE JOB SITES 6
SOMETHING ELSE (PLEASE SPECIFY) 7
DO NOT READ OUT: DON'T KNOW 8

ASK ALL

B5a **When you first considered starting an Apprenticeship, did you also consider any of the following alternatives?**
READ OUT. MULTI CODE.

DS RANDOMISE CODES 1-6.

IF A21 = 2: STAYING ON IN 6TH FORM OR GOING INTO 6TH FORM COLLEGE 1
WORKING TOWARDS A QUALIFICATION IN A FURTHER EDUCATION COLLEGE 2
GOING TO UNIVERSITY 3
GETTING A JOB WITHOUT BEING INVOLVED IN AN APPRENTICESHIP 4
IF A18=1 OR IF A21=1: STAYING IN A JOB YOU ALREADY HAD WITHOUT DOING THE APPRENTICESHIP 5
IF A18=1 OR A21=1: MOVING TO ANOTHER JOB 6
SOMETHING ELSE (PLEASE SPECIFY) 7
DO NOT READ OUT: DID NOT CONSIDER ANY ALTERNATIVES (SINGLE CODE ONLY) 8
DO NOT READ OUT: DON'T KNOW 9

ASK ALL

B6 **Was an Apprenticeship your preferred choice at the time, would you rather have done something else, or did you not mind either way?**
DO NOT READ OUT. SINGLE CODE.

APPRENTICESHIP WAS PREFERRED CHOICE 1
WOULD RATHER HAVE DONE SOMETHING ELSE 2
DIDN'T MIND 3
DON'T KNOW 4

C Training

ASK ALL

- C1 **Records show that your Apprenticeship [IF A5DUM3 = 2: was] [IF A5DUM3 = 1: is] supposed to last for <APPLENGTH>. Is this correct?**

INTERVIEWER NOTE: BY LENGTH THAT THE APPRENTICESHIP IS SUPPOSED TO LAST, WE MEAN THE TIME THAT IT WAS OFFICIALLY MEANT TO TAKE, NOT THE TIME IN WHICH THEY ACTUALLY COMPLETED IT

- Yes 1 CONTINUE
No 2 ASK C2
Don't know 3 CHECK C3

ASK IF APPRENTICESHIP LENGTH INCORRECT (C1=2)

- C2 **How many months [IF A5DUM3 = 2: was] [IF A5DUM3 = 1: is] your Apprenticeship intended to last from start to finish?**

PLEASE ASK FOR RESPONDENT'S BEST ESTIMATE IF UNSURE.

WRITE IN MONTHS (NUMERIC)

DON'T KNOW 1

ASK IF LENGTH OF APPRENTICESHIP IS LESS THAN 6 MONTHS OR MORE THAN 3 YEARS
(C2_MONTHS < 6 OR C2_MONTHS > 36)

- C3 **You said that your Apprenticeship [IF A5DUM3 = 2: was] [IF A5DUM3 = 1: is] intended to last for <C2>. Can I just check that this is correct?**

- Yes 1 CONTINUE
No 2 GO BACK TO C2

ASK IF APPRENTICESHIP LENGTH IS CORRECT, OR NEW LENGTH GIVEN (IF C1=1 OR <C2>)

- C4 **Would you say this length of time [A5DUM3=1: is][A5DUM3=2: was] too long, too short or about right for you to acquire the level of skills you [IF A5DUM3 = 2: needed] [IF A5DUM3 = 1: need]?**
DO NOT READ OUT. SINGLE CODE.

TOO LONG 1
TOO SHORT 2
ABOUT RIGHT 3
DON'T KNOW 4

ASK ALL

- C4A **Are you aware of the requirement for apprentices to spend at least 20% of their contracted hours on 'off-the-job training'?**

YES 1
NO 2
DON'T KNOW 3

DS RANDOMISE THE ORDER IN WHICH EACH 'CHUNK' OF QUESTIONS IS SHOWN (THIS CAN BE DONE BY GIVING EACH PERSON A RANDOMISED VARIABLE WHICH DETERMINES THE ORDER IN WHICH THE CHUNKS ARE ASKED):

CHUNK 1: C5-C7
CHUNK 2: C8-C10
CHUNK 3: C11-C13

ASK ALL

- C5 **And thinking about the training you [IF A5DUM3 = 2: received] [IF A5DUM3 = 1: receive] as part of your Apprenticeship, [IF A5DUM3 = 2: did] [IF A5DUM3 = 1: do] you train at a college or another external provider (i.e. not at your employer)?**
DO NOT READ OUT. SINGLE CODE.

YES 1 ASK C6
NO 2 ASK C8
DON'T KNOW 3

ASK IF RECEIVED TRAINING AT A COLLEGE OR EXTERNAL PROVIDER (C5=1)

C6 **And approximately how many hours of training, teaching and tuition, [IF A5DUM3 = 2: did] [IF A5DUM3 = 1: do] you receive on average per week for your training at a college or another external training provider (i.e. not your employer)?**

WRITE IN

WRITE IN

DON'T KNOW 1

REFUSED 2

IF C6 = CODE 1, PROMPT WITH RANGES

LESS THAN AN HOUR 1

1-5 HOURS 2

6-10 HOURS 3

11 OR MORE HOURS 4

DON'T KNOW 5

REFUSED 6

ASK IF RECEIVE 10 OR MORE HOURS OF TRAINING AT COLLEGE OR EXTERNAL PROVIDER (C6 > 10)

C7 **You said that you [IF A5DUM3 = 2: received] [IF A5DUM3 = 1: receive] <C6> hours of training on average per week at a college or external training provider. Can I just check that this is correct?**

DO NOT READ OUT. SINGLE CODE.

YES 1 CONTINUE

NO 2 GO BACK TO C6

ASK ALL

C8 **And thinking about the training you [IF A5DUM3 = 2: received] [IF A5DUM3 = 1: receive] as part of your Apprenticeship, [IF A5DUM3 = 2: did] [IF A5DUM3 = 1: do] you get formal training sessions at your workplace from either your employer or training provider, away from your usual work activities?**

DO NOT READ OUT. SINGLE CODE.

YES 1 ASK C8A

NO 2 ASK C11

DON'T KNOW 3

IF RECEIVED FORMAL TRAINING SESSIONS AWAY FROM USUAL WORK ACTIVITIES (C8=1)

C8A And [IF A5DUM3 = 2: were] [IF A5DUM3 = 1: are] these formal training sessions at your workplace, away from your usual working activities, delivered by your employer, an external training provider or both?

SINGLE CODE.

YOUR EMPLOYER 1

AN EXTERNAL TRAINING PROVIDER 2

BOTH BY YOUR EMPLOYER AND AN EXTERNAL TRAINING PROVIDER 3

DON'T KNOW 4

ASK IF RECEIVE FORMAL TRAINING AT WORKPLACE (C8=1)

C9 **And approximately how many hours of training, teaching and tuition, [IF A5DUM3 = 2: did] [IF A5DUM3 = 1: do] you receive on average per week for formal training sessions at your workplace from either your employer or a training provider, but away from your usual work activities?**

WRITE IN.

WRITE IN

DON'T KNOW 1

REFUSED 2

IF C9 = CODE 1, PROMPT WITH RANGES

LESS THAN AN HOUR 1

1-5 HOURS 2

6-10 HOURS 3

11 OR MORE HOURS 4

DON'T KNOW 5

REFUSED 6

ASK IF RECEIVE MORE THAN 10 HOURS OF FORMAL TRAINING AT WORKPLACE (C9 > 10)

C10 **You said that you [IF A5DUM3 = 2: received] [IF A5DUM3 = 1: receive] <C9> hours of training on average per week at formal training sessions. Can I just check that this is correct?**
DO NOT READ OUT. SINGLE CODE.

YES 1 ASK C11

NO 2 GO BACK TO C9

ASK ALL

C11 **And thinking about the training you [IF A5DUM3 = 2: received] [IF A5DUM3 = 1: receive] as part of your Apprenticeship, [IF A5DUM3 = 2: did] [IF A5DUM3 = 1: do] you get training at your workplace from either your employer or a training provider whilst doing your usual work activities?**
DO NOT READ OUT. SINGLE CODE.

Yes 1 ASK C12

No 2 CHECK C14

Don't know 3

IF TRAINED AT WORKPLACE WHILE DOING USUAL WORK ACTIVITIES (C11=1)

C11A **And [IF A5DUM3 = 2: was] [IF A5DUM3 = 1: is] this training at your workplace, whilst doing your usual working activities, delivered by your employer, an external training provider or both?**
SINGLE CODE.

YOUR EMPLOYER 1

AN EXTERNAL TRAINING PROVIDER 2

BOTH BY YOUR EMPLOYER AND AN EXTERNAL TRAINING PROVIDER 3

DON'T KNOW 4

IF RECEIVE TRAINING FROM EMPLOYER OR TRAINING PROVIDER WHILST DOING USUAL ACTIVITIES (C11=1)

C12 **And approximately how many hours of training, teaching and tuition, [IF A5DUM3 = 2: did] [IF A5DUM3 = 1: do] you receive on average per week for training at your workplace whilst doing your usual activities?**
WRITE IN.

WRITE IN

DON'T KNOW 1

REFUSED 2

IF C12 = CODE 1 – PROMPT WITH RANGES

Less than an hour 1

1-5 hours 2

6-10 hours 3

11 or more hours 4

Don't know 5

Refused 6

ASK IF RECEIVE MORE THAN 10 HOURS OF TRAINING FROM EMPLOYER OR TRAINING PROVIDER WHILST DOING USUAL ACTIVITIES (C12 > 10)

C13 **You said that you [IF A5DUM3 = 2: received] [IF A5DUM3 = 1: receive] <C12> hours of training on average per week at your workplace whilst doing your usual activities. Can I just check that this is correct?**

DO NOT READ OUT. SINGLE CODE.

YES 1 CONTINUE

NO 2 GO BACK TO C12

ASK IF DO NOT RECEIVE ANY TYPES OF TRAINING / SUPPORT (C5≠1 AND C8≠1 AND C11≠1)

C14 **Can I just confirm that you [IF A5DUM3 = 2: did] [IF A5DUM3 = 1: do] none of the types of training that I just mentioned in your contracted work hours as part of your Apprenticeship?**

ADD IF NECESSARY: The types of training were:

- Training at a college or another external training provider,
- Formal training sessions at your workplace from either your employer or training provider away from your usual work activities, and
- Training at your workplace from either your employer or a training provider whilst doing your usual work activities

DO NOT READ OUT. MULTICODE EXCEPT CODES 1 AND 3.

Correct 1 CONTINUE

Incorrect – [IF A5DUM3 = 2: did] [IF A5DUM3 = 1: does] training at a college or another external provider 4 GO BACK TO C5

Incorrect – [IF A5DUM3 = 2: did] [IF A5DUM3 = 1: does] formal training sessions at their workplace ran by either their employer or a training provider away from their usual work activities 5 GO BACK TO C8

Incorrect – [IF A5DUM3 = 2: did] [IF A5DUM3 = 1: does] training at workplace ran by either their employer or a training provider whilst doing their usual work activities 6 GO BACK TO C11

Don't know 3 CONTINUE

C14DUM TYPES OF TRAINING DUMMY VARIABLE, DO NOT ASK

C15 RECEIVED TRAINING 1 C5=1 or C8=1 or C11=1

DID NOT RECEIVE TRAINING 2 C14=1 or 3

C14DUM2 TRAINED BY COLLEGE/EXTERNAL PROVIDER DUMMY VARIABLE, DO NOT ASK

Trained by college / external provider 1 C5=1 OR C8A=2-3 OR C11A=2/3

C16 QUESTION DELETED

C17 QUESTION DELETED

C18 QUESTION DELETED

ASK IF RECEIVED MORE THAN TEN HOURS OF TRAINING AT UNIVERSITY HOURS (C17>10)

C19 **QUESTION DELETED You said that you [IF A5DUM3 = 2: received][IF A5DUM3 = 1: receive] <C17> hours of training, teaching and tuition per week at University. Can I just check that this is correct?**

DO NOT READ OUT. SINGLE CODE.

Yes 1 CONTINUE

No 2 GO BACK TO C17

C20 QUESTION DELETED

C21 QUESTION DELETED

C22 QUESTION DELETED

ASK IF APPRENTICE IS LEVEL 4 OR ABOVE (A5DUM2 >= 4)

C23 **[IF A5DUM3 = 2: Did you do][IF A5DUM3 = 1: Have you done] work or learning towards your Apprenticeship in your own time, outside of your usual paid working hours?**

DO NOT READ OUT. SINGLE CODE.

YES 1 ASK C23
NO 2 CHECK C25
DON'T KNOW 3

ASK IF WORKED TOWARDS / LEARNED IN OWN TIME (C22=1)

C24 **And approximately how many hours [IF A5DUM3 = 2: did][IF A5DUM3 = 1: do] you spend on average per week learning in your own time?**
WRITE IN.

WRITE IN
DON'T KNOW 1
REFUSED 2

IF C23 = CODE 1 – PROMPT WITH RANGES

LESS THAN AN HOUR 1
1-5 HOURS 2
6-10 HOURS 3
11 OR MORE HOURS 4
DON'T KNOW 5
REFUSED 6

ASK IF SPENT MORE THAN TEN HOURS LEARNING / WORKING TOWARDS APPRENTICESHIP IN OWN TIME (C23>10)

C25 **You said that you [IF A5DUM3 = 2: spent][IF A5DUM3 = 1: spend] <C23> hours a week learning in your own time. Can I just check that this is correct?**

Yes 1 CHECK C25
No 2 GO BACK TO C23

ASK IF RECEIVED TRAINING (C14DUM=1)

C26 **Thinking about all of the training relating to your Apprenticeship [IF C5=1: whether at college or another external training provider] [C5=1 AND (C8=1 OR C11=1): or] [IF C8=1 OR C11=1: at your workplace], which of the following best describes when you [IF A5DUM3 = 2: did][IF A5DUM3 = 1: do] this training relating to your Apprenticeship?**
READ OUT. SINGLE CODE.

ALWAYS WITHIN YOUR CONTRACTED WORKING HOURS 1
USUALLY WITHIN YOUR CONTRACTED WORKING HOURS 2
USUALLY OUTSIDE OF YOUR CONTRACTED WORKING HOURS 3
NEVER WITHIN YOUR CONTRACTED WORKING HOURS 4
DO NOT READ OUT: DON'T KNOW 5

ASK IF RECEIVED TRAINING FROM A COLLEGE OR EXTERNAL PROVIDER (C14DUM2=1)

C25A When you started your Apprenticeship, did your training provider do an initial assessment to check...?

READ OUT. MULTICODE

YOUR ABILITY IN ENGLISH 1

YOUR ABILITY IN MATHS 2

ANY OTHER RELEVANT PRIOR LEARNING OR QUALIFICATIONS? 3

DO NOT READ OUT: NONE OF THESE (SINGLE CODE) 4

DO NOT READ OUT: DON'T KNOW 5

ASK IF RECEIVED TRAINING FROM A COLLEGE OR EXTERNAL PROVIDER (C14DUM2=1)
C25B **And** [IF A5DUM3 = 2: **did you study**] [IF A5DUM3 = 1: **are you studying**] **an English qualification during your Apprenticeship?**
ADD IF NECESSARY: **Examples of English qualifications include GCSE English or Functional Skills**

YES 1
NO 2
DON'T KNOW 3

IF STUDIED/STUDYING ENGLISH (C25B=1)
C25C **What qualification** [IF A5DUM3 = 2: **did you study**] [IF A5DUM3 = 1: **are you studying**] **towards...?**

PROMPT IF NECESSARY. MULTICODE

FUNCTIONAL SKILLS LEVEL 1 1
FUNCTIONAL SKILLS LEVEL 2 2
FUNCTIONAL SKILLS LEVEL 3 7
GCSE 4
OTHER (PLEASE SPECIFY) 5
DON'T KNOW 6

IF STUDIED/STUDYING ENGLISH (C25B=1)
C25D **Where** [IF A5DUM3 = 2: **did**] [IF A5DUM3 = 1: **does**] **the English teaching take place?**

PROMPT IF NECESSARY. MULTICODE.

At a college 1
At another external training provider 2
Delivered in your workplace 3
Delivered online 4
Other (PLEASE SPECIFY) 5
Don't know 6

ASK IF RECEIVED TRAINING FROM A COLLEGE OR EXTERNAL PROVIDER (C14DUM2=1)
C25G **And** [IF A5DUM3 = 2: **did you study**] [IF A5DUM3 = 1: **are you studying**] **for a Maths qualification during your Apprenticeship?**
ADD IF NECESSARY: **Examples of Maths qualifications include GCSE or Functional Skills**

YES 1
NO 2
DON'T KNOW 3

IF STUDIED/STUDYING MATHS (C25G=1)

C25H **What qualification** [IF A5DUM3 = 2: **did you study**] [IF A5DUM3 = 1: **are you studying**] **towards?**

PROMPT IF NECESSARY. MULTICODE

FUNCTIONAL SKILLS LEVEL 1 1
FUNCTIONAL SKILLS LEVEL 2 2
FUNCTIONS SKILLS LEVEL 3 7
GCSE 4
OTHER (PLEASE SPECIFY) 5
DON'T KNOW 6

IF STUDIED/STUDYING MATHS (C25G=1)

C25I **Where** [IF A5DUM3 = 2: **did**] [IF A5DUM3 = 1: **does**] **the Maths teaching take place?**

PROMPT IF NECESSARY. MULTICODE.

AT A COLLEGE 1
AT ANOTHER EXTERNAL TRAINING PROVIDER 2
DELIVERED IN YOUR WORKPLACE 3
DELIVERED ONLINE 4
OTHER (PLEASE SPECIFY) 5
DON'T KNOW 6

D Satisfaction

ASK ALL

- D1 **And thinking about all aspects of your Apprenticeship, overall, how satisfied or dissatisfied [IF A5DUM3 = 2: were] [IF A5DUM3 = 1: are] you with your Apprenticeship?**

Please use a scale of 0 to 10 where 0 is very dissatisfied, 5 is neither satisfied nor dissatisfied, and 10 is very satisfied.

SINGLE CODE.

DS: ALLOW 0 TO 10

WRITE IN NUMBER _____

DO NOT READ OUT: DON'T KNOW 1

ASK IF DISSATISFIED (D1=0-4)

- D3 **Why [IF A5DUM3 = 2: were] [IF A5DUM3 = 1: are] you dissatisfied?**
DO NOT READ OUT. MULTI CODE.

BADLY ORGANISED 1

THE COURSE WAS IRRELEVANT 2

LACK OF SUPPORT OR CONTACT FROM PROVIDER / COLLEGE / TUTOR 3

PROBLEMS WITH YOUR EMPLOYER 4

DIDN'T LEARN ANYTHING NEW 5

NO JOB AT THE END OF TRAINING 6

PROBLEMS WITH THE TIME FRAME / MANAGEMENT 7

POOR QUALITY OF TRAINING 10

OTHER (PLEASE SPECIFY) 8

DON'T KNOW 9

- D2 **QUESTION DELETED**

ASK ALL

D4 **How satisfied or dissatisfied have you been with the following aspects of your Apprenticeship?**

Please use a scale of 0 to 10 where 0 is very dissatisfied, and 10 is very satisfied.

READ OUT. SINGLE CODE.

DS RANDOMISE CODES. ALLOW NUMERIC 0 TO 10 IN EACH WRITE IN.

DON'T KNOW

- _1 IF C14DUM=1: THE QUALITY OF THE TRAINING YOU [IF A5DUM3 = 2: RECEIVED] [IF A5DUM3 = 1: RECEIVE] FROM YOUR COLLEGE OR TRAINING PROVIDER WRITE IN NUMBER X
- _2 THE FEEDBACK YOU [IF A5DUM3 = 2: RECEIVED] [IF A5DUM3 = 1: RECEIVE] ON YOUR PROGRESS WRITE IN NUMBER X
- _3 IF C14DUM=1: THE AMOUNT OF TRAINING RECEIVED EACH WEEK WRITE IN NUMBER X
- _4 IF C14DUM=1: THAT THE TRAINING [A5DUM3=1: IS ENABLING] [A5DUM3=2: ENABLED] YOU TO BETTER DO YOUR JOB WRITE IN NUMBER X
- _5 IF C14DUM=1: THE BALANCE BETWEEN THE TIME SPENT TRAINING AND WORKING WRITE IN NUMBERX
- _6 THE WAY YOU [IF A5DUM3 = 2: WERE] [IF A5DUM3 = 1: ARE] ASSESSED ON THE JOB WRITE IN NUMBERX
- _7 THE EXTENT TO WHICH YOUR EMPLOYER [A5DUM3 = 1: HAS] SUPPORTED YOUR APPRENTICESHIP WRITE IN NUMBER X
- _8 IF C25B=1: THE QUALITY OF THE ENGLISH TRAINING YOU RECEIVED WRITE IN NUMBER X
- _9 IF C25G=1: THE QUALITY OF THE MATHS TRAINING YOU RECEIVED WRITE IN NUMBER X

ASK IF DISSATISFIED WITH QUALITY OF TRAINING (D4_1=0-4)

D5 **Why** [IF A5DUM3 = 2: **were**][IF A5DUM3 = 1: **are**] **you dissatisfied with the quality of the training received from your college or training provider?**

DO NOT READ OUT. MULTI CODE.

Rarely saw the tutor 1

Tutor had knowledge gaps / was inexperienced 2

Training was irrelevant / not useful for career 3

Tutors did not provide enough support / were not helpful / disorganised 4

There was not enough time spent on training/ limited training 5

There was not enough time spent learning on the job 6

Timing inconvenient or inflexible 7

Other (PLEASE SPECIFY) 8

Don't know 9

D6 QUESTION DELETED

ASK ALL

F7 **Which one of the following phrases best describes the way you would speak about Apprenticeship training?**

READ OUT. SINGLE CODE.

I would speak highly of Apprenticeships without being asked 1

I would speak highly of Apprenticeships if asked 2

I would be neutral towards Apprenticeships 3

I would be critical of Apprenticeships if asked 4

I would be critical of Apprenticeships without being asked 5

DO NOT READ OUT: Don't know 6

E Perceived Impact

ASK ALL

- E1 **Which, if any, of the following skills have you gained as a direct result of your Apprenticeship?**
READ OUT. MULTI CODE.

DS RANDOMISE CODES 1-6

YOU HAVE MORE APPROPRIATE SKILLS AND KNOWLEDGE RELATED TO YOUR CURRENT OR DESIRED AREA OF WORK 1

YOU CAN USE THE SKILLS AND KNOWLEDGE THAT YOU NOW HAVE ACROSS A RANGE OF JOBS AND INDUSTRIES 2

YOUR MATHS SKILLS HAVE IMPROVED 3

YOUR ENGLISH SKILLS HAVE IMPROVED 4

YOU ARE NOW BETTER ABLE TO WORK WITH OTHERS 5

YOUR IT SKILLS HAVE IMPROVED 6

YOUR COMMUNICATION SKILLS HAVE IMPROVED 9

YOU HAVE GAINED OTHER SKILLS (PLEASE SPECIFY) 7

DO NOT READ OUT: NONE OF THESE 8

ASK ALL COMPLETERS (A5DUM3 = 2)

- E2 **Since completing your Apprenticeship, have you...?**
READ OUT. MULTICODE.

BEEN PROMOTED AT WORK 1

RECEIVED A PAY RISE 2

NONE OF THESE (SINGLE CODE) 4

ASK IF PROMOTED (E2=1)

E3 **Do you think your promotion was a direct result of you completing an Apprenticeship, do you think it helped, or do you think it made no difference?**

DO NOT READ OUT. SINGLE CODE.

DIRECTLY BECAUSE OF THE APPRENTICESHIP 1
THE APPRENTICESHIP HELPED 2
THE APPRENTICESHIP MADE NO DIFFERENCE 3
DON'T KNOW 4

ASK IF RECEIVED PAY RISE (E2=2)

E4 **Do you think your pay rise was a direct result of you completing an Apprenticeship, do you think it helped, or do you think it made no difference?**

DO NOT READ OUT. SINGLE CODE.

DIRECTLY BECAUSE OF THE APPRENTICESHIP 1
THE APPRENTICESHIP HELPED 2
THE APPRENTICESHIP MADE NO DIFFERENCE 3
DON'T KNOW 4

ASK ALL

E5 **To what extent do you agree or disagree with the following statements?**

READ OUT

Since [IF A5DUM3 = 2: **completing][IF A5DUM3 = 1: **starting**] my Apprenticeship...**

READ OUT SCALE AND PROBE FOR STRENGTH OF AGREEMENT. SINGLE CODE.

DS: RANDOMISE ORDER OF ROWS

| STRONGLY AGREE | TEND TO AGREE | NEITHER AGREE NOR DISAGREE | TEND TO DISAGREE | STRONGLY DISAGREE | DON'T KNOW | | | | |
|----------------|---|----------------------------|------------------|-------------------|------------|---|---|---|---|
| _1 | IF A23 = 1 TO 3 OR 13 OR A5DUM3 = 1 (EMPLOYED): I AM MORE SATISFIED WITH MY JOB | | | | | 1 | | | |
| | 2 | 3 | 4 | 5 | 6 | | | | |
| _2 | IF A23 = 1 TO 3 OR 13 OR A5DUM3 = 1: I FEEL MORE SECURE IN MY JOB | | | | | 1 | 2 | 3 | |
| | 4 | 5 | 6 | | | | | | |
| _3 | IF A23 = 1 OR 2 OR 13 OR A5DUM3 = 1: I HAVE BEEN GIVEN OR TAKEN MORE RESPONSIBILITIES IN MY JOB | | | | | 1 | 2 | 3 | 4 |
| | | 1 | 2 | 3 | 4 | 5 | 6 | | |
| _4 | IF A23 = 1 TO 3 OR 13 OR A5DUM3 = 1: I AM BETTER AT DOING MY JOB | | | | | 1 | 2 | 3 | |
| | | 4 | 5 | 6 | | | | | |
| _5 | ASK ALL: MY CAREER PROSPECTS HAVE IMPROVED | 1 | 2 | 3 | 4 | 5 | 6 | | |

ASK ALL

F1C **[IF A5DUM3 = 2: **At the time you were undertaking your Apprenticeship, what did you plan to do next?****

[IF A5DUM3 = 1: **And what are you planning to do next after your Apprenticeship ends?]**

PROMPT IF NECESSARY. SINGLE CODE.

Carry on working for the same employer 1

| | |
|---|---|
| Work for a different employer in the same line of work | 2 |
| Work for a different employer in a different line of work | 3 |
| Enter other education and training | 4 |
| Other (Please specify) | 5 |
| DO NOT READ OUT: Don't know | 6 |

VERY WELL 1
FAIRLY WELL 2
NOT VERY WELL 3
NOT WELL AT ALL 4
DO NOT READ OUT: DON'T KNOW 5

IF NOT PREPARED THEM WELL (F1A=3-4)

F1B **Why do you say that?**

WRITE IN

Don't know 1
Refused 2

IF CURRENT APPRENTICE (A5DUM3=1)

F1D **As far as you can tell, how likely are you to complete your Apprenticeship?**
READ OUT. SINGLE CODE.

VERY LIKELY 1

QUITE LIKELY 2

NOT VERY LIKELY 3

NOT AT ALL LIKELY 4

DO NOT READ OUT: DON'T KNOW 5

ASK IF NOT LIKELY TO COMPLETE APPRENTICESHIP (F1D=3-4)

F2 **Why are you unlikely to complete your Apprenticeship?**
DO NOT READ OUT. MULTICODE.

NOT INTERESTED IN SECTOR OR CURRENT JOB ROLE 1
NO SUPPORT FROM EMPLOYER OR TRAINING PROVIDER 2
FINANCIAL REASONS 3
NO LONGER WORKING FOR EMPLOYER 4
THE APPRENTICESHIP IS NOT ENJOYABLE 5
DUE TO ILL HEALTH OR A MEDICAL CONDITION 6
DON'T HAVE TIME TO DO IT 7
FIND THE PACE OF THE APPRENTICESHIP TOO DIFFICULT 8
TOO DIFFICULT TO BALANCE WORK AND TRAINING 9
OTHER (PLEASE SPECIFY) 10
DON'T KNOW 11

G Demographics

READ OUT TO ALL

Finally, can I ask some questions about you? This information will be used to analyse the survey findings only. Everything you say will be treated in confidence. If you would prefer not to answer a question in this section, please let us know and we will move on to the next question.

ASK IF ETHNICITY NOT ON SAMPLE (IF ETHNIC = 19 OR NULL)

G1 **How would you describe your ethnicity?**

DO NOT READ OUT. SINGLE CODE.

| | |
|---|----|
| WHITE - ENGLISH / WELSH / SCOTTISH / NORTHERN IRISH / BRITISH | 1 |
| WHITE - IRISH | 2 |
| WHITE – GYPSY OR IRISH TRAVELLER | 3 |
| ANY OTHER WHITE BACKGROUND | 4 |
| MIXED / MULTIPLE ETHNIC GROUP – WHITE AND BLACK CARIBBEAN | 5 |
| MIXED / MULTIPLE ETHNIC GROUP – WHITE AND BLACK AFRICAN | 6 |
| MIXED / MULTIPLE ETHNIC GROUP – WHITE AND ASIAN | 7 |
| ANY OTHER MIXED / MULTIPLE ETHNIC BACKGROUND | 8 |
| ASIAN / ASIAN BRITISH - INDIAN | 9 |
| ASIAN / ASIAN BRITISH - PAKISTANI | 10 |
| ASIAN / ASIAN BRITISH - BANGLADESHI | 11 |
| ASIAN / ASIAN BRITISH - CHINESE | 12 |
| ANY OTHER ASIAN BACKGROUND | 13 |
| BLACK / AFRICAN / CARIBBEAN / BLACK BRITISH - AFRICAN | 14 |
| BLACK / AFRICAN / CARIBBEAN / BLACK BRITISH - CARIBBEAN | 15 |
| ANY OTHER BLACK / AFRICAN / CARIBBEAN BACKGROUND | 16 |
| OTHER ETHNIC GROUP - ARAB | 17 |
| ANY OTHER ETHNIC GROUP | 18 |
| DON'T KNOW | 19 |
| WOULD PREFER NOT TO SAY | 20 |

ASK IF DISABILITY FLAG=YES OR UNKNOWN

G2 **Do you consider yourself to have a disability?**

SINGLE CODE.

| | |
|------------|---|
| Yes | 1 |
| No | 2 |
| Don't know | 3 |
| Refused | 4 |

ASK IF DISABILITY FLAG=YES OR UNKNOWN

G3 **Do you consider yourself to have learning difficulties?**

SINGLE CODE.

| | |
|------------|---|
| YES | 1 |
| NO | 2 |
| DON'T KNOW | 3 |
| REFUSED | 4 |

ASK ALL

G4 **We would like to know what your usual pay [IF A5DUM3 = 2: was][IF A5DUM3 = 1: is] whilst on your Apprenticeship AFTER any deductions for tax or national insurance. Would you prefer to tell us the amount per week, per month, or per year?**

DO NOT READ OUT. SINGLE CODE.

| | | |
|---------------|---|--------|
| PER WEEK | 1 | ASK G5 |
| PER MONTH | 2 | ASK G6 |
| PER YEAR | 3 | ASK G7 |
| DON'T KNOW | 4 | ASK G8 |
| NONE OF THESE | 5 | |

ASK ALL WHO CAN GIVE PER WEEK AMOUNT (G4=1)

G5 **Can you tell me what your usual WEEKLY pay [IF A5DUM3 = 2: was][IF A5DUM3 = 1: is] AFTER any deductions for tax or national insurance whilst on your Apprenticeship? Please do not include bonuses, tips or overtime.**

READ OUT. SINGLE CODE. PROBE FOR ESTIMATE IF NECESSARY.

INTERVIEWER NOTE: IF INCOME VARIES / IS VARIED, PROBE FOR USUAL INCOME.

| | |
|-----------------------------|----|
| UP TO £86 | 1 |
| £87 - £125 | 2 |
| £126 - £144 | 3 |
| £145 - £182 | 4 |
| £183 - £221 | 5 |
| £222 - £259 | 6 |
| £260 - £298 | 7 |
| £299 - £336 | 8 |
| £337 - £480 | 9 |
| £481 OR MORE | 10 |
| DO NOT READ OUT: DON'T KNOW | 11 |
| DO NOT READ OUT: REFUSED | 12 |

ASK ALL WHO CAN GIVE PER MONTH AMOUNT (G4=2)

- G6 **Can you tell me what your usual MONTHLY pay [IF A5DUM3 = 2: was] [IF A5DUM3 = 1: is] AFTER any deductions for tax or national insurance whilst on your Apprenticeship? Please do not include bonuses, tips or overtime.**

READ OUT. SINGLE CODE. PROBE FOR ESTIMATE IF NECESSARY.

INTERVIEWER NOTE: IF INCOME VARIES / IS VARIED, PROBE FOR USUAL INCOME.

| | |
|-----------------------------|----|
| UP TO £374 | 1 |
| £375 - £541 | 2 |
| £542 - £624 | 3 |
| £625 - £791 | 4 |
| £792 - £958 | 5 |
| £959 - £1,124 | 6 |
| £1,125 - £1,291 | 7 |
| £1,292 - £1,458 | 8 |
| £1,459 - £2,083 | 9 |
| £2,084 OR MORE | 10 |
| DO NOT READ OUT: DON'T KNOW | 11 |
| DO NOT READ OUT: REFUSED | 12 |

ASK ALL WHO CAN GIVE AN ANNUAL AMOUNT (G4=3)

- G7 **Can you tell me what your usual ANNUAL pay [IF A5DUM3 = 2: was] [IF A5DUM3 = 1: is] AFTER any deductions for tax or national insurance whilst on your Apprenticeship? Please do not include bonuses, tips or overtime.**

READ OUT. SINGLE CODE. PROBE FOR ESTIMATE IF NECESSARY.

INTERVIEWER NOTE: IF INCOME VARIES / IS VARIED, PROBE FOR USUAL INCOME.

| | |
|-----------------|---|
| UP TO £4,499 | 1 |
| £4,500 - £6,499 | 2 |

| | | |
|-----------------------------|----|--|
| £6,500 - £7,499 | 3 | |
| £7,500 - £9,499 | 4 | |
| £9,500 - £11,499 | 5 | |
| £11,500 - £13,499 | 6 | |
| £13,500 - £15,499 | 7 | |
| £15,500 - £17,499 | 8 | |
| £17,500 - £24,999 | 9 | |
| £25,000 OR MORE | 10 | |
| DO NOT READ OUT: DON'T KNOW | 11 | |
| DO NOT READ OUT: REFUSED | 12 | |

H Thank and Close

ASK ALL

H1 **We are now at the end of the survey. Thank you very much for taking the time to speak to us today. Would you be willing for us to call you back regarding this particular study – if we need to clarify any of the information:**

SINGLE CODE

YES 1
NO 2

ASK ALL

H2 **The Department for Education may wish to undertake further research on this topic in the next 1 to 2 years. Would it be ok for them or their appointed contractors to re-contact you to invite you to take part?**

READ OUT. SINGLE CODE

YES – BOTH DFE AND/OR THEIR CONTRACTORS MAY RECONTACT 1 ASK H3
ONLY DFE MAY RECONTACT 2
NO 3 ASK H4

ASK IF H2=1 OR 2

H3 **And would it be OK for us to share your responses to this survey with the Department for Education so they need not repeat some of the questions you have already answered?**

SINGLE CODE.

Yes 1
No 2

ASK ALL

H4 **Finally, the Department for Education would like to link your answers in this survey to a learner dataset that also includes some benefits and employment details. This would allow them to analyse the impact of training on, for example, employment and wages over the longer term. You will not be recontacted as a result of this data linking.**

Like everything else you have told us, this information will be completely confidential and used for research purposes only. Names and addresses are never included in the results and no individual will be identified from the research. We will keep personal details that identify you for up to one year after the end of the project (so until April 2020) and will be destroyed from that point.

Would you be willing for the Department and its appointed researchers to match your records to this merged learner dataset? After linking, your name will not be held with the information.

YES 1
NO 2

H5 QUESTION DELETED

IF H1 = 1 OR H2 = (1 OR 2) OR H4 = 1

H6 **Can I just confirm your details**[IF H1 = 1 OR H2 = 1 OR 2: **so that we can contact you, as we just agreed**][IF H4 = 1 AND (H4 ≠ 1 AND H2 ≠ (1 OR 2)): **so that we can link your data, as we just agreed**]?

INTERVIEWER: CORRECT OR BLANK ANY INCORRECT INFO.

DS: PRE-POPULATE WITH SAMPLE VARIABLES. ALLOW BLANK RESPONSES.

NAME: WRITE IN <CONTACT>

IF H1 = 1 OR H2 = (1 OR 2): EMAIL ADDRESS: WRITE IN <EMAIL>

IF H1 = 1 OR H2 = (1 OR 2): PHONE NUMBER: WRITE IN <PHONENUMBER>

SAY TO ALL

H7 **I hereby confirm that this interview has been carried out in accordance with the rules of the Market Research Society's Code of Conduct.**

YES 1

THANK RESPONDENT AND CLOSE INTERVIEW

Finally I would just like to confirm that this survey has been carried out under IFF instructions and within the rules of the MRS Code of Conduct. Thank you very much for your help today.

Appendix B – Joint Evaluation and Pay Survey Questionnaire

AEVS APS Joint Questionnaire

J6010

(Current L2/3 apprentices in England only)

Telephone

Note that this version of the questionnaire will be asked of current apprentices only. Completed apprentices will be asked the AEvS questions as part of the separate AEvS Learner survey.

Sample variables used in script:

Respondent name

Course name

Provider name

Employer name

Start date MONTH / YEAR

Sample indicates that been doing the Apprenticeship for less than a year Yes / No

Planned completion date MONTH / YEAR

Higher Apprenticeship Yes / No

Country England, Scotland or Wales

Disability flag Yes / No

Has DOB in sample flag Yes / No

DOB from sample DD/MM/YYYY

Age from sample Calculate from DOB

Pay/learner question ordering

S Screener

ASK PERSON WHO ANSWERS PHONE

LS1 **Good morning / afternoon / evening. My name is <NAME> and I'm calling from IFF Research. Please can I speak to <CONTACT>?**

RESPONDENT ANSWERS PHONE 1 CONTINUE
TRANSFERRED TO RESPONDENT 2
HARD APPOINTMENT 3 MAKE APPOINTMENT
SOFT APPOINTMENT 4
REFUSAL 5 CLOSE

NOT AVAILABLE IN DEADLINE 6
ENGAGED 7
FAX LINE 8
NO REPLY / ANSWER PHONE 9
BUSINESS NUMBER 10
DEAD LINE 11

ASK ALL

LS2 **Good morning / afternoon, my name is <NAME>, calling from IFF Research, an independent market research company. We're conducting a survey on behalf of The Department for Education and the Department for Business, Energy and Industrial Strategy about people's experiences of in-work learning and training, including Apprenticeships such as your <COURSENAME> course or training [IF HASEMP = 1: at <EMPLOYER>]. [IF HASDETAIL = 1: This many have involved doing a <CORETITLE>.]**

You should have received a letter in the post explaining what the survey is about. As the letter stated, you might find it useful to have a payslip or your contract with you as I will be asking some questions relating to your pay and this will help you give accurate answers. These questions are so we can understand whether employers are conforming to rules relating to fair pay.

Would now be a good time to ask you a few questions? The survey should take around 25 minutes to complete.

ADD IF NECESSARY, BUT ONLY IF DIRECTLY QUESTIONED BY RESPONDENT

We are not trying to sell you anything. We are simply conducting a survey about work-based training. All your answers are confidential; your responses will be reported back but not with names attached.

CONTINUE 1 GO TO LS2A
HARD APPOINTMENT 3 MAKE APPOINTMENT
SOFT APPOINTMENT 4
REFUSAL 5 THANK AND CLOSE
CODE DELETED 6
REFUSAL – TAKEN PART IN RECENT SURVEY 7

NOT AVAILABLE IN DEADLINE8

REQUIRES ASSISTANCE TO COMPLETE INTERVIEW (E.G. LANGUAGE DIFFICULTIES OR HEARING IMPAIRMENT) 9 GO TO LS3

NEEDS REASSURANCES 10 SHOW REASSURANCES

WOULD LIKE REASSURANCE EMAIL 11 SEND REASSURANCE EMAIL

RE-SEND ADVANCE LETTER VIA EMAIL 12 SEND ADVANCE LETTER EMAIL

ASK IF RESPONDENT IS UNABLE TO TAKE PART DUE TO LEARNING DIFFICULTIES, HEARING OR SPEECH IMPAIRMENT, OR OTHER DISABILITY (LS2=9)

LS3 **Is there someone who would be able to help you to take part by telephone?**

IF RESPONDENT SAYS NO: Would you be happy to take part using the Next Generation Text Service (NGT)?

DO NOT READ OUT. SINGLE CODE.

Yes – arrange to call back when someone is available to help 1 MAKE APPOINTMENT

Yes – proceed with interview with proxy 2 CONTINUE

Yes – happy to conduct interview using Next Generation Text Service (NGT) 3 ARRANGE SUITABLE TIME

No 4 THANK AND CLOSE

ASK ALL

LS2a **Before we begin, I just need to read out a quick statement based on GDPR legislation. I want to reassure you that all information collected will be treated in the strictest confidence, and that you have the right to have a copy of your data, change your data or withdraw from the research at any point. In order to guarantee this, and as part of our quality control procedures, all interviews are recorded automatically. Is that OK?**

ADD IF NECESSARY: Results will be reported in the form of statistics and your responses will not be linked back to you. All names and contact details are deleted at the earliest opportunity – and no more than 12 months after the end of the project.

Are you happy to continue with the survey?

Yes 1 CONTINUE
No 2 THANK AND CLOSE

REASSURANCES TO USE IF NECESSARY

The interview will take around 25 minutes to complete.

Please note that all data will be reported in aggregate form and your answers will not be reported to our client in any way that would allow you to be identified.

The training we're asking about was called <COURSENAME>[IF HASDETAIL = 1:, and involved a course called <CORETITLE>] starting roughly on <STARTDATE>. [IF HASEMP = 1:It was undertaken at <EMPLOYER>].

We got your details from the ILR (Individualised Learner Record), which is the official national record of training courses for adult learners. It's likely that your employer, or a training provider, gave your contact details when asked to give details of the employer of a person doing work-based training.

Your data will be held securely at IFF; we are ISO27001 accredited for information security, and comply fully with the Data Protection Act. We are members of the Market Research Society and regulated by their code of conduct.

If you want to verify that IFF Research is a genuine market research company, you can call:

- MRS: Market Research Society on 0800 975 9596

If you'd like more information about this specific survey, or to get more information about its aims and objectives, you can call:

- IFF: Poppy Curd (poppy.curd@iffresearch.com): 020 7250 3035

If would like to speak to the survey commissioner and the query is pay-related, give details for BEIS contact. Otherwise provide details for DfE contact.

- BEIS: Helen Wrathall (helen.wrathall@beis.gov.uk) 0207 215 1255
- DfE: Earl Kehoe (earl.kehoe@education.gov.uk): 07384237393

Further screening, course and employer details (current learners)

IF SAMTYPE = 1 (CURRENT LEARNER)

LA1 **We are contacting you because we understand that you are currently involved in, or have recently finished a <COURSENAME> course or training [IF HASDETAIL = 1;, which would have involved a <CORETITLE>]. Can I check that this is correct?**
SINGLE CODE.

ADD IF NECESSARY: **The lead provider of this course was <pname>, although they may not have been the organisation that delivered the course or training to you**

INTERVIEWER: PROBE FOR DETAILS

YES – CORRECT AND IS STILL DOING THE COURSE / TRAINING 1 CONTINUE
 YES – CORRECT, BUT THE COURSE / TRAINING HAS FINISHED / HAS LEFT THE COURSE 2
 CONTINUE TO LAX
 NO – DOING A DIFFERENT COURSE / TRAINING WHICH IS STILL UNDERWAY 3 GO TO LA5
 NO – DOING A DIFFERENT COURSE / TRAINING WHICH IS NOW FINISHED / HAS LEFT THE COURSE
 4 GO TO LEARNER SCRIPT
 NO – HAVE NOT DONE ANY COURSE / TRAINING 5 THANK AND CLOSE
 HAVE NOT YET STARTED THE COURSE / TRAINING 6 THANK AND CLOSE

ASK IF COMPLETED COURSE ON SAMPLE AND PLANNED END DATE IN FUTURE (LA1=2 AND PLANNED END DATE>INTERVIEW DATE)

LAX **According to our records, you are supposed to complete your <COURSENAME> course or training in <PENDATE>. Can I just check that you have definitely already completed this course or training?**
DO NOT READ OUT. SINGLE CODE.

| | | |
|-------------------------------------|---|-----------------------------------|
| Yes – completed course or training | 1 | CONTINUE TO LEARNER SCRIPT |
| No – still doing course or training | 2 | GO BACK TO LA1 |

IF RECOGNISE COURSE AND A TRAILBLAZER (LA1=1 AND LEVEL ON SAMPLE = "TRAILBLAZER")

PT3b [IF T3A=2: **What** [ENGLAND AND WALES: **NVQ**] [SCOTLAND: **SVQ**] **level is it ...]**

[IF TRAILBLAZER: **What level NVQ is the course, it it...**]

READ OUT AND CODE ONE ONLY

LEVEL 2 2 CONTINUE

LEVEL 3 3

LEVEL 4 4

LEVEL 5 5

LEVEL 6 8

LEVEL 7 9

(DO NOT READ OUT) IT DOESN'T HAVE A LEVEL 6 THANK AND CLOSE

(DO NOT READ OUT) LEVEL 1 / ENTRY LEVEL 7 THANK AND CLOSE

(DO NOT READ OUT) DON'T KNOW X ASK T3C

IF DON'T RECOGNISE COURSE (LA1=3)

LA5 **What is the subject name and qualification level of this course / training?**

ENTER COURSE NAME AND LEVEL IN FULL.

COURSE NAME: WRITE IN 1

COURSE LEVEL: WRITE IN NUMERIC (DS: ALLOW 2 TO 7) 2

DON'T KNOW 3

IF DON'T RECOGNISE COURSE (LA1=3)

PT3c **And can I check does it involve some time with an employer, and some receiving formal training. You may have been told it is an Apprenticeship.**

YES 1 ASK A1

NO 2 THANK AND CLOSE

(DO NOT READ OUT) DON'T KNOW 3

LEVEL 6 OR HIGHER (A5DUM2=6/7) – NEW AEVS QUESTION (2018)

LA5a And [IF A5DUM3 = 1: **are you] [A5DUM3=2: **were you**] **working towards a Degree qualification as part of your Apprenticeship?****

DO NOT READ OUT. SINGLE CODE.

| | |
|------------|---|
| Yes | 1 |
| No | 2 |
| Don't know | 3 |

A5DUM1 NAME DUMMY VARIABLE, DO NOT ASK

COURSE NAME IF LA1 = 1 OR LA5 = 3: <COURSENAME>

IF LA1 = 3: <A5_1>

A5DUM2 LEVEL DUMMY VARIABLE, DO NOT ASK

Level 1 (not used) 1 (IF LA1 = 1 OR LA5 = 3) AND NOT TRAILBLAZER: <APPLEVEL>

IF LA1 = 3: <LA5_2>

IF TRAILBLAZER: TAKE LEVEL FROM PT3B

IF TRAILBLAZER AND DOES NOT KNOW LEVEL (PT3B=DK)

Level 2 2

Level 3 3

Level 4 4

Level 5 5

Level 6 6

Level 7 7

A5DUM3 COMPLETE STATUS DUMMY VARIABLE, DO NOT ASK

CURRENT LEARNER 1 LA1 = 1 OR 3

COMPLETED LEARNER 2 LA2 = 1 OR LA4 = 1 OR LA2 = 2

A5aDUM DUMMY VARIABLE, DO NOT ASK

Higher Apprenticeship LA5DUM2=4-5

Level 6+ Apprenticeship LA5A=2-3

Degree Apprenticeship LA5A=1

ASK ALL

PA6 **According to <IF ENGLAND: the Education and Skills Funding Agency's> <IF WALES: the Welsh Government's> <IF SCOTLAND: Skill Development Scotland's> records, you started this course/training around <insert START DATE (MONTH AND YEAR) from sample>? Is that correct?**

YES 1

NO 2

DON'T KNOW / CAN'T REMEMBER 3

ASK IF DIFFERENT START DATE TO SAMPLE (PA6=2)

PA7 **Approximately when did you start this course/training?** CODE MONTH AND YEAR

January 1

February 2

March 3

April 4

May 5

June 6

July 7

August 8

September 9

October 10

November 11

December 12

Can't remember month 13

FOR YEAR USE

2018 1

2017 2

2016 3

2015 4

2014 5

2013 6

2012 7

2011 8

EARLIER 9

CAN'T REMEMBER YEAR 10

PROGRAMMER: whether been doing the Apprenticeship for less than a year?

DUMMY QA

A year or less (A6 = 1 or X) & (Sample indicates a year or less)

Or

A6=2 & [(A7 (YEAR = 2018) OR (Year = 2017 and current i.e. interview month same month or earlier than A7 month))]

More than a year Not the above

IF HASEMP = 1 (EMPLOYER KNOWN)

PA1 **According to [ENGLAND: the Skill Funding Agency's] [SCOTLAND: Skills Development Scotland's] [WALES: the Welsh Government's] records we were supplied with, you are undertaking this course/training whilst working for <TEXT SUB: EMPLOYER FROM SAMPLE>. Can I check, is this correct?**

IF NO: PROBE WHETHER WITH EMPLOYER WHEN STARTED THE COURSE BUT HAVE SINCE CHANGED EMPLOYER OR DID NOT WORK FOR STATED EMPLOYER

YES 1 ASK LB1

NO – THAT WAS THE EMPLOYER I STARTED THE COURSE OR TRAINING WITH BUT I AM NO LONGER WITH THIS EMPLOYER / CHANGED EMPLOYER 2 ASK PA2

NO – DID NOT WORK FOR THEM. TRAINING / COURSE BEING DONE WITH A DIFFERENT EMPLOYER 3 ASK PA2

I AM NOT EMPLOYED WHILST DOING THIS COURSE/TRAINING 4 THANK AND CLOSE
DON'T KNOW / REFUSED X ASK LB1

ASK IF NO EMPLOYER NAME ON THE SAMPLE OR IF NOT WORKING FOR EMPLOYER ON SAMPLE (HASEMP=2 OR PA1=2-3)

PA2 **What is the name of the employer you are working for while doing this course or training?**

WRITE IN

I AM NOT EMPLOYED (WHILST DOING THIS COURSE/TRAINING) 3 THANK AND CLOSE
DON'T KNOW / REFUSED X

A9DUM EMPLOYER NAME DUMMY VARIABLE, DO NOT ASK

EMPLOYER NAME 1 IF PA1=2-3: <PA2>

IF PA1 = 1: <EMPLOYER>

IF PA1 OR PA2=DK: "your employer"

ASK ALL

LB1 **Do you know if your <A5DUM1> course or training [IF A5DUM3 = 1: is] [IF A5DUM3 = 2: was] part of an Apprenticeship?**

DO NOT READ OUT. SINGLE CODE.

YES 1

NO 2

DON'T KNOW 3

READ OUT IF LB1=2 OR 3

Although you may not realise it, the training you [IF A5DUM3 = 1: are] [IF A5DUM3 = 2: were] doing forms part of an Apprenticeship. Throughout the rest of this questionnaire, we will refer to the training [IF A5DUM3 = 1: you are doing] [IF A5DUM3 = 2: you did] as an Apprenticeship and learners doing this type of training as apprentices.

ASK ALL

PA3 **Do you have a written contract of employment with your employer?**

Yes 1 ASK PA4

No 2 ASK PA5

Don't know 3

Learner: A10

IF HAVE WRITTEN CONTRACT (PA3=1)

PA4 **Are you contracted to work for the full year or only part of each year?**

ADD IF NECESSARY: FOR EXAMPLE, YOU MAY BE EMPLOYED SEASONALLY OR WORK IN A SCHOOL WHERE YOU ARE MAY CONTRACTED TO WORK DURING TERM TIME.

NOTE: if they say the contract is due to end shortly this does not mean the answer should therefore be part of the year.

FULL YEAR 1 ASK PA5

PART OF THE YEAR 2 ASK PA4A

DON'T KNOW X ASK A5

WORK ONLY PART OF THE YEAR (PA4=2)

PA4a **How many weeks a year are you contracted to work?**

WRITE IN (RANGE 1-51)

DON'T KNOW / REFUSED X

ASK ALL

PA5 **Thinking about your employment, which one of the following best applies...? READ OUT AND CODE ONE ONLY**

You have a permanent job with no fixed end date 1

You will be employed for the duration of your training only 2

You have a fixed end date for your employment which is after the date you expect to complete your training
3

Or some other arrangement(SPECIFY) 0

(DO NOT READ OUT) Don't know

XLearner: A11

ASK ALL

PB1 **Thinking of the employer you were working for when you started the <A5DUM1> course or training, had you already been working for them when you started the course or training?**

Yes 1 *CONTINUE*

No 2 *CONTINUE*

Can't remember X

Learner: A18

LB1B QUESTION DELETED

READ OUT. SINGLE CODE.

Yes 1

No 2

Don't know 3

LB1C QUESTION DELETED

ASK IF WORKED FOR EMPLOYER BEFORE STARTING APPRENTICESHIP (PB1=1)

LA19 **How long did you work for this employer before you started doing your <A5DUM1> course or training? Was it...?**
READ OUT. SINGLE CODE.

LESS THAN 1 MONTH 1
1-3 MONTHS 2
4-6 MONTHS 3
7-9 MONTHS 4
10-11 MONTHS 5
12 MONTHS OR LONGER 6
DON'T KNOW 7

ASK IF WORKED FOR EMPLOYER BEFORE COURSE/TRAINING (PB1=1)

PB3 **Did your pay increase, decrease or stay the same as a direct result of starting your <A5DUM1> course / training?**

SINGLE CODE.

Increase 1

Decrease 2

Stayed the same 3

Changed but not as a direct result of starting the course 4

Can't remember

XLearner: A20

IF PB1=2 OR (LA19 = 1 TO 5 AND AGE = 16 TO 24)) (IF DID NOT WORK FOR EMPLOYER BEFORE STARTING, OR WORKED FOR THEM FOR LESS THAN A YEAR AND IS BETWEEN 16-24 YEARS OLD)

LA21 **Which one of the following best describes your main activity immediately before you started**[IF PB1=2: **your <A5DUM1> course or training**][IF PB1=1: **at <A9DUM>**]? **Were you...**
READ OUT. SINGLE CODE.

INTERVIEWER: IF THEY WERE DOING MORE THAN ONE ACTIVITY, ASK FOR THEIR MAIN ACTIVITY

Working for a different employer 1

Doing a course in school or college 2

Unemployed 3

Looking after home or family 4

Doing a different apprenticeship 9

Doing a government-funded Traineeship at a college or training provider 5

Doing something else (please specify) 6

DO NOT READ OUT: Don't know 7

DO NOT READ OUT: Refused 8

ASK ALL DOING A DIFFERENT APPRENTICESHIP BEFORE CURRENT ONE (LA21=9) – NEW AEVS QUESTION (2018)

LA21A **Was your previous apprenticeship in a different occupational area to your <A5DUM1> course or training?**

YES 1

NO 2

DON'T KNOW 3

ASK ALL DOING A DIFFERENT APPRENTICESHIP BEFORE CURRENT ONE (LA21=9) – NEW
AEVS QUESTION (2018)

LA21B **Was your previous apprenticeship at the same level, at a higher level, or at a lower level to your
<A5DUM1> course or training?**

PROMPT IF NECESSARY. SINGLE CODE.

PREVIOUS APPRENTICESHIP WAS AT THE SAME LEVEL AS THEIR CURRENT APPRENTICESHIP 1

PREVIOUS APPRENTICESHIP WAS AT A HIGHER LEVEL 2

PREVIOUS APPRENTICESHIP WAS AT A LOWER LEVEL 3

DO NOT PROMPT: DON'T KNOW 4

ASK ALL AGED 16-24 AT THE TIME OF ENROLMENT (AGE ON SAMPLE=16-24)

LA22 **In the year before you started your <A5DUM1> course or training, were you out of work and not
in education or training for a period of three months or more without a break?**

DO NOT READ OUT. SINGLE CODE.

YES 1

NO 2

DON'T KNOW 3

ASK ALL – NEW AEVS QUESTION (2018)

LA20A **Before starting your <A5DUM1> course or training, did you have a degree?**

DO NOT READ OUT. SINGLE CODE.

YES 1

NO 2

DON'T KNOW 3

ASK ALL

PB5 **Can you tell me if you are aged...READ OUT**

[IF ASKED: **this is just to help us understand some of your later answers**]

16-18 1

19-20 2

21-24 3

Or 25 or older 4

(DO NOT READ OUT) Refused V

PROGRAMMER: Dummy variable "AGE AND YEAR"

Aged 16-18 PB5=1 or age on sample 16-18 Apprenticeship NMW applies (£3.70 per hour)

Aged 19+ and in first year of Apprenticeship ((PB5=2, 3 or 4) or (age on sample 19+) & (answers from A6/A7 indicate < 1 year) Apprenticeship NMW applies (£3.70 per hour)

19+ and in second+ year of Apprenticeship ((PB5=2, 3 or 4) or (age on sample 19+) & (answers from A6/A7 indicate 1 year plus) Relevant NMW is not Apprenticeship NMW

Aged refused Age unknown on sample and PB5=V

LA23 COMPLETER QUESTION ONLY (ROUTING RETAINED ELSEWHERE FOR PROGRAMMING PURPOSES)

LA24 COMPLETER QUESTION ONLY (ROUTING RETAINED ELSEWHERE FOR PROGRAMMING PURPOSES)

IF A CURRENT APPRENTICE (A5DUM3 = 1)

LA25 **Are you still employed by the same organisation with whom you started your <A5DUM1> course or training?**

DO NOT READ OUT. SINGLE CODE.

Yes 1

No 2

DUMMY VARIABLES, DO NOT ASK

DS PLEASE CREATE THE FOLLOWING SEPARATE DUMMY VARIABLES:

A25DUM1: NEW TO EMPLOYER 1 PB1=2

A25DUM2: WITH EMPLOYER PRIOR TO ENROLMENT 1 PB1=1

A25DUM3: SAME EMPLOYER 1 LA24=1 OR LA25=1

A25DUM4: SCHOOL / COLLEGE LEAVER 1 LA21=2

A25DUM5: COMPLETED AND EMPLOYED BY EMPLOYER 1 LA23=1 OR 2 OR 13

A25DUM6: COMPLETED AND NOT EMPLOYED BY AN EMPLOYER 1 LA23=3-12

A25DUM7: CURRENT APPRENTICE STILL WITH SAME EMPLOYER AS WHEN STARTED 1
LA25=1

A25DUM8: NEET PRIOR TO ENROLMENT 1 LA22=1

A25DUM9: COMPLETED STILL WITH SAME EMPLOYER 1 LA24=1

DS – order of pay/learner questions will need to change according to sample.

- Those answering pay questions first should retain the current ordering
- Those answering learner questions first should get questions LB3-LF2 first (i.e. from ‘Deciding on an Apprenticeship’ to, and including ‘Future Plans’, and then PC1 to PE26 (i.e. from ‘Payslip, pay and hours’ to, and including ‘Awareness of pay rates’), before moving on to the demographics questions

Payslip, pay and hours

ASK ALL

PC1 **I am now going to ask you some questions about your pay and hours of work. For these questions, I am asking specifically about any pay you get from <PA9DUM>, and not for any second jobs you might have. First can you tell me, do you always get paid the same amount each week, or does this vary depending on how many hours you work?**

SINGLE CODE

Always get the same amount each week 1

It varies depending on the hours worked 2

Don't know 3

IF VARIES DEPENDING ON THE HOURS WORKED (C1=2)

PC2 **Are all the hours that you work paid at the same rate, or do you get a higher hourly rate for some hours, for example for working overtime, at weekends etc.?**

SINGLE CODE

All paid at the same rate 1

Some paid at a different rate 2

Don't know 3

ASK ALL

PC3 READ OUT. SINGLE CODE.

YES NO DON'T KNOW

A) DO YOU HAVE A SET NUMBER OF HOURS YOU ARE CONTRACTED TO WORK EACH WEEK?

1 2 3

IF YES AT PC3 A):

B) HOW MANY HOURS A WEEK IS THIS? (ALLOW DECIMALS) 3

IF NO AT PC3A

I) HOW MANY HOURS A WEEK IS THIS? 1 2 3

IF PC3B=0 OR PC3I=0

J) AND ARE YOU ON A ZERO HOURS CONTRACT? 1 2 3

ASK ALL

C) DO YOU EVER WORK OVERTIME - BY THIS WE MEAN ANY TIME PAID OR UNPAID IN ADDITION TO WHAT YOU CONSIDER TO BE YOUR [IF PC3_A=2/3: NORMAL] [IF PC3_A=1: CONTRACTED] WORKING HOURS? 1 2 3

IF YES AT PC3 C)

D) IS ANY OF THIS OVERTIME OR ADDITIONAL HOURS PAID? 1 2 3

ASK ALL

E) DO YOU RECEIVE ANY BONUSES, COMMISSIONS OR TIPS 1 2 3

F) DO YOU RECEIVE PAYSLEIPS FROM YOUR EMPLOYER? 1 2 3

IF YES AT PC3 F)

G) DO YOU HAVE A RECENT PAYSLEIP TO HAND NOW? 1 2 3

IF NO / DON'T KNOW AT PC3 G)

H) WOULD IT TO BE POSSIBLE FOR YOU TO GET ONE NOW TO ASSIST YOUR ANSWERS WHEN I COME TO ASK PAY-RELATED QUESTIONS? WE WOULD STRONGLY ENCOURAGE YOU TO USE A PAYSLEIP IF POSSIBLE, TO HELP YOU ANSWER THE PAY-RELATED QUESTIONS EASILY AND QUICKLY.

INTERVIEWER NOTE: ONLY CODE YES ONCE RETURN WITH ONE 1 2 3

IF PC1=1 & PC3D=1

PC3a **Can I just check, you mentioned that you get paid the same amount each week, but that you also sometimes do paid overtime. Are these both right?**

Yes 1 IF SO FORCE PC1 = 2 AND ASK PC2, THEN CONTINUE

No 2 AMEND EITHER PC1 OR PC3d

IF PAYSLIP AVAILABLE (PC3g =1 OR PC3h=1) – IF NOT GO TO NON-PAYSLIP QUESTIONS

PC4 I'd like to ask you a few questions about your pay. What month and year does this payslip cover?

INTERVIEWER NOTE: Payslip might not cover the full month (i.e. it might be weekly). We are asking them to tell us "which year and month is the payslip from."

DS NOTE YEAR CODES TO REMAIN CONSISTENT WITH 2016 SURVEY, BUT SHOULD BE SHOWN IN ORDER 2018 THROUGH '2012 OR EARLIER' ON SCREEN

| MONTH | YEAR | | |
|------------------|-------------|-----------------|---|
| January | 1 | 2018 | 1 |
| February | 2 | 2017 | 2 |
| March | 3 | 2016 | 3 |
| April | 4 | 2015 | 4 |
| May | 5 | 2014 | 5 |
| June | 6 | 2013 | 6 |
| July | 7 | 2012 or earlier | 7 |
| August | 8 | Don't know | 8 |
| September | 9 | | |
| October | 10 | | |
| November | 11 | | |
| December | 12 | | |
| Don't know month | X | | |

.IF (AGED 25+ (FROM SAMPLE OR PB5=4) AND PAYSLIP FROM MARCH 2018 OR EARLIER) OR
(AGED UNDER 25 (FROM SAMPLE OR PB5=1-3) AND PAYSLIP FROM MARCH 2018 OR EARLIER)
PC4B **Do you have a more recent payslip available? We're looking for a payslip from April 2018 or later
for the purposes of this survey.**

Yes 1 DS: Show following message "Please ask respondent to use the most recent payslip they have to
hand, if available' and then

RE-ASK PC4

No 2 IF PAYSLIP FROM 2018 OR EARLIER (PC4_2=1-3) OR DK YEAR (PC4_2=4) GO TO NON-
PAYSLIP QUESTIONS

H5b

ALL OTHERS CONTINUE

IF PAYSLIP AVAILABLE AND IN DATE (PC3 G=1) OR (PC3 H=1) AND (PC4_2=5-6)
PC5 **And does the payslip cover a week, a fortnight, four weeks, a month, or some other period?**

Week 1

Fortnight 2

4 weeks 3

Month 4

Other (SPECIFY) 5

Don't know X GO TO D1

.IF (PAYSLIP MONTH=APRIL (PC4_1=4) AND YEAR IS 2018 (PC4_2=2018))
PC5C **Did the period covered by the payslip start before 1st April 2018?**

INTERVIEWER NOTE: E.G. SPANNING END OF MARCH / BEGINNING OF APRIL

Yes 1 DS: SET PC4_1 AS 3 (MARCH)

No 2 CONTINUE

IF PAID SAME AMOUNT EACH WEEK AND HAS PAYSLIP [(PC1=1) & (PC3g =1 OR PC3h=1)] (OTHERS CHECK TO NEXT UNDERLINED HEADING – PC11)

PC6 Looking at the payslip what is the GROSS pay shown, by this I mean the figure BEFORE tax, national insurance and any other deductions. [IF PC3E=1: Please exclude bonuses, commissions or tips].

| | Weekly | Fortnightly | Four weekly | Monthly | Other |
|---------------|----------------|----------------|----------------|----------------|--------|
| | Allow decimals | Allow decimals | Allow decimals | Allow decimals | Allow |
| | decimals | | | | |
| EXACT FIGURE: | £_____ | £_____ | £_____ | £_____ | £_____ |
| Don't know * | X | X | X | X | X |
| Refused * | V | V | V | V | V |

IF GIVE AN EXACT FIGURE AT PC6

PC7 And can I just check this figure is per <ANSWER FROM PC5>?

- Yes 1
- No – the figure is monthly 2
- No – the figure is 4 weekly 3
- No – the figure is fortnightly 4
- No – the figure is weekly 5
- No – the figure is annual 6
- Other (SPECIFY) 0

IF PAID SAME AMOUNT EACH WEEK AND HAS PAYSリップ [(PC1=1) & (PC3g =1 OR PC3h=1)

PC8 **Thinking about the period covered by the payslip, how many hours A WEEK did you spend working for <PA9DUM> EXCLUDING unpaid meal breaks [IF EVER DO OVERTIME (PC3c=1): but including any unpaid overtime]**

IF VARIED EACH WEEK ACROSS THE PERIOD ON THE PAYSリップ ASK FOR A WEEKLY AVERAGE ACROSS THE PERIOD

IF DON'T KNOW PLEASE ASK RESPONDENT TO PROVIDE BEST ESTIMATE.

WRITE IN _____ / HOURS A WEEK (DATA PROGRAMMERS: ALLOW DECIMALS)

DON'T KNOW *.....X

SOFT CHECK: INTERVIEWER TO RECONFIRM HOURS IF LESS THAN 10 OR OVER 50

Just to confirm, I've recorded that in the period covered by the payslip you worked [PC8 INTEGER] hours PER WEEK. Is that correct?

YES 1 CONTINUE

NO

INTERVIEWER NOTE: IF 'NO' IS SELECTED YOU WILL BE AUTOMATICALLY ROUTED BACK TO RE-ASK QUESTION PC8. 2 RE-ASK PC8

HARD CHECK: MORE THAN 100 HOURS NOT PERMISSIBLE

IF PAID SAME AMOUNT EACH WEEK AND HAS PAYSALIP [(PC1=1) & (PC3g =1 OR PC3h=1)

PC9 **We are also interested in the amount of time each week you spend attending college; on courses, workshops or training sessions at your employer's premises or held externally; learning at home; learning from workbooks; with your assessor, or filling in your portfolio.**

In addition to the <TEXT SUB IF PC8 ANSWERED AS A NUMBER: PC8> hours per week you worked, in the time period covered by the payslip how many hours per week, if any, did you spend training or on guided learning as part of your <A5DUM1> course?

[So if you said you work 35 hours a week and during this time you spend 1 hour filling in your portfolio, please do not include this hour, as you've already accounted for it]

IF DON'T KNOW PLEASE ASK RESPONDENT TO PROVIDE BEST ESTIMATE. IF RANGE PROVIDED I.E. 3-5 HOURS, PLEASE PROBE FOR EXACT FIGURE.

WRITE IN ADDITIONAL HOURS A WEEK TRAINING (DATA PROGRAMMERS: ALLOW DECIMALS)
DON'T KNOW *.....X

SOFT CHECK IF C9=0.1-4.9 OR C9>50:

Just to confirm, I've recorded that in the period covered by the payslip you spent [PC9 INTEGER] hours PER WEEK on training or guided learning activities and these hours are in addition to your working hours. Is that correct?

Yes 1

No

INTERVIEWER NOTE: If 'no' is selected you will be automatically routed back to re-ask question PC9. 2
RE-ASK PC9

HARD CHECK: 100 MORE HOURS NOT PERMISSIBLE

ASK ALL WHERE SPECIFIC NUMBERS GIVEN AT PC8 & PC9

PC10 **Can I just check, in the period covered by the payslip, you spent a total of <SUM OF PC8 + PC9> hours working and training EACH WEEK [IF EVER DO OVERTIME (PC3c=1; including any unpaid overtime.] Is that correct?**

INTERVIEWER NOTE: We are looking for the hours they do EACH WEEK and not the total number of hours covered by the payslip

YES 1

NO

INTERVIEWER NOTE: IF 'NO' IS SELECTED YOU WILL BE AUTOMATICALLY ROUTED BACK TO RE-ASK QUESTIONS PC8 AND PC9. 2 RE-ASK PC8 TO PC9

IF PAYSALIP AND PAY VARIES DEPENDING ON HOURS WORKED (PC1=2 OR X) AND (PC3G=1 OR PC3H=1)

PC11 **Looking at the payslip what is the TOTAL GROSS pay shown, by this I mean the figure BEFORE tax, national insurance and any other deductions. [IF OVERTIME EVER PAID PC3d=1: Please include any PAID overtime] [IF OVERTIME EVER PAID AND BONUSES, COMMISSIONS OR TIPS**

EVER PAID (PC3D=1 AND PC3E=1): however] [IF PC3e=1: **Please exclude bonuses, commissions or tips**]?

| | WEEKLY | FORTNIGHTLY | | FOUR WEEKLY | | MONTHLY | OTHER | |
|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|-------|
| ALLOW DECIMALS | ALLOW |
| EXACT FIGURE: | £_____ | £_____ | £_____ | £_____ | £_____ | £_____ | £_____ | |
| DON'T KNOW *X | X | X | X | X | | | | |
| REFUSED * V | V | V | V | V | | | | |

IF GIVE AN EXACT FIGURE AT PC11

PC12 **And can I just check this figure is per** <ANSWER FROM PC5>?

YES 1

NO – THE FIGURE IS MONTHLY 2

NO – THE FIGURE IS 4 WEEKLY 3

NO – THE FIGURE IS FORTNIGHTLY 4

NO – THE FIGURE IS WEEKLY 5

NO – THE FIGURE IS ANNUAL 6

OTHER (SPECIFY) 0

IF PAYSALIP AND PAY VARIES DEPENDING ON HOURS WORKED (PC1=2 OR X) AND (PC3G=1 OR PC3H=1)

PC13 **Does the payslip show the number of hours worked, on which this pay is based?**

YES 1
NO / CAN'T SEE IT 2

IF YES (PC13=1)

PC14 **What is the TOTAL number of hours shown on the payslip? (IF OVERTIME EVER PAID (PC3d=1) Please include any paid overtime)**

WRITE IN (DATA PROGRAMMERS: ALLOW DECIMALS)
DON'T KNOW *X

SOFT CHECK IF PAYSALIP WEEKLY (PC5=1) AND (PC14<10 OR PC14>50):

Just to confirm, your payslip shows that you worked [INSERT INTEGER FROM PC14] hours FOR A SINGLE WEEK. Is that correct?

HARD CHECK IF PAYSALIP WEEKLY (PC5=1): MORE THAN 100 HOURS NOT PERMISSIBLE

SOFT CHECK IF PAYSALIP FORTNIGHTLY (PC5=2) AND (PC14<20 OR PC14>100):

Just to confirm, your payslip shows that you worked [INSERT INTEGER FROM PC14] hours over a FORTNIGHTLY PERIOD. Is that correct?

HARD CHECK IF PAYSALIP FORTNIGHTLY (PC5=2): MORE THAN 200 HOURS NOT PERMISSIBLE

SOFT CHECK IF PAYSALIP FOUR WEEKLY (PC5=3) AND (PC14<40 OR >200):

Just to confirm, your payslip shows that you worked [INSERT INTEGER FROM PC14] hours OVER A FOUR WEEK PERIOD. Is that correct?

HARD CHECK IF PAYSALIP FOUR WEEKLY (PC5=3): MORE THAN 400 HOURS NOT PERMISSIBLE

SOFT CHECK IF PAYSALIP MONTHLY OR OTHER (PC5=4 OR 5) AND (PC14<40 OR PC14>215):

Just to confirm, I've recorded that you worked [INSERT INTEGER FROM PC14] hours over the time period covered by the payslip. Is that correct?

HARD CHECK IF PAYSALIP MONTHLY OR OTHER (PC5=4 OR 5): MORE THAN 430 HOURS NOT PERMISSIBLE

IF GIVE AN EXACT FIGURE AT PC14

PC15 **And can I just check is this the number of hours for the <ANSWER FROM PC5>?**

- Yes 1
- No – the figure is monthly 2
- No – the figure is 4 weekly 3
- No – the figure is fortnightly 4
- No – the figure is weekly 5
- No – the figure is annual 6
- Other (SPECIFY) 0

IF HOURS NOT ON PAYS LIP (PC13=2)

PC16 **Thinking about the period covered by the payslip, how many hours A WEEK did you spend working for <PA9DUM> EXCLUDING unpaid meal breaks [IF EVER OVERTIME (PC3c=1: but including paid over time or additional hours?**

IF VARIED EACH WEEK ACROSS THE PERIOD ON THE PAYS LIP ASK FOR A WEEKLY AVERAGE ACROSS THE PERIOD

IF DON'T KNOW PLEASE ASK RESPONDENT TO PROVIDE BEST ESTIMATE.

WRITE IN _____ / HOURS A WEEK (DATA PROGRAMMERS: ALLOW DECIMALS)
DON'T KNOW *.....X

SOFT CHECK IF PC16<10 OR PC16>50:

Just to confirm, I've recorded that in the period covered by the payslip you worked [PC16 INTEGER] hours PER WEEK. Is that correct?

- YES 1
- NO

INTERVIEWER NOTE: IF 'NO' IS SELECTED YOU WILL BE AUTOMATICALLY ROUTED BACK TO RE-ASK QUESTION C16. 2 RE-ASK PC16

HARD CHECK: MORE THAN 100 HOURS NOT PERMISSIBLE

IF PAYS LIP AND PAY VARIES DEPENDING ON HOURS WORKED (PC1=2 OR X) AND (PC3G=1 OR PC3H=1

PC17 **We are also interested in the amount of time each week you spend attending college; on courses, workshops or training sessions at your employer's premises or held externally; learning at home; learning from workbooks; with your assessor, or filling in your portfolio.**

In ADDITION to the <TEXT SUB IF EXACT ANSWER AT PC14 and GIVEN AS WEEKLY [PC5=1]) OR PC16: THE NUMBER AT PC14 OR PC16 hours per week you worked that you just mentioned>, <TEXT SUB IF PC14 NOT GIVEN WEEKLY [PC5 NOT=1]: hours shown on your payslip> in the time period covered by the payslip how many hours PER WEEK, if any, did you spend training or on guided learning as part of your <A5DUM1> course?

ADD IF NECESSARY: So if you said you work 35 hours a week and during this time you spend 1 hour filling in your portfolio, please do not include this hour, as you've already accounted for it.

IF DON'T KNOW PLEASE ASK RESPONDENT TO PROVIDE BEST ESTIMATE. IF RANGE PROVIDED I.E. 3-5 HOURS, PLEASE PROBE FOR EXACT FIGURE.

WRITE IN ADDITIONAL HOURS A WEEK TRAINING(DATA PROGRAMMERS: ALLOW DECIMALS)
DON'T KNOW *.....X

SOFT CHECK IF PC17<5 OR PC17>50:

PC17chk **Just to confirm, I've recorded that in the period covered by the payslip you spent [PC17 INTEGER] hours PER WEEK on training or guided learning activities and these hours are in addition to your working hours. Is that correct?**

YES 1 CONTINUE

NO

INTERVIEWER NOTE: IF 'NO' IS SELECTED YOU WILL BE AUTOMATICALLY ROUTED BACK TO RE-ASK QUESTION PC17. 2 RE-ASK PC17

HARD CHECK: 100 MORE HOURS NOT PERMISSIBLE

HARD CHECK SUM OF PC1 AND PC2: 0 IS NOT PERMISSIBLE. 100 MORE HOURS NOT PERMISSIBLE

ASK ALL WHERE SPECIFIC ANSWERS GIVEN AT [(((PC14 IF WEEKLY (PC5=1)) OR PC16)) AND PC17]

PC18 **Can I just check, in the period covered by the payslip, you spent a total of approximately <SUM OF PC14 IF WEEKLY/PC16 + PC17> hours working and training each week [IF EVER DO OVERTIME:, including any paid overtime.] Is that correct?**

YES 1 CONTINUE

NO 2 RE-ASK PC14 – PC17

IF PAYSリップ AND PAY VARIES DEPENDING ON HOURS WORKED (PC1=2 OR X) AND (PC3G=1 OR PC3H=1)

PC19 **Thinking about the total** [IF ANSWERED PC14: INTEGER GIVEN AT PC14] [IF ANSWERED PC16: INTEGER GIVEN AT PC16] **hours you worked, were any of these paid at a higher rate than your standard rate?**

YES 1
NO 2
DON'T KNOW* 3 ASK D1

IF PC19 = 1 (YES TO EXTRA HOURS AT THE HIGHER RATE)

PC20 [IF ANSWERED PC16: **In the period covered by the payslip, how many hours a WEEK on average were you paid at a higher rate than your normal rate?**] [IF ANSWERED PC14: **How many of the hours shown on your payslip were paid at a higher rate than your normal rate?**]

WRITE IN NUMBER OF HIGHER RATE HOURS (DATA PROGRAMMERS: ALLOW DECIMALS)

(ANSWER MUST BE LESS THAN PC14 / PC16 ANSWER)
DON'T KNOW *X

IF PC19 = 1 (YES TO EXTRA HOURS AT THE HIGHER RATE)

PC21 **What is the higher hourly rate at which you are paid? Please answer in gross terms i.e. before tax, NI and other deductions.**

[IF SAYS VARIES ASK THE HIGHER RATE PAID MOST OFTEN]

(NB RECORD THE TOTAL RATE NOT THE INCREMENT OVER THE STANDARD RATE]

£ _____ PER HOUR (ALLOW DECIMALS) 1
OTHER (SPECIFY) 2
DON'T KNOW X

IF PAYSリップ AND PAY VARIES DEPENDING ON HOURS WORKED (PC1=2 OR X) AND (PC3G=1 OR PC3H=1)

PC22 **In the period covered by the payslip, did you work any extra hours for which you were NOT paid?**

YES 1 ASK PC22
NO 2 ASK PD1
DON'T KNOW* 3

IF "WORKED EXTRA UNPAID HOURS (PC22=1)

PC23 **Approximately how many hours was this? <IF ANSWERED PC16: Please give the figure per week>.**

ADD IF NECESSARY: **It is fine to give a best estimate.**

WRITE IN NUMBER OF UNPAID HOURS (Data programmers: allow decimals)

DON'T KNOW *X

Non-payslip pay and hours

SECTIOND_DUM:

1 (YES) IF:

- "NO PAYSALIP" (PC3F=2 OR 3) OR (PC3H= 2 OR 3); OR

 - "HAS PAYSALIP BUT DON'T KNOW IF PAY VARIES EACH WEEK" (PC1=3) [I.E. THOSE WITH PAYSALIP BUT NOT ASKED EITHER PC6 OR PC11]; OR
 - "HAS PAYSALIP BUT DON'T KNOW THE TIME PERIOD THE PAYSALIP COVERS" (PC5=X); OR

 - "HAS PAYSALIP AND GET PAID SAME AMOUNT EACH WEEK BUT DK OR REF AT":
 - PC6; OR
 - PC8; OR
 - PC9; OR

 - "HAS PAYSALIP AND PAY VARIES DEPENDING ON HOURS WORKED BUT DK OR REF AT":
 - PC11; OR
 - PC14; OR
 - PC16; OR
 - PC17; OR
 - PC19; OR
 - PC20; OR
 - PC22; OR
 - PC23.

 - "HAS PAYSALIP BUT NOT RECENT PAYSALIP":
 - PC4B=2 AND PC4_2=1-3
 - PC4_2=4 (DK)
- 2 (NO) ALL THOSE NOT COVERED IN ABOVE DEFINITION.

ASK IF NO PAYSALIP OR PAYSALIP INFO UNUSABLE (SECTIOND_DUM=1)

PD1 [IF PC5=1-5: **Moving away from what is noted on the payslip**] [IF PC4b=2: **We need to know about your recent hours and pay, so moving away from what is noted on the payslip,**] I am now going to ask you about the weekly hours you spend working for <PA9DUM>. Thinking about your last full working week, so not a week where you had paid leave or were on sick leave, how many hours did you spend working - please **EXCLUDE** unpaid meal breaks [IF EVER DO OVERTIME ADD (PC3c=1): and overtime. By overtime we mean any work time paid or unpaid in addition to what you consider to be your normal working hours.]

IF DON'T KNOW PLEASE ASK RESPONDENT TO PROVIDE BEST ESTIMATE. IF RANGE PROVIDED I.E. 35-40 HOURS, PLEASE PROBE FOR EXACT FIGURE.

WRITE IN _____ / HOURS A WEEK (DATA PROGRAMMERS: ALLOW DECIMALS)
DON'T KNOWX

SOFT CHECK IF PD1<10 OR PD1>50:

Just to confirm, I've recorded that you worked [PD1 INTEGER] hours during your last full working week. Is that correct?

YES 1

NO

INTERVIEWER NOTE: IF 'NO' IS SELECTED YOU WILL BE AUTOMATICALLY ROUTED BACK TO RE-ASK QUESTION PD1. 2 RE-ASK PD1

HARD CHECK: MORE THAN 100 HOURS NOT PERMISSIBLE

ASK IF NO PAYSALIP OR PAYSALIP INFO UNUSABLE SECTIOND_DUM=1

PD2 **We are also interested in the amount of time each week you spend attending college; on courses, workshops or training sessions at your employer's premises or held externally; learning at home; learning from workbooks; with your assessor; or filling in your portfolio.**

In addition to the <TEXT SUB: NUMBER OF HOURS FROM PD1> hours you worked that you just mentioned, how many **ADDITIONAL hours, if any, in the last full working week did you spend training or on guided learning as part of your <A5DUM1> course or training.**

[So if you said you work 35 hours a week and during this time you spend 1 hour filling in your portfolio, please do not include this hour, as you've already accounted for it]

IF DON'T KNOW PLEASE ASK RESPONDENT TO PROVIDE BEST ESTIMATE. IF RANGE PROVIDED I.E. 3-5 HOURS, PLEASE PROBE FOR EXACT FIGURE.

WRITE IN ADDITIONAL HOURS A WEEK TRAINING (Data programmers: allow decimals)

DON'T KNOW.....X

SOFT CHECK IF PD2<5 OR PD2>50:

Just to confirm, I've recorded that during your last full working week you spent [PD2 INTEGER] hours on training or guided learning activities and these hours are in addition to your working hours during that week. Is that correct?

Yes 1

No

INTERVIEWER NOTE: If 'no' is selected you will be automatically routed back to re-ask question PD2.
2 RE-ASK PD2

HARD CHECK: 100 MORE HOURS NOT PERMISSIBLE

HARD CHECK SUM OF PC18 AND PC19: 0 IS NOT PERMISSIBLE. 100 MORE HOURS NOT PERMISSIBLE

IF GAVE NUMBER ANSWERS AT PD1 AND PD2

PD3 **Can I just check, in total you spent <SUM OF PD1 and PD2> working and training in your last full week [IF EVER DO OVERTIME (PC3c=1):, excluding any overtime]. Is that correct?**

YES 1

NO 2 RE-ASK PD1 AND PD2

ASK IF YES AT PD3

PD4 **Would you say that this is the usual number of hours you spend working and training in a typical week [IF EVER DO OVERTIME (PC3c=1):, excluding any overtime]?**

Yes 1

No 2

Don't know / don't really have a typical week X

ASK IF NOT TYPICAL WEEK (PD4=2 OR X) OR IF DON'T KNOW AT PD1 OR PD2

PD5 **Excluding unpaid meal breaks [IF EVER DO OVERTIME (PC3c=1): and overtime], how many hours in total do you usually spend working for <PA9DUM> and on training or on guided learning during a typical full working week.**

Training or guided learning as part of your <A5DUM1> course or training could include attending college, courses, workshops or training sessions at your employer's premises or held externally, learning at home, learning from workbooks, time with your assessor, and time filling in a portfolio.

IF DON'T KNOW PLEASE ASK RESPONDENT TO PROVIDE BEST ESTIMATE. IF RANGE PROVIDED I.E. 35-40 HOURS, PLEASE PROBE FOR EXACT FIGURE.

WRITE IN _____ / HOURS A WEEK (ALLOW DECIMALS)

DON'T KNOW / IT VARIES TOO MUCH

SOFT CHECK IF D5<10 OR D5>50:

Just to confirm, I've recorded that during a typical full working week you spend a total of [PD5 INTEGER] hours, which includes any working hours as well as hours on training or guided learning. Is that correct?

Yes 1

No

INTERVIEWER NOTE: If 'no' is selected you will be automatically routed back to re-ask question PD5.
2 RE-ASK PD5

HARD CHECK: 100 MORE HOURS NOT PERMISSIBLE

ASK IF UNABLE TO GIVE A TOTAL NUMBER OF USUAL WORKING/ TRAINING HOURS (PD5 = DON'T KNOW / IT VARIES TOO MUCH)

PD6 **Thinking about the last month or so, how many hours a WEEK ON AVERAGE have you spent working, training or on guided learning. Please exclude unpaid meal breaks [IF EVER DO OVERTIME (PC3c=1): and any overtime].**

WRITE IN _____ / HOURS A WEEK (ALLOW DECIMALS)

DON'T KNOW X

IF DON'T KNOW – PROMPT WITH RANGES [ALL RESPONDENTS WHERE AN EXACT ANSWER GIVEN INTERVIEWER TO CODE RANGE AND CHECK CONSISTENT]

LESS THAN 10 HOURS A WEEK 1 40-45 8
10-14 2 46-50 9
15-20 3 51-59 10
21-25 4 60-69 11
26-29 5 70+ HOURS A WEEK 12
30-34 6 DON'T KNOW X
35-39 7

SOFT CHECK: INTERVIEWER TO RECONFIRM HOURS IF LESS THAN 10 OR OVER 50

Just to confirm, I've recorded that over the last month you spent, on average, [PD6 INTEGER] hours PER WEEK working, training or on guided learning. Is that correct?

YES 1

NO

INTERVIEWER NOTE: IF 'NO' IS SELECTED YOU WILL BE AUTOMATICALLY ROUTED BACK TO RE-ASK QUESTION D6.2 RE-ASK D6

HARD CHECK: 0 IS NOT PERMISSIBLE. 100 MORE HOURS NOT PERMISSIBLE

IF EVER DO OVERTIME (PC3 C=1) AND SECTION D_DUM=1

PD7 **You said earlier that you sometimes do overtime. Thinking about your last full working week, did you spend any hours doing overtime for <PA9DUM> i.e. paid or unpaid hours in addition to what you consider to be your normal working hours?**

YES 1 ASK PD8

NO 2

DON'T KNOW 3

ASK IF DID OVERTIME (PD7=1)

PD8 **How many hours did you spend working overtime in your last full working week? (i.e. paid or unpaid hours in addition to what you consider to be your normal working hours).**

IF DON'T KNOW PLEASE ASK RESPONDENT TO PROVIDE BEST ESTIMATE. IF RANGE PROVIDED I.E. 35-40 HOURS, PLEASE PROBE FOR EXACT FIGURE.

WRITE IN _____ / HOURS A WEEK (ALLOW DECIMALS)

DON'T KNOW ...X

SOFT CHECK IF PD8<10 OR PD8>50:

Just to confirm, I've recorded that in your last full working week you worked [PD6 INTEGER] hours OVERTIME. Is that correct?

Yes 1

No

INTERVIEWER NOTE: If 'no' is selected you will be automatically routed back to re-ask question PD8. 2
RE-ASK PD8

HARD CHECK: 100 MORE HOURS NOT PERMISSIBLE

IF EVER DO OVERTIME (PC3 C=1) AND SECTIOND_DUM=1

PD9 **Would you say this is the usual number of hours you spend working overtime in a typical week with <PA9DUM>?**

YES 1

NO 2 ASK PD10

DON'T KNOW X

ASK IF NOT TYPICAL WEEK (PD9=2 OR X)

PD10 **How many hours would you usually spend working overtime during a typical full working week? [i.e. paid or unpaid hours in addition to what you consider to be your normal working hours]**

IF DON'T KNOW PLEASE ASK RESPONDENT TO PROVIDE BEST ESTIMATE. IF RANGE PROVIDED I.E. 35-40 HOURS, PLEASE PROBE FOR EXACT FIGURE.

WRITE IN _____ / HOURS A WEEK

DON'T KNOW / IT VARIES TO MUCH...X

SOFT CHECK IF PD10<10 OR PD10>50:

Just to confirm, I've recorded that during a typical full working week you usually work [PD10 INTEGER] hours OVERTIME. Is that correct?

Yes 1

No

INTERVIEWER NOTE: If 'no' is selected you will be automatically routed back to re-ask question PD10.

2 RE-ASK PD10

HARD CHECK: 100 MORE HOURS NOT PERMISSIBLE

DP: ALLOW FOR DECIMAL HOURS

ASK IF UNABLE TO GIVE USUAL HOURS WORKING OVERTIME (PD10 = X)

PD11 Thinking about the last four weeks, how many hours a WEEK ON AVERAGE did you spend working overtime?

[SO IF IN THE LAST 4 WEEKS – 8,0,0,0 hours overtime answer would be 2]

WRITE IN _____ / HOURS A WEEK

DON'T KNOW X

SOFT CHECK IF PD11<10 OR PD11>50:

Just to confirm, over the last four weeks on average PER WEEK you worked [PD11 INTEGER] hours OVERTIME. Is that correct?

Yes 1

No

INTERVIEWER NOTE: If 'no' is selected you will be automatically routed back to re-ask question PD11. 2 RE-ASK PD11

HARD CHECK: 100 MORE HOURS NOT PERMISSIBLE

DP: ALLOW FOR DECIMAL HOURS

IF DON'T KNOW – PROMPT WITH RANGES [ALL RESPONDENTS WHERE AN EXACT ANSWER GIVEN INTERVIEWER TO CODE RANGE AND CHECK CONSISTENT]

NONE 1 20-24 HOURS A WEEK 9
1-2 HOURS A WEEK OF OVERTIME ON AVERAGE 2 25-29 HOURS A WEEK 10
3-4 HOURS A WEEK 3 30-34 HOURS A WEEK 11
5-6 HOURS A WEEK 4 35-39 HOURS A WEEK 12
7-8 HOURS A WEEK 5 40-49 HOURS A WEEK 13
9-10 HOURS A WEEK 6 50+ HOURS A WEEK 14
11-14 HOURS A WEEK 7 DON'T KNOW X
15-19 HOURS A WEEK 8

DUMMY VARIABLE: D1_TOT_USUALHRS – ALLOW DECIMALS / NO ROUNDING

PROGRAMMER NOTE: NEED TO CALCULATE TOTAL “USUAL” HOURS GIVEN FOR WORKING/TRAINING AND “USUAL” OVERTIME (IF DO OVERTIME):

USUAL WORKING HOURS:

IF YES AT PD4:

USUAL WORKING HOURS = SUM OF PD1 AND PD2

IF NO/DON'T KNOW AT PD4:

USUAL WORKING HOURS = ANSWER GIVEN AT EITHER PD5 OR PD6

PLUS (IF EVER DO OVERTIME, PC3C=1)

USUAL OVERTIME:

IF YES AT PD9

USUAL OVERTIME = ANSWER AT PD8

IF NO/DON'T KNOW AT PD9

USUAL OVERTIME = ANSWER GIVEN AT EITHER PD10 OR PD11

ASK IF ASKED PD1, EXCEPT IF RANGE GIVEN AT PD6 OR PD11 (PD6RAN=1-13 OR PD11RAN=1-15)

PD12 **So can I just check, based on your responses, in a typical week, you would usually spend <D1_TOT USUALHRS> hours working and training, including all paid and unpaid overtime? Does that seem accurate?**

Yes 1

No

INTERVIEWER NOTE: If 'no' is selected you will be automatically routed back to re-ask question PD1.

2 RE-ASK FROM PD1

Pay, bonuses and tips

NON-PAYSLIP RESPONDENTS (IE EXCLUDE IF FULLY ANSWERED PC6 TO PC11) – OTHERS
ASK PE10

PE1 **I am going to ask you a few questions about your pay. Ideally we are interested in your gross pay - by which I mean how much you get paid BEFORE any deductions for tax, national insurance or any other deductions. Are you able to answer in terms of your gross pay?**

YES – CAN ANSWER GROSS PAY (BEFORE DEDUCTIONS) 1 ASK PE2
NO – CAN ONLY ANSWER NET PAY (TAKE-HOME PAY) 2
REFUSED X

ASK ALL ANSWERING ABOUT GROSS PAY (PE1=1)

PE2 **Would it be easier to give your gross pay with an...?**

ANNUAL FIGURE 1
MONTHLY 2
FOUR WEEKLY / EVERY FOUR WEEKS 3
FORTNIGHTLY 4
WEEKLY 5
DAILY 6
HOURLY 7

REFUSED TO ANSWER ABOUT PAY

[INTERVIEWER TRY AND PERSUADE BY SAYING THEY CAN ANSWER IN RANGES NOT WITH A SPECIFIC RESPONSE]V

ASK IF CAN ANSWER FOR SPECIFIC PERIOD (PE2=1 - 7)

PE3 **Excluding any payments for [IF EVER DO OVERTIME (PC3c=1): overtime], bonuses, commissions or tips, what is your GROSS pay per <ANSWER FROM PE2> - again by gross I mean how much you get paid BEFORE any deductions for tax or national insurance?**

WRITE IN EXACT IF GIVEN AND RANGE (CATI CHECK THE TWO CONSISTENT – IF NOT RE-ASK). IF DON'T KNOW PROMPT WITH RELEVANT RANGES.

| | Annual | Monthly | Four weekly | Fortnightly | Weekly | Daily | Hourly |
|---------------|---------|---------|-------------|----------------|----------------|---------|---------|
| | | | | Allow decimals | Allow decimals | | |
| EXACT FIGURE: | £ _____ | £ _____ | £ _____ | £ _____ | £ _____ | £ _____ | £ _____ |
| | £ _____ | £ _____ | | | | | |
| Don't know | X | X | X | X | X | X | X |
| Refused | V | V | V | V | V | V | V |

IF DK / REFUSED PROMPT WITH RANGES:

| Less than £6,000 Less than £3.70 | Less than £166 | Less than £154 | Less than £76 | Less than £38 | Less than £21 |
|-------------------------------------|-----------------|-----------------|---------------|---------------|---------------------------|
| £6,000 - £7,999 £4.19 | £166-£333 | £155 - £307 | £76 - £149 | £38-£74 | £21-£24.99 £3.71 - |
| £8,000 - £9,999 | £334-£499 | £308 - £449 | £150 - £229 | £75-£114 | £25-£29.99 £4.20-£4.99 |
| £10,000 - £11,999 £5.00-£5.89 | £500-£666 | £450 - £624 | £230 - £299 | £115-£153 | £30-£34.99 |
| £12,000 - £14,999 £5.90-£7.37 | £667-£832 | £625 - £749 | £300 - £380 | £154-£192 | £35-£39.99 |
| £15,000 - £17,999 £7.38 - £7.82 | £833-£999 | £750 - £924 | £381 - £460 | £193-£230 | £40-£43.99 |
| £18,000 - £20,999 £7.83 or more | £1,000-£1,249 | £925 - £1,149 | £461 - £579 | £231-£289 | £44-£49.99 |
| £21,000 or more | £1,250-£1,499 | £1,150 - £1,349 | £580 - £699 | £290-£346 | £50-£59.99 |
| £1,500-£1,749 | £1,350 - £1,599 | £700 - £799 | £347-£403 | £60-£69.99 | |
| £1,750 or more | £1,600 or more | £800 or more | £404 or more | £70 or more | |
| (DON'T READ OUT) Don't know | X | X | X | X | X |

ALLOW 0

SOFT CHECK IF RESPONDENT ANSWERS 0

ASK IF ANY OVERTIME (AT PC3C=1)

PE3chk **Can I just check that the figure you gave me excludes any payment you get for working overtime?**

YES 1

NO 2 RE-ASK PE1 AND PE2 EXCLUDING OVERTIME

ASK IF DON'T KNOW GROSS PAY OR PREFER TO ANSWER IN NET TERMS [PE3=X FOR THE RANGE QUESTION OR PE1=2]

PE4 **Thinking about your take home pay - that is, your pay after all deductions e.g. for income tax and National Insurance. Please DO NOT include any payments for [IF WORK OVERTIME: overtime], bonuses, commissions or tips. Would it be easier to give this as an...?**

Annual figure 1

Monthly 2

Four weekly / every four weeks 3

Fortnightly 4

Weekly 5

Daily 6

Hourly 7

Refused to answer about pay

[INTERVIEWER TRY AND PERSUADE BY SAYING THEY CAN ANSWER IN RANGES NOT WITH A SPECIFIC RESPONSE] V

ASK IF CAN ANSWER FOR SPECIFIC PERIOD (PE4=1-7)

PE5 **So what is your take home pay per <ANSWER FROM PE4> - that is, what did you get paid after all deductions e.g. for income tax and National Insurance. (IF PC2d or e=1: Please DO NOT include any payments for <PC2d=1: overtime>, <PC2d=1: bonuses, commissions or tips.>)**

WRITE IN EXACT IF GIVEN AND RANGE (CATI CHECK THE TWO CONSISTENT – IF NOT RE-ASK). IF DON'T KNOW PROMPT WITH RELEVANT RANGES.

Annual Monthly Four weekly Fortnightly Weekly Daily Hourly
Allow decimals Allow decimals

| | | | | |
|---------------|---------|---------|---------|---------|
| EXACT FIGURE: | £ _____ | £ _____ | £ _____ | £ _____ |
| | £ _____ | | | |
| Don't know | X | X | X | X |
| Refused | V | V | V | V |

IF DK / REFUSED PROMPT WITH RANGES:

| | | | | | |
|-------------------|-----------------|-----------------|---------------|---------------|---------------|
| Less than £6,000 | Less than £166 | Less than £155 | Less than £76 | Less than £38 | Less than £21 |
| Less than £3.70 | | | | | |
| £6,000 - £7,999 | £166-£333 | £155 - £307 | £76 - £149 | £38-£74 | £21-£24.99 |
| £3.71 - £4.19 | | | | | |
| £8,000 - £9,999 | £334-£499 | £308 - £449 | £150 - £229 | £75-£114 | £25-£29.99 |
| £4.20-£4.99 | | | | | |
| £10,000 - £11,999 | £500-£666 | £450 - £624 | £230 - £299 | £115-£153 | £30-£34.99 |
| £5.00-£5.89 | | | | | |
| £12,000 - £14,999 | £667-£832 | £625 - £749 | £300 - £380 | £154-£192 | £35-£39.99 |
| £5.90-£7.37 | | | | | |
| £15,000 - £17,999 | £833-£999 | £750 - £924 | £381 - £460 | £193-£230 | £40-£43.99 |
| £7.38 - £7.82 | | | | | |
| £18,000 - £20,999 | £1,000-£1,249 | £925 - £1,149 | £461 - £579 | £231-£289 | £44-£49.99 |
| £7.83 or more | | | | | |
| £21,000 or more | £1,250-£1,499 | £1,150 - £1,349 | £580 - £699 | £290-£346 | £50-£59.99 |
| £1,500-£1,749 | £1,350 - £1,599 | £700 - £799 | £347-£403 | £60-£69.99 | |
| £1,750 or more | £1,600 or more | £800 or more | £404 or more | £70 or more | |
| (DON'T READ OUT) | Don't know | X | X | X | X |

ASK IF WORK PAID OVERTIME (PC3D=1) AND NO PAYS LIP OR PAYS LIP INFO UNUSABLE (SECTIOND_DUM=1) (BUT EXCLUDE ANYONE WHO IS PD7=2 AND PD9=1)

PE6 **You said earlier that in a typical week you usually do** <PD8 hours IF PD8 ANSWERED AS A NUMBER & PD9=1> <D10 hours IF PD10 ANSWERED AS A NUMBER & PD9 NOT A 1> <OTHERS: some> **hours overtime. For how many of the** <hours used above> **hours would you usually expect to be paid?**

WRITE IN _____ HOURS PER WEEK (RANGE 0 - <FIGURE USED ABOVE)
DON'T KNOW X

IF DON'T KNOW EXACT NUMBER / IT VARIES – PROMPT WITH RANGES

1-5 1
6-10 2
11-15 3
16-20 4
MORE THAN 20 5
DON'T KNOW X

ASK IF WORK PAID OVERTIME (PC3D=1) & (PE6>0 OR PE6RAN=1-5)

PE7 **How much do you get paid on average PER HOUR for this paid overtime?**

INTERVIEWER NOTE: THE FIGURE OF INTEREST IS THE TOTAL PER HOUR FIGURE THEY GET FOR WORKING OVERTIME, NOT THE EXTRA IN ADDITION TO THEIR NORMAL WAGE. SO, IF NORMAL PER HOUR WAGE IS £3.00, AND THE TOTAL FOR OVERTIME IS £4.50 PER HOUR, TYPE IN 4.50 AND NOT 1.50.

WRITE IN (ALLOW DECIMALS)
DON'T KNOW.....X

SOFT CHECK IF PE7>£10.00:

Just to confirm, I've recorded that on average you get paid £[PE7 INTEGER] per hour for the hours that you work overtime. Is that correct?

Yes 1

No

INTERVIEWER NOTE: If 'no' is selected you will be automatically routed back to re-ask question E7. 2
RE-ASK PE7

ASK IF WORK PAID OVERTIME (PC3D=1) & (PE6>0 OR PE6RAN=1-5)

PE8 **Is that the hourly figure that you are paid before tax and other deductions; or after tax?**

Before tax 1

After tax 2

Other (SPECIFY) 3

ASK IF WORK OVERTIME (PC3C=1)

PE9 **Do you ever get given time off or flexi leave in return for working overtime?**

YES 1

NO 2

DON'T KNOW X

ASK ALL

PE10 **Can I just check do you know your gross hourly [IF SAY SOME PAY AT HIGHER RATE (PC2=2) standard] pay rate i.e. the amount you get paid per hour BEFORE any deductions for tax or national insurance?**

YES 1

NO 2

DON'T KNOW / REFUSED 3

ASK IF AWARE OF GROSS HOURLY PAY RATE (PE10=1)

PE11 **What is your gross hourly pay rate?**

£ (ALLOW DECIMALS)

DON'T KNOW...X

SOFT CHECK IF PE11>£10.00:

Just to confirm, I've recorded that your gross hourly pay rate is £[PE11 INTEGER] per hour. Is that correct?

YES 1

NO

INTERVIEWER NOTE: IF 'NO' IS SELECTED YOU WILL BE AUTOMATICALLY ROUTED BACK TO RE-ASK QUESTION PE11. 2 RE-ASK PE11

ASK IF UNSURE OF GROSS HOURLY PAY RATE (PE11=X OR PE10=2/3)

PE12 **Is it...**READ OUT APPROPRIATE SECTION BASED ON DUMMY VARIABLE "AGE AND YEAR"?

IF "AGE AND YEAR" DUMMY VARIABLE 'AGED 16-18' OR 'AGED 19+ AND IN FIRST YEAR OF APPRENTICESHIP' OR 'AGE=REFUSED'

IF "AGE AND YEAR" DUMMY VARIABLE '19+ AND IN SECOND+ YEAR OF APPRENTICESHIP' AND AGED 19 OR 20

IF "AGE AND YEAR" DUMMY VARIABLE '19+ AND IN SECOND+ YEAR OF APPRENTICESHIP' AND AGED 21-24 IF "AGE AND YEAR" DUMMY VARIABLE '19+ AND IN SECOND+ YEAR OF APPRENTICESHIP' AND AGED 25+

DEFINITELY £3.70 OR ABOVE DEFINITELY £5.90 OR ABOVE DEFINITELY £7.38 OR ABOVE

DEFINITELY £7.83 OR ABOVE 1

DO YOU THINK IT IS £3.70 OR ABOVE DO YOU THINK IT IS £5.90 OR ABOVE DO YOU THINK IT IS £7.38 OR ABOVE DO YOU THINK IT IS £7.83 OR ABOVE 2

DO YOU THINK IT IS BELOW £3.70 DO YOU THINK IT IS BELOW £5.90 DO YOU THINK IT IS BELOW £7.38 DO YOU THINK IT IS BELOW £7.83 3

OR IS IT DEFINITELY BELOW £3.70 OR IS IT DEFINITELY BELOW £5.90 OR IS IT DEFINITELY BELOW £7.38 OR IS IT DEFINITELY BELOW £7.83 4

(DO NOT READ OUT) DON'T KNOW 5

ASK IF NUMBER PROVIDED AT PE11

PROGRAMMER NOTE: Check question to ensure that the correct figure has been given, if respondent has stated it is below the minimum wage. Full routing below.

PE12a **Can I just check that your gross hourly pay rate is definitely less than...?**

IF "AGE AND YEAR" DUMMY VARIABLE 'Aged 16-18' OR 'Aged 19+ and in first year of Apprenticeship' OR 'Age=refused'

AND Number given at PE11 is ≤ 3.69 IF "AGE AND YEAR" DUMMY VARIABLE '19+ and in second+ year of Apprenticeship' and

aged 19 or 20

AND Number given at PE11 is ≤ 5.89 IF "AGE AND YEAR" DUMMY VARIABLE '19+ and in second+ year of Apprenticeship' and aged 21-24

AND Number given at PE11 is ≤ 7.37 IF "AGE AND YEAR" DUMMY VARIABLE '19+ and in second+ year of Apprenticeship' and aged 25+ AND Number given at PE11 is ≤ 7.82

<£3.70> <£5.90> <£7.38> <£7.83>

YES YES YES YES 1

NO NO NO NO 2 REASK

PE11

(DO NOT READ OUT) Don't know (DO NOT READ OUT) Don't know (DO NOT READ OUT) Don't know
know (DO NOT READ OUT) Don't know 3

IF SOME PAY AT A HIGHER RATE (PC2=2) UNLESS ANSWERS PC21 WITH AN ACTUAL FIGURE

PE13 **You mentioned earlier that some pay you get is at a higher rate than your standard rate. Do you know your gross hourly HIGHER pay rate i.e. the amount you get paid per hour BEFORE any deductions for tax or national insurance?**

YES 1

NO 2

DON'T KNOW / REFUSED 3

ASK IF AWARE OF GROSS HOURLY HIGHER PAY RATE (PE13=1)

PE14 **What is the gross hourly higher rate of pay?**

IF SAY MORE THAN ONE HIGHER RATE ASK FOR THE ONE THEY ARE PAID AT MOST FREQUENTLY:

£ (ALLOW DECIMALS)

DON'T KNOW....X CHECK PE15

ASK IF RECEIVE BONUSES, COMMISSION OR TIPS (PC3E=1)

PE15 **Do you ever receive any tips from customers in your work with <PA9DUM>?**

Yes 1
No 2
Don't know 3

ASK IF RECEIVED TIPS FROM CUSTOMERS (PE15=1)

PE16 In a typical week, what is the average amount you receive in tips per week from customers?

IF GIVE A RANGE ASK FOR BEST ESTIMATE

EXACT FIGURE: £_____ PER WEEK
DON'T KNOW / VARIES WIDELY X
REFUSED V

IF DK PROMPT WITH RANGES

Less than £5 1
£5 to £9 2
£10 to £19 3
£20 to £29 4
£30 to £39 5
£40 to £49 6
£50 or more 7

ASK IF RECEIVED TIPS FROM CUSTOMERS (PE15=1)

PE17 **Can I just check, when you have told us about your pay earlier in the interview, did you include the tips you receive or did you exclude them?**

INCLUDED TIPS 1
EXCLUDED TIPS 2
(DON'T READ OUT) DON'T KNOW X

ASK IF RECEIVE BONUSES, COMMISSION OR TIPS (PC3E=1)

PE18 **Do you ever receive bonuses in your work with <PA9DUM>?**

Yes 1
No 2
Don't know 3

ASK IF RECEIVED BONUSES (PE18=1)

PE19 **We are interested in approximately how much you get paid in bonuses on average. Ideally this would be in gross terms, by which I mean amount BEFORE any deductions for tax or national insurance. Are you able to provide the gross figure, or just the net figure i.e. after tax and other deductions? IF SAY EITHER ASK FOR GROSS FIGURE**

Gross 1

Net 2

Refused to answer about bonuses

[INTERVIEWER TRY AND PERSUADE BY SAYING THEY CAN ANSWER IN RANGES NOT WITH A SPECIFIC RESPONSE] V

ASK IF RECEIVED BONUSES AND CAN ANSWER EITHER GROSS OR NET (PE19=1/2)
PE20 **Do you want to answer this in terms of an...?**

ANNUAL FIGURE 1

MONTHLY 2

FOUR WEEKLY / EVERY FOUR WEEKS 3

WEEKLY 4

DAILY 5

HOURLY 6

REFUSED TO ANSWER ABOUT BONUSES

[INTERVIEWER TRY AND PERSUADE BY SAYING THEY CAN ANSWER IN RANGES NOT WITH A SPECIFIC RESPONSE]V

ASK IF RECEIVED BONUSES AND CAN ANSWER IN DEFINED TIMESCALE (PE20=1-6)
PE21 **And do you want to answer in terms of the actual amount or a percentage of your pay?**

Percent 1

Amount in £ 2

Refused to answer about bonuses

[INTERVIEWER TRY AND PERSUADE BY SAYING THEY CAN ANSWER IN RANGES NOT WITH A SPECIFIC RESPONSE] V

ASK IF RECEIVED BONUSES AND CAN GIVE AMOUNT IN % OR £ (PE21=1/2)
 PE22 **So what was your bonus per <ANSWER AT PE20>?**

CODE EXACT IF GIVEN AND RANGE (CATI CHECK THE TWO CONSISTENT – IF NOT RE-ASK)

| | ANNUAL | MONTHLY | FOUR WEEKLY | WEEKLY | DAILY | HOURLY |
|-----------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| EXACT FIGURE (PE21=2): | £_____ | £_____ | £_____ | £_____ | £_____ | £_____ |
| PE21=1 (%) ALLOW DECIMALS | _____% | _____% | _____% | _____% | _____% | _____% |
| DON'T KNOW.....X | | | | | | |
| REFUSED.....V | | | | | | |
| IF DK PROMPT WITH RANGES: | LESS THAN £50 |
| | LESS THAN £10 | LESS THAN £1 | LESS THAN 50P | | | |
| £50-£99 | £50-£99 | £50-£99 | £10-£24 | £1-£2.49 | £0.50-£0.99 | |
| £100-£249 | £100-£199 | £100-£199 | £25-£49 | £2.50-£4.99 | £1-£1.49 | |
| £250-£499 | £200-£299 | £200-£299 | £50-£74 | £5-£7.49 | £1.50-£2.99 | |
| £500-£749 | £300-£399 | £300-£399 | £75-£99 | £7.50-£9.99 | £3-3.99 | |
| £750-£999 | £400-£499 | £400-£499 | £100 OR MORE | £10-£14.99 | £4-4.99 | |
| £1,000 OR MORE | £500 OR MORE | £500 OR MORE | £500 OR MORE | | £15 OR MORE | £5 |
| | OR MORE | | | | | |
| (DON'T READ OUT) DON'T KNOW | X | X | X | X | X | X |

ASK ALL

PE23 **Does your employer provide you with live-in accommodation?**

INTERVIEWER NOTE: THIS DOES NOT INCLUDE PAID FOR ACCOMMODATION IN HOTELS ETC. WHILE AWAY ON BUSINESS TRIPS.

NO 1

YES, ACCOMMODATION IS FREE 2

YES, ACCOMMODATION IS CHARGED FOR 3

ASK IF EMPLOYER PROVIDES WITH ACCOMMODATION (PE23=2/3)

PE24 **How many days a week do you live in the accommodation?**

WRITE IN (RANGE: 1-7)

DON'T KNOW

ASK THOSE WHO LIVE IN CHARGED FOR ACCOMMODATION (PE23=3)

PE25 **We would like to know how much your employer charges you for your accommodation. Would you like to answer this daily, weekly or monthly?**

Daily 1

Weekly 2

Monthly 3

Refused to answer about accommodation charges V

ASK THOSE WHO LIVE IN CHARGED FOR ACCOMMODATION AND CAN GIVE ANSWER DAILY, WEEKLY OR MONTHLY (PE25=1-3)

PE26 **How much does your employer charge you for accommodation? Please include any costs associated with rent, charges for gas, electricity, furnishings and laundry.**

WRITE IN £ _____ 1

Don't know X

DUMPAYCOMP

MARK THOSE WHO REACH END OF PAY SECTION 1

ELSE 2

DUMMOD: DUMMY QUESTION TO SET MODULE

H6 MODULE 1 (50% OF SAMPLE ASSIGNED RANDOMLY) 1

MODULE 2 (50% OF SAMPLE ASSIGNED RANDOMLY) 2

Modular Section: Deciding on an Apprenticeship

DS: This section should be asked to half of the sample.

ASK ALL IN MODULE 1 (DUMMOD=1)

LB3 **I'd like now to turn to some questions about how you came to starting an Apprenticeship. What was the main reason why you decided to take up an Apprenticeship?**

DO NOT READ OUT. SINGLE CODE.

YOU WANTED TO ENTER INTO OR PROGRESS IN A SPECIFIC CAREER 1

YOU WANTED TO GAIN A QUALIFICATION 2

YOU WANTED TO AVOID STUDENT DEBT / YOU WANTED YOUR TRAINING COSTS PAID 11

YOU WANTED TO BE PAID WHILST TRAINING 3

YOU THOUGHT AN APPRENTICESHIP WAS A GOOD WAY TO DEVELOP WORK-RELATED SKILLS 4

YOUR EMPLOYER SAID YOU HAD TO DO AN APPRENTICESHIP 5

YOU HAVE TO DO AN APPRENTICESHIP FOR YOUR JOB 6

IF A25DUM2 =1: YOU NEEDED TO DEVELOP YOUR SKILLS BECAUSE OF A PROMOTION AT WORK 7

IF A25DUM2 =1: YOU NEEDED TO DEVELOP YOUR SKILLS BECAUSE YOUR JOB CHANGED 8

OTHER (PLEASE SPECIFY) 11

DON'T KNOW 10

IF WORKING TOWARDS A DEGREE QUALIFICATION (A5ADUM=3) – NEW AEVS QUESTION (2018)

LB4B **How important was the degree qualification to you when deciding to do this apprenticeship?**

READ OUT. SINGLE CODE.

VERY IMPORTANT 1

QUITE IMPORTANT 2

NOT VERY IMPORTANT 3
NOT AT ALL IMPORTANT 4
DO NOT READ OUT: DON'T KNOW 5

IF DUMMOD=1 AND A5DUM2 >= 4 (IF HIGHER/DEGREE APPRENTICE)

LB4 **Why did you decide on a [A5ADUM=1:Higher][A5ADUM=3:Degree] [A5ADUM=2: Level 6+] Apprenticeship rather than another qualification such as an HND or Degree, or one obtained through a professional development organisation?**

DO NOT READ OUT. MULTICODE.

HIGHER / DEGREE / LEVEL 6+ APPRENTICESHIP OFFERED WORK-BASED TRAINING 1
COULD EARN MONEY WHILE TRAINING DOING A HIGHER / DEGREE APPRENTICESHIP 2
COURSE CONTENT WAS MOST RELEVANT TO JOB ROLE / CAREER ASPIRATIONS3
PROGRESSION FROM PREVIOUS QUALIFICATION 4
NEEDED HIGHER / DEGREE APPRENTICESHIP QUALIFICATION TO PROGRESS AT WORK / IN CAREER 5
EMPLOYER SUGGESTED / RECOMMENDED A HIGHER / DEGREE / LEVEL 6+ APPRENTICESHIP 6
HIGHER / DEGREE / LEVEL 6+ APPRENTICESHIP WAS FUNDED 7
UNIVERSITY IS TOO EXPENSIVE 8
DIDN'T WANT TO GO TO UNIVERSITY / PREFER HANDS-ON LEARNING 9
OTHER (PLEASE SPECIFY) 10
DO NOT READ OUT: DON'T KNOW 11

ASK ALL NEW TO EMPLOYER (PB1=2) AND IN MODULE 1 (DUMMOD=1)

LB5 **Which of the following did you use to apply for Apprenticeship vacancies?**
READ OUT. MULTICODE.

DS RANDOMISE CODES 2-6,10

CODE DELETED 1

DIRECT APPLICATIONS TO EMPLOYERS 2

A COLLEGE OR OTHER LEARNING PROVIDER 3

CONNEXIONS SERVICE 4

JOBCENTRE PLUS 5

UCAS CAREERS FINDER 9

PERSONAL CONNECTION OR RECOMMENDATION 10

ONLINE JOB SITES 6

SOMETHING ELSE (PLEASE SPECIFY) 7

DO NOT READ OUT: DON'T KNOW 8

ASK ALL IN MODULE 1 (DUMMOD=1)

LB5B **When you first considered starting an Apprenticeship, did you also consider any of the following alternatives?**

READ OUT. MULTI CODE.

DS RANDOMISE CODES 1-6.

IF LA21 = 2: STAYING ON IN 6TH FORM OR GOING INTO 6TH FORM COLLEGE 1

WORKING TOWARDS A QUALIFICATION IN A FURTHER EDUCATION COLLEGE 2

GOING TO UNIVERSITY 3

GETTING A JOB WITHOUT BEING INVOLVED IN AN APPRENTICESHIP 4

IF PB1=1 OR IF LA21=1: STAYING IN A JOB YOU ALREADY HAD WITHOUT DOING THE APPRENTICESHIP 5

IF PB1=1 OR LA21=1: MOVING TO ANOTHER JOB 6

SOMETHING ELSE (PLEASE SPECIFY) 7

DO NOT READ OUT: DID NOT CONSIDER ANY ALTERNATIVES (SINGLE CODE ONLY) 8

DO NOT READ OUT: DON'T KNOW 9

ASK ALL IN MODULE 1 (DUMMOD=1)

LB6 **Was an Apprenticeship your preferred choice at the time, would you rather have done something else, or did you not mind either way?**

DO NOT READ OUT. SINGLE CODE.

APPRENTICESHIP WAS PREFERRED CHOICE 1

WOULD RATHER HAVE DONE SOMETHING ELSE 2

DIDN'T MIND 3

DON'T KNOW 4

Training

ASK ALL

LC1 **Records show that your Apprenticeship [IF A5DUM3 = 2: was] [IF A5DUM3 = 1: is] supposed to last for <APPLENGTH>. Is this correct?**

INTERVIEWER NOTE: BY LENGTH THAT THE APPRENTICESHIP IS SUPPOSED TO LAST, WE MEAN THE TIME THAT IT WAS OFFICIALLY MEANT TO TAKE, NOT THE TIME IN WHICH THEY ACTUALLY COMPLETED IT

Yes 1 CONTINUE
No 2 ASK LC2
Don't know 3 CHECK LC3

ASK IF APPRENTICESHIP LENGTH INCORRECT (C1=2)

LC2 **How many months [IF A5DUM3 = 2: was] [IF A5DUM3 = 1: is] your Apprenticeship intended to last from start to finish?**

PLEASE ASK FOR RESPONDENT'S BEST ESTIMATE IF UNSURE.

WRITE IN MONTHS (NUMERIC)

DON'T KNOW 1

ASK IF LENGTH OF APPRENTICESHIP IS LESS THAN 6 MONTHS OR MORE THAN 3 YEARS
(LC2_MONTHS < 6 OR LC2_MONTHS > 36)

LC3 **You said that your Apprenticeship [IF A5DUM3 = 2: was] [IF A5DUM3 = 1: is] intended to last for <LC2>. Can I just check that this is correct?**

Yes 1
No 2 GO BACK TO LC2

ASK IF APPRENTICESHIP LENGTH IS CORRECT, OR NEW LENGTH GIVEN (IF LC1=1 OR <LC2>)

LC4 **Would you say this length of time [A5DUM3=1: is] [A5DUM3=2: was] too long, too short or about right for you to acquire the level of skills you [IF A5DUM3 = 2: needed] [IF A5DUM3 = 1: need]?**
DO NOT READ OUT. SINGLE CODE.

TOO LONG 1
TOO SHORT 2
ABOUT RIGHT 3
DON'T KNOW 4

ASK ALL – NEW AEVS QUESTION (2018)

LC4A **Are you aware of the requirement for apprentices to spend at least 20% of their contracted hours on 'off-the-job training'?**

YES 1
NO 2
DON'T KNOW 3

DS RANDOMISE THE ORDER IN WHICH EACH 'CHUNK' OF QUESTIONS IS SHOWN (THIS CAN BE DONE BY GIVING EACH PERSON A RANDOMISED VARIABLE WHICH DETERMINES THE ORDER IN WHICH THE CHUNKS ARE ASKED):

CHUNK 1: LC5-LC7

CHUNK 2: LC8-LC10

CHUNK 3: LC11-LC13

ASK ALL

LC5 **And thinking about the training you [IF A5DUM3 = 2: received] [IF A5DUM3 = 1: receive] as part of your Apprenticeship, [IF A5DUM3 = 2: did] [IF A5DUM3 = 1: do] you train at a college or another external provider (i.e. not at your employer)?**

DO NOT READ OUT. SINGLE CODE.

YES 1 ASK LC6
NO 2 ASK LC8
DON'T KNOW 3

ASK IF RECEIVED TRAINING AT A COLLEGE OR EXTERNAL PROVIDER (LC5=1)

LC6 **And approximately how many hours of training, teaching and tuition, [IF A5DUM3 = 2: did] [IF A5DUM3 = 1: do] you receive on average per week for your training at a college or another external training provider (i.e. not your employer)?**

WRITE IN

WRITE IN

DON'T KNOW 1

REFUSED 2

IF LC6 = CODE 1, PROMPT WITH RANGES

LESS THAN AN HOUR 1

1-5 HOURS 2

6-10 HOURS 3

11 OR MORE HOURS 4

DON'T KNOW 5

REFUSED 6

ASK IF RECEIVE 10 OR MORE HOURS OF TRAINING AT COLLEGE OR EXTERNAL PROVIDER (LC6 > 10)

LC7 **You said that you [IF A5DUM3 = 2: received] [IF A5DUM3 = 1: receive] <C6> hours of training on average per week at a college or external training provider. Can I just check that this is correct?**

DO NOT READ OUT. SINGLE CODE.

Yes 1

No 2 GO BACK TO LC6

ASK ALL

LC8 **And thinking about the training you [IF A5DUM3 = 2: received] [IF A5DUM3 = 1: receive] as part of your Apprenticeship, [IF A5DUM3 = 2: did] [IF A5DUM3 = 1: do] you get formal training sessions at your workplace from either your employer or training provider, away from your usual work activities?**

DO NOT READ OUT. SINGLE CODE.

YES 1 ASK LC8A

NO 2 ASK LC11

DON'T KNOW 3

IF RECEIVED FORMAL TRAINING SESSIONS AWAY FROM USUAL WORK ACTIVITIES (LC8=1) –
NEW AEVS QUESTION (2018)

LC8A **And [IF A5DUM3 = 2: were] [IF A5DUM3 = 1: are] these formal training sessions at your workplace, away from your usual working activities, delivered by your employer, an external training provider or both?**

SINGLE CODE.

YOUR EMPLOYER 1

AN EXTERNAL TRAINING PROVIDER 2

BOTH BY YOUR EMPLOYER AND AN EXTERNAL TRAINING PROVIDER 3

DON'T KNOW 4

ASK IF RECEIVE FORMAL TRAINING AT WORKPLACE (LC8=1)

LC9 **And approximately how many hours of training, teaching and tuition, [IF A5DUM3 = 2: did] [IF A5DUM3 = 1: do] you receive on average per week for formal training sessions at your workplace from either your employer or a training provider, but away from your usual work activities?**

WRITE IN.

WRITE IN

DON'T KNOW 1

REFUSED 2

IF LC9 = CODE 1, PROMPT WITH RANGES

LESS THAN AN HOUR 1

1-5 HOURS 2

6-10 HOURS 3

11 OR MORE HOURS 4

DON'T KNOW 5

REFUSED 6

ASK IF RECEIVE MORE THAN 10 HOURS OF FORMAL TRAINING AT WORKPLACE (LC9 > 10)

LC10 **You said that you [IF A5DUM3 = 2: received] [IF A5DUM3 = 1: receive] <LC9> hours of training on average per week at formal training sessions. Can I just check that this is correct?**
DO NOT READ OUT. SINGLE CODE.

Yes 1 ASK LC11

No 2 GO BACK TO LC9

ASK ALL

LC11 **And thinking about the training you [IF A5DUM3 = 2: received] [IF A5DUM3 = 1: receive] as part of your Apprenticeship, [IF A5DUM3 = 2: did] [IF A5DUM3 = 1: do] you get training at your workplace from either your employer or a training provider whilst doing your usual work activities?**
DO NOT READ OUT. SINGLE CODE.

Yes 1 ASK LC12

No 2 CHECK LC14

Don't know 3

IF TRAINED AT WORKPLACE WHILE DOING USUAL WORK ACTIVITIES (LC11=1) – NEW AEVS QUESTION (2018)

LC11A **And** [IF A5DUM3 = 2: **was**] [IF A5DUM3 = 1: **is**] **this training at your workplace, whilst doing your usual working activities, delivered by your employer, an external training provider or both?**
SINGLE CODE.

YOUR EMPLOYER 1
AN EXTERNAL TRAINING PROVIDER 2
BOTH BY YOUR EMPLOYER AND AN EXTERNAL TRAINING PROVIDER 3
DON'T KNOW 4

IF RECEIVE TRAINING FROM EMPLOYER OR TRAINING PROVIDER WHILST DOING USUAL ACTIVITIES (LC11=1)

LC12 **And approximately how many hours of training, teaching and tuition, [IF A5DUM3 = 2: **did**] [IF A5DUM3 = 1: **do**] you receive on average per week for training at your workplace whilst doing your usual activities?**
WRITE IN.

WRITE IN
DON'T KNOW 1
REFUSED 2

IF LC12 = CODE 1 – PROMPT WITH RANGES

Less than an hour 1
1-5 hours 2
6-10 hours 3
11 or more hours 4
Don't know 5
Refused 6

ASK IF RECEIVE MORE THAN 10 HOURS OF TRAINING FROM EMPLOYER OR TRAINING PROVIDER WHILST DOING USUAL ACTIVITIES (LC12 > 10)

LC13 **You said that you** [IF A5DUM3 = 2: **received**] [IF A5DUM3 = 1: **receive**] <LC12> **hours of training on average per week at your workplace whilst doing your usual activities. Can I just check that this is correct?**

DO NOT READ OUT. SINGLE CODE.

YES 1 CONTINUE
NO 2 GO BACK TO LC12

ASK IF DO NOT RECEIVE ANY TYPES OF TRAINING / SUPPORT (LC5≠1 AND LC8≠1 AND LC11≠1)

LC14 **Can I just confirm that you** [IF A5DUM3 = 2: **did**] [IF A5DUM3 = 1: **do**] **none of the types of training that I just mentioned in your contracted work hours as part of your Apprenticeship?**

ADD IF NECESSARY: The types of training were:

- **Training at a college or another external training provider,**
- **Formal training sessions at your workplace from either your employer or training provider away from your usual work activities, and**
- **Training at your workplace from either your employer or a training provider whilst doing your usual work activities**

DO NOT READ OUT. MULTICODE EXCEPT CODES 1 AND 3.

Correct 1

CODE DELETED 2

Incorrect – [IF A5DUM3 = 2: **did**] [IF A5DUM3 = 1: **does**] **training at a college or another external provider** 4
GO BACK TO LC5

Incorrect – [IF A5DUM3 = 2: **did**] [IF A5DUM3 = 1: **does**] **formal training sessions at their workplace ran by either their employer or a training provider away from their usual work activities** 5 GO BACK TO LC8

Incorrect – [IF A5DUM3 = 2: **did**] [IF A5DUM3 = 1: **does**] **training at workplace ran by either their employer or a training provider whilst doing their usual work activities** 6 GO BACK TO LC11

Don't know 3

C14DUM TYPES OF TRAINING DUMMY VARIABLE, DO NOT ASK

RECEIVED TRAINING 1 LC5=1 OR LC8=1 OR LC11=1

DID NOT RECEIVE TRAINING 2 LC14=1 OR 3

C14DUM2 TRAINED BY COLLEGE/EXTERNAL PROVIDER DUMMY VARIABLE, DO NOT ASK

TRAINED BY COLLEGE / EXTERNAL PROVIDER 1 LC5=1 OR LC8A=2-3 OR LC11A=2/3

ASK IF APPRENTICE IS LEVEL 4 OR ABOVE (A5DUM2 >= 4)

LC22 [IF A5DUM3 = 2: **Did you do**][IF A5DUM3 = 1: **Have you done**] **work or learning towards your Apprenticeship in your own time, outside of your usual paid working hours?**

DO NOT READ OUT. SINGLE CODE.

YES 1 ASK LC23
NO 2 CHECK LC25
DON'T KNOW 3

ASK IF WORKED TOWARDS / LEARNED IN OWN TIME (LC22=1)

LC23 **And approximately how many hours [IF A5DUM3 = 2: did][IF A5DUM3 = 1: do] you spend on average per week learning in your own time?**
WRITE IN.

WRITE IN
DON'T KNOW 1
REFUSED 2

IF LC23 = CODE 1 – PROMPT WITH RANGES

LESS THAN AN HOUR 1

1-5 HOURS 2

6-10 HOURS 3

11 OR MORE HOURS 4

DON'T KNOW 5

REFUSED 6

ASK IF SPENT MORE THAN TEN HOURS LEARNING / WORKING TOWARDS APPRENTICESHIP IN OWN TIME (LC23>10)

LC24 **You said that you** [IF A5DUM3 = 2: **spent**][IF A5DUM3 = 1: **spend**] <LC23> **hours a week learning in your own time. Can I just check that this is correct?**

Yes 1 CHECK LC25

No 2 GO BACK TO LC23

ASK IF RECEIVED TRAINING (C14DUM=1)

LC25 **Thinking about all of the training relating to your Apprenticeship** [IF C5=1: **whether at college or another external training provider**] [C5=1 AND (C8=1 OR C11=1): **or**] [IF C8=1 OR C11=1: **at your workplace**], **which of the following best describes when you** [IF A5DUM3 = 2: **did**][IF A5DUM3 = 1: **do**] **this training relating to your Apprenticeship?**

READ OUT. SINGLE CODE.

ALWAYS WITHIN YOUR CONTRACTED WORKING HOURS 1

USUALLY WITHIN YOUR CONTRACTED WORKING HOURS 2

USUALLY OUTSIDE OF YOUR CONTRACTED WORKING HOURS 3

NEVER WITHIN YOUR CONTRACTED WORKING HOURS 4

DO NOT READ OUT: DON'T KNOW 5

ASK IF RECEIVED TRAINING FROM A COLLEGE OR EXTERNAL PROVIDER (C14DUM2=1) – NEW AEVS QUESTION (2018)

LC25A **When you started your Apprenticeship, did your training provider do an initial assessment to check...?**

READ OUT. MULTICODE

YOUR ABILITY IN ENGLISH 1

YOUR ABILITY IN MATHS 2

ANY OTHER RELEVANT PRIOR LEARNING OR QUALIFICATIONS? 3

DO NOT READ OUT: NONE OF THESE (SINGLE CODE) 4

DO NOT READ OUT: DON'T KNOW 5

ASK IF RECEIVED TRAINING FROM A COLLEGE OR EXTERNAL PROVIDER (C14DUM2=1) – NEW AEVS QUESTION (2018)

LC25B **And [IF A5DUM3 = 2: did you study] [IF A5DUM3 = 1: are you studying] an English qualification during your Apprenticeship?**

ADD IF NECESSARY: **Examples of English qualifications include GCSE English or Functional Skills**

Yes 1

No 2

Don't know 3

ASK IF RECEIVED TRAINING FROM A COLLEGE OR EXTERNAL PROVIDER (C14DUM2=1) – NEW AEVS QUESTION (2018)

LC25G **And [IF A5DUM3 = 2: did you study] [IF A5DUM3 = 1: are you studying] for a Maths qualification during your Apprenticeship?**

ADD IF NECESSARY: **Examples of Maths qualifications include GCSE or Functional Skills**

Yes 1

No 2

Don't know 3

MATHSENG DUMMY VARIABLE, DO NOT ASK

ENGLISH ONLY 1 LC25B=1 AND LC25G≠1

MATHS ONLY 2 LC25B≠1 AND LC25G=1

BOTH BUT RANDOMLY ASSIGNED ENGLISH QUESTIONS 3 LC25B=1 AND LC25G=1 AND ASSIGNED ENGLISH

BOTH BUT RANDOMLY ASSIGNED MATHS QUESTIONS 4 LC25B=1 AND LC25G=1 AND ASSIGNED MATHS

ALL ASSIGNED TO ENGLISH MODULE (MATHSENG=1 OR 3) – NEW AEVS QUESTION (2018)

LC25C **Thinking about your English qualification, what qualification [IF A5DUM3 = 2: did you study] [IF A5DUM3 = 1: are you studying] towards...?**

PROMPT IF NECESSARY. MULTICODE

Functional Skills Level 11
Functional Skills Level 22
Functional Skills Level 37
GCSE 4
Other (PLEASE SPECIFY) 5
Don't know 6

ALL ASSIGNED TO ENGLISH MODULE (MATHSENG=1 OR 3) – NEW AEVS QUESTION (2018)

LC25D **Where** [IF A5DUM3 = 2: **did**] [IF A5DUM3 = 1: **does**] **the English teaching take place?**

PROMPT IF NECESSARY. MULTICODE.

- At a college 1
- At another external training provider 2
- Delivered in your workplace 3
- Delivered online 4
- Other (PLEASE SPECIFY) 5
- Don't know 6

LC25E **QUESTION DELETED**

ALL ASSIGNED TO MATHS MODULE (MATHSENG=2 OR 4) – NEW AEVS QUESTION (2018)

LC25H **Thinking about your Maths qualification, what qualification** [IF A5DUM3 = 2: **did you study**] [IF A5DUM3 = 1: **are you studying**] **towards?**

PROMPT IF NECESSARY. MULTICODE

- Functional Skills Level 11
- Functional Skills Level 22
- Functional Skills Level 37
- GCSE 4
- Other (PLEASE SPECIFY) 5
- Don't know 6

ALL ASSIGNED TO MATHS MODULE (MATHSENG=2 OR 4) – NEW AEVS QUESTION (2018)
LC25I **Where** [IF A5DUM3 = 2: **did**] [IF A5DUM3 = 1: **does**] **the Maths teaching take place?**

PROMPT IF NECESSARY. MULTICODE.

AT A COLLEGE 1
AT ANOTHER EXTERNAL TRAINING PROVIDER 2
DELIVERED IN YOUR WORKPLACE 3
DELIVERED ONLINE 4
OTHER (PLEASE SPECIFY) 5
DON'T KNOW 6

Satisfaction

ASK ALL

LD1 **And thinking about all aspects of your Apprenticeship, overall, how satisfied or dissatisfied [IF A5DUM3 = 2: were] [IF A5DUM3 = 1: are] you with your Apprenticeship?**

Please use a scale of 0 to 10 where 0 is very dissatisfied, 5 is neither satisfied nor dissatisfied, and 10 is very satisfied.

SINGLE CODE.

DS: ALLOW 0 TO 10

WRITE IN NUMBER _____

DO NOT READ OUT: DON'T KNOW 1

ASK IF DISSATISFIED (LD1=0-4)

LD3 **Why [IF A5DUM3 = 2: were] [IF A5DUM3 = 1: are] you dissatisfied?**

DO NOT READ OUT. MULTI CODE.

BADLY ORGANISED 1

THE COURSE WAS IRRELEVANT 2

LACK OF SUPPORT OR CONTACT FROM PROVIDER / COLLEGE / TUTOR 3

PROBLEMS WITH YOUR EMPLOYER 4

DIDN'T LEARN ANYTHING NEW 5

NO JOB AT THE END OF TRAINING 6

PROBLEMS WITH THE TIME FRAME / MANAGEMENT 7

POOR QUALITY OF TRAINING 10

OTHER (PLEASE SPECIFY) 8

DON'T KNOW 9

ASK ALL

LD4 **How satisfied or dissatisfied have you been with the following aspects of your Apprenticeship?**

Please use a scale of 0 to 10 where 0 is very dissatisfied, and 10 is very satisfied.

READ OUT. SINGLE CODE.

DS RANDOMISE CODES. ALLOW NUMERIC 0 TO 10 IN EACH WRITE IN.

DON'T KNOW

- _1 IF C14DUM=1: THE QUALITY OF THE TRAINING YOU [IF A5DUM3 = 2: RECEIVED] [IF A5DUM3 = 1: RECEIVE] FROM YOUR COLLEGE OR TRAINING PROVIDER WRITE IN NUMBER X
- _2 THE FEEDBACK YOU [IF A5DUM3 = 2: RECEIVED] [IF A5DUM3 = 1: RECEIVE] ON YOUR PROGRESS WRITE IN NUMBER X
- _3 IF C14DUM=1: THE AMOUNT OF TRAINING RECEIVED EACH WEEK WRITE IN NUMBER X
- _4 IF C14DUM=1: THAT THE TRAINING [A5DUM3=1: IS ENABLING] [A5DUM3=2: ENABLED] YOU TO BETTER DO YOUR JOB WRITE IN NUMBER X
- _5 IF C14DUM=1: THE BALANCE BETWEEN THE TIME SPENT TRAINING AND WORKING WRITE IN NUMBERX
- _6 THE WAY YOU [IF A5DUM3 = 2: WERE] [IF A5DUM3 = 1: ARE] ASSESSED ON THE JOB WRITE IN NUMBERX
- _7 THE EXTENT TO WHICH YOUR EMPLOYER [A5DUM3 = 1: HAS] SUPPORTED YOUR APPRENTICESHIP WRITE IN NUMBER X
- _8 IF MATHSENG=1 OR 3: THE QUALITY OF THE ENGLISH TRAINING YOU RECEIVED WRITE IN NUMBERX
- _9 IF MATHSENG=2 OR 4: THE QUALITY OF THE MATHS TRAINING YOU RECEIVED WRITE IN NUMBERX

ASK IF DISSATISFIED WITH QUALITY OF TRAINING (LD4_1=0-4)

LD5 **Why** [IF A5DUM3 = 2: **were**][IF A5DUM3 = 1: **are**] **you dissatisfied with the quality of the training received from your college or training provider?**

DO NOT READ OUT. MULTI CODE.

RARELY SAW THE TUTOR 1

TUTOR HAD KNOWLEDGE GAPS / WAS INEXPERIENCED 2

TRAINING WAS IRRELEVANT / NOT USEFUL FOR CAREER 3

TUTORS DID NOT PROVIDE ENOUGH SUPPORT / WERE NOT HELPFUL / DISORGANISED 4

THERE WAS NOT ENOUGH TIME SPENT ON TRAINING/ LIMITED TRAINING 5

THERE WAS NOT ENOUGH TIME SPENT LEARNING ON THE JOB 6

TIMING INCONVENIENT OR INFLEXIBLE 7

OTHER (PLEASE SPECIFY) 8

DON'T KNOW 9

ASK ALL

LF7 **Which one of the following phrases best describes the way you would speak about Apprenticeship training?**

READ OUT. SINGLE CODE.

I would speak highly of Apprenticeships without being asked 1

I would speak highly of Apprenticeships if asked 2

I would be neutral towards Apprenticeships 3

I would be critical of Apprenticeships if asked 4

I would be critical of Apprenticeships without being asked 5

DO NOT READ OUT: Don't know 6

Perceived Impact

ASK ALL

LE1 **Which, if any, of the following skills have you gained as a direct result of your Apprenticeship?**
READ OUT. MULTI CODE.

DS RANDOMISE CODES 1-6

YOU HAVE MORE APPROPRIATE SKILLS AND KNOWLEDGE RELATED TO YOUR CURRENT OR DESIRED AREA OF WORK 1
 YOU CAN USE THE SKILLS AND KNOWLEDGE THAT YOU NOW HAVE ACROSS A RANGE OF JOBS AND INDUSTRIES 2
 YOUR MATHS SKILLS HAVE IMPROVED 3
 YOUR ENGLISH SKILLS HAVE IMPROVED 4
 YOU ARE NOW BETTER ABLE TO WORK WITH OTHERS 5
 YOUR IT SKILLS HAVE IMPROVED 6
 YOUR COMMUNICATION SKILLS HAVE IMPROVED 9
 YOU HAVE GAINED OTHER SKILLS (PLEASE SPECIFY) 7
 DO NOT READ OUT: NONE OF THESE 8

ASK ALL

LE5 **To what extent do you agree or disagree with the following statements?**
READ OUT

Since [IF A5DUM3 = 2: **completing][IF A5DUM3 = 1: **starting**] my Apprenticeship...**
READ OUT SCALE AND PROBE FOR STRENGTH OF AGREEMENT. SINGLE CODE.

DS: RANDOMISE ORDER OF ROWS

| | STRONGLY AGREE | TEND TO AGREE | NEITHER AGREE NOR DISAGREE | TEND TO DISAGREE | STRONGLY DISAGREE | DON'T KNOW | |
|---|----------------|---------------|----------------------------|------------------|-------------------|------------|---|
| _1 IF LA23 = 1 TO 3 OR 13 OR A5DUM3 = 1 (EMPLOYED): I AM MORE SATISFIED WITH MY JOB | 1 | 2 | 3 | 4 | 5 | 6 | 1 |
| _2 IF LA23 = 1 TO 3 OR 13 OR A5DUM3 = 1: I FEEL MORE SECURE IN MY JOB | 1 | 2 | 3 | 4 | 5 | 6 | 3 |
| _3 IF LA23 = 1 OR 2 OR 13 OR A5DUM3 = 1: I HAVE BEEN GIVEN OR TAKEN MORE RESPONSIBILITIES IN MY JOB | 1 | 2 | 3 | 4 | 5 | 6 | |
| _4 IF LA23 = 1 TO 3 OR 13 OR A5DUM3 = 1: I AM BETTER AT DOING MY JOB | 1 | 2 | 3 | 4 | 5 | 6 | 3 |
| _5 ASK ALL: MY CAREER PROSPECTS HAVE IMPROVED | 1 | 2 | 3 | 4 | 5 | 6 | |

ASK ALL– NEW AEVS QUESTION (2018)

LF1C [IF A5DUM3 = 2: **At the time you were undertaking your Apprenticeship, what did you plan to next?**
 [IF A5DUM3 = 1: **And what are you planning to do next after your Apprenticeship ends?**]
PROMPT IF NECESSARY. SINGLE CODE.

CARRY ON WORKING FOR THE SAME EMPLOYER 1

WORK FOR A DIFFERENT EMPLOYER IN THE SAME LINE OF WORK 2

WORK FOR A DIFFERENT EMPLOYER IN A DIFFERENT LINE OF WORK 3

ENTER OTHER EDUCATION AND TRAINING 4

OTHER (PLEASE SPECIFY) 5

DO NOT READ OUT: DON'T KNOW 6

Modular Section: Future Plans

DS: This section should be asked to half of the sample (those in Module 1 [DUMMOD=2]).

READ OUT TO ALL

I'd now like to ask you a few questions about your plans for the future.

ASK ALL IN MODULE 2 (DUMMOD=2)

LE6 **[IF A5DUM3 = 2: Since completing your][IF A5DUM3 = 1: Since starting your][IF A5DUM2 = 3: Advanced][IF A5DUM2 = 4 OR 5: Higher][IF A5DUM2 = 6 OR 7: Degree] Apprenticeship, have you started, or are you currently considering any of the following...?**
READ OUT. SINGLE CODE.

DS RANDOMISE CODES

STARTED CONSIDERING NEITHER

_1 IF A5DUM2 <= 2: A LEVEL 3, OR ADVANCED APPRENTICESHIP 1 2 3
_2 IF A5DUM2 <= 4: A HIGHER APPRENTICESHIP AT LEVEL [IF A5DUM2 ≠ 4:4 OR] 5 1 2
3
_3 IF A5ADUM≠3: A DEGREE APPRENTICESHIP 1 2 3
_4 IF A5DUM2 <= 3: A HIGHER NATIONAL CERTIFICATE (HNC) 1 2 3
_5 A FOUNDATION DEGREE 1 2 3
_6 A DEGREE, OTHER THAN A FOUNDATION DEGREE 1 2 3
_7 SOME OTHER FORM OF TRAINING LEADING TO A QUALIFICATION (PLEASE SPECIFY) 1 2
3

ASK ALL EMPLOYED ((LA23=1 OR 2 OR 13) OR A5DUM3 = 1) AND IN MODULE 2 (DUMMOD=2)

LE7 **To what extent do you agree or disagree with the following statements?**

READ OUT SCALE AND PROBE FOR STRENGTH OF AGREEMENT / DISAGREEMENT. SINGLE CODE.

DS RANDOMISE CODES.

Strongly agree Tend to agree Neither agree nor disagree Tend to disagree Strongly disagree
Don't know

_1 IF LA23 = 1 OR 2 OR 13:My employer has discussed any further training I can do after my Apprenticeship
1 2 3 4 5 6
_2 I feel I'm aware of the variety of training options available to me after completing an Apprenticeship 1
2 3 4 5 6
_3 IF LA23 = 1 OR 2 OR 13:My employer actively supports my career development 1 2 3
4 5 6

ASK ALL IN MODULE 2 (DUMMOD=2) – NEW AEVS QUESTION (2018)

LF1A [IF A5DUM3 = 2: **While you were doing your Apprenticeship, how well did you feel it prepared you for what you wanted to do after your Apprenticeship?**]

[IF A5DUM3 = 1: **How well do you feel your Apprenticeship is preparing you for what you want to do after your Apprenticeship**]

READ OUT. SINGLE CODE.

Very well 1

Fairly well 2

Not very well 3

Not well at all 4

DO NOT READ OUT: Don't know 5

IF NOT PREPARED THEM WELL (LF1A=3-4) – NEW AEVS QUESTION (2018)

LF1B **Why do you say that?**

WRITE IN

Don't know 1

Refused 2

IF CURRENT APPRENTICE (A5DUM3=1) AND IN MODULE 2 (DUMMOD=2) – NEW AEVS QUESTION (2018)

LF1D **As far as you can tell, how likely are you to complete your Apprenticeship?**

READ OUT. SINGLE CODE.

VERY LIKELY 1

QUITE LIKELY 2

NOT VERY LIKELY 3

NOT AT ALL LIKELY 4

DO NOT READ OUT: DON'T KNOW 5

ASK IF NOT LIKELY TO COMPLETE APPRENTICESHIP (LF1D=3-4)

LF2 **Why are you unlikely to complete your Apprenticeship?**
DO NOT READ OUT. MULTICODE.

NOT INTERESTED IN SECTOR OR CURRENT JOB ROLE 1
NO SUPPORT FROM EMPLOYER OR TRAINING PROVIDER 2
FINANCIAL REASONS 3
NO LONGER WORKING FOR EMPLOYER 4
THE APPRENTICESHIP IS NOT ENJOYABLE 5
DUE TO ILL HEALTH OR A MEDICAL CONDITION 6
DON'T HAVE TIME TO DO IT 7
FIND THE PACE OF THE APPRENTICESHIP TOO DIFFICULT 8
TOO DIFFICULT TO BALANCE WORK AND TRAINING 9
OTHER (PLEASE SPECIFY) 10
DON'T KNOW 11

D0UMLEARNCOMP

Mark those who reach end of learner section 1

Else 2

DUMPARTCOMP

Pay only completed (DUMPAYCOMP=1 AND DUMLEARNCOMP=2) 1

Learner only completed (DUMPAYCOMP=2 AND DUMLEARNCOMP=1) 2

Demographics

Finally, just a few more questions about you. This information will be used to analyse the findings.

ASK IF ETHNICITY UNKNOWN ON SAMPLE

PG1 **What is your ethnic group? I will read out the options – please choose the one option that best describes your ethnic group or background.**

[READ OUT BOLD CATEGORIES – once answered yes read out relevant more detailed options]

SINGLE CODE

White

White English / Welsh / Scottish / Northern Irish / British

[PROGRAMMER: IF IN ENGLAND START WITH ENGLISH; IF IN WALES START WITH WELSH; IF IN SCOTLAND START WITH SCOTTISH] 1

White Irish 2

Gypsy or Irish traveller 3

Any other white background 4

Asian / Asian British

Asian Indian 5

Asian Pakistani 6

Asian Bangladeshi 7

Other Asian 8

Black / Black British

Black African 9

Black Caribbean 10

Other Black 11

Mixed ethnicity

White & Black Caribbean 12

White & Black African 13

White & Asian 14

Other Mixed 15

Other ethnic group

Chinese 16

Arab 17

Any Other Ethnic Group 18

Prefer not to say 19

ASK IF DISABILITY FLAG=YES OR UNKNOWN

PG2 **Do you consider yourself to have a disability?**

Yes 1

No 2

Prefer not to say 3

Don't know 4

Learner: G2

ASK IF DISABILITY FLAG=YES OR UNKNOWN

PG3 **Do you consider yourself to have learning difficulties?**

Yes 1

No 2

Prefer not to say 3

Don't know 4

Learner: G3

ASK ALL

PG4 **Are you receiving any of the following benefits or credits...READ OUT [CODE ONE PER ROW]**

Yes No Don't know

Income support 1 2 3

Housing Benefit or Council Tax Credit 1 2 3

Working tax credit 1 2 3

Child tax credit 1 2 3

Universal credit 1 2 3

Other benefits or credits (SPECIFY) 1 2 3

I Thank and Close

ASK ALL

LH1 **We are now at the end of the survey. Thank you very much for taking the time to speak to us today. Would you be willing for us to call you back regarding this particular study – if we need to clarify any of the information:**

SINGLE CODE

YES 1

NO 2

ASK ALL

LH2 **The Department for Education and the Department for Business, Energy and Industrial Strategy may wish to undertake further research on this topic in the next 1 to 2 years. Would it be ok for them or their appointed contractors to re-contact you to invite you to take part?**

READ OUT. SINGLE CODE

YES – DFE, BEIS AND/OR THEIR CONTRACTORS MAY RECONTACT1 ASK LH3

ONLY DFE/BEIS MAY RECONTACT 2

NO 3 ASK LH4

ASK IF LH2=1 OR 2

LH3 **And would it be OK for us to share your responses to this survey with the Department for Education and the Department for Business, Energy and Industrial Strategy so they need not repeat some of the questions you have already answered?**

SINGLE CODE.

Yes 1

No 2

ASK ALL

LH4 **Finally, the Department for Education and the Department for Business, Energy and Industrial Strategy would like to link your answers in this survey to a learner dataset that also includes some benefits and employment details. This would allow them to analyse the impact of training on, for example, employment and wages over the longer term. You will not be recontacted as a result of this data linking.**

Like everything else you have told us, this information will be completely confidential and used for research purposes only. Names and addresses are never included in the results and no individual will be identified from the research. We will keep personal details that identify you for up to one year after the end of the project (so until April 2020) and will be destroyed from that point.

Would you be willing for these Departments and their appointed researchers to match your records to this merged learner dataset? After linking, your name will not be held with the information.

YES 1
NO 2

IF GIVEN CONSENT TO RE-CONTACT (LH1 = 1 OR LH2 = (1 OR 2) OR LH4 = 1)

LH6 **Can I just confirm your details**[IF LH1 = 1 OR LH2 = 1 OR 2: **so that we can contact you, as we just agreed**][IF LH4 = 1 AND (LH4 ≠ 1 AND LH2 ≠ (1 OR 2)): **so that we can link your data, as we just agreed**]?

INTERVIEWER: CORRECT OR BLANK ANY INCORRECT INFO.

DS: PRE-POPULATE WITH SAMPLE VARIABLES. ALLOW BLANK RESPONSES.

NAME: WRITE IN <CONTACT>

IF LH1 = 1 OR LH2 = (1 OR 2): EMAIL ADDRESS: WRITE IN <EMAIL>

IF LH1 = 1 OR LH2 = (1 OR 2): PHONE NUMBER: WRITE IN <PHONENUMBER>

SAY TO ALL

H7 **I hereby confirm that this interview has been carried out in accordance with the rules of the Market Research Society's Code of Conduct.**

YES 1

THANK RESPONDENT AND CLOSE INTERVIEW

Finally I would just like to confirm that this survey has been carried out under IFF instructions and within the rules of the MRS Code of Conduct. If you would like further information on your rights under data protection regulations, you can visit www.iffresearch.com/GDPR. Thank you very much for your help today.

Appendix C – Advance letter for the standalone Learner Survey



Department
for Education



IFF Research

Hannah Rhodes
Principal Research Officer
Department for Education
2 St Pauls Place, 125 Norfolk Street
Sheffield
S1 2FJ

«contact»
«add1»
«add2»
«add3»
«add4»
«pcode»

www.gov.uk/government/organisations/department-for-education

Ref. «id»

<MONTH> <YEAR>

Dear «contact»

Apprenticeships Evaluation Survey 2018

We are about to carry out research exploring the experiences of individuals who have undertaken an apprenticeship - **by this we mean any training leading to a government recognised qualification or accreditation undertaken whilst working for an employer.** Our records indicate that you are either currently undertaking, or have completed an apprenticeship, and we very much hope you will be able to take part in this important study.

The Department for Education (DfE) has commissioned IFF Research, an independent research organisation to conduct this research. An interviewer from IFF Research will call you in the next few weeks to arrange a suitable time for you to take part in a 20-minute telephone interview. The sorts of topics you may be asked about include:

- your motivations for doing an apprenticeship
- the nature of the training you have undertaken
- your satisfaction with the training you received
- the impact doing an apprenticeship has had on your career
- your future plans.

The research is intended to help monitor the quality of apprenticeships, assess the impact of recent policy reforms and help shape future developments of the apprenticeship programme.

The employer you completed, or are doing your apprenticeship with will not be informed that you have taken part. The information you provide will be used for research purposes only. All your responses will be completely anonymous, and the research company will not pass us any information by which you could be identified without your permission. The research is being conducted in accordance with the General Data Protection Regulation (GDPR) and the Market Research Society's Code of Conduct. If you would like to view IFF's GDPR policy, please visit www.iffresearch.com/iff-research-gdpr-policy.

If you do **not** want to take part in the research, please call IFF's free opt-out line on 0800 652 0437 and quote the reference number at the top right of this letter.

If you have any questions about the interview arrangements or the conduct of the study, please contact IFF on 0800 652 0437 or email apprenticesurvey@iffresearch.com. If you would like to talk to someone at DfE about why the survey is being carried out, please contact Earl Kehoe at earl.kehoe@education.gov.uk.

Many thanks in advance for your help.

Hannah Rhodes, Principal Research Officer
Department for Education

Appendix D – Advance letter for the Joint Survey



Department for
Business, Energy
& Industrial Strategy



Department
for Education



IFF Research

«contact»

«add1»

«add2»

«add3»

«add4»

«pcode»

Ref. «id»

<MONTH> <YEAR>

Dear «contact»

Apprenticeships Evaluation and Pay Survey 2018

We are about to carry out the 2018 Apprenticeships Evaluation and Pay Survey and very much hope you will be able to take part. This important research project collects up-to-date information on the training, hours, pay and general experiences of those in workplace training schemes and it gives apprentices the chance to say if they are satisfied with their training and why. This research will be used by Government when setting policy related to pay and improvements to workplace training. Please note, by 'apprenticeship', we mean training leading to a government recognised qualification or accreditation undertaken whilst working for an employer. Our records indicate that you are an apprentice.

The Department for Education (DfE) and the Department for Business, Energy and Industrial Strategy (BEIS) have commissioned IFF Research, an independent research organisation to conduct this research. An interviewer from IFF will call you in the next few weeks to arrange a suitable time for you to take part in a telephone interview lasting around 20 minutes. To help with providing accurate information regarding your hours and pay, **we ask that you try to have a recent payslip or contract to hand when completing the survey.** The sorts of questions you will be asked include:

- the number of hours you spend working for your employer (in a typical week)
- the number of *additional* hours you spend learning and training on top of your normal work. (This could include attending college, courses, workshops or training sessions, learning at home, learning from workbooks, time with your assessor, and time filling in a portfolio).
- how much you earn (ideally the amount you earn in *gross terms* i.e. before tax, national insurance and other deductions).

If you wish to find out more about the research objectives and content of the interview, please visit <https://www.gov.uk/government/publications/apprenticeship-pay-survey-aps-2018>.

Your employer will not be informed that you have taken part. The information you provide will be used for research purposes only. All your responses will be completely anonymous, and the research company will not pass us any information by which you could be identified without your permission. The research is being conducted in accordance with the General Data Protection Regulation (GDPR) and the Market Research Society's Code of Conduct. If you would like to view IFF's GDPR policy, please visit www.iffresearch.com/iff-research-gdpr-policy.

If you do **not** want to take part in the research, please call IFF's free opt-out line on 0800 652 0437 and quote the reference number at the top of this letter. If you have any questions about the interview arrangements or the conduct of the study, please call IFF on 0800 652 0437 or email apprenticesurvey@iffresearch.com. If you would like further information about why the survey is being carried out, please contact Helen.Wrathall@beis.gov.uk.

Many thanks in advance for your help.

Tom Griffiths, Deputy Director, National Minimum Wage & Analysis
Department for Business, Energy and Industrial Strategy

Hannah Rhodes, Principal Research Officer
Department for Education



Department
for Education

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www.education.gov.uk/contactus

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