

Private & Confidential

Investment in Training Survey 2019

J6099

Date July 2019

Telephone

Quota category	Number of interviews to achieve	Quota category	Number of interviews to achieve

S Pre-Screener

- ASK ALL
- S1 **Good morning/afternoon/evening. My name is _____ calling from IFF Research on behalf of the Department for Education (DfE) [WALES: and the Welsh Government NI: and the Department for the Economy in Northern Ireland].**

Could I please speak to ... NAMED RESPONDENT ...?

Yes – speaking / transfer	1	GO TO S2
Hard appointment	2	MAKE APPOINTMENT TO CALL BACK
Soft appointment	3	MAKE APPOINTMENT TO CALL BACK
No – no longer works here	4	GO TO S1A
No – no-one known by that name	5	GO TO S1CHK
Refused	6	THANK AND CLOSE
Answering machine	7	CLOSE
Engaged	8	CLOSE
No answer	9	CLOSE

IF S1=5

- S1CHK) **Can I just check, is this ... COMPANY NAME FROM SAMPLE?**

Yes	1	GO TO S1A
No	2	THANK AND CLOSE

S1A IF NAMED RESPONDENT NO LONGER WORKING AT ESTABLISHMENT (S1=4 OR S1CHK=1)
Could I please speak [TEXT SUB IF S1=3: to the person who has replaced [NAMED RESPONDENT], or] to someone else who can answer questions about training at this site?

Yes – take name of person and transfer	1	GO TO S2
No	2	THANK & CLOSE

S2 RESPONDENT INTRODUCTION
Good morning, afternoon, evening. My name is _____ calling from IFF Research on behalf of the Department for Education (DfE) [WALES: and the Welsh Government NI: and the Department for the Economy in Northern Ireland].

[TEXT SUB IF NAMED RESPONDENT S1=1: **You may remember that you**] [TEXT SUB IF S1=4: **Your colleague, <named respondent>,**] [TEXT SUB IF S1CHK=1: **Your colleague**] **recently took part in an interview about recruitment, vacancies, skills and training, as part of a national survey designed to inform government of the skill needs of businesses.**

[TEXT SUB IF NAMED RESPONDENT S1=1: **You**] [TEXT SUB IF NOT NAMED RESPONDENT (IF S1=4 OR S1=5): **Your colleague**] **said that we could come back [ADD IF NAMED RESPONDENT S1=1: to you] on a follow up survey on training expenditure.**

FOR ALL

We are now conducting this short follow-up survey, looking more specifically at training that employers provide for their employees, and how much this costs. [ADD IF NAMED RESPONDENT S1=1: It takes much less time to complete than the original interview, and this time] we would like to send you the questions first for you to look at and we will then call you back in a few days to collect the answers.

Continue	1	GO TO S3
Hard appointment	2	MAKE APPOINTMENT TO CALL BACK
Soft appointment	3	MAKE APPOINTMENT TO CALL BACK
Refused	4	THANK AND CLOSE
Not available in fieldwork	5	THANK AND CLOSE

S2a This call may be recorded for quality and training purposes only.

REASSURANCES TO USE IF NECESSARY

The interview will take around 10 minutes to complete.

Your co-operation will ensure that the views expressed are representative of all employers

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.

Further information is available on the survey website [ADD LINK](#)

The results will also be available in DATE and will be posted on gov.uk website.

If respondent wishes to confirm validity of survey or get more information about aims and objectives, they can call:

- **MRS: Market Research Society on 0500 39 69 99**
- **IFF: Naomi Morrice on 020 7250 3035**
- **At DfE: Rob Haynes (Email: robert.haynes@education.gov.uk Tel: 07388 372248)**

ASK IF HAVE AN EMAIL ADDRESS FROM SAMPLE

Security: CONTROLLED

S3em1) **We have your email address as [TEXT SUB: email address from sample], is this correct?**

Yes	1	GO TO APPOINTMENT SCREEN
No – record correct email address	2	GO TO S3EM2
No – no email address	3	CHECK S3FAX1, SET HASEMAIL VARIABLE ON SAMPLE TO “NO”

ASK IF S3EM1=2

S3em2) **Could I take your correct email address please?**

[WRITE IN EMAIL ADDRESS]

ASK IF DO NOT HAVE AN EMAIL ADDRESS FROM SAMPLE OR S1=3 OR 4

S3em3) **Do you have an email address I could take?**

Yes - Record email	1	GO TO S3EM4
No – not willing to provide email	2	CHECK S3FAX1
No – no email	3	CHECK S3FAX1

ASK IF S3EM3=1

S3em4) INTERVIEWER RECORD EMAIL ADDRESS

[WRITE IN EMAIL ADDRESS]

INTERVIEWER SEND EMAIL

ASK IF DO NOT HAVE EMAIL (S3em1=3 or S3em3=2 or S3em3=3). OTHERS TO GO DISPLAY SCREEN S3N2

S3N1) **The other way you can get a copy of the questionnaire is by downloading it from the internet – would you be able to access the questionnaire in this way?**

Yes	1	GO TO DISPLAY SCREEN S3N2 BELOW
No [INTERVIEWER NOTE – THIS MEANS RESPONDENT CAN NOT BE RESENT A DATASHEET]	2	THANK AND CLOSE (TO BE CLASSED AS REFUSED)

SHOW S3N2 IF WILLING TO DOWNLOAD (S3N1=1)

S3N2 **The questions which we are looking for answers to have been posted on [INSERT CORRECT LINK]**

GO TO APPOINTMENT SCREEN – BOOK IN TIME TO CALL BACK

APPOINTMENT SCREEN:

I'd like to give you some time to think about the questions, and collect the answers if you do not know them off the top of your head. So, would it be OK if I or one of my colleagues called you back on [+3DAYS]?

Yes – respondent happy with suggested date	1	CLOSE – GO TO FAX QUEUE
No – not happy with suggested date	2	CHECK S3N1

NEXT SCREEN:

INTERVIEWER: Please click on appointment in the side bar and set an appointment

[IF +3DAYS=SAT OR SUN] INTERVIEWER NOTE: Selected date is a weekend, do not set appointment for weekend

The subject line of the message will be “Employer Skills Survey” and will be sent by us at IFF Research

MAKE APPOINTMENT ON AGREED DAY (NOT A WEEKEND)

SCREENER

S4a **Good morning / afternoon, my name is _____ from IFF Research on behalf of the Department for Education (DfE) and [WALES: the Welsh Government; NI: the Department for the Economy in Northern Ireland]**

Please can I speak to [NAME FROM SAMPLE]?

IF NECESSARY AND NOT AUTOMATICALLY SENT DATASHEET: We spoke to your colleague earlier this week about some research we are conducting to explore training expenditure in [ENGLAND: England; WALES: Wales; NI: Northern Ireland]. They suggested that now was a good time to speak with them?

Speaking to named respondent	1	Go to S4
Transferred	2	Go to S4
Soft appointment	3	GO TO APPOINTMENT SCREEN
Hard appointment	4	GO TO APPOINTMENT SCREEN
Refused	5	Close
Answering machine	6	Close
Engaged	7	Close
No answer	8	Close

S4A **IF FIRST CALLBACK AND AUTOMATICALLY SENT DATASHEET
Good morning, afternoon, evening. My name is _____ calling from IFF Research on behalf of the Department for Education (DfE) [WALES: and the Welsh Government NI: and the Department for the Economy in Northern Ireland.**

You may remember that you recently took part in an interview about recruitment, vacancies, skills and training, as part of a national survey designed to inform government of the skill needs of businesses. You said that we could recontact you regarding a follow up survey on training expenditure.

We are now conducting this short follow-up survey, looking more specifically at training that employers provide for their employees, and how much this costs. We recently sent the survey questions to you via email, did you receive this?

ADD IF NECESSARY: The subject line of the email we sent to you was “Employer Skills Survey”, and it was sent by us at IFF Research.”

Yes	1	Go to S4B
No	2	Go to S6

S4B **ALL WHO HAVE RECEIVED AUTOMATICALLY SENT DATASHEET (S4A=1)
Have you had time to look at and complete the questionnaire that we sent through to you?**

Yes	1	Go to S7
No	2	Go to S5

- S4 ASK ALL NOT AUTOMATICALLY SENT DATASHEET
 [IF CALLBACK, SHOW: **Good morning / afternoon, my name is _____ from IFF Research. You may remember that you spoke to me / my colleague in the last few days, regarding the research we are conducting on the costs of training]. Have you had time to complete the questionnaire that we sent through to you?**]

Yes	1	Go to S7
No	2	Go to S5
Have not received questionnaire	3	Go to S6

- S5 IF HAVE NOT FILLED OUT QUESTIONNAIRE
Could we call you back at another time in order to go through the questionnaire?

It should only take us five minutes or so to go through your answers on the phone.

ARRANGE CALL BACK IF POSSIBLE.

- S6 IF RESPONDENT HAS NOT RECEIVED QUESTIONNAIRE (S4A=2 OR S4=3)
Can we re-send you the questionnaire [TEXT SUB IF <10 EMPLOYEES: or would you prefer to try and complete the interview now without a datasheet]?

Yes	1	CHECK S6EM1
No	2	THANK AND CLOSE
ONLY SHOW FOR <10 EMPLOYEES: Try and complete the interview now without a datasheet [INTERVIEWER NOTE: IF RESPONDENT FINDS IT DIFFICULT TO ANSWER QUESTIONS IN THE INTERVIEW, OFFER THEM THE OPPORTUNITY TO MAKE AN APPOINTMENT, SKIP BACK AND RESEND]	3	Go to main questionnaire

- ASK IF S6=1 AND HAVE AN EMAIL ADDRESS FROM SAMPLE
 S6em1) **We have your email address as [TEXT SUB: email address from sample], is this correct?**

Yes	1	GO TO S6EM5
No – record correct email address	2	GO TO S6EM2
No – no email address	3	CHECK S6FAX1, SET HASEMAIL VARIABLE ON SAMPLE TO “NO”

- ASK IF S6EM1=2
 S6em2) **Could I take your correct email address please?**

[WRITE IN EMAIL ADDRESS]

- ASK IF S6=1 AND DO NOT HAVE AN EMAIL ADDRESS FROM SAMPLE
 S6em3) **Do you have an email address I could take?**

Yes - Record email	1	GO TO S6EM4
No – not willing to provide email	2	CHECK S6FAX1
No – no email	3	CHECK S6FAX1

ASK IF S6EM3=1

S6em4) INTERVIEWER RECORD EMAIL ADDRESS
[WRITE IN EMAIL ADDRESS]
INTERVIEWER SEND EMAIL

S6EM5) **If that is the correct email address, we sent an email to that address on [DATE]; The subject line of the email we sent to you was “Employer Skills Survey”, and it was sent by us at IFF Research.” Could you confirm whether your received that email?**

Yes – received email	1	GO TO APPOINTMENT SCREEN – ARRANGE CALLBACK
No – not received	2	GO TO S6EM6

S6EM6) The survey was sent as an attachment; it is possible that your IT security systems have blocked you from receiving it. We can send the questionnaire in another way instead.

ASK IF DO NOT HAVE EMAIL (S6em1=3 or S6em3=2 or S6em3=3). OTHERS TO GO DISPLAY SCREEN S6N2

S6N1) The other way you can get a copy of the questionnaire is by downloading it from the internet – would you be able to access the questionnaire in this way?

Yes	1	GO TO DISPLAY SCREEN S6N2 BELOW
No [INTERVIEWER NOTE – THIS MEANS RESPONDENT CAN NOT BE RESENT A DATASHEET]	2	THANK AND CLOSE (TO BE CLASSED AS REFUSED)

SHOW S6N2 IF NOT WILLING TO DOWNLOAD (S6N1=2)

S6N2) The questions which we are looking for answers to have been posted at:
[SHOW LINKS TO MICROSITE]

GO TO APPOINTMENT SCREEN

ASK S7 IF RESPONDENT HAS FILLED IN QUESTIONNAIRE (S4B=1 OR S4=1)

S7) Do you have time to go through the questionnaire now?

Yes	1	Go to main questionnaire
No	2	Arrange call back

S7a) This call may be recorded for quality and training purposes only.

S7b) Before we begin, I need to read out a quick statement regarding GDPR legislation.

I want to reassure you that all information collected will be treated in the strictest confidence. You have the right to 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. Is that OK?

Yes – agree to continue	1	
Refuse to continue	2	THANK AND CLOSE

ASK IF S7=1

S8) Can I just check, over the last 12 months, have you had anyone on the payroll at this site undertaking an apprenticeship?

Yes	1	
No	2	

Don't know	3	
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ASK IF S8=1
 S9 **Over the last 12 months, how many people on the payroll of this site have undertaken an apprenticeship, including any who have since left?**

INTERVIEWER ADD IF NECESSARY: **Please include any apprentices currently employed, and any who have left within the last 12 months**

WRITE IN (1 – 9999)	
Don't know	X

S9RAN PROMPT WITH RANGE IF DON'T KNOW

1-2	1
3-4	2
5-9	3
10-19	4
20-29	5
30-39	6
40-49	7
50-99	8
100-199	9
200 or more	10
(DO NOT READ OUT) Don't know	X

IF NUMBER TRAINED IS MORE THAN DOUBLE THE NUMBER OF CURRENT STAFF GIVEN IN WAVE 1 (S9 > (WAVE 1 SA1 x 2))
 SF8CHK **You said you currently have <INSERT VALUE FROM SA1> employees but you have employed <S9 FIGURE> apprentices in the past 12 months, is this correct?**

Yes	1	
No	2	RE-ASK S9

REASSURANCES TO USE IF NECESSARY

The interview will take around 10 minutes to complete.

Your co-operation will ensure that the views expressed are representative of all employers

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.

Further information is available on the survey website [ADD LINK](#)

The results will also be available in DATE and will be posted on gov.uk website.

If respondent wishes to confirm validity of survey or get more information about aims and objectives, they can call:

MRS: Market Research Society on 0500 39 69 99

IFF: Naomi Morrice on 020 7250 3035

At DfE: Rob Haynes (Email: robert.haynes@education.gov.uk Tel: 07388 372248)

A Off-the-job training

ASK IF COMPANY PROVIDES OFF-THE-JOB TRAINING (YES AT SF4 ON MAIN WAVE 1 QUESTIONNAIRE). OTHERS GO TO SECTION 2

- QA **You said when you undertook the initial telephone survey that you conduct off-the-job training at this site. I'd like to go through the off-the-job training section of the questionnaire.**

INTERVIEWER REMIND IF NECESSARY: **By off-the-job training we mean training away from the individual's immediate work position, whether on your premises or elsewhere.**

OK	1	ASK Q1
Respondent does not conduct off-the-job training	2	GO TO SECTION B

- Q1. **Over the past twelve months, how many employees participated in an education or training course, provided either externally or internally? [IF S8=1 OR 3: Please include both apprentices and other employees.]**

None	1	Go to Q15
1 – 999999	2	IF ANSWER IS MORE THAN 2 TIMES NUMBER OF STAFF ON MAIN QUESTIONNAIRE WAVE 1 (SA1) SAY 'Can I just check that the number of employees who participated in an education or training course over the last 12 month is <INSERT ANSWER>?' IF YES GO TO Q2; IF NO RE-ASK (AND THEN GO TO Q2] IF ANSWER NOT MORE THAN 2 TIMES WAVE 1 STAFF NUMBERS GO TO Q2
Don't know	X	ASK Q1a

IF 'Don't Know' ASK:

- Q1a **Over the past twelve months, how many employees participated in an education or training course, provided either externally or internally? [IF S8=1 OR 3: Please include both apprentices and other employees.]**

1 or 2 employees	1	ASK Q2
3-4	2	
5-9	3	
10-19	4	
20-29	5	
30-39	6	
40-49	7	
50-99	8	
100-199	9	
200 or more	10	
Don't know	X	

- Q2. **How many days on average did each of these people spend on an education or training course over the past twelve months?**

[IF S8=1 OR 3: ADD IF NECESSARY: **For apprentices, please only include time spent on off-the-job training**]

NOTE TO INTERVIEWER: IF RESPONDENT SAYS A WEEK / FORTNIGHT PLEASE CHECK THE NUMBER OF WORKING DAYS

RECORD NUMBER OF DAYS

Less than a day	1	ASK Q3
1 – 300	2	CHECK Q2b
Don't know	X	ASK Q2a

IF 'Don't Know' ASK:

- Q2a **Would you estimate that it was:**

Less than a day	1	ASK Q3
1 day	2	
2 days	3	
3 - 4 days	4	
5 - 6 days	5	
7 - 8 days	6	
9 - 10 days	7	
11 - 12 days	8	
13 - 14 days	9	
15 - 16 days	10	
17 - 18 days	11	
19 - 20 days	12	
More than 20 days	13	ASK Q2b
Don't know	X	ASK Q3

ASK IF MORE THAN 20 AT EITHER Q2 OR Q2a:

- Q2b **Can I just check that on average EACH employee participating in an education or training course spent [INSERT ANSWER FROM Q2 OR 'MORE THAN 20 DAYS' IF ANSWERED Q2a] on education or training courses over the last 12 months?**

Yes	1	ASK Q3
No	2	REASK Q2 OR Q2a

- Q3. **And what is the average basic annual salary of an employee who has been on any of these courses over the past twelve months?** [NOTE: RESPONDENT SHOULD CONVERT PART TIME STAFF SALARIES TO FULL TIME EQUIVALENTS FOR CALCULATING AVERAGE ANNUAL SALARIES]

RECORD ANSWER IN POUNDS

£1 – 9999999	1	INTERVIEWER TO FILL IN Q3a
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Don't know	X	ASK Q3b
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IF EXACT ANSWER GIVEN AT Q3

Q3a **INTERVIEWER – CODE RANGE FROM RESPONSE AT Q3:**

CATI – INTERVIEWER MUST REASK Q3 OR RECODE Q3a IF Q3 AND Q3a NOT COMPATIBLE

Under £10,000	1	ASK Q3c
£10,000 - £19,999	2	ASK Q4
£20,000 - £29,999	3	
£30,000 - £39,999	4	
£40,000 - £49,999	5	
£50,000 - £59,999	6	
£60,000 - £69,999	7	
£70,000 - £79,999	8	
£80,000 - £89,999	9	
£90,000 - £99,999	10	
£100,000 or more	12	

ASK IF DON'T KNOW AT Q3

Q3b **Would you estimate it as...**

READ OUT [NOTE: the average basic annual salary of an employee who has been on any of these courses over the past twelve months]

Under £10,000	1	ASK Q3c
£10,000 - £19,999	2	ASK Q4
£20,000 - £29,999	3	
£30,000 - £39,999	4	
£40,000 - £49,999	5	
£50,000 - £59,999	6	
£60,000 - £69,999	7	
£70,000 - £79,999	8	
£80,000 - £89,999	9	
£90,000 - £99,999	10	
£100,000 or more	12	
Don't know / refused	X	ASK Q4

ASK IF UNDER £10,000 OR OVER £100,000 (Q3a=1 OR 12 OR Q3b=1 OR 12)

Q3c **Can I just check that the average basic annual salary of employees who have been on any of these courses over the past twelve months is [EXACT FIGURE AT Q3 OR UNDER £10,000 AT Q3b OR OVER £100,000 AT Q3b]?**

Yes	1	ASK Q4
No	2	REASK Q3 OR Q3a

- Q4. **And what was the cost of fees to external providers of training courses for your employees over the past twelve months? This includes the cost of any external providers who ran courses on your premises.**

[IF S8=1 OR 3 AND ENGLAND: **For apprenticeship training, please include any payments made directly to external providers, and any payments made using Apprenticeship Levy funds through an apprenticeship service account]**

RECORD ANSWER IN POUNDS

Nothing	0	ASK Q5
£1 - £9,999,999	1	ASK Q4a
Don't know	X	ASK Q4b

IF EXACT FIGURE GIVEN

- Q4a **INTERVIEWER – CODE INTO RANGES:**

CATI – INTERVIEWER MUST REASK Q4 OR RECODE Q4a IF Q4 AND Q4a NOT COMPATIBLE

Less than £500	1	ASK Q4A
£500 - £999	2	
£1,000 - £1,999	3	
£2,000 - £3,999	4	
£4,000 - £5,999	5	
£6,000 - £9,999	6	
£10,000 - £14,999	7	
£15,000 - £19,999	8	
£20,000 - £29,999	9	
£30,000 - £49,999	10	
£50,000 - £99,999	11	
£100,000 - £149,999	12	
£150,000 - £499,999	13	
Half a million or more	14	ASK Q4c

ASK IF DON'T KNOW AT Q4

Q4b **Would you estimate it [the cost of fees to external providers of training courses for your employees over the past twelve months] as...**

[IF S8=1 OR 3 AND ENGLAND: ADD IF NECESSARY: **For any apprenticeship training, please include any payments made directly to external providers, and any payments made using Apprenticeship Levy funds through an apprenticeship service account]**

READ OUT

Less than £500	1	ASK Q4A
£500 - £999	2	
£1,000 - £1,999	3	
£2,000 - £3,999	4	
£4,000 - £5,999	5	
£6,000 - £9,999	6	
£10,000 - £14,999	7	
£15,000 - £19,999	8	
£20,000 - £29,999	9	
£30,000 - £49,999	10	
£50,000 - £99,999	11	
£100,000 - £149,999	12	
£150,000 - £499,999	13	
Half a million or more	14	ASK Q4c
Don't know / refused	15	ASK Q4A

ASK IF MORE THAN HALF A MILLION AT Q4 or Q4b

Q4c **Can I just check that the cost of fees to external providers of training courses for your employees over the past twelve months is [EXACT FIGURE AT Q4 OR OVER HALF A MILLION IF ANSWERED AT Q4b]?**

Yes	1	ASK Q4A
No	2	REASK Q4 OR Q4b

ASK THOSE ASKED Q4 EXCEPT IF Q4=NOTHING (THESE ASK Q5)

Q4D **And what percentage, if any, of these fees to external providers were paid to FE (Further Education) colleges or to Universities or other Higher Education institutions?**

FEEES PAID TO PRIVATE COLLEGES/PRIVATE PROVIDERS SHOULD NOT BE INCLUDED

% (0-100)	1	ASK Q5
Don't know	2	ASK NEXT QUESTION

ASK IF DON'T KNOW AT PREVIOUS QUESTION

- Q4E** Would you estimate the percentage [of fees to external providers of training courses for your employees over the past twelve months which were paid to FE Colleges or universities or other Higher Education Institutions] as...READ OUT

Less than 10%	1	
10% - 19%	2	
20% - 29%	3	
30%-39%	4	
40% - 49%	5	
50%-59%	6	
60%-69%	7	
70%-79%	8	
80%-89%	9	
90% or more	10	
Don't know / refused	X	

ASK ALL TRAINING OFF-THE-JOB

- Q5.** Do you have a training centre at your location?

Yes	1	ASK Q6
No	2	ASK Q7

ASK ALL WHO HAVE A TRAINING CENTRE (OTHERS GO TO Q7)

- Q6.** How much did your training centre cost to run in the past twelve months? First what was the:
Q6a Sum total of all basic annual salaries of any full time or part time training centre staff

RECORD ANSWER IN POUNDS

1 – 9999999	1	ASK Q6ai
Don't know	X	ASK Q6aii

IF EXACT ANSWER GIVEN AT Q6
 Q6ai INTERVIEWER – CODE RANGE FROM RESPONSE AT Q6:

CATI – INTERVIEWER MUST REASK Q6 OR RECODE Q6ai IF Q6a AND Q6ai NOT COMPATIBLE

Under £10,000	1	ASK Q6b
£10,000 - £19,999	2	
£20,000 - £39,999	3	
£40,000 - £59,999	4	
£60,000 - £99,999	5	
£100,000 - £149,999	6	
£150,000 - £249,999	7	
A quarter of a million or more	8	

ASK IF DON'T KNOW AT Q6
 Q6aii **Would you estimate the sum total of all basic annual salaries of any full time or part time training centre staff as...**

READ OUT

Under £10,000	1	ASK Q6b
£10,000 - £19,999	2	
£20,000 - £39,999	3	
£40,000 - £59,999	4	
£60,000 - £99,999	5	
£100,000 - £149,999	6	
£150,000 - £249,999	7	
A quarter of a million or more	8	
Don't know / refused	9	

ASK ALL WHO HAVE A TRAINING CENTRE
 Q6b **And what was the total of any other costs of running your training centre over the last 12 months, including the cost of all equipment and materials used and the cost of rent paid for the space it occupies.**

RECORD ANSWER IN POUNDS

None	0	ASK Q7
£1 – 9999999	1	FILL IN Q6bi
Don't know	X	ASK Q6bii

IF EXACT ANSWER GIVEN AT Q6b
 Q6bi INTERVIEWER – CODE RANGE FROM RESPONSE AT Q6b:

CATI – INTERVIEWER MUST REASK Q6b OR RECODE Q6bi IF Q6b AND Q6bi NOT COMPATIBLE

Under £10,000	1	ASK Q7
£10,000 - £19,999	2	
£20,000 - £39,999	3	
£40,000 - £59,999	4	
£60,000 - £99,999	5	
£100,000 - £149,999	6	
£150,000 - £249,999	7	
A quarter of a million or more	8	

ASK IF DON'T KNOW AT Q6b
 Q6bii **Would you estimate the other costs, including the cost of all equipment and materials used and the cost of rent paid for the space it occupies as being...READ OUT**

Under £10,000	1	ASK Q7
£10,000 - £19,999	2	
£20,000 - £39,999	3	
£40,000 - £59,999	4	
£60,000 - £99,999	5	
£100,000 - £149,999	6	
£150,000 - £249,999	7	
A quarter of a million or more	8	
Don't know / refused	9	

ASK ALL TRAINING OFF-THE-JOB
 Q7. **How much did you spend on using any off-site training centres located elsewhere within your organisation over the past twelve months?**

0 – 9999999 (RECORD ANSWER IN POUNDS)	1	ASK Q8
Did not use off-site training centre	2	
Don't know	X	ASK Q7a

IF DON'T KNOW AT Q7

- Q7a **Would you estimate your spend on using any off-site training centres located elsewhere within your organisation over the past twelve months as being...READ OUT**

Under £5,000	1	ASK Q8
£5,000 – £9,999	2	
£10,000 - £14,999	3	
£15,000 - £29,999	4	
£30,000-£49,999	5	
£50,000 - £99,999	6	
£100,000-249,999	7	
A quarter of a million or more	8	
Don't know / refused	9	

ASK ALL PROVIDING OFF-THE-JOB TRAINING COURSES

- Q8. **How many people do you have at your site who are directly involved in providing, administering or making policy decisions about training? (Please exclude any staff directly associated with your training centre, if you have one)**

None	1	Go to Q11
1 – 9999	2	ASK Q9
Don't know	X	ASK Q8a

IF DON'T KNOW AT Q8

- Q8a **Would you estimate the number of people at your site who are directly involved in providing, administering or making policy decisions about training as being...**

READ OUT

1 or 2	1	ASK Q9
3 or 4	2	
5 to 6	3	
7 to 9	4	
10 to 14	5	
15 to 19	6	
More than 20	7	
Don't know / refused	9	

IF HAVE TRAINING STAFF AT Q8

- Q9. **On average, what percentage of their time do these staff spend on training matters?**

RECORD PERCENTAGE

1 – 100	1
Don't know	X

Q10. **And what is the average basic annual salary of these staff?**

RECORD ANSWER IN POUNDS

£1 – 9999999	1	INTERVIEWER TO FILL IN Q10a
Don't know	X	ASK Q10b

IF EXACT ANSWER GIVEN AT Q10

Q10a INTERVIEWER – CODE RANGE FROM RESPONSE AT Q10:

CATI – INTERVIEWER MUST REASK Q10 OR RECODE Q10a IF Q10 AND Q10a NOT COMPATIBLE

Under £10,000	1	ASK Q10c
£10,000 - £19,999	2	ASK Q11
£20,000 - £29,999	3	
£30,000 - £39,999	4	
£40,000 - £49,999	5	
£50,000 - £59,999	6	
£60,000 - £69,999	7	
£70,000 - £79,999	8	
£80,000 - £89,999	9	
£90,000 - £99,999	10	
£100,000 or more	11	ASK Q10c

ASK IF DON'T KNOW AT Q10

Q10b **Would you estimate the average basic annual salary of staff directly involved in providing administering and making policy decisions about training is...READ OUT**

Under £10,000	1	ASK Q10c
£10,000 - £19,999	2	ASK Q11
£20,000 - £29,999	3	
£30,000 - £39,999	4	
£40,000 - £49,999	5	
£50,000 - £59,999	6	
£60,000 - £69,999	7	
£70,000 - £79,999	8	
£80,000 - £89,999	9	
£90,000 - £99,999	10	
£100,000 or more	12	ASK Q10c
Don't know / refused	X	ASK Q11

IF UNDER £10,000 OR OVER £100,000 AT Q10a or Q10b

- Q10c **Can I just check that the average basic annual salary of staff directly involved in providing administering and making policy decisions about training is [EXACT FIGURE AT Q10 OR UNDER £10,000 AT Q10b OR OVER £100,000 AT Q10b]?**

Yes	1	ASK Q11
No	2	REASK Q10 OR Q10a

ASK ALL PROVIDING OFF-THE-JOB TRAINING COURSES

- Q11. **Apart from any training centre costs, what was the cost of any equipment and materials used for training employees over the past twelve months?**

RECORD ANSWER IN POUNDS

Nothing	0	ASK Q12
1 – 9999999	1	ASK Q11a
DON'T KNOW	X	ASK Q11b

IF EXACT FIGURE GIVEN

- Q11a INTERVIEWER – CODE INTO RANGES:

CATI – INTERVIEWER MUST REASK Q11 OR RECODE Q11a IF Q11 AND Q11a NOT COMPATIBLE

Less than £500	1	ASK Q12
£500 - £999	2	
£1,000 - £1,999	3	
£2,000 - £3,999	4	
£4,000 - £5,999	5	
£6,000 - £9,999	6	
£10,000 - £14,999	7	
£15,000 - £19,999	8	
£20,000 - £29,999	9	
£30,000 - £49,999	10	
£50,000 - £99,999	11	
£100,000 - £149,999	12	
£150,000 or more	13	

ASK IF DON'T KNOW AT Q11

Q11b **Would you estimate it [the cost of any equipment and materials used for training employees over the past twelve months] as...**

READ OUT

Less than £500	1	ASK Q12
£500 - £999	2	
£1,000 - £1,999	3	
£2,000 - £3,999	4	
£4,000 - £5,999	5	
£6,000 - £9,999	6	
£10,000 - £14,999	7	
£15,000 - £19,999	8	
£20,000 - £29,999	9	
£30,000 - £49,999	10	
£50,000 - £99,999	11	
£100,000 - £149,999	12	
£150,000 or more	13	
Don't know / refused	14	

ASK ALL PROVIDING OFF-THE-JOB TRAINING COURSES

Q12. **How much was spent on travel and subsistence payments and travelling time payments made to participants and trainers who spent time on courses over the past twelve months?**

RECORD ANSWER IN POUNDS

Nothing	0	ASK Q13
1 – 9999999	1	ASK Q12a
DON'T KNOW	X	ASK Q12b

IF EXACT FIGURE GIVEN

Q12a INTERVIEWER – CODE INTO RANGES:

CATI – INTERVIEWER MUST REASK Q12 OR RECODE Q12a IF Q12 AND Q12a NOT COMPATIBLE

Less than £500	1	ASK Q13
£500 - £999	2	
£1,000 - £1,999	3	
£2,000 - £3,999	4	
£4,000 - £5,999	5	
£6,000 - £9,999	6	
£10,000 - £14,999	7	
£15,000 - £19,999	8	
£20,000 - £29,999	9	
£30,000-£49,999	10	
£50,000 or more	11	

ASK IF DON'T KNOW AT Q12

Q12b **Would you estimate it [the amount spent on travel and subsistence payments and travelling time payments made to participants and trainers who spent time on courses over the past twelve months] as...**

READ OUT

Less than £500	1	ASK Q13
£500 - £999	2	
£1,000 - £1,999	3	
£2,000 - £3,999	4	
£4,000 - £5,999	5	
£6,000 - £9,999	6	
£10,000 - £14,999	7	
£15,000 - £19,999	8	
£20,000 - £29,999	9	
£30,000 - £49,999	10	
£50,000 or more	11	
Don't know / refused	12	

Q13. **Excluding any Apprenticeship Levy payments, what, if anything, have you paid in levy payments over the past 12 months to training organisations such as Sector Skills Councils (SSCs) or Industry Training Boards?**

RECORD ANSWER IN POUNDS

Nothing	1	ASK Q14
£1 – £9999999	2	FILL IN Q13a
Don't know	3	ASK Q13b

IF EXACT FIGURE GIVEN

Q13a INTERVIEWER – CODE INTO RANGES:

CATI – INTERVIEWER MUST REASK Q13 OR RECODE Q13a IF Q13 AND Q13a NOT COMPATIBLE

Less than £2,000	1	ASK Q14
£2,000 - £3,999	2	
£4,000 - £5,999	3	
£6,000 - £9,999	4	
£10,000 - £14,999	5	
£15,000 - £19,999	6	
£20,000 - £29,999	7	
£30,000 - £49,999	8	
£50,000 - £99,999	9	
£100,000 - £149,999	10	
£150,000 or more	11	

ASK IF DON'T KNOW AT Q13

Q13b **Would you estimate it [the amount paid in levy payments, excluding Apprenticeship Levy payments, over the past 12 months to training organisations such as Sector Skills Councils (SSCs) or Industry Training Boards as...**

READ OUT

Less than £2,000	1	ASK Q14
£2,000 - £3,999	2	
£4,000 - £5,999	3	
£6,000 - £9,999	4	
£10,000 - £14,999	5	
£15,000 - £19,999	6	
£20,000 - £29,999	7	
£30,000 - £49,999	8	
£50,000 - £99,999	9	
£100,000 - £149,999	10	
£150,000 or more	11	
Don't know / refused	12	

ASK IF MULTISITE (MAIN W1 SURVEY A3=2) AND PROVIDED LEVY AMOUNT (A13=NOT 1 AND A13B=NOT 12)

Q13c **And does this amount cover your whole organisation or just your site?**

Whole organisation	1	ASK A14
Just this site	2	
Don't know	3	

Q14. **What was the value of any grants or subsidies that you have received over the past 12 months from training organisations such as Sector Skills Councils, Industry Training Boards, [EN: Education and Skills Funding Agency (previously the Skills Funding Agency), NI: the**

Department for the Economy, Invest Northern Ireland, [EN: regional growth funds (relating to training) or other government-related sources (including AGE incentive payments and ESF) NI: or other government-related sources (including ESF, Intertrade Ireland, NI Screen etc) WL: or from other Welsh Government sources (such as the Flexible Skills Programme or ReAct), or other sources (including ESF)] to support the cost of training?

RECORD ANSWER IN POUNDS

None	1	ASK Q15
1 – 9999999	2	FILL IN Q14a
Don't know	X	ASK Q14b

IF EXACT FIGURE GIVEN

Q14a INTERVIEWER – CODE INTO RANGES:

CATI – INTERVIEWER MUST REASK Q14 OR RECODE Q14a IF Q14 AND Q14a NOT COMPATIBLE

Less than £2,000	1	ASK Q15
£2,000 - £3,999	2	
£4,000 - £5,999	3	
£6,000 - £9,999	4	
£10,000 - £14,999	5	
£15,000 - £19,999	6	
£20,000 - £29,999	7	
£30,000 - £49,999	8	
£50,000 - £99,999	9	
£100,000 - £149,999	10	
£150,000 or more	11	

ASK IF DON'T KNOW AT Q14

- Q14b **Would you estimate it [the value of grants or subsidies that you have received over the past 12 months from training organisations such as Sector Skills Councils, Industry Training Boards, [EN: Education and Skills Funding Agency (previously the Skills Funding Agency), NI: the Department for the Economy, Invest Northern Ireland, NI: or other government-related sources (including ESF, Intertrade Ireland, NI Screen etc) WL: or from other Welsh Government sources (such as the Flexible Skills Programme or ReAct), or other sources (including ESF)] to support the cost of training] as...READ OUT**

Less than £2,000	1	ASK Q15
£2,000 - £3,999	2	
£4,000 - £5,999	3	
£6,000 - £9,999	4	
£10,000 - £14,999	5	
£15,000 - £19,999	6	
£20,000 - £29,999	7	
£30,000 - £49,999	8	
£50,000 - £99,999	9	
£100,000 - £149,999	10	
£150,000 or more	11	
Don't know / refused	12	

ASK ALL PROVIDING OFF-THE-JOB TRAINING AT Q2

- Q15. **How many of your employees participated in seminars, workshops, or open or distance learning where the main purpose was training, over the past twelve months?**

None	1	CHECK QB
1 – 999999	2	Ask Q16
Don't know	X	ASK Q15a

IF 'Don't Know' ASK:

- Q15a **Would you estimate that it was:**

1 or 2 employees	1	ASK Q16
3-4	2	
5-9	3	
10-19	4	
20-29	5	
30-39	6	
40-49	7	
50-99	8	
100-199	9	
200 or more	10	
Don't know	X	

- Q16. **How many days on average did each of these spend away from their usual work position whilst engaged in any of these activities?**

RECORD NUMBER OF DAYS

Less than a day	1	ASK Q17
1 – 300	2	CHECK Q16b
Don't know	X	ASK Q16a

IF 'Don't Know' ASK:

Q16a **Would you estimate that it was:**

Less than a day	1	ASK Q17
1 day	2	
2 days	3	
3 - 4 days	4	
5 - 6 days	5	
7 - 8 days	6	
9 - 10 days	7	
11 - 12 days	8	
13 - 14 days	9	
15 - 16 days	10	
17 - 18 days	11	
19 - 20 days	12	
More than 20 days	13	ASK A17b
Don't know	X	ASK A18

ASK IF MORE THAN 20 AT EITHER Q16 OR Q16a

Q16b **Can I just check that on average EACH employee participating in seminars, workshops, or open or distance learning where the main purpose was training spent [INSERT ANSWER FROM A3 OR 'MORE THAN 20 DAYS' IF ANSWERED A3a] on such activities over the last 12 months?**

Yes	1	ASK Q17
No	2	REASK Q16 OR Q16a

Q17. **What is the average basic annual salary of employees who have taken part in any of these activities over the last twelve months?** [NOTE: RESPONDENT SHOULD CONVERT PART TIME STAFF SALARIES TO FULL TIME EQUIVALENCE FOR CALCULATING AVERAGE ANNUAL SALARIES]

RECORD ANSWER IN POUNDS

1 - 9999999	1	FILL IN Q17a
DON'T KNOW	X	ASK Q17b

IF EXACT ANSWER GIVEN AT Q17

Q17a INTERVIEWER – CODE RANGE FROM RESPONSE AT Q17:

CATI – INTERVIEWER MUST REASK Q17 OR RECODE Q17a IF Q17 AND Q17a NOT COMPATIBLE

Under £10,000	1	ASK Q17c
£10,000 - £19,999	2	ASK Q18
£20,000 - £29,999	3	
£30,000 - £39,999	4	
£40,000 - £49,999	5	
£50,000 - £59,999	6	
£60,000 - £69,999	7	
£70,000 - £79,999	8	
£80,000 - £89,999	9	
£90,000 - £99,999	10	
£100,000 or more	12	ASK Q17c

ASK IF DON'T KNOW AT Q17

Q17b **Would you estimate the average basic annual salary of these employees as...**

READ OUT

Under £10,000	1	ASK Q17c
£10,000 - £19,999	2	ASK Q18
£20,000 - £29,999	3	
£30,000 - £39,999	4	
£40,000 - £49,999	5	
£50,000 - £59,999	6	
£60,000 - £69,999	7	
£70,000 - £79,999	8	
£80,000 - £89,999	9	
£90,000 - £99,999	10	
£100,000 or more	12	ASK Q17c
Don't know / refused	X	ASK Q18

IF UNDER £10,000 OR OVER £100,000 AT Q17a or Q17b

Q17c **Can I just check that the average basic annual salary of employees who have participated in seminars, workshops or open or distance learning over the past twelve months is [EXACT FIGURE AT A18 OR UNDER £10,000 AT A18B OR OVER £100,000 AT A18B]?**

Yes	1	ASK Q18
No	2	REASK Q17 OR Q17a

Q18. **And what was the total cost of fees to external providers of providing this type of off-the-job training over the past twelve months [seminars, workshops, or open or distance learning where the main purpose was training]?**

[IF S8=1 OR 3 AND ENGLAND: For any apprenticeship training, please include any payments

made directly to external providers, and any payments made using Apprenticeship Levy funds through an apprenticeship service account]

RECORD ANSWER IN POUNDS

Nothing / no such fees	0	ASK QB
1 - 9999999	1	ASK Q18a
DON'T KNOW	X	ASK Q18b

IF EXACT FIGURE GIVEN

Q18a INTERVIEWER – CODE INTO RANGES:

CATI – INTERVIEWER MUST REASK Q18 OR RECODE Q18a IF Q18 AND Q18a NOT COMPATIBLE

Less than £500	1	ASK Q18A
£500 - £999	2	
£1,000 - £1,999	3	
£2,000 - £3,999	4	
£4,000 - £5,999	5	
£6,000 - £9,999	6	
£10,000 - £14,999	7	
£15,000 - £19,999	8	
£20,000 - £29,999	9	
£30,000 - £49,999	10	
£50,000 - £99,999	11	
£100,000 - £149,999	12	
£150,000 - £499,999	13	
Half a million or more	14	ASK Q18c

ASK IF DON'T KNOW AT Q18

Q18b **Would you estimate it [the cost of fees to external providers of training courses for your employees over the past twelve months] as...READ OUT**

[IF S8=1 OR 3 AND ENGLAND: ADD IF NECESSARY: **For any apprenticeship training, please include any payments made directly to external providers, and any payments made using Apprenticeship Levy funds through an apprenticeship service account]**

Less than £500	1	ASK Q18A
£500 - £999	2	
£1,000 - £1,999	3	
£2,000 - £3,999	4	
£4,000 - £5,999	5	
£6,000 - £9,999	6	
£10,000 - £14,999	7	
£15,000 - £19,999	8	
£20,000 - £29,999	9	
£30,000 - £49,999	10	
£50,000 - £99,999	11	
£100,000 - £149,999	12	
£150,000 - £499,999	13	
Half a million or more	14	ASK Q18c
Don't know / refused	15	ASK Q18A

IF MORE THAN HALF A MILLION AT Q18 or Q18b

Q18c **Can I just check that the cost of fees to external providers for this type of training [seminars, workshops, or open or distance learning where the main purpose was training] over the past twelve months was [EXACT FIGURE AT Q18 OR OVER HALF A MILLION IF ANSWERED AT Q18b]?**

Yes	1	ASK Q18A
No	2	REASK Q18 OR Q18b

ASK THOSE ASKED Q18 EXCEPT IF Q18=NOTHING

Q18D **And what percentage, if any, of these fees to external providers were paid to FE (Further Education) colleges or to Universities or other Higher Education institutions?**

FEEES PAID TO PRIVATE COLLEGES/PRIVATE PROVIDERS SHOULD NOT BE INCLUDED

% (0-100)	1	CHECK QB
Don't know	2	ASK NEXT QUESTION

ASK IF DON'T KNOW AT PREVIOUS QUESTION

- Q18E **Would you estimate the percentage [of these fees to external providers of training courses for your employees over the past twelve months which were paid to FE Colleges or universities or other Higher Education Institutions] as... READ OUT**

Less than 10%	1	CHECK QB
10% - 19%	2	
20% - 29%	3	
30%-39%	4	
40% - 49%	5	
50%-59%	6	
60%-69%	7	
70%-79%	8	
80%-89%	9	
90% or more	10	
Don't know / refused	X	

IF NONE AT Q1 **AND** Q15 ASK QA1 (OTHERS QB)

- QA1 **Can you tell me what off-the-job training and development has been provided for employees of this site over the last 12 months?**

PROBE FULLY

- QA2 **And what would you estimate the total costs were of providing this off-the-job training over the last 12 months? PROMPT WITH RANGES**

[IF NECESSARY ADD: please include direct costs such as cost of courses but also the wages paid to staff while being trained and of staff providing the training]

[IF S8=1 OR 3 AND ENGLAND: **For any apprenticeship training, please include any payments made directly to external providers, and any payments made using Apprenticeship Levy funds through an apprenticeship service account**]

Less than £500	1	CHECK SECTION B
£500 - £999	2	
£1,000 - £1,999	3	
£2,000 - £3,999	4	
£4,000 - £5,999	5	
£6,000 - £9,999	6	
£10,000 - £14,999	7	
£15,000 - £19,999	8	
£20,000 - £29,999	9	
£30,000 - £49,999	10	
£50,000 - £99,999	11	
£100,000 - £149,999	12	
£150,000 - £499,999	13	

Half a million or more	14	
Don't know / refused	15	

QB **Thanks for filling out this section of the questionnaire. Can you tell me, were you able to include all the costs of off-the job training in your answers to these questions?**

Yes	1	ASK QC2
No	2	ASK QC

QC **Roughly what percentage of the costs of off-the-job training were you able to include in your answers? RECORD PERCENTAGE (THEN ASK QC1)**

QCDK IF DON'T KNOW, PROMPT WITH RANGES:

Less than 10%	1	ASK QC1
11 – 20%	2	
21 – 30%	3	
31 – 40%	4	
41 – 50%	5	
51 – 60%	6	
61 – 70%	7	
71 – 80%	8	
81 – 90%	9	
91 – 100%	10	
Don't know	X	

QC1 **What costs were you NOT able to include in your answers?**

PROBE FULLY

ASK IF IF S8=1 OR 3 AND ENGLAND

QC2 **And can I just check, when giving the fees paid to external training providers, were you able to include any payments made using Apprenticeship Levy funds?**

Yes – included ALL payments made from Levy funds	1	
Yes – included SOME payments made from Levy funds	2	
No – not able to include payments that were made from Levy funds	3	
Not applicable – did not spend any Levy fund on training / do not pay the Levy	4	
Don't know	5	

CHECK SECTION B

B On-the-job Training

ASK IF COMPANY PROVIDES ON-THE-JOB/INFORMAL TRAINING OR DEVELOPMENT (YES AT SF4A ON MAIN QUESTIONNAIRE). OTHERS THANK AND CLOSE INTERVIEW.

QD **You said when we spoke to you before that you conduct on-the-job and informal training and development at this site. I'd now like to go through the on-the-job training and development section of the questionnaire.**

INTERVIEWER REMIND IF NECESSARY: **By on-the-job training we mean activities that would be recognised as training by the staff, and not the sort of learning by experience which could take place all the time.**

OK	1	Ask Q19
Respondent does not conduct on-the-job training	2	THANK AND CLOSE

Q19. **How many employees [IF S8=1 OR 3: , including apprentices,] do you estimate receive on-the-job and informal training and development during a typical month?**

None	0	ASK QE
1 – 999999	2	Ask Q20 IF ANSWER IS MORE THAN 2 TIMES NUMBER OF STAFF ON MAIN QUESTIONNAIRE WAVE 1 (SA1) SAY 'Can I just check that the number of employees who receive on-the-job and informal training and development during a typical month is <INSERT ANSWER>'? IF YES GO TO Q20; IF NO RE-ASK (AND THEN GO TO Q20) IF ANSWER NOT MORE THAN 2 TIMES WAVE 1 STAFF NUMBERS GO TO Q20
Don't know	X	Ask Q19A

ASK IF 'Don't Know' at Q19:

Q19a **Would you estimate that it was:**

(DO NOT READ OUT) 0 employees	0	ASK QE
1 or 2 employees	1	ASK Q20
3-4	2	
5-9	3	
10-19	4	
20-29	5	
30-39	6	
40-49	7	
50-99	8	
100-199	9	
200 or more	10	
Don't know	X	

- Q20. **Roughly how many working hours on average do you think each of these employees spends on on-the-job and informal training and development during a typical month? Please think of the actual time spent in instruction or practical experience, excluding any periods of normal work.**

1 – 250	1	ASK Q21
Don't know	X	ASK Q20a

IF 'Don't Know' ASK:

- Q20a **Would you estimate that it was:**

7 hours or less a month	1
8 – 14 hours a month	2
Up to 21 hours a month	3
Up to 28 hours a month	4
Up to 35 hours a month	5
More than 35 hours up to 70 hours a month	6
More than 70 hours a month	7
Don't know	X

- Q21. **What is the average basic annual salary of your employees who receive on-the-job training and development in a typical month? [NOTE: RESPONDENT SHOULD CONVERT PART TIME STAFF SALARIES TO FULL TIME EQUIVALENCE FOR CALCULATING AVERAGE ANNUAL SALARIES]**

1 - 9999999	1	ASK Q12a
Don't know	X	ASK Q21b

IF EXACT ANSWER GIVEN AT Q21

- Q21a INTERVIEWER – CODE RANGE FROM RESPONSE AT Q21

CATI – INTERVIEWER MUST REASK Q21 OR RECODE Q21a IF Q21 AND Q21a NOT COMPATIBLE

Under £10,000	1	ASK Q21c
£10,000 - £19,999	2	ASK Q22
£20,000 - £29,999	3	
£30,000 - £39,999	4	
£40,000 - £49,999	5	
£50,000 - £59,999	6	
£60,000 - £69,999	7	
£70,000 - £79,999	8	
£80,000 - £89,999	9	
£90,000 - £99,999	10	
£100,000 or more	12	ASK Q21c

ASK IF DON'T KNOW AT Q21

Q21b **Would you estimate the average basic annual salary of these employees as...**
READ OUT

Under £10,000	1	ASK Q21c
£10,000 - £19,999	2	ASK Q22
£20,000 - £29,999	3	
£30,000 - £39,999	4	
£40,000 - £49,999	5	
£50,000 - £59,999	6	
£60,000 - £69,999	7	
£70,000 - £79,999	8	
£80,000 - £89,999	9	
£90,000 - £99,999	10	ASK Q21c
£100,000 or more	12	
Don't know / refused	X	ASK Q22

IF UNDER £10,000 OR OVER £100,000 AT Q21a or Q21b

Q21c **Can I just check that the average basic annual salary of employees who have received on-the-job and informal training and development is [EXACT FIGURE AT Q21 OR UNDER £10,000 AT Q21b OR OVER £100,000 AT Q21b]?**

Yes	1	ASK Q22
No	2	REASK Q21 OR Q21a

Q22. **How many employees do you estimate will GIVE on-the-job training during a typical month?**

None	0	ASK QE
1 – 999999	1	ASK Q23
DON'T KNOW	X	ASK Q22a

IF 'Don't Know' ASK:

Q22a **Would you estimate that it was:**

(DO NOT READ OUT) 0 employees	0	ASK QE
1 or 2 employees	1	ASK Q23
3-4	2	
5-9	3	
10-19	4	
20-29	5	
30-39	6	
40-49	7	
50-99	8	
100-199	9	
200 or more	10	
Don't know	X	

Q23. Roughly how many working hours on average do you think each of these spend giving on-the-job training during a typical month?

1 – 250	1	ASK Q24
DON'T KNOW	X	ASK Q23a

IF 'Don't Know' ASK:

Q23a Would you estimate that it was:

7 hours or less a month	1
8 – 14 hours a month	2
Up to 21 hours a month	3
Up to 28 hours a month	4
Up to 35 hours a month	5
More than 35 hours up to 70 hours a month	6
More than 70 hours a month	7
Don't know	X

Q24. What is the average basic annual salary of your employees who give on-the-job training in a typical month? [NOTE: RESPONDENT SHOULD CONVERT PART TIME STAFF SALARIES TO FULL TIME EQUIVALENCE FOR CALCULATING AVERAGE ANNUAL SALARIES]

1 - 9999999	1	ASK Q24a
DON'T KNOW	X	ASK Q24b

IF EXACT ANSWER GIVEN AT Q24

Q24a INTERVIEWER – CODE RANGE FROM RESPONSE AT Q24:

CATI – INTERVIEWER MUST REASK Q24 OR RECODE Q24a IF Q24 AND Q24a NOT COMPATIBLE

Under £10,000	1	ASK Q24c
£10,000 - £19,999	2	ASK QE
£20,000 - £29,999	3	
£30,000 - £39,999	4	
£40,000 - £49,999	5	
£50,000 - £59,999	6	
£60,000 - £69,999	7	
£70,000 - £79,999	8	
£80,000 - £89,999	9	
£90,000 - £99,999	10	
£100,000 or more	12	

IF DON'T KNOW AT Q24 ASK Q24b

Q24b **Would you estimate the average basic annual salary of these employees as...**

READ OUT

Under £10,000	1	ASK Q24c
£10,000 - £19,999	2	ASK QE
£20,000 - £29,999	3	
£30,000 - £39,999	4	
£40,000 - £49,999	5	
£50,000 - £59,999	6	
£60,000 - £69,999	7	
£70,000 - £79,999	8	
£80,000 - £89,999	9	
£90,000 - £99,999	10	
£100,000 or more	12	
Don't know / refused	X	ASK QE

IF UNDER £10,000 OR OVER £100,000 AT Q24a or Q24b

Q24c **Can I just check that the average basic annual salary of employees who give on-the-job training and development in a typical month is [EXACT FIGURE AT Q24 OR UNDER £10,000 AT Q24b OR OVER £100,000 AT Q24b]?**

Yes	1	ASK QE
No	2	REASK Q24 OR Q24a

QE **Thanks for filling out this section of the questionnaire. Can you tell me, were you able to include all the costs of on-the job training in your answers to these questions?**

Yes	1	ASK Q25
No	2	Ask QF

QF **Roughly what percentage of the costs of on-the-job training were you able to include in your answers?**

RECORD PERCENTAGE (THEN ASK QF1)

IF DON'T KNOW, PROMPT WITH RANGES:

Less than 10%	1	ASK QF1
11 – 20%	2	
21 – 30%	3	
31 – 40%	4	
41 – 50%	5	
51 – 60%	6	
61 – 70%	7	
71 – 80%	8	
81 – 90%	9	
91 – 100%	0	
Don't know	X	

QF1 **What costs were you NOT able to include in your answers?**

PROBE FULLY

ASK IF MAIN STAGE F7b = 1

- Q25. **And finally, in the last 12 months, how much did this site spend on online training or e-learning for staff at this site? We mean here 'out of pocket' costs incurred by this site in purchasing or developing online or e-training for example paying an external provider or consultancy.**

INTERVIEWER NOTE: THIS SHOULD ONLY THE SPEND FOR STAFF AT THIS SPECIFIC SITE NOT THE WIDER ORGANISATION

0 - 9999999	1	ASK Q25a
DON'T KNOW	X	ASK Q25b

IF EXACT ANSWER GIVEN AT Q25

Q25a INTERVIEWER – CODE RANGE FROM RESPONSE AT Q25:

CATI – INTERVIEWER MUST READ Q25 OR RECODE Q25a IF Q24 AND Q25a NOT COMPATIBLE

Nothing	1	ASK ENDQUEST
Less than £250	2	
£250 - £499	3	
£500 - £749	4	
£750 - £999	5	
£1,000 - £1,999	6	
£2,000 - £3,999	7	
£4,000 - £5,999	8	
£6,000 - £9,999	9	
£10,000 - £14,999	10	
£15,000 - £19,999	11	
£20,000 - £29,999	12	
£30,000 - £49,999	13	
£50,000 - £99,999	14	
£100,000 - £149,999	15	
£150,000 or more	16	

IF DON'T KNOW AT Q25 ASK Q25b

Q25b **Would you estimate the amount spent on purchasing or developing online training or e-learning for staff at this site in the past 12 months was ...READ OUT**

IF NECESSARY: we mean here 'out of pocket' costs incurred by this site, for example paying an external provider or consultancy.

Nothing	1	ASK ENDQUEST
Less than £250	2	
£250 - £499	3	
£500 - £749	4	
£750 - £999	5	
£1,000 - £1,999	6	
£2,000 - £3,999	7	
£4,000 - £5,999	8	
£6,000 - £9,999	9	
£10,000 - £14,999	10	
£15,000 - £19,999	11	
£20,000 - £29,999	12	
£30,000 - £49,999	13	
£50,000 - £99,999	14	
£100,000 - £149,999	15	
£150,000 or more	16	
Don't know / refused	17	

ENDQUEST Thank you very much for taking the time to speak to us today. Occasionally it is necessary to call people back to clarify information; may we please call you back if required?

REASSURE IF NECESSARY: Your details will only be used by [COMPANY] to call you back regarding this particular study.

Yes	1
No	2

ASK ALL

17 Finally, it is sometimes possible to link the data we have collected with other government surveys or datasets to enable further statistical analysis. Would you be happy for this to be done?

ADD IF NECESSARY: Your confidentiality will be maintained, and linked data will be anonymised and only used for statistical purposes.

Yes	1
No	2

THANK RESPONDENT AND CLOSE INTERVIEW

I declare that this survey has been carried out under IFF instructions and within the rules of the MRS Code of Conduct.		
Interviewer signature:	Date:	
Finish time:	Interview Length	mins