**EIF GIF Wave 1 Impact Evaluation**

**UKCES**

**FINAL FOR MAINSTAGE – 13th May 2014**

**INTRO1: READ OUT TO RECEPTIONIST/IF SPEAKING TO RESPONDENT FOR THE FIRST TIME**

**Good <morning, afternoon, evening>. My name is …… from Ipsos MORI, the independent research organisation. We are conducting a government survey about employers’ access to workplace skills training to enable the government to design policies to support businesses….**

**ASK IF BENEFICIARY AND NAME ON SAMPLE**

**. . . and I would like to speak to <NAME ON SAMPLE> about the dealings that they have had with <INSERT DP>.**

IF RESPONDENT NO LONGER IN POST ASK FOR THEIR REPLACEMENT

**ASK IF BENEFICARY AND NO NAME ON SAMPLE**

**We understand that this site has had dealings with <INSERT DP> about employee skills and training needs, and I would like to speak to the senior person at this site who would have been responsible for this?**

**INTERVIEWER NOTE: IF RESPONDENT ATTEMPTS TO TRANSFER TO SOMEONE AT ANOTHER SITE: We need to speak to someone at this site rather than someone at another branch or office of your organisation. Could I speak to the person at this site who would have the best overview of the skills that your establishment needs its workers to have?**

**ASK IF COMPARISON AND ESS**

**I would like to speak to <NAME ON SAMPLE> please?**

IF RESPONDENT NO LONGER IN POST ASK FOR THEIR REPLACEMENT

**ASK IF EXPERIAN SAMPLE**

**I would like to speak to senior person at this site who is responsible for staff skills and training needs at this site.**

IF RESPONDENT NO LONGER IN POST ASK FOR THEIR REPLACEMENT

**ASK ALL**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **I1a.** | **IF NAMED CONTACT ON BENEFICIARY OR COMPARISON AND ESS****INTERVIEWER: CONFIRM IF YOU’RE SPEAKING TO THE NAMED CONTACT <NAME ON SAMPLE>:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | Yes | 1 | **GO TO FILTER AT I2a** |  |
|  |  | Respondent no longer in post | 2 | **RECORD NAME AT I1b THEN GO TO FILTER AT I2a** |  |

**IF NO NAMED CONTACT ON BENEFICIARY OR EXPERIAN****INTERVIEWER: CONFIRM WHO YOU’RE SPEAKING TO – RECORD AT I1b THEN GO TO FILTER AT I2a**

|  |  |  |
| --- | --- | --- |
|  |  |  |

 |  |
| **I1b.** |  | RECORD NAME |  |

**ASK ALL BENEFICIARIES**

**I2a. From our records, your organisation has used and/or had input into the design of <READ OUT BRAND> OR <ACTIVITY DESCRIPTION IF BRAND NOT LISTED FROM SAMPLE>,** **organised or delivered by** <**NAME OF DELIVERY PARTNER>.** **Is this correct?** .

IF NECESSARY OR DO NOT RECOGNISE BRAND: **The purpose of this service was to help businesses like yours to** **<INSERT DESCRIPTION FROM TABLE BELOW BASED ON ACTIVITY TYPE>.**

READ OUT EACH SEPARATE INVESTMENT ACTVITY USED BY EACH DP. ACTIVITIES WILL BE MAPPED TO THESE SIX GROUPINGS BELOW FOR ANALYSIS.

|  |  |
| --- | --- |
| Employment brokerage description (EM): **find and recruit people into suitable positions**  | 1 |
| Apprenticeship Brokerage description (AP): **place apprentices into suitable positions** | 2 |
| Skills Diagnostic description (SD): **assess employees to identify training courses and solutions that would be suitable for them** | 3 |
| Training Brokerage description (TB): **identify suitable training for employees** | 4 |
| GTAs description (GTA): **remove the risk of employing an apprentice by working together with an organisation that recruits and places apprentices for a business** | 5 |
| Networks description (NE): **work with others to improve the options you have for training and skills development**  | 6 |

CODE FOR EACH FLAGGED IN SAMPLE

1. Yes
2. No
3. Don’t know

IF YES TO AT LEAST ONE ACTIVITY, GO TO I4

IF NO AND/OR DON’T KNOW TO ALL ACTIVITIES

I2b. Is there somebody else with senior responsibility for staff skills and training needs at this site?
PLEASE ASK FOR THE NAME OF THE APPROPRIATE PERSON AT THIS SITE AND TO BE TRANSFERRED

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | Yes | 1 | **RECORD NAME AT I2c THEN GO TO INTRO2 WITH NEW CONTACT** |  |
|  |  | No – No one else | 2 | **CLOSE** |  |
|  |  | No - Had contact with Delivery Partner but not used the activity | 3 | **CLOSE** |  |
|  |  | No – Never heard of Delivery Provider / Activity  | 4 | **CLOSE** |  |
|  |  | REFUSE TO TRANSFER | 5 | **CLOSE** |  |
|  |  |  |  |  |  |
| **I2c.** |  | RECORD NAME |  |  |  |

**INTRO2: IF TRANSFERRED I2b = 1**

**Good <morning, afternoon, evening>. My name is …… from Ipsos MORI, the independent research organisation. We are conducting a government survey about employers’ access to workplace skills training to enable the government to design policies to support businesses. We understand that this site has had dealings with <INSERT DP> about employees skills and training needs. DP: LOOP FROM INTRO2 TO I2a**

**ASK IF COMPARISON AND ESS SAMPLE AND I1a = 1**

**I3a. We are contacting you because you kindly responded to a UK Commission survey about employer skills in 2013 and said that you would be happy to take part in further research about similar issues at a later date.**

NOTE TO INTERVIEWER: IF RESPONDENT ASKS FOR MORE DETAILS ON THE PRIOR SURVEY, YOU CAN ADVISE THEM THAT THEY TOOK PART IN THE EMPLOYER SKILLS SURVEY BETWEEN MARCH AND JULY 2013. SEE UKCES WEBSITE FOR MORE INFORMATION INCLUDING THE RESULTS <http://www.ukces.org.uk/publications/er81-ukces-ess-13>

**ASK IF COMPARISON AND ESS SAMPLE AND I1a = 2**

**I3b. We are contacting you because** <SAMPLE NAME> **from your organisation kindly took part in a UK Commission a survey about employer skills in 2013 and said that your organisation would be happy to take part in further research on these issues at a later date.**

NOTE TO INTERVIEWER: IF RESPONDENT ASKS FOR MORE DETAILS ON THE PRIOR SURVEY. YOU CAN ADVISE THEM THAT THEY TOOK PART IN THE EMPLOYER SKILLS SURVEY BETWEEN MARCH AND JULY 2013. SEE UKCES WEBSITE FOR MORE INFORMATION INCLUDING THE RESULTS <http://www.ukces.org.uk/publications/er81-ukces-ess-13>

**ASK ALL BENEFICIARIES AND ALL COMPARISON AND ESS SAMPLE (EXPERIAN SAMPLE GO TO I8)**

**I4. Would now be a good time to ask for your views and experience of <this activity><these activities>? <**IF BENEFICIARY: **It should take a round 20 minutes**><IF COMPARISON: **It should take a round 15 minutes>**.

**I would like to assure you that all the information we collect will be kept in the strictest confidence, and used for research purposes only. It will not be possible to identify any particular organisation in the results.**

IF ASK FOR FURTHER INFORMATION: **You can contact Matthew Colahan, from Ipsos MORI on 020 7347 3955 or Angela Thompson from The UK Commission for Employment and Skills on 0207 227 7849.**

DO NOT READ OUT. SINGLE CODE ONLY

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | Yes | 1 | **GO TO I6b TO START INTERVIEW (IF BENEFICARY) OR GO TO FM1 (IF COMPARISON ESS)** |  |
|  |  | No, can interview later | 2 | **Go TO I5** |  |
|  |  |  |  |

**ASK IF I4=2 (WANTS CALL BACK)**

**I5. In preparation for the call, I’d like to email you a short information sheet about some of the figures we seek to collect. The sheet will help speed up the interview if you do have time to look for some of the figures beforehand.**

**Would that be ok?**

**NOTE TO DP: we want to record people who have been sent a datasheet.**

|  |  |  |
| --- | --- | --- |
| Yes | 1 | **IF COMPARISON ESS, SEND DATASHEET (USE DATASHEET MAP TO SELECT THE CORRECT DATASHEET TO SEND)** **IF BENEFICIARY: ASK I6b**  |
| No | 2 | **SET CALL BACK. INTERVIEW STARTS AT I6b (IF BENEFICIARY) OR F1 (IF COMPARISON ESS)** |

**ASK IF BENEFICIARY AND WILLING TO GIVE EMAIL: BENEFIARIARY AND I5=1**

**I6a. Would you answer a couple of questions to allow me to send you the correct information sheet. Is this site..?** READ OUT. SINGLE CODE

|  |  |  |
| --- | --- | --- |
| **The only site in the organisation, or** | 1 | **SEND ENTERPRISE DATASHEET. INTERVIEW STARTS AT SC1** |
| **The Head Office of an organisation with a number of sites, or** | 2 | **ASK I7**  |
| **A branch of an organisation with a number of site** | 3 |

**ASK IF CAN INTERVIEW NOW (I4=1) AND BENEFICIARY SAMPLE.**

COMPARISON ESS SAMPLE GO TO SC1 (NO NEED TO ASK. MATCHED AT SAMPLE SELECTION STAGE)

**I6b. Firstly, is this site..?** READ OUT. SINGLE CODE

|  |  |  |
| --- | --- | --- |
| **The only site in the organisation, or** | 1 | **GO TO SC1** |
| **The Head Office of an organisation with a number of sites, or** | 2 | **ASK I7**  |
| **A branch of an organisation with a number of site** | 3 |

**NOTE TO DP: CREATE COMBINED VARIABLE FOR ANALYSIS, BRINGING IN THIS INFORMATION FROM SAMPLE FOR ESS SAMPLE:**

**1 – ONLY SITE**

**2 – HQ OF MULTI-SITE**

**3 – BRANCH OF MULTI-SITE**

**ASK IF BENEFICARY SAMPLE AND I6a/b = 2 OR 3.**

**I7. <**IF ACTIVITY FLAG = 1 **“Was the activity we listed earlier (i.e. <**READ ACTIVITY**>”> <**IF ACTIVITY FLAG > 1 **“Were any of the activities we listed earlier (i.e. <**READ ACTIVITIES**>”>) used by other sites in your organisation or <**IF ACTIVITY FLAG = 1 **“was it”> <**IF ACTIVITY FLAG > 1 **“were they”> used only at this site?**

|  |  |  |
| --- | --- | --- |
| **Used only at this site** | 1 | **IF I4=1, GO TO SC1.** **IF I5=1, SEND ESTABLISHMENT DATASHEET. INTERVIEW STARTS AT SC1** |
| **Used by more than one site**  | 2 | **IF I4=1, GO TO SC1.** **IF I5=1, SEND ENTERPRISE DATASHEET. INTERVIEW STARTS AT SC1** |
| **Don’t know** | 3 | **IF I4=1, GO TO SC1.** **IF I5=1, SEND ESTABLISHMENT DATASHEET. INTERVIEW STARTS AT SC1** |

**RECORD EMAIL ADDRESS IF I5=1 (CALL BACK AND WILLING TO GIVE EMAIL ADDRESS)**

**I am now ready to take down your email address and arrange to call back at a time convenient for you…**

RECORD EMAIL ADDRESS AND SEND DATASHEET – THEN AGREE TIME FOR CALLBACK

|  |  |  |
| --- | --- | --- |
| Enter email address | 1 | **SEND DATASHEET AND SET APPOINTMENT**  |
| Refused – continue with interview | 2 | **GO TO SC1 (IF BENEFICIARY) OR FM1 (IF COMPARISON ESS)** |
| Refused – make an appointment | 3 | **SET CALL BACK. INTERVIEW STARTS AT SC1 (IF BENEFICIARY) OR FM1 (IF COMPARISON ESS)** |

**NOTE TO DP: we want to record people who have been sent a datasheet.**

**DATASHEET MAP IF I5=1**

SEND **ENTERPRISE** DATASHEET IF:

COMPARISON ESS SAMPLE = SINGLE SITE OR HQ

BENEFICIARY = SINGLE SITE (I6a=1) OR PART OF A LARGER ORGANISATION **AND** USED BY MORE THAN ONE SITE (I7=2)

SEND **ESTABLISHMENT** DATASHEET IF:

COMPARISON ESS SAMPLE – BRANCH

BENEFICARY = PART OF A LARGER ORGANISATION AND USED BY THIS SITE ONLY (I7=1) OR “DON’T KNOW” (I7=3).

CREATE DUMMY VARIABLE FOR EACH SAMPLE: EITHER “ENTERPRISE” OR “ESTABLISHMENT” FOR FILTERING

**ASK ALL EXPERIAN SAMPLE**

**I8. Would now be a good time to ask for your views and experience of workplace skills training? It should take around 15 minutes**.

**I would like to assure you that all the information we collect will be kept in the strictest confidence, and used for research purposes only. It will not be possible to identify any particular organisation in the results.**

IF ASK FOR FURTHER INFORMATION: **You can contact Matthew Colahan, from Ipsos MORI on 020 7347 3955 or Angela Thompson from The UK Commission for Employment and Skills on 0207 227 7849.**

DO NOT READ OUT. SINGLE CODE ONLY. ASSURE AS NECESSARY

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | Yes | 1 | **GO TO IEXD1** |  |
|  |  | No, can interview later | 2 | **GO TO I8a** |
|  |  |  |  |

**ASK IF I8=2 (WANTS CALL BACK)**

**I8a. In preparation for the call, I’d like to email you a short information sheet about some of the figures we seek to collect. The sheet will help speed up the interview if you do have time to look for some of the figures beforehand.**

**Would you give me your email address?**

RECORD EMAIL ADDRESS AND SEND DATASHEET – THEN AGREE TIME FOR CALLBACK

|  |  |  |
| --- | --- | --- |
| Enter email address | 1 | **SEND ENTERPRISE DATASHEET AND SET APPOINTMENT**  |
| Refused – continue with interview | 2 | **GO TO I9** |
| Refused – make an appointment | 3 | **SET CALL BACK. INTERVIEW STARTS AT I9** |

**NOTE TO DP: we want to record people who have been sent a datasheet.**

SCREENER – ALL EXPERIAN SAMPLE

**I9. Is this site..?** READ OUT. SINGLE CODE

|  |  |
| --- | --- |
| **The only site in the organisation, or** | 1 |
| **The Head Office of an organisation with a number of sites, or** | 2 |
| **A branch of an organisation with a number of sites** | 3 |

SCRIPTING NOTE: THE FOLLOWING QUESTIONS ARE TAKEN FROM THE MAIN SURVEY AND WILL NOT BE NEEDED TO BE ASKED AGAIN IF SCREENERS PASSED

ASK EXPERIAN

D1. Over the past 12 months have you arranged or funded any off-the-job training or development for employees <ESTABLISHMENT: “employees working at this site”> <ELSE: “employees working in your organisation”> - by off-the-job training we mean training away from the individual’s immediate work position, whether on your premises or elsewhere.

DO NOT READ OUT. SINGLE CODE ONLY.

|  |  |
| --- | --- |
| **Yes** | 1 |
| **No** | 2 |
| Don’t know | 3 |

ASK EXPERIAN

D2. And have you arranged or funded any on-the-job or informal training and development over the last 12 months - by this I mean activities that would be recognised as training by employees, and not the sort of learning by experience which could take place all the time.

DO NOT READ OUT. SINGLE CODE ONLY.

|  |  |
| --- | --- |
| **Yes** | 1 |
| **No** | 2 |
| Don’t know | 3 |

**NOW GO TO FIRMOGRAPHICS SECTION. ASK FM3a AND FM3b FIRST FOR EXPERIAN SAMPLE**

**Engagement in EIF and GIF activities**

**ASK BENEFICIARIES. ASK FOR EACH ACTIVITY SELECTED AT I2a**

ASK AS LOOP

**Sc1.** **In what capacity were you involved in <**ACTIVITY**>, <**IF BRAND LISTED**: “which you may know as** BRAND/S”**>? Did you input into the design/set-up or were you a service user or both?**

READ OUT EACH ACTVITY AND BRAND USED BY EACH DP. ACTIVITIES WILL BE MAPPED TO THESE SIX GROUPINGS BELOW FOR ANALYSIS.

INTERVIEWER TO RECORD WHETHER RESPONDENT RECOGNISES BRAND OR NOT FOR TEXT SUBSITUTION LATER ON.

IF NECESSARY:

|  |  |
| --- | --- |
| Employment brokerage description (EM): **find and recruit people into suitable positions within a business or organisation** | 1 |
| Apprenticeship Brokerage description (AP): **help business like yours place apprentices into suitable positions** | 2 |
| Skills Diagnostic description (SD): **assess employees to identify training courses and solutions that would be suitable for them** | 3 |
| Training Brokerage description (TB): **identify suitable training for employees** | 4 |
| GTAs description (GTA): **remove the risk of employing an apprentice by working together with an organisation that recruits and places apprentices for a business** | 5 |
| Networks description (NE): **help business like yours work with others to improve the options you have for training and skills development**  | 6 |

SINGLE CODE ONLY. ASK FOR EACH LISTED ACTIVITY.

INTERVIEWER: DOUBLE CHECK WITH RESPONDENT IF THEY SAY ‘NEITHER’ BECAUSE THEY HAD SAID EARLIER AT QI2 THAT THEY HAD USED OR HAD INPUT INTO THIS/THESE ACTIVITIES.

1. Helped with design / set up
2. Uses the service
3. Both
4. Neither, not used (CLOSE INTERVIEW)

**ASK BENEFICIARIES FOR EACH ACTIVITY THAT HAS INVESTMENT NAME AND BRAND AT Sc1.**

**Sc1a.** **Do you generally refer to this activity as <**INVESTMENT**> or <**BRAND >**?**

READ OUT EACH INVESTMENT AND BRAND USED BY EACH DP.

RECORD INVESTMENT OR BRAND FOR EACH

IF INVESTMENT, USE INVESTMENT ACTIVITY NAME AS TEXT SUBSTITUTION THROUGHOUT

IF BRAND, USE BRAND NAME AS TEXT SUBSTITUTION THROUGHOUT

CREATE DUMMY VARIABLE FOR EACH SAMPLE: EITHER “ACTIVITY” OR “BRAND” FOR FILTERING

**ASK BENEFICIARIES**

IF START DATE ON SAMPLE FOR SINGLE ACTIVITY, OR MULTIPLE ACTIVITIES START AT ROUGHLY THE SAME TIME (WITHIN TWO MONTHS) ASK ONCE

IF START DATE FOR MULTIPLE ACTIVITIES DIFFERENT, ASK FOR EACH

**Sc2. I understand that your organisation began using** <BRAND/S OR ACTIVITY/ACTIVITIES> **around about** <MONTH + YEAR>**?**

IF START DATE MISSING ON SAMPLE, ASK FOR EACH ACTIVITY

ASK BENEFICIARIES IF START DATE MISSING ON SAMPLE OR IF 2 AT Sc2

ALLOW DATE WRITE IN AS MONTH AND YEAR

**Sc3. When did you first begin using** < BRAND/S IF LISTED, ELSE ACTIVITY/ACTIVITIES>**?**

YES/NO OR RECORD MONTH AND YEAR.

ASK IF USER (CODE 2 AT SC1)

ASK IF 2 AT Sc1

**Sc4. Are you still using** <READ OUT DESCRIPTION OF ACTIVITY> **from** <<DP>> **or has this ended?**

|  |  |
| --- | --- |
| Still using activity | 1 |
| Ended | 2 |
| Don’t know | 3 |

**Firmographics**

ASK ALL

I will now ask you some questions about your organisation and the site at which you work.

ALLOW 4 DIGIT WRITE IN NUMBERS BETWEEN 1 AND 9999

 FM1. How many employees work at this site”> <IF SINGLE SITE: “for your organisation”>? Please include yourself, all others on your payroll and any working proprietors or owners, but exclude the self-employed and outside contractor or agency employees.

INTERVIEWER NOTE: NON-EMPLOYEE TRAINERS AND EMPLOYEES UNDER 16 SHOULD BE EXCLUDED.

PROBE FOR BEST ESTIMATE AND RECORD NUMBER. CLOSE IF DON’T KNOW / REFUSED.

|  |  |  |
| --- | --- | --- |
| 1 | 1 |  |
| 2-4 | 2 |  |
| 5-9 | 3 |
| 10-24 | 4 |
| 25-49 | 5 |
| 50-99 | 6 |
| 100-249 | 7 |
| 250 or more | 8 |

ASK IF PART OF A LARGER ORGANISATION (BENEFICIARY: CODES 2-3 AT I6). COMPARISON = HQ OR BRANCH

ASK IF BENEFICIARY AND 2 OR 3 AT I2C, OR IF COMPARISON AND HQ OR BRANCH

ALLOW 4 DIGIT WRITE IN NUMBERS BETWEEN 1 AND 9999

MUST BE > F1

 FM2. And how many employees work in your organisation across the UK as a whole?

ASK IF DK AT F2

ADD IF NECESSARY: By that I mean both full-time and part-time employees on your payroll, as well as any working proprietors or owners.

PROBE FOR BEST ESTIMATE AND RECORD NUMBER

IF DK, PROMPT WITH RANGES

IF ANSWER GIVEN, CATI CODE RANGES AUTOMATICALLY

MUST BE > THAN F1.

|  |  |
| --- | --- |
| Under 10 (micro) | 1 |
| 10-49 (small) | 2 |
| 50-249 (medium) | 3 |
| 250-999 (large) | 4 |
| 1,000+ (very large) | 5 |
| Don’t know | X |

ASK ALL WITH SIC ON SAMPLE

FM3a. I have [SIC DESCRIPTION ON SAMPLE] as a general classification for your <ESTABLISHMENT: site>< SINGLE SITE / ENTERPRISE: organisation>. Does this sound about right?

|  |  |
| --- | --- |
| Yes | 1 |
| No | 2 – IF EXPERIAN SAMPLE, THANK AND CLOSE |

IF FM3a = 2 OR NO SIC INFORMAITON ON SAMPLE

ASK ALL WITH NO SIC ON SAMPLE OR IF 2 AT F3a

OE

CODE TO 4 DIGIT SIC07

FM3b. How would you describe the main business activity of <ESTABLISHMENT: this site>< SINGLE SITE / ENTERPRISE: your organisation as a whole>?

PROBE FULLY:

 What would you type into a search engine to find an organisation like yours online?

 What is the main product or service of this < ESTABLISHMENT: site> <ENTERPRISE: organisation>?

What exactly is made or done < ESTABLISHMENT: at this site> < ENTERPRISE: by your organisation>?

 Who does it sell its product/services to?

WRITE IN. TO BE cODED TO 4-DIGIT SIC07.

|  |
| --- |
|  |
|  |

ASK BENEFICIARIES OR COMPARISON EXPERIAN SAMPLE

FOR COMPARISON ESS, MATCH AT SAMPLE SELECTION

FM4. Would you classify your organisation as one ...? READ OUT. CODE ONE ONLY

|  |  |
| --- | --- |
| **MAINLY seeking to make a profit** | 1 |
| **A charity or voluntary sector organisation or a social enterprise** | 2 |
| **A local-government financed body** ADD IF NECESSARY: such as a service provided or funded by the council such as leisure centres, social care, waste or environmental health services | 3 |
| **A central government financed body** ADD IF NECESSARY: such as the Civil Service, any part of the NHS, a college or university, the Armed Services, an Executive Agency or other non-departmental public bodies | 4 |
| DO NOT READ OUT: other (SPECIFY) |  |
| DO NOT READ OUT: None of the above,  | 5 |

Section A: Occupational structure

READ OUT IF ESTABLISHMENT

DISPLAY IF ESTABLISHMENT

**The following questions are about the employees at this site.**

READ OUT IF ENTERPRISE

DISPLAY IF ENTERPRISE

 The following questions are about employees across your organisation as a whole.

ASK ALL WHO SAY THEY WANT TO ANSWER AS A NUMBER

ALLOW 4 DIGIT WRITE IN (0 TO 99999) OR PERCENTAGE WRITE IN (0 TO 100%)

**A1. Approximately how many of your** <INSERT FM2 IF ENTERPRISE / FM1 IF ESTABLISHMENT> **employees are full-time? Would you like to answer in number or percentage?**

SOFT CHECK VERSUS TOTAL EMPLOYEES AT FM1 (ESTABLISHMENT) OR FM2 (ENTERPRISE)

|  |  |
| --- | --- |
| Don’t know | 1 |
| Refused | 2 |

ASK ALL WHO SAY THEY WANT TO ANSWER AS A PERCENTAGE OR ENTERPRISES WHO SAY DK AT FM2

**A1a. Approximately what proportion of your employees are full-time?**

|  |  |
| --- | --- |
| Don’t know | 1 |
| Refused | 2 |

ASK ALL

ALLOW 5 DIGIT WRITE IN BETWEEN 0 AND 99999

**A2. I’d like to understand how the** [INSERT FM2 IF ENTERPRISE / FM1 IF ESTABLISHMENT] employees [INSERT “**in your organisation**” IF ENTERPRISE / “**at this site**” IF ESTABLISHMENT] **break down into four broad roles:**

         **1) senior managers, managers and other professional staff**

**2) other “white collar”, admin or office based staff**

**3) skilled manual staff (also known as “skilled blue collar”), and**

**4) other manual staff.**

IF A1 = PERCENTAGE ADD: *ENTER AS %. PROBE FOR BEST ESTIMATE*

 INTERVIEWER – REFER TO SHOWCARD A

         ASK IF SELECT NUMERIC AT A1

A2N **How many of your staff are** [ITERATION TEXT]**?**

         INTERVIEWER: TOTAL STAFF= [ANSWER FROM A1/A2].

         IF CHOSE PERCENTAGES AT A1

A2P **What percentage of your staff are** [ITERATION TEXT]**?**

|  |  |  |
| --- | --- | --- |
|  | A2N | A2P |
| **1) senior managers, managers and other professional staff** | ENTER NUMBER | ENTER % |
| **2) other “white collar”, admin or office based staff** | ENTER NUMBER | ENTER % |
| **3) skilled manual staff (also known as  “skilled blue collar”), and** | ENTER NUMBER | ENTER % |
| **4) other manual staff** | ENTER NUMBER | ENTER % |
| DATA CHECK | DP CHECK SUMS TO A1/A2 | DP CHECK SUMS TO 100% |

ASK ALL

ALLOW 4 DIGIT WRITE IN BETWEEN 0 AND 9999

**A3. How many employees have <**ESTABLISHMENT**: left this site> <**ELSE**: left your organisation> over the last 12 months but not as direct result of redundancy or downsizing?**

INTERVIEWER – WE ARE LOOKING FOR A NUMBER HERE, NOT A PERCENTAGE

|  |  |
| --- | --- |
| Don’t know | 1 |
| Refused | 2 |

Section B: Recruitment and Skills Shortages

ASK ALL

ALLOW 4 DIGIT WRITE IN BETWEEN 0 AND 9999

**B1. How many vacancies have you had in the past 12 months?**

NUMERIC RESPONSE.

|  |  |  |
| --- | --- | --- |
| Response >0 | 1 | ASK B1a |
| None | 2 | GO TO C1a |
| Don’t know | 3 | GO TO C1a |

ASK IF CODE 1 AT B1 (NUMERIC RESPONSE >0). OTHERS GO TO SECTION C

ALLOW NUMERICAL WRITE IN BETWEEN 0 AND ANSWER AT B1

**B1a. And how many of these** <FIGURE FROM B1> **vacancies were filled in the past 12 months?**

NUMERIC RESPONSE. RANGE: < OR EQUAL TO B1.

IF B1 = 1 **And was this vacancy filled?**

|  |  |  |
| --- | --- | --- |
| Response >0  | 1 |  |
| None | 2 |  |
| Don’t know | 3 |  |

ASK IF CODE 1 AT B1 (NUMERIC RESPONSE >0).

**B2.** IF B1 NUM >1: **Have any of your vacancies <**IF B1 NUM = 1>: **Has this vacancy> proved hard-to-fill?**

SINGLE CODE ONLY

|  |  |  |
| --- | --- | --- |
| Yes | 1 | RECORD NUMBER IF B1 NUM>1 |
| No | 2 |  |
| Don’t know | 3 |  |

ASK IF CODE 1 AT B1 (NUMERIC RESPONSE >0).

**B4.** IF B1 NUM >1: **Were any of the <**INSERT TOTAL NUMBER OF VACANCIES AT B1 NUM**> vacancies for apprentices?**

IF B1NUM=1: **Was this vacancy for an apprentice?**

SINGLE CODE ONLY

|  |  |  |
| --- | --- | --- |
| Yes | 1 | RECORD NUMBER IF B1 NUM>1 |
| No | 2 | GO TO FILTER AT B6 |
| Don’t know | 3 | GO TO FILTER AT B6 |

ASK IF YES AT B4

ALLOW NUMERICAL WRITE IN 4 DIGITS BETWEEN 0 AND 9999

NUMERICAL RESPONSE MUST BE < OR EQUAL TO B2NUM

**B4a.** IF B3 NUM >1: **And how many of these <**FIGURE FROM B4**> Apprenticeship vacancies were filled?**

IF B4NUM = 1: **Was this Apprenticeship vacancy filled?**

NUMERIC RESPONSE. DK OK

|  |  |
| --- | --- |
| Numeric response (MUST BE < OR EQUAL TO B4NUM) | 1 |
| None | 2 |
| Don’t know | 3 |

ASK IF B2 =>1 AND B4 =>1

ALLOW NUMERICAL WRITE IN 4 DIGITS BETWEEN 0 AND B4NUM

**B5.** IF B4NUM>1: **Have any of your** <INSERT B4 NUM> **Apprenticeship vacancies proved hard-to-fill?**

IF B4NUM=1: **Did this apprentice vacancy proved hard-to-fill?**

|  |  |  |
| --- | --- | --- |
| Yes | 1 | RECORD NUMBER IF B4NUM>1 |
| No | 2 |  |
| Don’t know |  |  |

ASK IF HAD VACANCY – B1 NUM>0

ASK IF B1NUM>0

ALLOW CURRENCY WRITE IN 6 FIGURES

**B7. Approximately how much, if anything, did you spend on recruitment advertising, agency and search fees over the last 12 months for all the vacancies you had, including those for apprentices?**

ZERO ALLOWED

|  |  |
| --- | --- |
| ENTER £ | 1 |
| Don’t know | 2 |
| Refused | 3 |

**C: Skills gaps**

ESTABLISHMENT

DISPLAY IF ESTABLISHMENT

As a reminder, the following questions are about the site at which you work.

ENTERPRISE

DISPLAY IF ENTERPRISE

As a reminder, the following questions are about your organisation as a whole.

ASK ALL

IF A1 = PERCENTAGE

ALLOW 3 DIGIT PERCENTAGE WRITE IN BETWEEN 0% AND 100%

**C1a. Thinking about the past 12 months, approximately what percentage of <**ESTABLISHMENT: **“employees working at this site”> <**ELSE**: “employees working in your organisation”> were fully proficient in their role?**

IF A1 = NUMBER

**C1a. Thinking about the past 12 months, approximately how many of the <**ESTABLISHMENT: **“employees working at this site”> <**ELSE**: “employees working in your organisation”> were fully proficient in their role?**

PROMPT IF NECESARY: A proficient employee is someone who is able to do the job to the required level.

|  |  |
| --- | --- |
| Record value | 1 |
| Don’t know – ASK BANDS | 2 |

ASK IF CODE 2 AT C1A

**C1b. Would you say . . .**

|  |  |
| --- | --- |
| All of your employees were fully proficient in their role | 1 |
| Around three-quarters of your employees | 2 |
| Around a half of your employees | 3 |
| Around a quarter of your employees  | 4 |
| Don’t know DO NOT READ OUT | 5 |

C1c: PROBE FOR MORE SPECIFIC RANGE:

IF C1b = 2: 70%, 80%, 90%

IF C1b= 3: 50%, 60%, 70%

IF C1b = 4: 10%, 20%, 30%, 40%

ASK ALL

IF A1 = PERCENTAGE

ALLOW 3 DIGIT PERCENTAGE WRITE IN BETWEEN 0% AND 100%

**C2. Thinking about the past 12 months, approximately what percentage of <**ESTABLISHMENT: **“employees working at this site”> <**ELSE**: “employees working in your organisation”> had both qualifications and skills that were more advanced than required for their role?**

IF A1 = NUMBER

**C2. Thinking about the past 12 months, approximately how many of the <**ESTABLISHMENT: **“employees working at this site”> <**ELSE**: “employees working in your organisation”> had both qualifications and skills that were more advanced than required for their role?**

PROMPT IF NECESARY: An example might be someone with a A levels and several years related work experience working in an elementary occupation such as a check out assistant or manual labourer.

|  |  |
| --- | --- |
| Record value | 1 |
| Don’t know – ASK BANDS | 2 |

ASK IF CODE 2 AT C1A

**C2b. Would you say . . .**

|  |  |
| --- | --- |
| All of your employees had skills and experience more advanced than required for their role | 1 |
| Around three-quarters of your employees | 2 |
| Around a half of your employees | 3 |
| Around a quarter of your employees  | 4 |
| Don’t know DO NOT READ OUT | 5 |

C2c. PROBE FOR MORE SPECIFIC RANGE:

IF C2b = 2: 70%, 80%, 90%

IF C2b= 3: 50%, 60%, 70%

IF C2b = 4: 10%, 20%, 30%, 40%

**Section D: Workforce development**

ASK ALL

D1. Over the past 12 months have you arranged or funded any off-the-job training or development for <ESTABLISHMENT: “employees working at this site”> <ELSE: “employees working in your organisation”> - by off-the-job training we mean training away from the individual’s immediate work position, whether on your premises or elsewhere.

DO NOT READ OUT. SINGLE CODE ONLY.

|  |  |
| --- | --- |
| **Yes** | 1 |
| **No** | 2 |
| Don’t know | 3 |

ASK ALL

D2. And have you arranged or funded any on-the-job or informal training and development over the last 12 months - by this I mean activities that would be recognised as training by employees, and not the sort of learning by experience which could take place all the time.

DO NOT READ OUT. SINGLE CODE ONLY.

|  |  |
| --- | --- |
| **Yes** | 1 |
| **No** | 2 |
| Don’t know | 3 |

IF D1 = 1 OR D2 = 1

MA

RANDOMISE CODES 1 O 6

D4. Which of the following types of training have you arranged or funded for employees <ESTABLISHMENT: “working at this site”> <ELSE: “ working in your organisation”> over the past 12 months?

READ OUT AND CODE ALL THAT APPLY. RANDOMISE 1 TO 6.

|  |  |
| --- | --- |
| **Induction training** | 1 |
| **Health & safety/first aid training** | 2 |
| **Job specific training** | 3 |
| **Supervisory training** | 4 |
| **Management training** | 5 |
| **Training in new technology** | 6 |
| Any other types? (PLEASE WRITE BELOW) | 7 |
| DO NOT READ OUT: None of these (ALLOW SINGLE CODE ONLY) | 8 |
| DO NOT READ OUT: Don’t know (ALLOW SINGLE CODE ONLY) | X |

ASK IF D4 = 1 OR 2 ONLY

D5. And how much of the training you have funded or arranged for employees has been for < health & safety> or] < induction training>? PROMPT WITH BANDS
IF RESPONDENT SAYS “ALL OF IT (100%)” CHECK THEY DO MEAN ALL OF THE TRAINING THEY HAVE ARRANGED/FUNDED

|  |  |
| --- | --- |
| **Less than 20%** | 1 |
| **20-49%** | 2 |
| **50-80%** | 3 |
| **More than 80% but not all** | 4 |
| **All of it (100%)** | 5 |
| DO NOT READ OUT: Don’t know | X |

IF D1 = 1 OR D2 = 1

ALLOW 4 DIGIT NUMERICAL WRITE IN

D6. IF BOTH ON AND OFF-THE-JOB (D1 AND D2 = 1): <Thinking about both on- and off-the-job training> Over the last 12 months how many employees <ESTABLISHMENT: “working at this site”> <ELSE: “ working in your organisation”> have you funded or arranged training and development for, including any who have since left?

IF SAY “ALL EMPLOYEES”, SAY: **So including any employees who have since left, how many employees would that be?**

WRITE IN \_\_\_\_(1 – 99999)\_\_\_\_

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 D1 = 1 OR D2 = 1

ALLOW 3 DIGIT NUMERICAL WRITE IN

D7. Over the last 12 months, on average, how many days training and development [whether on- or off-the-job,] have you arranged for EACH EMPLOYEE receiving training?

NOTE TO INTERVIEWER: If respondent says ‘a week’ or ‘two weeks’ etc check: **So how many WORKING days is that?**

WRITE IN ABSOLUTE NUMBER \_\_\_\_\_\_(1-260)\_\_\_\_\_\_\_\_

IF DON’T KNOW, prompt with ranges

|  |  |
| --- | --- |
| **Less than a day** | 1 |
| **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** |  |
| **15 – 16 days** |  |
| **17 – 18 days** | 9 |
| **19 – 20 days** |  |
| **More than 20 days** | 10 |
| DO NOT READ OUT Don’t know | X |

IF D1 = 1 OR D2 = 1

ALLOW 4 DIGIT NUMERICAL WRITE IN

**D8. Thinking now about qualifications,** **how many of the <integer / band> employees that you have funded or arranged training for [***Text substitution if both on and off the job:* **whether on- or off-the-job,] over the past 12 months are or were being trained towards a nationally recognised qualification?**

|  |  |
| --- | --- |
| *WRITE IN* |  |

*PROMPT WITH RANGE IF DON’T KNOW*

D8Probe

ASK IF DK AT D8

Would you say it was…?

|  |  |
| --- | --- |
| **None** | 1 |
| **1-2** | 2 |
| **3-4** | 3 |
| **5-9** | 4 |
| **10-19** | 5 |
| **20-29** | 6 |
| **30-39** | 7 |
| **40-49** | 8 |
| **50-99** | 9 |
| **100-199** | 10 |
| **200 or more** | 11 |
| (DO NOT READ OUT) Don’t know how many but there were some | 12 |
| DO NOT READ OUT) Don’t know if any | X |

ASK IF D8 => 1

D9. [IF D8 = 1: is or was this employee, IF D8>1: are or were any of these employees] being trained towards any of the following types of qualification in the last 12 months...

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No  | Don’t know |
| **Level 1 qualifications such as an** [EN/WL/NI: **NVQ** SC: **SVQ**] **Level 1 or BTEC Introductory Diploma**] | 1 | 2 | 3 |
| **Level 2 qualifications such as an** [EN/WL/NI: **NVQ** SC: **SVQ**] **Level 2, GCSEs or BTEC First Diploma** | 1 | 2 | 3 |
| **Level 3 qualifications such as an NVQ Level 3, A-Levels or BTEC Nationals**  | 1 | 2 | 3 |
| **Level 4 qualifications or above** **such as degrees, HNC/HNDs, postgraduate degrees or high level specialist professional qualifications** | 1 | 2 | 3 |

ASK IF D1 = 1

MA

RANDOMISE CODES 1 TO 5

**D10. Thinking about your off-the-job training in the past 12 months, which of the following sources of training, if any, have you used?**

READ OUT. RANDOMISE 1 TO 5. MULITCODE OK.

|  |  |
| --- | --- |
| Private training providers | 1 |
| Non-profit organisations | 2 |
| Further Education (FE) Colleges | 3 |
| Higher Education (HE) institutions e.g. universities | 4 |
| You delivered your own training | 5 |
| Other (Please SPECIFY) | 6 |

ASK IF D1 = 1 OR D2 = 1

RANDOMISE STATEMENTS A TO C

**D13. Over the past 12 months, have you worked together with other employers to…?**

READ OUT A TO C. RANDOMISE A TO C. SINGLE CODE ONLY

1. **Make it easier to access training?**
2. **Improve the quality of the training you receive?**
3. **Reduce the financial cost associated with training?**
4. **Make training more relevant to the needs of your business?**

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

ASK ALL

**F2. I am now going to ask about your training expenditure. Firstly, can I confirm in which month does your tax year end??**

SINGLE CODE ONLY. CODE TO BAND

1. January
2. February
3. March
4. April
5. May
6. June
7. July
8. August
9. September
10. October
11. November
12. December
13. Don’t know

IF D1 = 1 OR D2 = 1

ALLOW 6 DIGIT CURRENCY WRITE IN

**D14. What was your total expenditure on training in the tax year ending <INSERT MONTH FROM F2> <IF MONTH IS IN THE FUTURE “2013”> <ELSE “2014”> <**ESTABLISHMENT: **“at this site”> <**ELSE**: “ in your organisation”>. Please only include all direct costs of training, where direct costs are aspects of training which actually have to paid for, such as equipment or trainer’s costs, as opposed to indirect costs such as the value of lost output due to employees training rather than working.**

|  |  |  |
| --- | --- | --- |
| Enter numerical response | 1 | Go to D15 |
| Don’t know | 2 | ASK BANDS |

D14probe

ASK IF DK AT D14

Which of the following bands would your expenditure on training (include all direct costs of training) in the tax year ending <INSERT MONTH FROM F2> <IF MONTH IS IN THE FUTURE “2013”> <ELSE “2014”> fall in to?

|  |  |
| --- | --- |
| £1 - £9k | 1 |
| £10k - £19k | 2 |
| £20k - £99k | 3 |
| £100k - £199k | 4 |
| £200k - £499k | 5 |
| £500k - £999k | 6 |
| Over £ 1m | 7 |
| Don’t know | 8 |

ASK ALL

D15. Do you have a training plan that specifies in advance the level and type of training your employees will need in the coming year?

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

Section E: Self-reported impact

ASK ALL BENEFICIARY SAMPLE

RANDOMISE A TO I

ASK FOR EACH ACTIVITY

**E1a. Which of the following, if any, were reasons for choosing to use <**ACTIVITY/BRAND**>? Did you want to…**

READ OUT. RANDOMISE A TO I. SINGLE CODE ONLY. ASK FOR EACH ACTIVITY

**ROUTING CODES (TAKE THIS FROM RESPONSES AT I2A):**

|  |  |
| --- | --- |
| Employment brokerage | 1 |
| Apprenticeship Brokerage | 2 |
| Skills Diagnostic | 3 |
| Training Brokerage | 4 |
| GTAs | 5 |
| Networks | 6 |

|  |  |  |
| --- | --- | --- |
| A | ASK ALL EXCEPT APPRENTICESHIP BROKERAGE**Reduce staff turnover** | 1 |
| B | ASK ALL**Prepare employees for changes that will happen in your industrial sector over the next few years** | 2 |
| C | ASK ALL EXCEPT SKILLS DIAGNOSTIC**Reduce the difficulty of attracting applicants with the skills you need** | 3 |
| D | ASK IF E1A CODES 3-6**Reduce the difficulty of finding relevant training provision** | 4 |
| E | ASK IF E1A CODES 3-6**Increase your understanding of the skills or training needs of employees** | 5 |
| F | ASK ALL EXCEPT PUBLIC SECTOR ORGS**Acquire the skills needed to grow your business**  | 6 |
| I | ASK IF E1a CODE 3 - 6**Improve the ability of employees to do their job** | 9 |
|  | None of these (DO NOT READ OUT) | 0 |

ASK ALL BENEFICARIES

I am now going to ask you whether or not you have seen any changes in your skills and recruitment needs in the past 12 months.

ASK ALL BENEFICIARIES

RANDOMISE

SA PER ROW FOR EACH STATEMENT. ASK FOR EACH TYPE OF CHANGE

**E6. Over the past 12 months, has there been an increase, decrease or no change in . . .** READ OUT. RANDOMISE.

**ROUTING FOR READ OUTS (TAKE FROM RESPONSES TO I2A):**

|  |  |  |
| --- | --- | --- |
| EM | Employment brokerage | 1 |
| AP | Apprenticeship Brokerage | 2 |
| SD | Skills Diagnostic | 3 |
| TB | Training Brokerage | 4 |
| GT | GTAs | 5 |
| NE | Networks | 6 |

SINGLE CODE ONLY. PROMPT AS NECESSARY

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | **Increas-ed** | **Decreas-ed** | **No change** | **Don’t know** | **Not applicable** |
| A | SKILLS DIAGNOSTIC OR TRAINING BROKERAGEOR OR GTA NETWORK (CODES 3 TO 6)**…your organisation’s understanding of your workforce’s skills or training needs** | 1 | 2 | 3 | 4 | 5 |
| B | SKILLS DIAGNOSTIC OR TRAINING BROKERAGEOR OR GTA NETWORK (CODES 3 TO 6)**…your organisation’s knowledge about how to access relevant training for your employees** | 1 | 2 | 3 | 4 | 5 |
| D | SKILLS DIAGNOSTIC OR TRAINING BROKERAGEOR OR GTA NETWORK (CODES 3 TO 6)**… the effectiveness of training received by your employees**  | 1 | 2 | 3 | 4 | 5 |
| E | SKILLS DIAGNOSTIC OR TRAINING BROKERAGEOR OR GTA NETWORK (CODES 3 TO 6)**…the proportion of your employees receiving training** | 1 | 2 | 3 | 4 | 5 |
| F | SKILLS DIAGNOSTIC OR TRAINING BROKERAGEOR OR GTA NETWORK (CODES 3 TO 6)**…ability of employees to do their job** | 1 | 2 | 3 | 4 | 5 |
| K | APPRENTICESHIP BROKERAGE (CODE 2)**…the number of apprentices you have recruited**  | 1 | 2 | 3 | 4 | 5 |
| L | ALL EXCEPT APPRENTICESHIP BROKERAGE (CODES 1,3,4,5,6)**…staff turnover** | 1 | 2 | 3 | 4 | 5 |
| M | ASK ALL EXCEPT PUBLIC SECTOR ORGS**…the skills needed to grow your business**  | 1 | 2 | 3 | 4 | 5 |
| N | ASK ALL EXCEPT SKILLS DIAGNOSTIC (CODES 1,2,4,5,6)**the ease with which you can attract applicants with the skills you need** | 1 | 2 | 3 | 4 | 5 |

ASK IMMEDIATELY IF E6A, B, D, E, F, K, M, N = 1

E6a. How far, if at all, do you think this increase is the result of your participation in <ACTIVITY/BRAND>?

PROMPT AS NECESSARY

|  |  |
| --- | --- |
| Completely  | 1 |
| Partially | 2 |
| Not at all | 3 |
| Don’t know | 4 |

ASK IMMEDIATELY IF E6L = 2

E6b. How far, if at all, do you think this decrease is the result of your participation in <ACTIVITY/BRAND >?

PROMPT AS NECESSARY

|  |  |
| --- | --- |
| Completely  | 1 |
| Partially | 2 |
| Not at all | 3 |
| Don’t know | 4 |

**Section F: Business Finances and Operating Environment**

**The next section is on the performance data of your organisation. The data will be combined with other businesses’ with any information being reported anonymously.**

ESTABLISHMENT

DISPLAY IF ESTABLISHMENT

As a reminder, the following questions are about the site at which you work.

ENTERPRISE

DISPLAY IF ENTERPRISE

As a reminder, the following questions are about your organisation as a whole.

ASK ALL

ALLOW 2 DIGIT WRITE IN YEARS

 **F1. First, how long has your organisation been trading <**IF ESTABLISHMENT: **at this site>?**

|  |  |
| --- | --- |
| WRITE IN NUMBER OF YEARS. ESTIMATE IS ACCEPTABLE | 1 |
| Don’t know | 2 |

ASK ALL EXCEPT PUBLIC SECTOR

ALLOW 9 DIGIT WRITE IN CURRENCY. RANGE £1000 OR MORE

SOFT CHECK IF <£10,000

**F3. What was your approximate turnover for the tax year ending <INSERT MONTH FROM F2> <IF MONTH IS IN THE FUTURE “2013”> <ELSE “2014”> <** IF ESTABLISHMENT**: at this site>?**

ADD AS NECESSARY**: the total amount received in respect of sales of goods and services.**

|  |  |
| --- | --- |
| WRITE IN AMOUNT IN £ (£0+). RANGE: £1000 OR MORE. INTERVIEWER TO CHECK IF LESS THAN £10,000 | 1 |
| Refused | 2 |
| Don’t know PROMPT WITH RANGES | 3 |

IF F3 = 3

**F4. Was it approximately...? READ OUT AS NECESSARY**

|  |  |
| --- | --- |
| Less than £50,000 | 1 |
| £50,000 than £100,000 | 2 |
| £100,000 - £500,000 | 3 |
| £500,000 – £2 million | 4 |
| £2 million - £10 million | 5 |
| £10 million - £50 million | 6 |
| More than £50 million | 7 |
| Don’t know | 8 |
| Refused | 9 |

ASK ALL EXCEPT PUBLIC SECTOR

**F6. Taking into account all sources of income in the last financial year, did your business generate a pre-tax profit, loss or did you break even <**IF ESTABLISHMENT: **at this site>?**

SINGLE-CODE.

|  |  |
| --- | --- |
| Profit | 1 |
| Loss | 2 |
| Break even | 3 |
| Don’t know  | 4 |
| Unwilling to answer  | 5 |

ASK IF GENERATED A PROFIT/LOSS

ASK IF GENERATED A PROFIT/LOSS (CODES 1 OR 2 AT F6)

ALLOW 9 DIGIT CURRENCY WRITE IN

**F7. If you don’t mind me asking, approximately how much pre-tax profit / loss did you make <**IF Fi3 = 1: **at this site>?** *ADD AS NECESSARY* **Again, I can assure that that your answer will be treated as confidential and remain completely anonymous.**

**SOFT CHECK IF F7 > F3 OR BAND AT F4**

|  |  |
| --- | --- |
| WRITE IN AMOUNT IN £ (£0+)  | 1 |
| Refused | 2 |
| Don’t know PROMPT WITH % | 3 |

**Section G: Closing questions**

ASK ALL

G1. This research is part of a wider research programme that the UK Commission is undertaking to meet employers’ future skills and training needs. Can the UK Commission or its research contractor contact you in the next year to find out how your business needs have changed?

|  |  |
| --- | --- |
| Yes  | 1 |
| No | 2 |

ASK IF G1 = 1

ALLOW EMAIL ADDRESS WRITE IN

**G2. Can you tell me your email address? CONFIRM IF ALREADY HAVE**

RECORD

ASK IF HAVE POSTCODES

G3. I have your postcode as [INSERT FROM SAMPLE] is this correct?

|  |  |  |
| --- | --- | --- |
| Yes | 1 |  |
| No | 2 | RECORD CORRECT POSTCODE |

ASK ALL WITHOUT POSTCODES IN SAMPLE

ALLOW POSTCODE WRITE IN

G4. Can I take down the postcode <IF Fi3 = 1: for this site>?

ASK IF WILLING TO BE RECONTACTED

G5. And can I just confirm the best number to contact you on is [SHOW TELEPHONE NUMBER]?

|  |  |  |
| --- | --- | --- |
| Yes | 1 | NEXT QUESTION |
| No | 2 | RECORD CORRECT NUMBER |

ASK ALL

G6. Finally, it is sometimes possible to link the data we have collected with other government surveys or datasets such as those held by the Office for National Statistics, 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 AND CLOSE