

Definitions of occupational groups

A Managers and senior officials

Managers and senior officials head government, industrial, commercial and other establishments, organisations or departments within such organisations. They determine policy, direct and coordinate functions, often through a hierarchy of subordinate managers and supervisors. Occupations included are: general managers, works managers, production managers, marketing or sales managers, directors of nursing, catering managers and bank managers. This group also includes police inspectors and *senior* officers in the fire, ambulance and prison services.

This group does not include supervisors or foremen. These employees should be grouped within their skill base e.g. a clerical worker supervising other clerical workers would be grouped with them. A fitter and turner acting as a supervisor or foreman would be classified as a craft or skilled worker.

B Professional occupations

Professionals perform analytical, conceptual and creative tasks that require a high level of experience and a thorough understanding of an extensive body of theoretical knowledge. They research, develop, design, advise, teach and communicate in their specialist fields. The specialist fields include: science, building, engineering, health and social sciences. Occupations include professionals in the above fields, as well as lecturers and teachers, doctors, lawyers and accountants.

C Associate professional and technical occupations

Employees in this group perform complex technical tasks requiring the understanding of a body of theoretical knowledge and significant practical skills. Technicians in medical, scientific, engineering, building, entertainment and transport industries are included in this group. This occupational group includes police, fire service and prison officers (other than senior officers), registered nurses, IT support technicians, insurance underwriters, artists and designers.

D Administrative and secretarial occupations

Clerical workers gather, record, order, transform, store and transmit information on paper or electronic media and require moderate literacy and numeracy skills. The main occupations covered in this group include civil service and local government clerical officers; data processing and business machine operators; accounting, insurance and broking clerks; filing and mail clerks; production and transport clerks; and receptionists, secretaries and storekeepers.

E Skilled trades occupations

Employees in this group perform complex physical tasks. They apply a body of trade-specific technical knowledge requiring initiative, manual dexterity and other practical skills. Trades in metal fitting and machining, motor mechanics, electrical and electronics, building, printing, vehicle production, food preparation and other recognised apprenticeship trades are included in this group. Trade apprentices and trainees are also to be included in this group.

F Caring, leisure and other personal service occupations

Employees in this group include care assistants, child carers, assistant auxiliary nurses, travel agents, hairdressers, domestic staff and undertakers.

G Sales and customer service occupations

This group includes all employees engaged in buying (wholesale or retail), broking and selling. Included are sales representatives, sales assistants, till operators, call centre agents, roundsmen and garage forecourt attendants.

H Process, plant and machine operatives and drivers

Plant and machine operators and drivers operate vehicles and other large equipment to transport passengers and goods, move materials, generate power, and perform various agricultural and manufacturing functions. Some of the occupations covered include bus, truck and locomotive drivers; excavator, forklift and tractor drivers; boiler, chemical plant, crane and furnace operators as well as packers and machinists (including metal press or casting operators, sewing machinists, yarn or fabric manufacturing machine operators and food processing machine operators).

I Routine unskilled occupations

Workers in this group perform routine tasks, either manually or using hand tools and appliances. The group includes such occupations as factory hands, cleaners, construction and mining labourers, shelf fillers, postal workers and mail sorters, caretakers, waiters, kitchen hands and porters, car park attendants, traffic wardens, security guards and messengers.

dti

Department of Trade and Industry

The Workplace Employment Relations Survey

2004

Carried out for the Department of Trade and Industry*

EMPLOYEE PROFILE QUESTIONNAIRE

It would be of great help if this form could be completed before the interviewer's visit and available at the beginning of the interview.

Thank you for your help.

*In collaboration with the Advisory, Conciliation and Arbitration Service (ACAS), the Economic and Social Research Council and the Policy Studies Institute.

Serial No.

P2336

 **NatCen**
National Centre for Social Research

Operations Department
100 Kings Road
Brentwood CM14 4LX
Freephone 0800 652 4574

The purpose of this questionnaire is to gather information about the size and structure of the workforce at your establishment.

- Workforce data refer to the employees of a single employer at that establishment only. They should relate to the time at which you complete the data sheet. There are no questions on seasonal variations.
- **'Establishment'** refers to the premises indicated by the address on the covering letter. It does not include any other premises that may belong to your organisation or to establishments different and separate from yours.
- **'Employees'** should be understood in its strict sense: people with a contract of employment. The term excludes any freelance workers, home or out workers, and casual workers who do not have a contract of employment. Representatives, salesmen and similar employees should be included if this is the establishment to which they principally report.

Please give best estimates if you don't have exact data.
Write NIL if you have no employees in a category.
If you need to clarify any of the information you give, use the space provided at the bottom of the opposite page.

1 Currently how many employees do you have on the payroll at this establishment? Total

2

<p>(a) How many of these work full-time (30 hours or more per week)? Please show males and females separately.</p> <table border="0" style="width: 100%;"> <tr> <td colspan="2" style="text-align: center;">Full-time</td> <td colspan="2" style="text-align: center;">Part-time</td> <td style="text-align: center;">Total</td> </tr> <tr> <td style="text-align: center;">Male</td> <td style="text-align: center;">Female</td> <td style="text-align: center;">Male</td> <td style="text-align: center;">Female</td> <td></td> </tr> <tr> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> </tr> </table>	Full-time		Part-time		Total	Male	Female	Male	Female		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<p>(b) How many work part-time (fewer than 30 hours per week)? Please show males and females separately.</p> <table border="0" style="width: 100%;"> <tr> <td colspan="2" style="text-align: center;">Part-time</td> <td style="text-align: center;">Total</td> </tr> <tr> <td style="text-align: center;">Male</td> <td style="text-align: center;">Female</td> <td></td> </tr> <tr> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> </tr> </table>	Part-time		Total	Male	Female		<input type="text"/>	<input type="text"/>	<input type="text"/>
Full-time		Part-time		Total																					
Male	Female	Male	Female																						
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																					
Part-time		Total																							
Male	Female																								
<input type="text"/>	<input type="text"/>	<input type="text"/>																							

This should be the same as Question 1

3 For each of the above groups of employees, how many are in each of the following occupational groups?
Definitions of occupational groups are set out on the back page.

	Full-time		Part-time		Total
	Male	Female	Male	Female	
Managers and senior officials	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Professional	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Associate professional and technical	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Administrative and secretarial	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Skilled trades	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Caring, leisure and other personal service	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sales and customer service	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Process, plant and machine operatives and drivers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Routine unskilled	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4 In total, how many employees (full and part-time) were on the payroll at this establishment 12 months ago?

5 And how many of these stopped working here because they...

left or resigned voluntarily?	<input type="text"/>
were dismissed?	<input type="text"/>
were made redundant?	<input type="text"/>
had some other reason (e.g. retirement)?	<input type="text"/>

6 In total, how many employees (full and part-time) were on the payroll at this establishment in 1998?

7 Of those currently employed here, how many...

are aged 16 or 17?	<input type="text"/>
are aged 18-21?	<input type="text"/>
are aged 50 or over?	<input type="text"/>
are from a non-white ethnic group?	<input type="text"/>
have a long-term disability that affects the amount or type of work they can do?	<input type="text"/>

A 'long-term disability' is an illness, health problem or disability that can be expected to last for more than one year.

8 How many employees at this establishment are members of a trade union or independent staff association – whether recognised by management or not?

9 How many employees at this establishment aged 22 or over are currently paid...

	Males aged 22 or over	Females aged 22 or over
	Full and part-time	Full and part-time
£4.50 per hour or less	<input type="text"/>	<input type="text"/>
£4.51 - £5.00 per hour	<input type="text"/>	<input type="text"/>
£5.01 - £14.99 per hour	<input type="text"/>	<input type="text"/>
£15.00 per hour or more	<input type="text"/>	<input type="text"/>

10 Over the last 12 months what percentage of work days was lost through employee sickness or absence at this establishment?

%

Please exclude authorised leave of absence, employees away on secondment or courses, or days lost through industrial action.

11 How many of the employees at this establishment are working here on temporary or fixed-term contracts?

Do not include employees who are working through a probationary period that might lead to a permanent contract of employment.

12 How many temporary agency staff are presently working at this establishment?

Temporary agency staff are people that you hire on a temporary basis from an employment agency. These members of staff should not be included in the totals given elsewhere in this questionnaire.

Thank you for completing this form. Please keep it to give to the NatCen interviewer.