**Slide 3 -** Hi all, so in this section I’m going to cover how you can access Labour Force and Annual population survey data through the UKDS.

**Slide 4 -** I’m going to cover:

* the UK Data Service Catalogue and accessing data which is under the End User License Data (EUL)
* The difference between EUL and Secure Access
* What you should do if you think you need Secure Access data
* And some info about remote access to controlled data via the UKDS SecureLab

**Slide 5 -** So what is the UK Data Service?

It’s a comprehensive resource funded by the ESRC. It is made up of the former services of the ESDS, Census.ac.uk, and the Secure Data Service.

At the UKDS, we provide a single point of access to a wide range of social science data, as well as support, training and guidance for those wanting to access and use this data.

**Slide 6** - Leaving this for now as I don’t think we need this slide - I’ve hidden it in the powerpoint.

**Slide 7 -** Access to our data is through the UKDS Catalogue and all the LFS and APS data are available through both the series pages, as well as through individual catalogue records so and so I’m going to give a bit of an introduction to that now.

**Slide 8 -** Each series has a series page that contains information about the series as whole and then links to all datasets, grouped by type. So all the LFS datasets groped as a series, and all the APS datasets grouped by a series.

**Slide 9 -** Each dataset has its own catalogue record, held on it’s own page. The Catalogue records include an abstract and details of the study, documentation (such as the user guide and variable lists), links to access the data and citation information.

**Slide 10 -** Different datasets are available under different licences and the APS and LFS are both available under both the End User Licence and Secure access.

You can find the access level for a dataset by looking under the Details section of the catalogue page where it says ‘access’.

**Slide 11 -** The EUL and Secure access versions of the data are different (which NAMES OF ONS PEOPLE) have already summarised for us in their presentation. One key thing to be aware of though, is that the secure access datasets typically contain extra variables that cannot be found in the EUL data. These variables tend to cover topics defined as ‘personal’ by the ONS, such as: more detailed geography, education - e.g. specific courses undertaken, household details, ushc as number of family units, type of job and why, unemployment, health-related work problems, nationality and disability.

**Slide 12 -**

* To access EUL data you will need to undertake the following steps. First you’ll need to register with the UKDS - you can do this by creating an account or logging in via your institution.
* Once you’ve found the dataset you want to use, you will then need to create a project in your account to record how the data will be used.
* From here you’ll be able to download it in your preferred format - TAB, SPSS or R. The data will be downloaded in a zip file containing both the data and documentation.

**Slide 13**

* If you want to explore the data before downloading it you can use our NESSTAR tool, which will allow you to see the variables available and produce some simple tabulations..

**Handover to Jen.**

**Slide 23**

* In this session we’ll have a look at how to make sense of and use the documentation that comes with the Labour Force Survey.

**Slide 24**

* So first of all, why are we having a session just on the documentation? Well it’s because the documentation for the LFS is some of the most extensive and detailed of any survey! The User Guide has 11 volumes and there’s also additional reports and documents such as data dictionaries.
* This is a blessing and a curse! It can take a while to get your head around, but it also means that you can usually find the answer to any questions somewhere!

**Slide 25**

* So what is the documentation for?
* The documentation provides details about the study design, weights and different datasets (which ONS PRESENTERS) went through earlier.
* There is also a lot of information about how to understand the variables in the dataset such as:
  + Which questions are asked when
  + What’s changed over time
  + How variables have been derived
  + And which variables are in which datasets
* And in this session we’ll focus on how to use the documentation to find out about variables.

**Slide 26**

* So the first question is where is the documentation?
* You can access it in a number of places.
  + First the catalogue page from where you can access all the documentation for a particular dataset
  + You’ll also receive copies of the documentation in the zip file you get when you download the data
  + And you can also find the user guide on the ONS website - which comes up better in a search engine

**Slide 27**

* When it comes to looking at information about variables there are four main documents you’ll want to consult:
  + Vol 2 - The questionnaire - which will show you the full questions and routing
  + Vol 3 - The details guide which shows you the details of all the variables - including derived variables
  + And Vol 4 - standard derived variables document - which details how all the variables have been derived

**Slide 28**

* So let’s look at volume 2 - the questionnaire. In this document, you’ll find details for each question in the survey, the full questionnaire wording and the possible response options. There’s also a lot of other information, such as how often the question is included, any routing and details about datasets where the resulting variable can be found. Also, at the beginning of the document you’ll find a guide to deciphering all the info provided, so it can be a good idea to have a look at this first.

**Slide 29**

* At the front of Volume 2, you’ll also find the contents - which gives you a useful insight into the ordering of the questions in the survey and can help you find the questions relevant to you or your research.
* If you’re looking for something in particular, you can also search using ‘CTRL-F’ Some searches using CTRL-F may be more useful than others, as some terms appear frequently when we search through all the questions and response options. For example, the term training can be found 134 times - sometimes in reference to education and training and other times to workplace training. So can take a bit of work to get where you want to go, but combined with the info in the contents page you should be able to find what you need!

**Slide 30**

* Next, volume 3 - which as we’ve said offers information about all the variables. It’s different from the questionnaire document, as it also includes derived variables and information about change over time - i.e. when questions were introduced, what they replaced etc.
* The details you can find in the frequency, coverage and notes sections are really useful in helping you to understand whether you’ll find the variable and what it does and doesn’t capture.
* For exmaple, there is a variable called SHIFTWK which was included in the spring quarter between 92 and 98 – and applied to all those in employment. This was then replaced by SHFWK99, following an update to the question wording.

**Slide 31**

* In volume 4 you will find the details on derived variables. For each one you’ll find a flow chart showing how it has been derived. This is useful if you want to understand who a particular variable applies to or captures.

**Slide 32**

* Finally, the UKDS also produces data dictionaries, which details all the variables present in a particular dataset. These are very useful for checking whether the variables you want are actually present in the dataset before you download it - as it’s not always 100 percent clear whether a variable has been removed from an EUL dataset, or is included in a particular quarter. They are also very useful for the longitudinal files and the APS, where this is not always clear in the documentation.
* I’m now going to hand over to Jen who’s got a practical activity which goes into this in a bit more depth.

**Handover to Jen.**