



FINAL QUESTIONNAIRE

CEDEFOP EUROPEAN SKILLS AND JOBS SURVEY

Quota to be set on:

Age – Q1A

Gender – Q1B

Occupation – Q3A

Industry – Q6A

Education – Q15

**ADD QCOUNTRY BACKGROUND VARIABLE**

Country label	Code
Germany (DE)	1
France (FR)	2
United Kingdom (UK)	3
Sweden (SE)	4
Italy (IT)	5
Greece (EL)	6
Czech Republic (CZ)	7
Poland (PL)	8
Netherlands (NL)	9
Denmark (DK)	10
Hungary (HU)	11
Spain (ES)	12
Austria (AT)	13
Belgium (BE)	14
Ireland (IE)	15
Slovakia (SK)	16
Finland (FI)	17
Portugal (PT)	18
Estonia (EE)	19
Romania (RO)	20
Lithuania (LT)	21
Cyprus (CY)	22
Slovenia (SI)	23
Bulgaria (BG)	24
Latvia (LV)	25
Luxembourg (LU)	26
Malta (MT)	27
Croatia (HR)	28

INTRODUCTION

INTRO TEXT

Workers across the EU are completing this survey on behalf of Cedefop, the European Union agency for the development of vocational education and training. The survey is about the development of your skills over time and on how best to match your skills with the demands of your job. The information will be used by Cedefop to design policies to improve people's skills and create better jobs.

Thank you for taking part. All of the information collected will be treated in the strictest of confidence.

Selection criteria

ASK ALL

Q1A

DROP DOWN BOX – SHOW YEARS “1997” to “1945 or earlier” AND INCLUDE A SEPARATE CODE FOR DON'T KNOW
DON'T KNOW SHOULD BE EXCLUSIVE
RECORD EXACT AGE AS WELL

What is your date of birth (year and month)?

TEL: PLEASE ENSURE ANSWER IN BOTH YEAR AND MONTH IS CLEAR

WEB: Please select your answer from the drop down boxes below

- 1. Year: ____
- 2. Month: ____
- 99. Don't know

ASK ALL AGED 24 TO 65 AT Q1A, ELSE THANK AND CLOSE
[SCREEN OUT IF Q2 <24 or >65 OR DON'T KNOW (i.e. Outside of 1990 to 1949 and depending on month)]

Q1B

SP

What is your gender?

TEL: SINGLE CODE ONLY

WEB: Please select one option only

- 1. Male
- 2. Female

ASK ALL AGED 24 TO 65 AT Q1A, ELSE THANK AND CLOSE

Q2

SP

Did you do any paid work in the last 7 days, even if it was for one hour?

TEL: SINGLE CODE ONLY

WEB: Please select one answer only

- 1. Yes
- 2. No

ASK Q2A IF CODE 2 AT Q2, ELSE GO TO Q2B

Q2A
SP

Do you have a paid job or business from which you were away in the last seven days and expect to return to?

TEL: SINGLE CODE ONLY

WEB: Please select one answer only

1. Yes
2. No

ASK Q2B IF CODE 1 AT Q2 OR CODE 1 AT Q2A, ELSE THANK AND CLOSE

Q2B
SP

Are you self-employed?

TEL: SINGLE CODE ONLY

WEB: Please select one answer only

1. Yes
2. No
3. No answer

IF CODE 1 OR 3, THANK AND CLOSE

Block A: CURRENT JOB

INTRO TEXT TO SECTION A: CURRENT JOB

We will now ask you some questions about your main paid job. This is the job that you are currently working the most hours. We will be referring to this as “your current job”.

ASK ALL ONLINE WHO HAVE QUALIFIED THROUGH THE SELECTION CRITERIA

Q3A
SP

Which of the following best describes your current job...?

WEB: Please select one option only

	Profession	Examples
1	Plant and Machine Operator and Assembler	Examples include transport and mobile machine drivers, plant and machine operators, routine operatives (sorters, assemblers), HGV, van, fork lift, train, bus and taxi drivers.
2	Building, Crafts or a Related Trade Person	Examples include electricians, motor mechanics, machine repairers, metal workers, blacksmiths, welders, TV engineers, plumbers, carpenters, printers, butchers, furniture makers.
3	A Skilled Agricultural, Forestry and Fishery Worker	Examples include dairy producers, landscape gardeners and horticultural workers.
4	A Sales, Customer or Personal Service Worker	<p>Examples include sales assistants and retail cashiers, telesales, call centre agents, customer care occupations.</p> <p>Personal <u>care</u> workers such as those providing care to children, elderly and disabled people, ambulance workers.</p> <p>Personal <u>service</u> workers such as hairdressers, cooks, driving instructors, undertakers, housekeepers, waiters/waitresses and bar tenders.</p> <p><u>Protective</u> service workers such as security guards, and junior police, fire and prison officers.</p>
5	Clerical Support	Examples include secretaries, receptionists, telephonists, book-keepers, credit controllers/wage clerks, assistants/clerks, communication operators, market research interviewers, pension and insurance clerks, office assistants, database assistants.
6	A Technician or Associate Professional	Examples include science, engineering and IT technicians, accounting technicians, manufacturing/construction supervisors, draughtspersons, insurance underwriters, finance and investment analysts and advisers, buyers, estate agents, pilots, graphic designers, fitness instructors, , chefs, junior nurses, therapists, community workers, careers advisors, health and safety officers, housing officers, fitness instructors, police inspectors and detectives, photographers, interior designers, sports players.
7	A Professional	Examples include professional engineers, software and IT professionals, accountants, chemists,

		scientific researchers, solicitors and lawyers, economists, architects, actuaries, doctors, senior nurses, midwives, psychologists, teachers, social workers, librarians, actors, artists, authors, writers/journalists, musicians.
8	A Manager	Examples include chief executives, senior officials, legislators, managing directors, senior business managers, senior production managers, senior service managers.
9	Elementary occupations	Examples include labourers, packers, goods handling and storage staff, cleaners, shelf fillers, kitchen/catering assistants, postal workers, road sweepers, traffic wardens.
10	Employed in a military capacity by the Armed Forces	CLOSE SURVEY
11	None of the above	GO TO Q3J
99	Don't know	

IF CODE 10 AT Q3A THANK AND CLOSE, OTHERWISE ASK Q3B IF CODE 8 AT Q3A, ELSE GO TO Q3C

ONLINE ONLY

**Q3B
SP**

Which of the following best describes your current job?

WEB: Please select one option only

1. A Chief Executive, Senior Official or Legislator
2. An Administrative or Commercial Manager, for example, business services and administration managers, or sales, marketing and development managers
3. A Production or Specialised Services Manager, for example, production managers in agriculture, forestry and fisheries, manufacturing, mining, construction and distribution managers, information and communications technology service managers, professional services managers
4. A Hospitality, Retail or Other Services Manager
5. None of the above

ASK Q3C IF CODE 6 OR 7 AT Q3A, ELSE GO TO Q3D

ONLINE ONLY

**Q3C
SP**

Which of the following best describes the focus of your current professional or technical work?

WEB: Please select one option only

1. Science and Engineering
2. Health
3. Teaching
4. Business and Administration
5. Information and Communications Technology
6. Legal, Social and Cultural
7. None of the above

ASK Q3D IF CODE 5 AT Q3A, ELSE GO TO Q3E

ONLINE ONLY

Q3D
SP

Which of the following best describes your current job?

WEB: Please select one option only

1. A General or Keyboard Clerk
2. A Customer Services Clerk
3. A Numerical and Material Recording Clerk
4. Another Clerical Support Worker
5. None of the above

ASK Q3E IF CODE 4 AT Q3A, ELSE GO TO Q3F

ONLINE ONLY

Q3E
SP

Which of the following best describes your current job?

WEB: Please select one option only

1. A Personal Services Worker
2. A Sales Worker
3. A Personal Care Worker
4. A Protective Service Worker
5. A Street or Related Sales and Services Worker
6. None of the above

ASK Q3F IF CODE 3 AT Q3A, ELSE GO TO Q3G

ONLINE ONLY

Q3F
SP

Which of the following best describes your current job?

WEB: Please select one option only

1. A Skilled Agricultural Worker
2. A Skilled Forestry, Fishery and Hunting Worker
3. A Subsistence Farmer, Fisher, Hunter
4. Agricultural, Forestry and Fishery Labourer
5. None of the above

ASK Q3G IF CODE 2 AT Q3A, ELSE GO TO Q3H

ONLINE ONLY

Q3G
SP

Which of the following best describes your current job?

WEB: Please select one option only

1. An Electrical and Electronic Trades Worker
2. Another Building and Related Trades Worker
3. A Metal, Machinery and Related Trades Worker
4. A Handicraft and Printing Worker
5. A Labourer in Mining, Construction, Manufacturing and Transport
6. A worker in another skilled trade
7. None of the above

ASK Q3H IF CODE 1 AT Q3A, ELSE GO TO Q3I

ONLINE ONLY

Q3H
SP

Which of the following best describes your current job?

WEB: Please select one option only

1. A Stationary Plant or Machine Operator
2. An Assembler
3. A Driver or Mobile Plant Operator
4. None of the above

ASK Q3I IF CODE 9 AT Q3A, ELSE GO TO Q3J

ONLINE ONLY

Q3I
SP

Which of the following best describes your current job?

WEB: Please select one option only

1. A Cleaner or Helper
2. An Agricultural, Forestry and Fishery Labourer
3. A Labourer in Mining, Construction, Manufacturing or Transport
4. A Food Preparation Assistant
5. A Street and other Sales or Services Worker
6. Another job requiring few or no skills
7. None of the above

ASK IF TELEPHONE OR 'None of the above' at Q3A-I

Q3J
OPEN RESPONSE

TEL: What is the name or title of your job?
RECORD VERBATIM

WEB: Please write in the name/title of your job and the area of work that you do.
For example: Your job is an administrator. You work in a school. Therefore, you are a school administrator.

Please type your answer in the box below

ASK ALL TELEPHONE

Q3J2

OPEN RESPONSE

TEL: What kind of work do you do most of the time?

PROBE: What materials/equipment do you use? Where do you work?

RECORD VERBATIM

ASK ALL

Q4

MP CODE 1 AND 2 ARE MUTUALLY EXCLUSIVE. CODE 99 IS SINGLE CODE ONLY.

Which of the following best describes your situation at work?

TEL: READ OUT. MULTICODE OK

WEB: Please select all that apply

1. I work for an organization with more than one workplace (e.g. a branch or local unit)
2. I work for an organization with only one workplace
3. It varies/I have no regular/fixed workplace (e.g. work from home, at clients' premises etc.)
99. Don't know

ASK ALL

Q5

SP

Which of the following best describes the type of organisation you currently work for?

TEL: READ OUT. SINGLE CODE ONLY

WEB: Please select one option only

1. A private company or partnership
2. A national, regional or local public sector organisation
3. A not-for-profit trust, charity or non-Governmental organisation
4. Another type of organisation
99. Don't know

ASK ALL

Q6A

SP

What is the main activity carried out by your workplace [IF CODE 3 AT Q4 CHANGE WORKPLACE TO 'organisation']?

TEL: READ OUT. SINGLE CODE ONLY

WEB: Please select one option only

1. Administration and support services, including public administration and defence
2. Agriculture, horticulture, forestry or fishing
3. Supply of gas or electricity, mining or quarrying
4. Supply, management or treatment of water or steam
5. Manufacturing or engineering
6. Construction or building
7. Retail, sales, shop work or whole sale
8. Accommodation, catering or food services
9. Transportation or storage

10. Information technology or communication services
11. Financial, insurance, or real estate services
12. Professional, scientific or technical services
13. Services relating to education or health
14. Cultural industries (arts, entertainment or recreation)
15. Social and personal services
16. Something else

ASK IF CODE 16 AT Q6A

Q6B
SP

What does the firm/organization you work for mainly make or do at the place where you work? [IF SELECT CODE 3 AT Q4 CHANGE QUESTION WORDING TO 'What does the firm/organization you work for mainly make or do?']

TEL: PROBE FULLY: MANUFACTURING, PROCESSING OR DISTRIBUTION, ETC; MAIN GOODS PRODUCED; MATERIALS USED; WHOLESALE OR RETAIL; ETC AND RECORD VERBATIM

WEB: Please type your answer in the box below

ASK ALL

Q6C
SP

Approximately how many people work in your workplace? *By workplace, we mean the location in which you work all or most of the time.*

TEL: READ OUT. SINGLE CODE ONLY

WEB: Please select one option only

1. 1-9
2. 10-49
3. 50-99
4. 100-249
5. 250-499
6. 500 and over
7. It varies
88. Not applicable/do not have a regular/fixed workplace
99. Don't know

ASK ALL

Q7
SP

GENERAL RANGE FOR SPECIFY IS 1 TO 65 – IF OUTSIDE OF THIS SHOW ERROR MESSAGE: Please enter a number in 1 to 65 range.

SPECIFIC RANGE FOR SPECIFY IS 1 TO [ANSWER GIVEN AT Q1A, RESPONDENTS AGE] – IF NOT WITHIN THIS SHOW ERROR MESSAGE: You said you are [ANSWER AT Q1A] years old. Please enter a correct number of years.

IF ENTER AN ANSWER IN THE BOX AND CODE 2 OR 3 SHOW ERROR MESSAGE: Only one answer is allowed.

PLEASE ALLOW SINGLE DIGITS I.E. '9' RATHER THAN '09'

How many years in total have you been working for your current employer?

TEL: SINGLE CODE ONLY

WEB: Please select one option only

1. Years (Please specify)
2. Less than 1 year
99. Don't know/No answer

ASK ALL

Q8

MP

CODES 5 AND 99 ARE EXCLUSIVE

Since you started working for your current employer, have any of the following changes in your role taken place?

TEL: READ OUT. MULTICODE OK

WEB: Please select all that apply

1. I have been promoted to a higher level position
2. I moved to a different unit/department
3. I have not been promoted or moved department but the nature of my tasks and responsibilities have changed
4. I now have a lower level position than when I started
5. No changes, my role has remained the same
99. Don't know

ASK Q9 IF CODE 1 TO 4 AT Q8, ELSE GO TO Q10

Q9

SP

GENERAL RANGE FOR SPECIFY IS 1 TO 65 – IF OUTSIDE OF THIS SHOW ERROR MESSAGE Please enter a number in 1 to 65 range.

RESPONSE AT Q9 CANNOT BE GREATER THAN RESPONSE AT Q7. IF ANSWER AT Q9 IS GREATER THAN ANSWER AT Q7 SHOW ERROR MESSAGE: You said you have been working for your current employer for [ANSWER AT Q7] years. Please enter a correct number of years.

ANSWER AT Q7 IS CODE 2, AND RESPONDENT CHOOSES CODE 1 AT Q9. SHOW ERROR MESSAGE: You cannot enter a number since you have already responded that you have been working for your current employer for less than 1 year.

IF ENTER AN ANSWER IN THE BOX AND CODE 2 OR 3 SHOW ERROR MESSAGE: Only one answer is allowed.

IF ANSWER AT Q7 IS CODE 99 AND ANSWER AT Q9 IS NOT CODE 99 PLEASE ALLOW THIS ANSWER FOR Q9.

PLEASE ALLOW SINGLE DIGITS I.E. '9' RATHER THAN '09'

Thinking about the most recent change to your role with your current employer, how many years ago did this happen?

TEL: SINGLE CODE ONLY

WEB: Enter number of years

1. Years ago (Please specify)
2. Less than 1 year
99. Don't know/No answer

ASK ALL

Q10

SP

RANGE FOR SPECIFY IS 1 TO 168 – IF OUTSIDE OF THIS SHOW ERROR MESSAGE: Please enter a number in the 1 to 168 range.

IF ENTER AN ANSWER IN THE BOX AND CODE 2 SHOW ERROR MESSAGE: Only one answer is allowed.

PLEASE ALLOW SINGLE DIGITS I.E. '9' RATHER THAN '09'

How many hours do you work per week in your current job on average? Please include paid and unpaid overtime excluding lunch breaks and excluding time spent travelling to and from work.

TEL: SINGLE CODE ONLY

WEB: Please write in the average number of hours to the nearest whole hour

1. Number of hours per week (to nearest whole hour) (Please specify)
99. Don't know

ASK ALL

Q11

SP

IF MORE THAN 35 HOURS AT Q10 AND CODE 1 IS SELECTED AT Q11, SHOW ERROR MESSAGE [SOFT CHECK ONLY]: The number of average hours worked per week in your current job is higher than 35, please review your answer.

In your current job do you work on a part-time or on a full-time basis?

TEL: READ OUT. SINGLE CODE ONLY

WEB: Please select one option only

1. Part-time
2. Full-time
99. Don't know

ASK ALL

Q12

SP

What kind of employment contract, if any, do you have in your current job?

TEL: READ OUT. SINGLE CODE ONLY

WEB: Please select one option only

1. An indefinite/permanent contract
2. A fixed term/temporary contract
3. A temporary employment agency contract
4. I do not have a formal contract
5. Other
99. Don't know

ASK ALL

Q13

GRID - SP PER ROW

How often, if at all, does your job involve the following?

TEL: READ OUT. SINGLE CODE FOR EACH ROW

WEB: Please select one option per row

ROWS

1. Responding to non-routine situations during the course of your daily work
2. Learning new things
3. Choosing yourself the way in which you do your work
4. Working as part of a team

COLUMNS

1. Always
2. Usually
3. Sometimes
4. Never
99. Don't know

ASK ALL

Q14

SP

On a scale from 0 to 10, where 0 means very dissatisfied, 5 means neither satisfied nor dissatisfied and 10 means very satisfied, how satisfied are you with your job?

TEL: READ OUT. SINGLE CODE ONLY

WEB: Please select one option only

0. 0 Very dissatisfied
1. 1
2. 2
3. 3
4. 4
5. 5 Neither satisfied nor dissatisfied
6. 6
7. 7
8. 8
9. 9
10. 10 Very satisfied
99. Don't know

Block B: EDUCATIONAL ATTAINMENT

INTRO TEXT TO SECTION B: EDUCATIONAL ATTAINMENT

We will now ask you some questions about your education.

ASK ALL

Q15
SP

What is the highest level of education or training that you have completed?

NOTE: LFS QUESTION; ADDITIONAL EXPLANATION OF ISCED CLASSIFICATION AND CORRESPONDENCE TO LOCAL QUALIFICATIONS WILL BE PROVIDED IN EACH COUNTRY – 7 CODES PER MARKET + DK

NOTE FOR TRANSLATION CHECKERS – THE ROUTING WILL APPEAR INCORRECT IN NATIONAL VERSIONS OF THE QUESTIONNAIRE BUT WILL ALL BE CORRECT IN THE SCRIPT

TEL: PROBE TO PRECODES. SINGLE CODE ONLY

WEB: Please select one option only

- 1
- ...
- 30
- 99. Don't know

COUNTRY SPECIFIC CODES WILL BE CODED BACK INTO THE 7 CODES BELOW BASED ON THE MAPPING THAT WE WILL PROVIDE. THE ROUTING INSTRUCTIONS FOR THE FOLLOWING QUESTIONS ARE BASED ON THE 7 CODES DIRECTLY BELOW.

CREATE A HIDDEN MARKER FOR EACH COUNTRY. THE NAMING OF THE MARKER AND THE PUNCHING INSTRUCTIONS ARE IN THE EDUCATION COUNTRY SPECIFIC LIST PROVIDED SEPARATELY.

- 1. No completed education
- 2. Primary education (ISCED 1)
- 3. Lower secondary education (ISCED 2)
- 4. Upper secondary education (ISCED 3)
- 5. Post-secondary including pre-vocational or vocational education but not tertiary (ISCED 4)
- 6. Tertiary education – first level (ISCED 5)
- 7. Tertiary education – advanced level (ISCED 6)
- 99. Don't know

The following questions are about the highest level of education or training you have just mentioned you have completed: [INSERT HIGHEST QUALIFICATION FROM Q15 COUNTRY SPECIFIC LIST]

ASK Q16 IF CODE 4, 5 OR 6 or 7 AT Q15, ELSE GO TO Q17

Q16
SP

Did your study take place only within an educational institution (e.g. a school, college or university) or did it involve some learning in a workplace (e.g. through apprenticeships, internships, or other forms of work-based learning)?

TEL: PROBE TO PRECODES. SINGLE CODE ONLY

WEB: Please select one option only

1. Took place only within an educational institution (e.g. a school, college or university);
2. It involved some learning in a workplace (e.g. through apprenticeships, internships, or other forms of work-based learning)
88. Not applicable
99. Don't know

ASK Q16B IF CODE 4, 5 OR 6 AT Q15, ELSE GO TO Q17

Q16B
SP

Overall, would you describe your highest qualification as a vocational qualification?
Vocational means it is designed for acquiring knowledge, skills and competences closely linked to a particular job or trade.

TEL: PROBE TO PRECODES. SINGLE CODE ONLY

WEB: Please select one option only

1. Yes
2. No
99. Don't know

ASK Q17 IF CODE 4, 5, 6 OR 7 AT Q15, ELSE GO TO Q18

Q17
MP
CODES 88 AND 99 ARE EXCLUSIVE

What was the main area or field of your highest level of qualification?

TEL: PROBE TO PRECODES. MULTICODE OK

WEB: Please select all that apply

1. Teacher training and education sciences
2. Humanities, Languages and Arts (e.g. History, Linguistics, Philosophy, Media Studies & Communication)
3. Economics, Business, Law and Finance
4. Other Social sciences (e.g. Anthropology, Political Sciences, Geography, Psychology, Sociology)
5. Natural sciences (e.g. Life sciences, Chemistry, Physics)
6. Mathematics and Statistics
7. Computing Sciences
8. Engineering Sciences
9. Agriculture and Veterinary Sciences
10. Medicine and health-related sciences
11. Security, transport or personal services (e.g. Public administration, Social work, Military services)
12. Other specific subject area
88. Not applicable
99. Don't know

ASK Q18 IF CODE 2 TO 7 AT Q15, ELSE GO TO Q19

Q18
TEL: OPEN NUMERIC – ALLOW YEARS FROM [ANSWER AT Q1A, YEAR] TO 2013
WEB: DROP DOWN BOX – SHOW YEARS FROM [ANSWER AT Q1A, YEAR] TO 2013
NOT APPLICABLE AND DON'T KNOW SHOULD BE EXCLUSIVE

IF ENTER AN ANSWER IN THE BOX AND CODE 88 OR 99 SHOW ERROR MESSAGE: Only one answer is allowed.

In what year did you achieve your highest level of education?

TEL: PLEASE ENSURE ANSWER IS CLEAR AND BETWEEN [ANSWER AT Q1A, YEAR] AND 2014

WEB: Please select your answer from the drop down box below

- 1. Year _____
- 88. Not applicable
- 99. Don't know

ASK ALL

Q19
SP

If someone was applying for your job today, what qualifications, if any, would they need to get the job?

TEL: PROBE TO PRECODES. SINGLE CODE ONLY

WEB: Please select one option only

- 1. No completed education
- 2. Primary education (ISCED 1)
- 3. Lower secondary education (ISCED 2)
- 4. Upper secondary education (ISCED 3)
- 5. Post-secondary including pre-vocational or vocational education but not tertiary (ISCED 4)
- 6. Tertiary education – first level (ISCED 5)
- 7. Tertiary education – advanced level (ISCED 6)
- 88. Not applicable – no educational qualifications are needed
- 99. Don't know

ASK ALL

Q20
SP

What are the educational qualifications, if any, which someone actually needs to do your job today?

TEL: PROBE TO PRECODES. SINGLE CODE ONLY

WEB: Please select one option only

- 1. No completed education
- 2. Primary education (ISCED 1)
- 3. Lower secondary education (ISCED 2)
- 4. Upper secondary education (ISCED 3)
- 5. Post-secondary including pre-vocational or vocational education but not tertiary (ISCED 4)
- 6. Tertiary education – first level (ISCED 5)
- 7. Tertiary education – advanced level (ISCED 6)
- 88. Not applicable – no educational qualifications are needed
- 99. Don't know

Block C: SKILLS & SKILL NEEDS

INTRO TEXT TO SECTION C: SKILLS AND JOB DEMANDS

We are now going to ask you some questions about all of the knowledge, abilities, competences and experience that you have gained as part of your education and also during the time you have been working. We will refer to this as your 'skills'.

ASK ALL

Q20B
SP

Think about the level of skills needed to do your job as well as possible. How would you rate your own level of skills?

Please answer on a scale of 0 to 100, where 0 means you need to develop all of your skills and 100 means you have all the skills you need.

0 -----> 100

ASK ALL

Q21A
SP
ROTATE CODES 1 AND 2
ANCHOR CODES 88 AND 99 AT BOTTOM.

Which of the following best describes the highest level of literacy skills required for doing your job?

TEL: READ OUT. SINGLE CODE ONLY

WEB: Please select one option only

1. Basic literacy (e.g. Reading manuals, procedures, letters or memos)
2. Advanced literacy (e.g. Writing long documents such as long reports, handbooks, articles or books)
88. Not applicable/Literacy skills are not required
99. Don't know

ASK ALL

Q21B
SP
ROTATE CODES 1 AND 2
ANCHOR CODES 88 AND 99 AT BOTTOM.

Which of the following best describes the highest level of numeracy skills required for doing your job?

TEL: READ OUT. SINGLE CODE ONLY

WEB: Please select one option only

1. Basic numeracy (e.g. Calculations using decimals, percentages or fractions, understanding tables and graphs)
2. Advanced numeracy (e.g. Calculations using advanced mathematical or statistical procedures)
88. Not applicable/Numeracy skills are not required
99. Don't know

ASK ALL

Q21C

SP

REVERSE CODES 1 AND 2 AND 3

ANCHOR CODES 88 AND 99 AT BOTTOM.

Which of the following best describes the highest level of Information Communication Technology skills required for doing your job?

TEL: READ OUT. SINGLE CODE ONLY

WEB: Please select one option only

1. Basic ICT (e.g. Using a PC, tablet or mobile device for email, internet browsing)
2. Moderate ICT (e.g. Word-processing, using or creating documents and/or spreadsheets)
3. Advanced ICT (e.g. Developing software, applications or programming; use computer syntax or statistical analysis packages)
88. Not applicable/ICT skills are not required
99. Don't know

ASK Q22A IF CODE 1, 2 OR 3 ANY ROW AT Q21A, Q21B OR Q21C, ELSE GO TO Q23A

Q22A

GRID - SP PER ROW

On a scale from 0 to 10, where 0 means not at all important, 5 means moderately important and 10 means essential, how important are the following for doing your job?

TEL: READ OUT. SINGLE CODE FOR EACH ROW

WEB: Please select one option for each skill

ROWS

1. INSERT RELEVANT LEVEL OF LITERACY SKILLS FROM Q22A (PLEASE ADD THE WORD SKILLS TO THE END – E.G. BASIC LITERACY SKILLS)
2. INSERT RELEVANT LEVEL OF NUMERACY SKILLS FROM Q22B (PLEASE ADD THE WORD SKILLS TO THE END – E.G. BASIC LITERACY SKILLS)
3. INSERT RELEVANT LEVEL OF ICT SKILLS FROM Q22C (PLEASE ADD THE WORD SKILLS TO THE END – E.G. BASIC LITERACY SKILLS)

COLUMNS

0. 0 Not at all important
1. 1
2. 2
3. 3
4. 4
5. 5 Moderately important
6. 6
7. 7
8. 8
9. 9
10. 10 Essential
99. Don't know

ASK Q22B IF CODE 0 TO 10 FOR ANY ROW AT Q22A, ELSE GO TO Q23A

Q22B

GRID - SP PER ROW

FILTER ROW LIST BASED ON THOSE CODED 0 TO 10 AT Q23A

How would you best describe your skills in relation to what is required to do your job?

Please use a scale of 0 to 10 where 0 means your level of skill is a lot lower than required, 5 means your level of skill is matched to what is required and 10 means your level of skill is a lot higher than required.

TEL: READ OUT. SINGLE CODE FOR EACH ROW.

WEB: Please select one option for each skill

ROWS

1. INSERT RELEVANT LEVEL OF LITERACY SKILLS FROM Q22A IF CODED 0-10 AT Q23A (PLEASE ADD THE WORD SKILLS TO THE END – E.G. BASIC LITERACY SKILLS)
2. INSERT RELEVANT LEVEL OF NUMERACY SKILLS FROM Q22B IF CODED 0-10 AT Q23A (PLEASE ADD THE WORD SKILLS TO THE END – E.G. BASIC LITERACY SKILLS)
3. INSERT RELEVANT LEVEL OF ICT SKILLS FROM Q22C IF CODED 0-10 AT Q23A (PLEASE ADD THE WORD SKILLS TO THE END – E.G. BASIC LITERACY SKILLS)

COLUMNS

- 0. 0 My level of skill is a lot lower than required
- 1. 1
- 2. 2
- 3. 3
- 4. 4
- 5. 5 My level of skill is matched to what is required
- 6. 6
- 7. 7
- 8. 8
- 9. 9
- 10. 10 My level of skill is a lot higher than required
- 99. Don't know

ASK ALL

Q23A

GRID - SP PER ROW

ROTATE ROW CODES

CODE 88 – NOT REQUIRED – PLACE AT FRONT OF THE SCALE

The following is a further list of skills that may be needed for your current job.

On a scale from 0 to 10, where 0 means not at all important, 5 means moderately important and 10 means essential, how important are the following for doing your job?

TEL ONLY: Please let me know if any of the skills do not apply to your job

TEL: READ OUT. SINGLE CODE FOR EACH ROW

WEB: Please select one option for each skill

	Skills	88	0....10	99
1	Technical skills (e.g. Specialist knowledge needed to perform job duties; Knowledge of particular products or services; Ability of operating specialized technical equipment)			
2	Communication skills (e.g. Sharing information with co-workers/clients; Teaching and instructing people; Making speeches or presentations)			
3	Team-working skills (e.g. Cooperating and interacting with co-workers; dealing and negotiating with people)			
4	Foreign language skills (e.g. Using a language other than your mother tongue to perform job duties)			

5	Customer handling skills (e.g. Selling a product/service; Dealing with people; Counselling, advising or caring for customers or clients)			
6	Problem solving skills (e.g. Thinking of solutions to problems; Spotting and working out the cause of problems)			
7	Learning skills (e.g. Learning and applying new methods and techniques in your job; adapting to new technology, equipment or materials; Engaging in own learning)			
8	Planning and organisation skills (e.g. Setting up plans and managing duties according to plans; Planning the activities of others; Delegating tasks; Organising own or other's work time)			

COLUMNS

- 88. Skill is not required
- 0. 0 Not at all important
- 1. 1
- 2. 2
- 3. 3
- 4. 4
- 5. 5 Moderately important
- 6. 6
- 7. 7
- 8. 8
- 9. 9
- 10. 10 Essential
- 99. Don't know

ASK Q23B IF CODE 0 TO 10 FOR ANY ROW AT Q23A, ELSE GO TO Q24

Q23B

GRID - SP PER ROW

FILTER ROW LIST BASED ON THOSE CODED 0 TO 10 AT Q23A

ROTATE ROW CODES TO MATCH ORDER AT Q23A

How would you best describe your skills in relation to what is required to do your job?

Please use a scale of 0 to 10 where 0 means your level of skill is a lot lower than required, 5 means your level of skill is matched to what is required and 10 means your level of skill is a lot higher than required.

TEL: READ OUT. SINGLE CODE FOR EACH ROW.

WEB: Please select one option for each skill

	Skills	99	0....10
1	Technical skills (e.g. Specialist knowledge needed to perform job duties; Knowledge of particular products or services; Ability of operating specialized technical equipment)		
2	Communication skills (e.g. Sharing information with co-workers/clients; Teaching and instructing people; Making speeches or presentations)		
3	Team-working skills (e.g. Cooperating and interacting with co-workers; dealing and negotiating with people)		
4	Foreign language skills (e.g. Using a language other than your mother tongue to perform job duties)		

5	Customer handling skills (e.g. Selling a product/service; Dealing with people; Counselling, advising or caring for customers or clients)		
6	Problem solving skills (e.g. Thinking of solutions to problems; Spotting and working out the cause of problems)		
7	Learning skills (e.g. Learning and applying new methods and techniques in your job; adapting to new technology, equipment or materials; Engaging in own learning)		
8	Planning and organisation skills (e.g. Setting up plans and managing duties according to plans; Planning the activities of others; Delegating tasks; Organising own or other's work time)		

COLUMNS

0. 0 My level of skill is a lot lower than required
1. 1
2. 2
3. 3
4. 4
5. 5 My level of skill is matched to what is required
6. 6
7. 7
8. 8
9. 9
10. 10 My level of skill is a lot higher than required
99. Don't know

ASK ALL

Q24
SP

Overall, how would you best describe your skills in relation to what is required to do your job?

TEL: READ OUT. SINGLE CODE ONLY

WEB: Please select one option only

- 1 My skills are higher than required by my job
- 2 My skills are matched to what is required by my job
- 3 Some of my skills are lower than what is required by my job and need to be further developed
- 99 Don't know

ASK if CODE 3 AT Q24

Q25
SP

TEL: READ OUT. SINGLE CODE ONLY

WEB: Please select one option only

To what extent would you say that your skills are lower than required to do your job? Please give your answer on a scale of 1 to 5 where 1 means your skills are a little lower than required and 5 means your skills are a lot lower than required.

1. My skills are a little lower than required
- 2.
- 3.
- 4.
5. My skills are a lot lower than required
99. Don't know

ASK if CODE 1 AT Q24

Q26
SP

To what extent would you say your skills are higher than required to do your job?

Please use a scale of 1 to 5 where 1 means your skills are a little higher than required and 5 means your skills are a lot higher than required.

TEL: READ OUT. SINGLE CODE ONLY

WEB: Please select one option only

- 1. My skills are a little higher than required
- 2.
- 3.
- 4.
- 5. My skills are a lot higher than required
- 99. Don't know

Block D: SITUATION SINCE START OF CURRENT JOB

INTRO TEXT TO SECTION E: SITUATION SINCE START OF CURRENT JOB

We are now going to ask you some questions about the development of your skills and the demands of your job since the time you started your job with your current employer.

ASK ALL

Q27
SP

Compared to when you started your job with your current employer, would you say your skills have now improved, worsened or stayed the same?

Please use a scale of 0 to 10 where 0 means your skills have worsened a lot, 5 means they have stayed the same and 10 means they have improved a lot.

TELEPHONE ONLY: Please let me know if the skills you have now cannot be compared to those you had before

TEL: SINGLE CODE ONLY.

WEB: Please select one option only

88. The skills I have now cannot be compared to those I had when I started my job

0. 0 My skills have worsened a lot

1. 1

2. 2

3. 3

4. 4

5. 5 My skills have stayed the same

6. 6

7. 7

8. 8

9. 9

10. 10 My skills have improved a lot

99. Don't know

ASK IF CODE 88, 6 TO 10 AT Q27, ELSE GO TO Q29

Q28
MP

NOT APPLICABLE AND DON'T KNOW ARE EXCLUSIVE

Since you started your job with your current employer, have you done any of the following to improve or acquire new skills?

TEL: READ OUT. MULTICODE OK

WEB: Please select all that apply

1. You attended training courses (work-based, classroom based and online)
2. Your supervisor taught you on-the-job
3. You learned by interacting with colleagues at work
4. You learned at work through trial and error
5. You learned by yourself (e.g. with the aid of manuals, books, videos or on-line materials)
88. Not applicable
99. Don't know

ASK ALL

Q29
SP

Have the following increased, decreased or remained the same since you started your job with your current employer?

Please use a scale of 0 to 10 where 0 means it has decreased a lot, 5 means it has stayed the same and 10 means it has increased a lot.

- 1) The variety of tasks
- 2) The difficulty of the tasks
- 3) The need to learn new things

TEL: READ OUT. SINGLE CODE FOR EACH ROW

WEB: Please select one option for each row

- 0. 0 Decreased a lot
- 1. 1
- 2. 2
- 3. 3
- 4. 4
- 5. 5 Stayed the same
- 6. 6
- 7. 7
- 8. 8
- 9. 9
- 10. 10 Increased a lot
- 99. Don't know

ASK ALL

Q30
SP

When you started your job with your current employer, overall, how would you best describe your skills in relation to what was required to do your job at that time?

TEL: SINGLE CODE ONLY

WEB: Please select one option only

- 1 My skills were higher than required by my job
- 2 My skills were matched to what was required by my job
- 3 Some of my skills were lower than what was required by my job and needed to be further developed
- 99 Don't know

ASK if CODE 3 AT Q30

Q31
SP

TEL: READ OUT. SINGLE CODE ONLY

WEB: Please select one option only

When you started your job with your current employer, to what extent would you say that your skills were lower than required to do your job at that time?

Please give your answer on a scale of 1 to 5 where 1 means your skills were a little lower than required and 5 means your skills were a lot lower than required.

- 1. My skills were a little lower than required
- 2.
- 3.
- 4.
- 5. My skills were a lot lower than required
- 99. Don't know

ASK if CODE 1 AT Q30

Q32
SP

When you started your job with your current employer, to what extent would you say your skills were higher than required than required to do the job at that time?

Please use a scale of 1 to 5 where 1 means your skills were a little higher than required and 5 means your skills were a lot higher than required.

TEL: READ OUT. SINGLE CODE ONLY

WEB: Please select one option only

- 1. My skills were a little higher than required
- 2.
- 3.
- 4.
- 5. My skills were a lot higher than required
- 99. Don't know

Block E: TRAINING & LEARNING

INTRO TEXT TO SECTION H: TRAINING AND LEARNING

We are now going to ask you some questions about your training and learning activities.

ASK ALL

Q33

MP

CODE 4 AND DON'T KNOW ARE EXCLUSIVE

In the last 12 months [REPLACE WITH 'Since you started your job' IF LESS THAN 12 MONTHS IN CURRENT POSITION (code 2 at Q7)], have you undergone any of the following types of training for your current job?

TEL: READ OUT. MULTICODE OK

WEB: Please select all that apply

1. Training courses attended mostly or only during work hours
2. Training courses attended mostly or only outside of work hours
3. Training whilst performing your regular job (e.g. instruction by a supervisor/coworker using your normal tools of work; job rotation; peer support, participation in learning or quality circles)
4. I have not undergone any training
99. Don't know

ASK IF CODE 1, 2, 3 AT Q33, ELSE GO TO Q36

Q34

MP

NOT APPLICABLE AND DON'T KNOW ARE EXCLUSIVE

Who paid for this training (e.g. tuition, registration, fees)? If you have been on more than one training course please select all that apply.

TEL: READ OUT. MULTICODE OK

WEB: Please select all that apply

1. You paid (with or without help from family/friends)
2. Your employer paid (or you paid and you were fully reimbursed by your employer)
3. Your employer paid part of the cost
4. The government or other public sector organisation paid
5. Someone else/another organisation paid
88. Not applicable
99. Don't know

ASK IF CODE 1, 2, 3 AT Q33, ELSE GO TO Q36

Q35

MP

ROTATE LIST

NOT APPLICABLE AND DON'T KNOW ARE EXCLUSIVE

What were your main reasons for doing this training?

TEL: READ OUT. MULTICODE OK

WEB: Please select all that apply

1. To stay up-to-date with changing skill needs of the job
2. To comply with mandatory policy of employer or legal requirement (e.g. health and safety, induction sessions)
3. To perform better at the job
4. To improve career prospects
5. For personal/non job-related reasons
88. Not applicable
99. Don't know

ASK ALL

Q36

MP

ROTATE LIST

NOT APPLICABLE AND DON'T KNOW ARE EXCLUSIVE

[INSERT In the last five years IF CODE 5 OR MORE YEARS AT Q7 OR INSERT Since you started your main job IF LESS THAN 5 YEARS AT Q7] have any of these changes taken place in your workplace [IF CODE 3 OR 4 AT Q4 REPLACE WORKPLACE WITH 'organisation']?

TEL: READ OUT. MULTICODE OK

WEB: Please select all that apply

1. Changes to the technologies you use (e.g. machinery, ICT systems)
2. Changes to your working methods and practices (e.g. how you are managed or how you work)
3. Changes to the products/services you help to produce
4. Changes to the amount of contact you have with clients or customers (e.g. dealing with customer/client queries or complaints)
88. Not applicable
99. Don't know

ASK 37 IF CODE 1, 2, 3 OR 4 AT Q36, ELSE GO TO Q38

ASK ONLINE ONLY

Q37

SP

ROTATE LIST AND KEEP CODE 99 FIXED

Were any of these changes supported by training activities paid for by your employer?

WEB: Please select one option only

1. I received training for all of the changes
2. I received training for some of the changes
3. I did not receive any training
99. Don't know

ASK ALL CODES ONLINE ONLY

ASK CODE 1 ON TELEPHONE

Q38

GRID – SP PER ROW

On a scale from 0 to 10, where 0 is strongly disagree and 10 strongly agree, please indicate to what extent do you agree or disagree with the following statements:

TEL: READ OUT. SINGLE CODE FOR EACH ROW

WEB: Please select one option per row

ROWS

1. I enjoy learning for its own sake
2. I try to relate learning to practical issues
3. I prefer to have others plan my learning
4. I prefer problems to which there is only one solution

COLUMNS

0. 0 Strongly disagree
1. 1
2. 2
3. 3
4. 4
5. 5
6. 6
7. 7
8. 8
9. 9
10. 10 Strongly agree
99. Don't know

Block F: SITUATION BEFORE CURRENT JOB

INTRO TEXT TO SECTION F: SITUATION BEFORE CURRENT JOB

We will now ask you some questions about your situation before you started working for your current employer.

ASK ALL

Q39
SP

What was your main activity before you started working for your current employer?

TEL: SINGLE CODE ONLY

WEB: Please select one option only

1. Employed in another job
2. Self-employed
3. In education or training
4. Unemployed
5. Other - not working (e.g. child care, family responsibilities, injury, disability)
99. Don't know

ASK Q40 IF CODE 4 OR 5 AT Q39, ELSE GO TO Q41

Q40
SP

For how long were you [INSERT unemployed IF CODE 4 AT Q39] [INSERT not working IF CODE 5 AT Q39] before finding your current job?

TEL: PROBE TO PRECODES. SINGLE CODE ONLY

WEB: Please select one option only

1. Less than 6 months
2. More than 6 months and less than 1 year
3. Between 1-2 years
4. More than 2 years
88. Not applicable
99. Don't know

ASK ALL

Q41
SP

Were you working in the same occupation in your previous job as in your current job?

TEL: PROBE TO PRECODES. SINGLE CODE ONLY

WEB: Please select one option only

1. Exactly the same
2. Similar
3. Different
88. My current job is my first job
99. Don't know

ASK ALL

Q42

GRID - SP PER ROW

Before you started working for your current employer, how important, if at all, were the following factors in your decision to accept the job?

Please use a scale of 0 to 10 where 0 means not at all important, 5 means moderately important and 10 means essential.

TEL: READ OUT. SINGLE CODE FOR EACH ROW

WEB: Please select one option per row

ROWS

1. The job suited your qualifications and skills
2. You wanted to gain some work experience
3. The job provided security
4. The job offered good career progression/career development
5. The company/organisation was well known/respected in its field
6. The pay and package of benefits (e.g. health insurance, bonuses, company car etc) was good
7. The job was close to home
8. You were interested in the nature of the work itself
9. The job had a good work-life balance

COLUMNS

0. 0 Not at all important
1. 1
2. 2
3. 3
4. 4
5. 5 Moderately important
6. 6
7. 7
8. 8
9. 9
10. 10 Essential
88. Not applicable
99. Don't know

ASK ALL

Q43

GRID - SP PER ROW

Before you started working for your current employer, did any of the following circumstances apply to you?

TEL: READ OUT. SINGLE CODE FOR EACH ROW

WEB: Please select one option per row

ROWS

1. You had considerable family obligations (e.g. looking after children or supporting other family members)
2. You owned your main residence (either outright or with a mortgage)
3. You and your family had considerable financial difficulties (e.g. difficulty paying the rent/mortgage, paying monthly utility bills, etc.)

COLUMNS

1. Yes
2. No
99. Don't know

ASK ALL

Q44
SP

And did any of the following circumstances also apply before you started working for your current employer?

1. There were few job opportunities available for people with my skills and qualifications.
2. Despite sending many job applications, I had few opportunities to attend job interviews.
3. I devoted most of my time to finding a job (e.g. preparing resumes, searching job ads, visiting employment services)
4. I turned down one or more jobs that were offered to me.

1. Yes
2. No
99. Don't know

ASK ALL

Q45
SP

Did you have to move home when you started your job with your current employer?

TEL: READ OUT. SINGLE CODE ONLY

WEB: Please select one option only

1. Yes, to a different country
2. Yes, to another region of the country in which you live
3. Yes, but within the same region of the country in which you live
4. No
99. Don't know

ASK ALL

Q46
SP

When working in your previous job, overall, how would you best describe your skills in relation to what was required to do the job at that time?

TEL: SINGLE CODE ONLY

WEB: Please select one option only

1. My skills were higher than required by my previous job
2. My skills were matched to what was required by my previous job
3. Some of my skills were lower than what was required by my previous job and needed to be further developed
99. DK

Block G: BACKGROUND INFORMATION

INTRO TEXT TO SECTION I: BACKGROUND INFORMATION

We will conclude the survey by asking you a few questions about yourself.

ASK ALL

Q47

MP

CODE 1 AND 98 ARE EXCLUSIVE

Who lives in your household?

TEL: READ OUT. MULTICODE OK

WEB: Please select all that apply

1. I live on my own
2. I live with a partner/spouse
3. I live with my children
4. I live with my parents
5. I live with friends/house/flat/room mates
6. Other
98. Refused

ASK ALL

Q48

TEL: OPEN NUMERIC – ALLOW FROM 0 TO [ANSWER AT Q1A, RESPONDENT'S AGE]

WEB: DROP DOWN BOX – SHOW YEARS FROM 0 TO [ANSWER AT Q1A, RESPONDENT'S AGE]

ALLOW RESPONDENT TO CODE BOTH 1 AND 2 IN CASE THEY WERE BORN IN THE COUNTRY BUT HAD NOT LIVED THERE ALL THEIR LIVES

CODE 99 IS EXCLUSIVE

How many years have you lived in this country?

TEL: PLEASE ENSURE ANSWER IS CLEAR AND BETWEEN 0 AND 66

WEB: Please select your answer from the drop down box below

1. I was born in this country
2. Number of years _____
99. Don't know

ASK ALL

Q49

GRID - SP PER ROW

How likely or unlikely do you think it is that each of the following may happen? Please use a scale of from 0 to 10, where 0 means very unlikely and 10 very likely.

TEL: READ OUT. SINGLE CODE FOR EACH ROW

WEB: Please select one option per row

ROWS

1. I will lose my job in the next year
2. Several of my skills will become outdated in the next five years

COLUMNS

- 0. 0 Very unlikely
- 1. 1
- 2. 2
- 3. 3
- 4. 4
- 5. 5
- 6. 6
- 7. 7
- 8. 8
- 9. 9
- 10. 10 Very likely
- 99. Don't know

ASK ALL

Q50

OPEN RESPONSE

On average, how much is your gross monthly earnings from your job (before deductions or credits of tax and national insurance)?

We wish to reassure you that the information provided in this question is anonymous and will be treated with the strictest of confidence. It will only be used for research or policy purposes.

TEL: RECORD VERBATIM

WEB: Please type your answer in the box below

1. Gross monthly earnings from the job in **[INSERT NATIONAL CURRENCY]**: _____
97. Refused
99. Don't know

ASK Q51 IF CODE 'DON'T KNOW' OR REFUSED AT Q50, ELSE GO TO Q52

Q51

SP

We put answers into income bands. Which band represents your gross monthly income from your job (before deductions or credits of tax and national insurance). Is it....?

NOTE: WE NEED TO PROVIDE THE COUNTRY SPECIFIC BANDS FOR THESE – 4 CODES PER MARKET + DK

WILL BE BASED ON THE FOLLOWING INFORMATION:

- UNDER LOWEST QUARTILE
- BETWEEN LOWEST QUARTILE AND MEDIAN
- BETWEEN MEDIAN AND HIGHEST QUARTILE
- ABOVE HIGHEST QUARTILE

TEL: SINGLE CODE ONLY

WEB: Please select one option only

- 1.
- ...
- 4.
97. Refused
99. Don't know

ASK ALL

Q52

MP

CODE 4 IS EXCLUSIVE

Finally, we may wish to contact you to take part in further research on this topic in the next 12 months. Would you be happy for Ipsos and Cedefop to keep a record of your name, email address and telephone number to contact you about future research?

TEL: MULTI CODE ONLY

WEB: Please select all that apply

1. Yes – email: [ENTER EMAIL ADDRESS](#)
2. Yes – telephone: [ENTER TELEPHONE NUMBER](#)
3. Yes – record name: [ENTER NAME](#)
4. No – I do not wish to participate in further research

THANK AND CLOSE TEXT

Thank you for your participation in this survey!