Department for Business Innovation & Skills

APPRENTICESHIP PAY SURVEY 2014

User guide

FEBRUARY 2015

Contents

Introduction and Purpose of the User Guide

This user guide accompanies the SPSS file for the Apprenticeship Pay survey 2014.

The Apprenticeship Pay Survey is used in the development and monitoring of Apprenticeship and National Minimum Wage (NMW) policy. For example, evidence from the survey contributes to the Low Pay Commission's recommendations to Government for the Apprenticeship minimum wage rate. In addition, in recent years there have been growing signs of non-compliance with NMW law, particularly in certain sectors, which has generated a strong interest across Whitehall and prompted a series of measure to address this. The 2014 survey was considered vital to assess whether recent policy has been effective in addressing this.

Please see the Apprenticeship Pay Survey 2014 main report and Technical Report for findings from the research and details of how the survey was conducted.

The purpose of this user guide is to outline how the analysis process was conducted, including how key analysis variables were created. In addition, it explains how the figures reported on were derived, enabling users of the SPSS to recreate analyses.

The following sections explain how the raw data was used to create the key derived variables. A copy of the questionnaire can be located in Appendix C to enable cross-referencing of question numbers.

Analysis: Creating key composite variables

Net to Gross Pay Conversion Calculation

Apprentices were given the opportunity to provide their pay information in gross or net terms. For those that provided it as net (1,044 respondents or 11 per cent of the final sample), this needed to be converted into a gross measurement for assessment of whether their pay was compliant with the NMW. In order to convert net pay to gross, deductions for income tax and National Insurance needed to be "added" back onto the net pay figure. Income tax and National Insurance are calculated on gross earnings above the earnings threshold: in 2014, this was £192 a week for income tax, and £153 a week for National Insurance.

For the purposes of these calculations, we have assumed that all apprentices earning above the thresholds will be paying income tax / NI at the basic rate for; income tax this was 20%, and for National Insurance this was 12%.

Other possible deductions (such as student loan or pension payments) were not taken into account as these were not covered by the survey. Therefore, it is possible in some cases that the calculated gross pay figure could be below the actual gross pay figure. Table 6.1 shows how the conversion was calculated.

Table A   Net pay to gross conversion calculations

Prior to conversion, all net pay figures given at question E5 were first converted to weekly as follows:

Original pay period	Calculation for 'NET_WEEK_COMBINED'
Annual	E5_year / number of weeks worked in year (A4A)
Monthly	(E5_month * 12) / number of weeks worked in year (A4A)
Four weekly	E5_fourweek / 4
Fortnightly	E5_fortnight / 2
Weekly	*No calculation applied*
Daily	E5_daily * 5 *(a five day working week was assumed)*
Hourly	E5_hour * weekly hours worked

The following formulas were then applied:

Weekly pay	Calculation
Weekly pay > £192	Gross pay = (((NET_WEEK_COMBINED - (192*0.2) - (153*0.12)) / (1-0.2-0.12)
Weekly pay £153 - £192	Gross pay = ((NET_WEEK_COMBINED - (153*0.12)) / (1-0.12)
Weekly pay < £153	Gross pay = NET_WEEK_COMBINED

Gross Hourly Pay Conversion

Apprentices were given a number of options to provide their pay information. For the purpose of establishing compliance with the National Minimum Wage, all the various pay figures had to be converted to a gross hourly figure in accordance with the standards for calculating National Minimum Wage.

The following elements were included when calculating the gross hourly pay figure:

- "Basic Pay" and overtime paid at the basic rate. Overtime paid at a higher rate, tips and bonuses were not included;

- Hours that apprentices work and train, including unpaid overtime and overtime paid at the standard rate (time spent undertaking overtime paid at a higher rate is excluded);

- Accommodation provision and charges.

Reported pay figures were adjusted to subtract any pay that was paid at a higher rate, as this is not eligible for inclusion towards the National Minimum Wage; at the same time, hours were adjusted to exclude overtime: hours that were paid at a higher rate were subtracted. Then, all the adjusted pay figures were converted to a basic weekly pay figure, while hours worked were also converted to a final weekly figure, using the calculations in Table B:

Table B: Gross hourly pay conversion calculations

Original pay period	Calculation for Basic Weekly Gross Pay	Calculation for Final Weekly Hours
Annual	Adjusted_pay_year / Number of weeks worked (A4A)	*Not applicable*
Monthly	(Adjusted_pay_month * 12) / Number of weeks worked (A4A)	(Adjusted_hours_month * 12) / Number of weeks worked (A4A)
Four weekly	Adjusted_pay_fourweek / 4	Adjusted_hours_fourweek / 4

Fortnightly	Adjusted_pay_fortnight / 2	Adjusted_hours_fortnight / 2
Weekly	*No calculation applied*	*No calculation applied*
Daily	Adjusted_pay_daily * 5 *(a five day working week was assumed)*	*Not applicable*
Hourly	Adjusted_pay_hourly * number of hours worked per week	*Not applicable*

Where applicable, the accommodation offset rate was applied to the basic weekly pay figures. If accommodation was free, the offset rate of £4.91 per day the accommodation was lived in (up to £34.37 for 7 days a week) was added to the basic weekly pay figure to give a final weekly pay figure.

If accommodation was charged for, but at a rate less than or equal to £4.91 per day, no change was made to basic weekly pay, and the figure was carried forwards to final weekly pay. If accommodation was charged for at a rate above £4.91 per day, the difference was subtracted from basic weekly pay to give the final weekly pay figure.

Finally, the gross hourly pay figure was derived by dividing the final weekly pay figure by the final weekly number of hours.

Editing

Every effort was made in the CATI set-up to remove the requirement for post-fieldwork data editing. Range, logic and consistency checks were built into the programme, thus ensuring greater accuracy and allowing interviewers to resolve the majority of inconsistencies by pointing them out to the respondent during the interview. A number of examples of check questions are outlined below and can be found throughout the questionnaire in Appendix A:

- If respondents stated they were paid the same amount each week AND sometimes did paid overtime, respondents were asked to confirm that this was correct;

- Soft and hard checks were built into the questionnaire when respondents provided their working hours information if answers appeared illogical (e.g. a particularly high or low number of weekly hours);

- During the survey, responses relating to the number of hours worked and number of additional hours were added together and checked with the respondent to ensure they had provided an accurate picture of their total working hours;

- For those answering with a payslip a check question was built in to ensure pay period was recorded correctly.

The research team undertook extensive quality assurance checks on the data and despite building in these measures, there were incidences where data was incomplete and/or appeared illogical. As such a certain degree of editing was required.

Exclude record variable and unknown compliance

In a number of cases, it was not possible to calculate an hourly pay figure. Reasons for this included, refusal by apprentice to provide any pay related information, "Don't know" responses provided at key questions or apprentices only being able to provide a range response at key pay questions[1].

In the instances where accurate, specific pay information could not be calculated, records were retained within the data file as they still provided valuable information within other parts of the survey. However, it was necessary to exclude them from basic pay and NMW calculations. As such, an "Exclude record" variable was created for relevant records and this was used as a filter when analysing pay and stated hourly data.

Lack of basic pay information meant it was not always possible to ascertain NMW compliance, hence the requirement for an "Unknown" code within the compliance variable. However, for a proportion of these apprentices, compliance measurement was possible by using their responses to their stated hourly rate at questions E11-E12a.

---

[1] If "non payslip" apprentices were unable to give an exact figure for their pay, they were asked to provide an approximation. If they were still unable to respond, they were prompted with ranges.

The "Exclude Record" variable applied to the analyses in Table C.

Table C: Gross hourly pay conversion calculations

SPSS Variable	Description
BASIC_HOURS_WEEKLY	HOURS WORKED (excluding all overtime hours) - WEEKLY
HOURS_PLUS_UNPAID_WEEKLY	HOURS WORKED (with unpaid overtime hours added) - WEEKLY
HOURS_PLUS_OT_WEEKLY	Actual hours worked
TOTAL_EARNINGS_WEEKLY	TOTAL EARNINGS - converted to weekly figure (including overtime, tips, bonus) - WEEKLY
TOTAL_EARNINGS_PAY_HOURLY	TOTAL EARNINGS - converted to hourly figure (including overtime, tips, bonus) - HOURLY
BASIC_PAY_HOURLY	BASIC PAY (excluding accommodation, higher rate pay and unpaid overtime) - HOURLY
NMW_GROSS_PAY_HOURLY	NMW CALCULATED PAY (for calculating compliance with NMW) - HOURLY
NMW_GROSS_PAY_WEEKLY	NMW CALCULATED PAY (for calculating compliance with NMW) - WEEKLY
BASIC_PAY_WEEKLY	BASIC PAY (excluding accommodation, higher rate pay and unpaid overtime) - WEEKLY
GROSS_PAY_OT_WEEKLY	TOTAL PAY (including paid overtime) - WEEKLY
STANDARD_HOURS_PAY_HOURLY	STANDARD HOURS PAY (based on hours excluding all overtime) - HOURLY
SELF_REP_PAY_HOURLY	SELF-REPORTED PAY - HOURLY

Structure of the SPSS file

A data dictionary is attached to this guide in Appendix A. The dictionary maps out each variable within the SPSS file, its origin from the questionnaire and an explanation of its purpose.

Appendix B provides a breakdown of the syntax and filters used to run for the figures in the report, including details of when the "Exclude Record" variable should be used. Those apprentices for whom it was not possible to calculate either accurate pay or hour figures are coded as EXCLUDE_RECORD=2.

Appendix A: Data Dictionary

Variable Name	ID	Variable label	Questionnaire Section	Question ID	Number/Coded	Notes*	Key variables
IOBS	1	Respondent ID			n/a	randomly assigned ID	
KEY	2	IFF Key			n/a	randomly assigned ID	
GENDER	3	Gender (FROM SAMPLE)			C	Gender (taken from sample information)	
COUNTRY	4	Country (FROM SAMPLE)			C	Country (taken from sample information)	
S6_LANGUAGE	5	S6. Whether interview conducted in English or Welsh	Screeners	S6	C		
FRAMEWORK	6	Course framework (after coding)			C	Framework (taken from sample, or coded from response at T3, if respondent stated at T1 that they were now doing a different course to that named in the sample)	*
LEVEL	7	Course level (after coding)			C	Level (taken from sample, or coded from response at T3b, if respondent stated at T1 that they were now doing a different course to that named in the sample, and at T3a that the current course is a different level to that named in the sample)	*
AGEBANDFINAL	8	Age band (at time of interview / payslip)			C	Age band (taken from B5 response if respondent answered pay questions without a payslip, or calculated from date of birth and date of payslip if respondent answered pay questions using a payslip)	*
EXACT_AGE	9	Age at date of payslip (where calculable)			N	Exact age at interview (calculated from date of birth from sample and date of interview, if respondent answered pay questions without a payslip) or exact age at date of payslip (calculated from date of birth in sample and date of payslip given at C4, if respondent answered pay questions using a payslip)	
RECENT_AGE_CHANGE	10	All who have recently moved up to next NMW bracket (where calculable)			C	Flag to show respondents who had either just turned 19 or just turned 21 at time of interview or payslip (based on date of birth from sample and date of either interview or payslip; respondents were included where they had turned 19 or 21 within the previous two months)	
TIMEONCOURSE	11	Length of time on course (at time of interview / payslip)			C	Calculation using start date of course and date of interview (if answered without payslip) or date of payslip (if answered using payslip)	
AGEYEAR_FINAL	12	Age and year of apprenticeship (at time of payslip / interview)			C	Combination of AGEBANDFINAL and TIMEONCOURSE	*

Variable Name	ID	Variable label	Questionnaire Section	Question ID	Number/Coded	Notes*	Key variables
NON_PAYSLIP	13	WHETHER NO PAYSLIP / UNABLE TO ANSWER USING PAYSLIP			C	Flag to identify respondents who did not have a payslip or were unable to answer using their payslip	*
EXCLUDE_RECORD	14	Flag for records where pay figure cannot accurately be calculated			C	Flag to identify respondents who were unable to answer essential pay or hours questions, meaning that an hourly pay figure could not be calculated; select cases to remove all EXCLUDE_RECORD=1 when running descriptives on all hourly pay variables	*
A1	15	A1. Whether undertaking the course with the employer named on sample?	A	A1	C		
A3	16	A3. Do you have a written contract of employment with this employer?	A	A3	C		
A4	17	A4. Are you contracted to work for the full year or only part of each year?	A	A4	C		
A4A	18	A4a. Number of weeks contracted to work per year	A	A4A	N		
A5	19	A5. Thinking about your employment, which one of the following best applies...?	A	A5	C		
A7date	20	A7. Course start date	A	A7	N		
B1	21	B1. Thinking of the employer you were working for when you started the course or training, had you already been working for them when you started the course or training?	B	B1	C		
B3	22	B3. Did your pay increase, decrease or stay the same as a direct result of starting your course / training?	B	B3	C		
B5ALL	23	B5. Age at point of interview (age from sample used if refused)	B	B5	C		
C1	24	C1. Do you always get paid the same amount each week, or does this vary depending on how many hours your work?	C	C1	C		
C2	25	C2. Are all the hours that you work paid at the same rate, or do you get a higher hourly rate for some hours? (Asked to those who INITIALLY said at C1 that their pay varies each week)	C	C2	C		
C3_1	26	C3_1. A. Do you have a set number of hours you are contracted to work each week?	C	C3	C		
C3_2	27	C3_2. How many hours?	C	C3	N		
C3_3	28	C3_3. C. Do you ever work overtime - by this we mean any time paid or unpaid in addition to what you consider to be your normal / contracted working hours?	C	C3	C		
C3_4	29	C3_4. D. Is any of this overtime or additional hours paid?	C	C3	C		

Variable Name	ID	Variable label	Questionnaire Section	Question ID	Number/Coded	Notes*	Key variables
C3_5	30	C3_5. E. Do you receive any bonuses, commissions or tips	C	C3	C		
C3_6	31	C3_6. F. Do you receive payslips from your employer?	C	C3	C		
C4	32	C4. Date of payslip	C	C4	N		
C4_DOB	33	C4_DOB. Age at date of payslip	C		N	Calculated age of respondent at the date of their payslip	
C5	34	C5. Period covered by payslip	C	C5	C		
C6_WEEK	35	C6. (Payslip / Non-variable pay) GROSS PAY - WEEKLY	C	C6	N		
C6_FORTNIGHT	36	C6. (Payslip / Non-variable pay) GROSS PAY - FORTNIGHTLY	C	C6	N		
C6_FOURWEEK	37	C6. (Payslip / Non-variable pay) GROSS PAY - FOUR WEEKLY	C	C6	N		
C6_MONTH	38	C6. (Payslip / Non-variable pay) GROSS PAY - MONTHLY	C	C6	N		
C6_OTHER	39	C6. (Payslip / Non-variable pay) GROSS PAY - OTHER	C	C6	N		
C8	40	C8. (Non-variable pay) HOURS WORKING - PER WEEK	C	C8	N		
C9	41	C9. (Non-variable pay) HOURS TRAINING - PER WEEK	C	C9	N		
C8C9SUM	42	C8_C9. (Non-variable pay) Total hours working and training per week	C		N		
C11_WEEK	43	C11. (Payslip / Non-variable pay) GROSS PAY shown on payslip - WEEKLY	C	C11	N		
C11_FORTNIGHT	44	C11. (Payslip / Non-variable pay) GROSS PAY shown on payslip - FORTNIGHTLY	C	C11	N		
C11_FOURWEEK	45	C11. (Payslip / Non-variable pay) GROSS PAY shown on payslip - FOUR WEEKLY	C	C11	N		
C11_MONTH	46	C11. (Payslip / Non-variable pay) GROSS PAY shown on payslip - MONTHLY	C	C11	N		
C11_OTHER	47	C11. (Payslip / Non-variable pay) GROSS PAY shown on payslip - OTHER	C	C11	N		
C13	48	C13. (Payslip / Variable pay) Does the payslip show the number of hours worked, on which this pay is based?	C	C13	C		
C14	49	(Payslip / Variable pay + hours shown) TOTAL HOURS shown on payslip	C	C14	N		
C14_WEEK	50	(Payslip / Variable pay + hours shown) TOTAL HOURS shown on payslip - WEEKLY	C	C14	N		
C14_FORTNIGHT	51	(Payslip / Variable pay + hours shown) TOTAL HOURS shown on payslip - FORTNIGHTLY	C	C14	N		
C14_FOURWEEK	52	(Payslip / Variable pay + hours shown) TOTAL HOURS	C	C14	N		

Variable Name	ID	Variable label	Questionnaire Section	Question ID	Number/Coded	Notes*	Key variables
		shown on payslip - FOUR WEEKLY					
C14_MONTH	53	(Payslip / Variable pay + hours shown) TOTAL HOURS shown on payslip - MONTHLY	C	C14	N		
C14_OTHER	54	(Payslip / Variable pay + hours shown) TOTAL HOURS shown on payslip - OTHER	C	C14	N		
C16	55	C16. (Payslip / Variable pay + hours not shown) HOURS WORKING - PER WEEK in period covered by payslip	C	C16	N		
C17	56	C17. (Payslip / Variable pay) HOURS TRAINING - PER WEEK	C	C17	N		
C18SUM	57	C18sum. (Payslip / Variable pay) SUM HOURS WORKING / TRAINING - PER WEEK	C		N		
C19NW	58	C19nw. (Payslip / Variable pay) Thinking about the total hours you worked, were any of these paid at a higher rate than your standard rate?	C	C19	C		
C20A	59	(Payslip / Variable pay + hours not shown) HIGHER RATE HOURS - PER WEEK in period covered by payslip	C	C20A	N		
C20B_WEEK	60	(Payslip / Variable pay + hours shown) HIGHER RATE HOURS - WEEKLY	C	C20B	N		
C20B_FORTNIGHT	61	(Payslip / Variable pay + hours shown) HIGHER RATE HOURS - FORTNIGHTLY	C	C20B	N		
C20B_FOURWEEK	62	(Payslip / Variable pay + hours shown) HIGHER RATE HOURS - FOUR WEEKLY	C	C20B	N		
C20B_MONTH	63	(Payslip / Variable pay + hours shown) HIGHER RATE HOURS - MONTHLY	C	C20B	N		
C20B_OTHER	64	(Payslip / Variable pay + hours shown) HIGHER RATE HOURS - OTHER	C	C20B	N		
C21_NUM	65	C21. Hourly rate (higher rate pay)	C	C21	N		
C21_WEEKA	66	Derived total higher rate pay - WEEKLY (in period covered by payslip)	C	C21	N		
C21_WEEKB	67	Derived total higher rate pay - WEEKLY (shown on payslip)	C	C21	N		
C21_FORTNIGHT	68	Derived total higher rate pay - FORTNIGHTLY	C	C21	N		
C21_FOURWEEK	69	Derived total higher rate pay - FOUR WEEKLY	C	C21	N		
C21_MONTH	70	Derived total higher rate pay - MONTHLY	C	C21	N		
C21_OTHER	71	Derived total higher rate pay - OTHER	C	C21	N		
C22NW	72	C22nw. In the period covered by the payslip, did you work any extra hours for which you were NOT paid?	C	C22	C		
C23A	73	(Payslip / Variable pay + hours not shown) UNPAID HOURS WORKED - PER WEEK in period covered by	C	C23	N		

Variable Name	ID	Variable label	Questionnaire Section	Question ID	Number/Coded	Notes*	Key variables
		payslip					
C23B_WEEK	74	(Payslip / Variable pay + hours shown) UNPAID HOURS WORKED - WEEKLY	C	C23	N		
C23B_FORTNIGHT	75	(Payslip / Variable pay + hours shown) UNPAID HOURS WORKED - FORTNIGHTLY	C	C23	N		
C23B_FOURWEEK	76	(Payslip / Variable pay + hours shown) UNPAID HOURS WORKED - FOUR WEEKLY	C	C23	N		
C23B_MONTH	77	(Payslip / Variable pay + hours shown) UNPAID HOURS WORKED - MONTHLY	C	C23	N		
C23B_OTHER	78	(Payslip / Variable pay + hours shown) UNPAID HOURS WORKED - OTHER	C	C23	N		
D1	79	D1. (Non-payslip / last week) HOURS WORKING - last full working week	D	D1	N		
D2	80	D2. (Non-payslip / last week) HOURS TRAINING - last full working week	D	D2	N		
D1D2_SUM	81	D1D2SUM. (Non-payslip / last week) SUM TOTAL HOURS WORKING / TRAINING - last full working week	D		N	Sum of figures given at D1 and D2	
D5	82	D5. (Non-payslip / typical) TOTAL HOURS WORKING / TRAINING - typical week	D	D5	N		
D6	83	D6. (Non-payslip / average) TOTAL HOURS WORKING / TRAINING - per week on average in last month	D	D6	N		
D6RAN	84	D6RAN. (Non-payslip / average) TOTAL HOURS WORKING / TRAINING - per week on average in last month (BANDS)	D	D6RAN	C		
D7	85	D7. (Non-payslip) Thinking about your last full working week, did you spend any hours doing overtime?	D	D7	C		
D8	86	D8.(Non-payslip / last week) HOURS WORKING OVERTIME - last full working week	D	D8	N		
D9	87	D9. (Non-payslip) Would you say this is the usual number of hours you spend working overtime in a typical week?	D	D9	C		
D10	88	D10. (Non-payslip / typical) HOURS WORKING OVERTIME - typical week	D	D10	N		
D11	89	D11. (Non-payslip / average) HOURS WORKING OVERTIME - per week on average in last four weeks	D	D11	N		
D11RAN	90	D11RAN. (Non-payslip / average) HOURS WORKING OVERTIME - per week on average in last four weeks (BANDS)	D	D11RAN	C		
D1_TOT_USUALHRS	91	D1_TOT_USUALHRS. (Non-payslip) SUM TOTAL HOURS WORKING / TRAINING - last/typical/average	D		N	Sum of total hours spent working and training as given in section D (including overtime)	

Variable Name	ID	Variable label	Questionnaire Section	Question ID	Number/Coded	Notes*	Key variables
		week					
E1	92	E1. Whether able to answer in terms of gross pay	E	E1	C		
E2	93	E2. Would it be easier to give your gross pay with an...	E	E2	C		
E3_YEAR	94	(Non-payslip) GROSS PAY - ANNUAL	E	E3	N	Gross pay - all with no payslip who gave annual figure	
E3_MONTH	95	(Non-payslip) GROSS PAY - MONTHLY	E	E3	N	Gross pay - all with no payslip who gave monthly figure	
E3_FOURWEEK	96	(Non-payslip) GROSS PAY - FOUR WEEKLY	E	E3	N	Gross pay - all with no payslip who gave four weekly figure	
E3_FORTNIGHT	97	(Non-payslip) GROSS PAY - FORTNIGHTLY	E	E3	N	Gross pay - all with no payslip who gave fortnightly figure	
E3_WEEK	98	(Non-payslip) GROSS PAY - WEEKLY	E	E3	N	Gross pay - all with no payslip who gave weekly figure	
E3_DAILY	99	(Non-payslip) GROSS PAY - DAILY	E	E3	N	Gross pay - all with no payslip who gave daily figure	
E3_HOUR	100	(Non-payslip) GROSS PAY - HOURLY	E	E3	N	Gross pay - all with no payslip who gave hourly figure	
E3RAN_YEAR	101	E3YEAR. What is your annual gross pay (BANDS)?	E	E3RAN	C	Gross pay - all with no payslip who gave a banded annual figure	
E3RAN_MONTH	102	E3MONTH. What is your monthly gross pay (BANDS)?	E	E3RAN	C	Gross pay - all with no payslip who gave a banded monthly figure	
E3RAN_FOURWEEK	103	E3FOURWEEK. What is your four weekly gross pay (BANDS)?	E	E3RAN	C	Gross pay - all with no payslip who gave a banded four weekly figure	
E3RAN_FORTNIGHT	104	E3FORTNIGHT. What is your fortnightly gross pay (BANDS)?	E	E3RAN	C	Gross pay - all with no payslip who gave a banded fortnightly figure	
E3RAN_WEEK	105	E3WEEK. What is your weekly gross pay (BANDS)?	E	E3RAN	C	Gross pay - all with no payslip who gave a banded weekly figure	
E3RAN_DAILY	106	E3DAILY. What is your daily gross pay (BANDS)?	E	E3RAN	C	Gross pay - all with no payslip who gave a banded daily figure	
E3RAN_HOUR	107	E3HOURLY. What is your hourly gross pay (BANDS)?	E	E3RAN	C	Gross pay - all with no payslip who gave a banded hourly figure	
E4	108	E4. Thinking about your take home pay - Would it be easier to give this as an...?	E	E4	C		
E5_YEAR	109	E5. (Non-payslip) NET PAY - ANNUAL	E	E5	N	Net pay - all with no payslip who gave annual figure	
E5_MONTH	110	E5. (Non-payslip) NET PAY - MONTHLY	E	E6	N	Net pay - all with no payslip who gave monthly figure	
E5_FOURWEEK	111	E5. (Non-payslip) NET PAY - FOUR WEEKLY	E	E7	N	Net pay - all with no payslip who gave four weekly figure	
E5_FORTNIGHT	112	E5. (Non-payslip) NET PAY - FORTNIGHTLY	E	E8	N	Net pay - all with no payslip who gave fortnightly figure	

Variable Name	ID	Variable label	Questionnaire Section	Question ID	Number/Coded	Notes*	Key variables
E5_WEEK	113	E5. (Non-payslip) NET PAY - WEEKLY	E	E9	N	Net pay - all with no payslip who gave weekly figure	
E5_DAILY	114	E5. (Non-payslip) NET PAY - DAILY	E	E10	N	Net pay - all with no payslip who gave daily figure	
E5_HOUR	115	E5. (Non-payslip) NET PAY - HOURLY	E	E5	N	Net pay - all with no payslip who gave hourly figure	
E5RAN_YEAR	116	E5YEAR. What is your annual take home pay (BANDS)?	E	E5RAN	C	Net pay - all with no payslip who gave a banded annual figure	
E5RAN_MONTH	117	E5MONTH. What is your monthly take home pay (BANDS)?	E	E5RAN	C	Net pay - all with no payslip who gave a banded monthly figure	
E5RAN_FOURWEEK	118	E5FOURWEEK. What is your four weekly take home pay (BANDS)?	E	E5RAN	C	Net pay - all with no payslip who gave a banded four weekly figure	
E5RAN_FORTNIGHT	119	E5FORTNIGHT. What is your fortnightly take home pay (BANDS)?	E	E5RAN	C	Net pay - all with no payslip who gave a banded fortnightly figure	
E5RAN_WEEK	120	E5WEEK. What is your weekly take home pay (BANDS)?	E	E5RAN	C	Net pay - all with no payslip who gave a banded weekly figure	
E5RAN_DAILY	121	E5DAILY. What is your daily take home pay (BANDS)?	E	E5RAN	C	Net pay - all with no payslip who gave a banded daily figure	
E5RAN_HOUR	122	E5HOUR. What is your hourly take home pay (BANDS)?	E	E5RAN	C	Net pay - all with no payslip who gave a banded hourly figure	
NET_WEEK_COMBINED	123	Net pay converted to weekly	E		N	All net pay figures converted to a weekly figure	
NETGROSS_WEEK_COMBINED	124	Weekly Net pay converted to gross pay	E		N	All weekly net pay figures converted to gross figures	
E6	125	E6. For how many of your overtime hours would you expect to be paid?	E	E6	N		
E6RAN	126	E6RAN. For how many of your overtime hours would you expect to be paid? (BANDS)	E	E6RAN	C		
E7	127	E7. PAID OVERTIME - AVERAGE PAY PER HOUR	E	E7	N		
E6E7	128	E6_E7. (Non-payslip) TOTAL HIGHER RATE PAY - WEEKLY	E		N	Overtime rate hourly pay multiplied by number of paid overtime hours worked per week	
E9	129	E9. Do you ever get given time off or flexi leave in return for working overtime?	E	E9	C		
E10	130	E10. Can I just check do you know your gross hourly pay rate?	E	E10	C		
E11	131	E11. (Hourly known) GROSS PAY - HOURLY	E	E11	N		
E12A	132	E12a. Whether hourly rate above / below £2.68	E	E12A	C		
E12B	133	E12b. Whether hourly rate above / below £5.03	E	E12B	C		
E12C	134	E12c. Whether hourly rate above / below £6.31	E	E12C	C		
E12A_1	135	E12a_1. Can I just check that your gross hourly pay rate is definitely less than £2.68?	E	E12A_1	C		
E12B_2	136	E12b_1. Can I just check that your gross hourly pay rate is definitely less than £5.03?	E	E12B_2	C		

Variable Name	ID	Variable label	Questionnaire Section	Question ID	Number/Coded	Notes*	Key variables
E12C_3	137	E12c_1. Can I just check that your gross hourly pay rate is definitely less than £6.31?	E	E12C_3	C		
E13	138	E13. You mentioned earlier that some pay you get is at a higher rate than your standard rate. Do you know your gross hourly HIGHER pay rate?	E	E13	C		
E14NW	139	E14nw. GROSS HIGHER LEVEL PAY - HOURLY	E	E14	N		
E15	140	E15. Do you ever receive any tips from customers in your work?	E	E15	C		
E16	141	E16. TIPS FROM CUSTOMERS - average per week	E	E16	N		*
E16RAN	142	E16RAN. TIPS FROM CUSTOMERS - average per week (BANDS)	E	E16RAN	C		
E17	143	E17. Can I just check, when you have told us about your pay earlier in the interview, did you include the tips you receive or did you exclude them?	E	E17	C		
E18	144	E18. Do you ever receive bonuses in your work?	E	E18	C		
E20	145	E20. Do you want to answer this in terms of an...	E	E20	C		
E21	146	E21. And do you want to answer in terms of the actual amount or a percentage of your pay?	E	E21	C		
E22PERCENT_YEAR	147	BONUS (PERCENT) - ANNUAL	E	E22	N	All who gave their bonus in terms of an annual per cent	
E22PERCENT_MONTH	148	BONUS (PERCENT) - MONTHLY	E	E22	N	All who gave their bonus in terms of a monthly per cent	
E22PERCENT_FOURWEEK	149	BONUS (PERCENT) - FOUR WEEKLY	E	E22	N	All who gave their bonus in terms of a four weekly per cent	
E22PERCENT_WEEK	150	BONUS (PERCENT) - WEEKLY	E	E22	N	All who gave their bonus in terms of a weekly per cent	
E22PERCENT_DAY	151	BONUS (PERCENT) - DAILY	E	E22	N	All who gave their bonus in terms of a daily per cent	
E22PERCENT_HOUR	152	BONUS (PERCENT) - HOURLY	E	E22	N	All who gave their bonus in terms of an hourly per cent	
E22POUND_YEAR	153	BONUS (POUNDS) - ANNUAL	E	E22	N	All who gave their bonus in terms of pounds annually	
E22POUND_MONTH	154	BONUS (POUNDS) - MONTHLY	E	E22	N	All who gave their bonus in terms of pounds monthly	
E22POUND_FOURWEEK	155	BONUS (POUNDS) - FOUR WEEKLY	E	E22	N	All who gave their bonus in terms of pounds four weekly	
E22POUND_WEEK	156	BONUS (POUNDS) - WEEKLY	E	E22	N	All who gave their bonus in terms of pounds weekly	
E22POUND_DAY	157	BONUS (POUNDS) - DAILY	E	E22	N	All who gave their bonus in terms of pounds daily	
E22POUND_HOUR	158	BONUS (POUNDS) - HOURLY	E	E22	N	All who gave their bonus in terms of pounds hourly	

Variable Name	ID	Variable label	Questionnaire Section	Question ID	Number/Coded	Notes*	Key variables
E22RAN_YEAR	159	BONUS (POUNDS) - ANNUAL	E	E22RAN	N	All who gave their bonus in terms of pounds annually as a range	
E22RAN_MONTH	160	BONUS (POUNDS) - MONTHLY	E	E22RAN	N	All who gave their bonus in terms of pounds monthly as a range	
E22RAN_FOURWEEK	161	BONUS (POUNDS) - FOUR WEEKLY	E	E22RAN	N	All who gave their bonus in terms of pounds four weekly as a range	
E22RAN_WEEK	162	BONUS (POUNDS) - WEEKLY	E	E22RAN	N	All who gave their bonus in terms of pounds weekly as a range	
E22RAN_DAY	163	BONUS (POUNDS) - DAILY	E	E22RAN	N	All who gave their bonus in terms of pounds daily as a range	
E22RAN_HOUR	164	BONUS (POUNDS) - HOURLY	E	E22RAN	N	All who gave their bonus in terms of pounds hourly as a range	
WEEKLY_BONUS	165	WEEKLY BONUS (all converted to weekly amount)	E		N	All exact bonus figures converted to weekly amount	*
E23	166	E23. Does your employer provide you with live-in accommodation?	E	E23	C		
E24	167	E24. How many days a week do you live in the accommodation?	E	E24	N		
E25	168	E25. We would like to know how much your employer charges you for your accommodation. Would you like to answer this daily, weekly or monthly?	E	E25	C		
E26_MONTH	169	ACCOMODATION CHARGE - MONTHLY	E	E26	N	Figure for all those who gave monthly cost of accommodation	
E26_WEEK	170	ACCOMODATION CHARGE - WEEKLY	E	E26	N	Figure for all those who gave weekly cost of accommodation	
E26_DAILY	171	ACCOMODATION CHARGE - DAILY	E	E26	N	Figure for all those who gave daily cost of accommodation	
ACCOM_WEEKLY_COST	172	ACCOMODATION - CALCULATED WEEKLY COST (including offset)	E		N	Cost of accommodation converted to weekly amount; for respondents with free accommodation, figure is set as off-set rate of -£4.91 per day the accommodation is lived in	
F4_1	173	F4_1. Have you heard of the National Minimum Wage?	F	F4	C		
F4_2	174	F4_2. Are you aware that there is a National Minimum Wage rate for certain Apprentices?	F	F4	C		
F4_3	175	F4_3. Do you know what the hourly minimum rate for apprentices is?	F	F4	C		
F5	176	F5. At any time during your course has your hourly pay rate increased?	F	F5	C		
F6_1	177	F6_1. Did pay increase: Because you turned 19	F	F6	C		
F6_2	178	F6_2. Did pay increase: Because you turned 21	F	F6	C		
F6_3	179	F6_3. Did pay increase: Because you completed the first year of the course / training	F	F6	C		

Variable Name	ID	Variable label	Questionnaire Section	Question ID	Number/Coded	Notes*	Key variables
G1	180	G1. What is your ethnic group?	G	G1	C		
G2	181	G2. Do you consider yourself to have a disability?	G	G2	C		
G3	182	G3. Do you consider yourself to have learning difficulties?	G	G3	C		
G4_1	183	G4_1. Are you receiving any of the following benefits or credits : Income support	G	G4	C		
G4_2	184	G4_2. Are you receiving any of the following benefits or credits : Housing Benefit or Council Tax Credit	G	G4	C		
G4_3	185	G4_3. Are you receiving any of the following benefits or credits : Working tax credit	G	G4	C		
G4_4	186	G4_4. Are you receiving any of the following benefits or credits : Child tax credit	G	G4	C		
G4_5	187	G4_5. Are you receiving any of the following benefits or credits : Universal credit	G	G4	C		
G4_6A	188	G4_6. Are you receiving any of the following benefits or credits : Other: Child Benefit	G	G4	C		
G4_6B	189	G4_6. Are you receiving any of the following benefits or credits : Other: Disability Living Allowance (DLA)	G	G4	C		
G4_6C	190	G4_6. Are you receiving any of the following benefits or credits : Other: Other	G	G4	C		
G4_6D	191	G4_6. Are you receiving any of the following benefits or credits : Other: Don't know	G	G4	C		
G4A	192	G4a. Permission to re-contact to clarify information	G	G4A	C		
G5	193	G5. Permission to re-contact for related studies in future	G	G5	C		
COMBINED_HOURS_WEEK	194	Combined hours (all who gave weekly figures)			N	Number of hours spent working/training for each respondent who gave weekly figure originally	
COMBINED_HOURS_FORTNIGHT	195	Combined hours (all who gave fortnightly figures)			N	Number of hours spent working/training for each respondent who gave fortnightly figure originally	
COMBINED_HOURS_FOURWEEK	196	Combined hours (all who gave four weekly figures)			N	Number of hours spent working/training for each respondent who gave four weekly figure originally	
COMBINED_HOURS_MONTH	197	Combined hours (all who gave monthly figures)			N	Number of hours spent working/training for each respondent who gave monthly figure originally	
ADJUSTED_HOURS1_WEEK	198	Combined hours excluding hours worked at a higher rate (all who gave weekly figures)			N	As COMBINED_HOURS_WEEK but with number of hours worked at a higher rate during that period subtracted	
ADJUSTED_HOURS1_FORTNIGHT	199	Combined hours excluding hours worked at a higher rate (all who gave fortnightly figures)			N	As COMBINED_HOURS_FORTNIGHT but with number of hours worked at a higher rate during that period subtracted	

Variable Name	ID	Variable label	Questionnaire Section	Question ID	Number/Coded	Notes*	Key variables
ADJUSTED_HOURS1_FOURWEEK	200	Combined hours excluding hours worked at a higher rate (all who gave four weekly figures)			N	As COMBINED_HOURS_FOURWEEK but with number of hours worked at a higher rate during that period subtracted	
ADJUSTED_HOURS1_MONTH	201	Combined hours excluding hours worked at a higher rate (all who gave monthly figures)			N	As COMBINED_HOURS_MONTH but with number of hours worked at a higher rate during that period subtracted	
ADJUSTED_HOURS2_WEEK	202	Combined hours with unpaid overtime hours added (all who gave weekly figures)			N	As ADJUSTED_HOURS1_WEEK but with number of hours of unpaid overtime worked during that period added	
ADJUSTED_HOURS2_FORTNIGHT	203	Combined hours with unpaid overtime hours added (all who gave fortnightly figures)			N	As ADJUSTED_HOURS1_FORTNIGHT but with number of hours of unpaid overtime worked during that period added	
ADJUSTED_HOURS2_FOURWEEK	204	Combined hours with unpaid overtime hours added (all who gave four weekly figures)			N	As ADJUSTED_HOURS1_FOURWEEK but with number of hours of unpaid overtime worked during that period added	
ADJUSTED_HOURS2_MONTH	205	Combined hours with unpaid overtime hours added (all who gave monthly figures)			N	As ADJUSTED_HOURS1_MONTH but with number of hours of unpaid overtime worked during that period added	
UNPAIDOVERTIMEHOURS_WEEKLY	206	Unpaid overtime hours (weekly)			N	Calculated number of unpaid overtime hours worked per week	
BASIC_HOURS_WEEKLY	207	HOURS WORKED (excluding all overtime hours) - WEEKLY			N	Basic number of hours worked each week by each respondent (includes hours working and training, excludes paid and unpaid overtime hours)	*
HOURS_PLUS_UNPAID_WEEKLY	208	HOURS WORKED (with unpaid overtime hours added) - WEEKLY			N	As BASIC_HOURS_WEEKLY but with unpaid overtime hours added	
HOURS_PLUS_OT_WEEKLY	209	HOURS WORKED (with paid and unpaid overtime added) - WEEKLY			N	As BASIC_HOURS_WEEKLY but with both paid and unpaid overtime hours added	
COMBINED_PAY_HOUR	210	Combined pay (all who gave hourly figures)			N	Amount of pay received by all who gave an hourly figure	
COMBINED_PAY_DAILY	211	Combined pay (all who gave daily figures)			N	Amount of pay received by all who gave a daily figure	
COMBINED_PAY_WEEK	212	Combined pay (all who gave weekly or other figures)			N	Amount of pay received by all who gave a weekly figure	
COMBINED_PAY_FORTNIGHT	213	Combined pay (all who gave fortnightly figures)			N	Amount of pay received by all who gave a fortnightly figure	
COMBINED_PAY_FOURWEEK	214	Combined pay (all who gave four weekly figures)			N	Amount of pay received by all who gave a four weekly figure	
COMBINED_PAY_MONTH	215	Combined pay (all who gave monthly figures)			N	Amount of pay received by all who gave a monthly figure	
COMBINED_PAY_YEAR	216	Combined pay (all who gave annual figures)			N	Amount of pay received by all who gave an annual figure	

Variable Name	ID	Variable label	Questionnaire Section	Question ID	Number/Coded	Notes*	Key variables
ADJUSTED_PAY_HOUR	217	Combined pay with higher rate pay removed (all who gave hourly figures)			N	As COMBINED_PAY_HOUR but with total pay paid at a higher rate subtracted	
ADJUSTED_PAY_DAILY	218	Combined pay with higher rate pay removed (all who gave daily figures)			N	As COMBINED_PAY_DAILY but with total pay paid at a higher rate subtracted	
ADJUSTED_PAY_WEEK	219	Combined pay with higher rate pay removed (all who gave weekly or other figures)			N	As COMBINED_PAY_WEEK but with total pay paid at a higher rate subtracted	
ADJUSTED_PAY_FORTNIGHT	220	Combined pay with higher rate pay removed (all who gave fortnightly figures)			N	As COMBINED_PAY_FORTNIGHT but with total pay paid at a higher rate subtracted	
ADJUSTED_PAY_FOURWEEK	221	Combined pay with higher rate pay removed (all who gave four weekly figures)			N	As COMBINED_PAY_FOURWEEK but with total pay paid at a higher rate subtracted	
ADJUSTED_PAY_MONTH	222	Combined pay with higher rate pay removed (all who gave monthly figures)			N	As COMBINED_PAY_MONTH but with total pay paid at a higher rate subtracted	
ADJUSTED_PAY_YEAR	223	Combined pay with higher rate pay removed (all who gave annual figures)			N	As COMBINED_PAY_YEAR but with total pay paid at a higher rate subtracted	
BASIC_PAY_WEEKLY	224	BASIC PAY (excluding accommodation, higher rate pay and unpaid overtime) - WEEKLY			N	Basic pay (all ADJUSTED_PAY figures converted to weekly amount)	
NMW_GROSS_PAY_WEEKLY	225	NMW CALCULATED PAY (for calculating compliance with NMW) - WEEKLY			N	As BASIC_PAY_WEEKLY, but with accommodation cost / off-set rate subtracted	
GROSS_PAY_OT_WEEKLY	226	TOTAL PAY (including paid overtime) - WEEKLY			N	As COMBINED_PAY, but converted to weekly amount	
TOTAL_EARNINGS_WEEKLY	227	TOTAL EARNINGS - converted to weekly figure (including overtime, tips, bonus) - WEEKLY			N	Sum of GROSS_PAY_OT_WEEKLY & E16 (tips) & WEEKLY_BONUS	*
BASIC_PAY_HOURLY	228	BASIC PAY (excluding accommodation, higher rate pay and unpaid overtime) - HOURLY			N	BASIC_PAY_WEEKLY divided by BASIC_HOURS_WEEKLY	*
NMW_GROSS_PAY_HOURLY	229	NMW CALCULATED PAY (for calculating compliance with NMW) - HOURLY			N	NMW_GROSS_PAY_WEEKLY divided by HOURS_PLUS_UNPAID_WEEKLY	*
NMW_GROSS_PAY_HOURLY_E11_STATED	230	NMW_GROSS_PAY_HOURLY_E11_STATED - Marker to indicate where the stated hourly pay figure at E11 has been used for respondents where key data related to either pay or hours were missing and, thus, where it was not possible to derive an hourly pay rate.			C	As per the variable label description, where it was not possible to derive an hourly pay figure the stated hourly pay figure at E11 has been substituted in to the data at NMW_GROSS_PAY_HOURLY	
TOTAL_EARNINGS_PAY_HOURLY	231	TOTAL EARNINGS - converted to hourly figure (including overtime, tips, bonus) - HOURLY			N	TOTAL_EARNINGS_WEEKLY divided by HOURS_PLUS_OT_WEEKLY	
STANDARD_HOURS_PAY_HOURLY	232	STANDARD HOURS PAY (based on hours excluding all overtime) - HOURLY			N	NMW_GROSS_PAY_WEEKLY divided by BASIC_HOURS_WEEKLY	
SELF_REP_PAY_HOURLY	233	SELF-REPORTED PAY - HOURLY			N	Hourly pay as reported at E11	
COMPLIANCE	234	Compliance with NMW			C	Whether NMW_GROSS_PAY_HOURLY is above the eligible minimum rate for respondent's age and year of apprenticeship	*

Variable Name	ID	Variable label	Questionnaire Section	Question ID	Number/Coded	Notes*	Key variables
BASIC_COMPLIANCE	235	Compliance (based on basic pay)			C	Whether BASIC_PAY_HOURLY is above the eligible minimum rate for respondent's age and year of apprenticeship	
TOTAL_EARNINGS_COMPLIANCE	236	Compliance (based on total earnings)			C	Whether TOTAL_EARNINGS_PAY_HOURLY is above the eligible minimum rate for respondent's age and year of apprenticeship	
STANDARD_HOURS_COMPLIANCE	237	Compliance (based on hours excluding all overtime)			C	Whether STANDARD_HOURS_PAY_HOURLY is above the eligible minimum rate for respondent's age and year of apprenticeship	
SREP_COMPLIANCE	238	Compliance (based on self-reported pay only)			C	Whether SELF_REP_PAY_HOURLY is above the eligible minimum rate for respondent's age and year of apprenticeship	
WTE	239	England weight			N	Weight to use when looking at England ONLY	
WTSC	240	Scotland weight			N	Weight to use when looking at Scotland ONLY	
WTWAL	241	Wales weight			N	Weight to use when looking at Wales ONLY	
WTGB	242	GB weight			N	Weight to use when looking at all of Great Britain	

Appendix B: Report Analysis Syntax and Filters

Report section	Analysis Overview	SPSS Variable (s) used	Report table / figure example	Analysis description	Syntax / Filter	Additional Comments
Accommodation	Monthly to Weekly conversion	E26_MONTH A4A		Conversion to WEEKLY of those who gave accom charge as a monthly figure Then copy over the weekly amounts (E26_WEEK) into the same variable	IF (IF (E26_MONTH > 0) ACCOM_COST_MONTHTOWEEK=((E26_MONTH * 12) / A4A). EXECUTE.	
Accommodation	Accommodation cost filter	E23 ACCOM_COST_MONTHTOWEEK > 0		Filter for accommodation costs	(LEVEL=X OR LEVEL=X) & E23 = 3 & ACCOM_COST_MONTHTOWEEK > 0	
Accommodation	Accommodation cost frequencies	ACCOM_COST_MONTHTOWEEK		Running frequencies on ACCOM_COST_MONTHTOWEEK once weekly has been forced into it	FREQUENCIES VARIABLES=ACCOM_COST_MONTHTOWEEK /FORMAT=NOTABLE /STATISTICS=MINIMUM MAXIMUM MEAN MEDIAN /ORDER=ANALYSIS.	
Bonuses	Weekly bonus	WEEKLY_BONUS		Running frequencies on WEEKLY_BONUS	FREQUENCIES VARIABLES=WEEKLY_BONUS /FORMAT=NOTABLE /STATISTICS=MINIMUM MAXIMUM MEAN MEDIAN /ORDER=ANALYSIS.	SORT CASES BY FRAMEWORK. SPLIT FILE LAYERED BY FRAMEWORK.

Compliance with National Minimum Wage	Pay banded	NMW_GROSS_PAY_HOURLY	Figure 3.10	Banding NMW Calculated Pay syntax for pay rates and non-compliance distribution charts	compute PayBandsForChart=0.
					if (NMW_GROSS_PAY_HOURLY <1.51) PayBandsForChart=1.
					if (NMW_GROSS_PAY_HOURLY >1.5 AND NMW_GROSS_PAY_HOURLY< 2.68) PayBandsForChart=2.
					if (NMW_GROSS_PAY_HOURLY >2.67 AND NMW_GROSS_PAY_HOURLY< 5.03) PayBandsForChart=3.
					if	

					(NMW_GROSS_PAY_HOURLY >5.02 AND NMW_GROSS_PAY_HOURLY< 6.31) PayBandsForChart=4. if (NMW_GROSS_PAY_HOURLY >6.30 AND NMW_GROSS_PAY_HOURLY< 7.51) PayBandsForChart=5. if (NMW_GROSS_PAY_HOURLY >7.50 AND NMW_GROSS_PAY_HOURLY< 9.01) PayBandsForChart=6. if (NMW_GROSS_PAY_HOURLY >9.00) PayBandsForChart=7. execute. VALUE LABELS PayBandsForChart 1 "£0.00-£1.50" 2 "£1.51-£2.67" 3 "£2.68-£5.02" 4 "5.03-£6.30" 5 "£6.31-£7.50" 6 "7.51-£9.00" 7 "Over £9.00". execute.	
Compliance with National Minimum Wage	Compliance levels			Table 3.18	Derived variable of those for whom a calculation could be made from the extra earning elements and current compliance level was known	compute NEW_COMPLIANCE_FILTER=2 . if ((COMPLIANCE=1 OR COMPLIANCE=2) AND (TOTAL_EARNINGS_COMPLIA NCE=1 OR TOTAL_EARNINGS_COMPLIAN CE=2) AND (STANDARD_HOURS_COMPLI ANCE=1 OR STANDARD_HOURS_COMPLIA NCE=2) AND (BASIC_COMPLIANCE=1 OR BASIC_COMPLIANCE=2)) NEW_COMPLIANCE_FILTER=1 . execute. COMPUTE NEW_COMPLIANCE_FILTER_2	

					=2. IF (NMW_GROSS_PAY_HOURLY >0 AND TOTAL_EARNINGS_PAY_HOURLY>0 AND STANDARD_HOURS_PAY_HOURLY>0 AND BASIC_PAY_HOURLY>0) NEW_COMPLIANCE_FILTER_2 =1. EXECUTE.	
Contracted hours versus the number of hours worked	Actual Hours Worked filter	EXCLUDE_RECORD=2 HOURS_PLUS_OT_WEEKLY	Table 3.4	Filter for running mean and median actual hours worked	(LEVEL=X OR LEVEL=X) AND EXCLUDE_RECORD=2 AND HOURS_PLUS_OT_WEEKLY>0	Add AND COUNTRY=X for England/Scotland/Wales analysis
Earnings at Basic Pay	Earnings at Basic Pay filter	EXCLUDE_RECORD NMW_GROSS_PAY_HOURLY FINAL_EARNINGS_WEEKLY		Filter for Earnings at Basic Pay. Same as that used for the TOTAL WEEKLY EARNINGS chart to ensure same base sizes	(LEVEL=X OR LEVEL=X) & EXCLUDE_RECORD = 2 & NMW_GROSS_PAY_HOURLY = 2 & FINAL_EARNINGS_WEEKLY > 0	
Earnings at Basic Pay	Weekly basic pay	NMW_GROSS_PAY_HOURLY	Table 3.11	Running descriptive frequencies on the NMW_GROSS_PAY_HOURLY variable	FREQUENCIES VARIABLES=NMW_GROSS_PAY_HOURLY /FORMAT=NOTABLE /STATISTICS=MINIMUM MAXIMUM MEAN MEDIAN /ORDER=ANALYSIS.	SORT CASES BY FRAMEWORK/GENDER/AGE SPLIT FILE LAYERED BY FRAMEWORK/GENDER/AGEB AND FINAL
Earnings from Overtime	Earnings from Overtime filter	C3_3		Filter for Earnings from Overtime	(LEVEL=X OR LEVEL=X) & C3_3=1	
Earnings from Overtime	Earnings from Overtime	C3_4		Running frequencies on additional hours for %s of who were paid for some of their Overtime	FREQUENCIES VARIABLES=C3_4 /STATISTICS=MINIMUM MAXIMUM MEAN MEDIAN /ORDER=ANALYSIS.	SORT CASES BY FRAMEWORK. SPLIT FILE LAYERED BY FRAMEWORK.
Earnings from Overtime	Earnings from Overtime	C3_4	Figure 3.8	Frequency on C3_4 if ever get paid for OT	FREQUENCIES VARIABLES=C3_4 /STATISTICS=MINIMUM MAXIMUM MEAN MEDIAN /ORDER=ANALYSIS.	SORT CASES BY FRAMEWORK/GENDER SPLIT FILE LAYERED BY FRAMEWORK/GENDER

Overtime	Overtime by Basic Pay (banded)	BASIC_PAY_HOURLY	Figure 3.6	Recoding Basic Pay variable	RECODE BASIC_PAY_HOURLY (0.01 thru 2.67=1) (2.68 thru 4.97=2) (4.98 thru 6.19=3) (6.20 thru 7.49=4) (7.50 thru 9.99=5) (10 thru Highest=6) INTO FLAT_RATE_HOURLY_PAY_B ANDED. EXECUTE. value labels FLAT_RATE_HOURLY_PAY_B ANDED 1 'Less than £2.68' 2 '£2.68 to £4.97' 3 '£4.98 to £6.19' 4 '£6.20 to £7.49' 5 '£7.50 to £9.99' 6 '£10 or more'. EXECUTE.	Need to filter on EXCLUDE_RECORD=2
Pay Levels	Basic Pay filter	EXCLUDE_RECORD BASIC_PAY_HOURLY	Table 3.6 and 3.7	Filter for running mean and median basic Pay	(LEVEL=X OR LEVEL=X) AND EXCLUDE_RECORD=2 AND BASIC_PAY_HOURLY > 0	Add AND COUNTRY=X for England/Scotland/Wales analysis
Tips from Customers	Tips banded	E16	Figure 3.8	Recoding E16 Tips into banded ranges	RECODE E16 (0.01 thru 4.99999=1) (5.000 thru 9.999999=2) (10.000 thru 19.999999=3) (20.0000 thru 29.999999=4) (30.00000 thru 39.99999=5) (40.0000 thru 49.99999=6) (50 thru Highest=7) INTO E16_TIPS_BANDED. EXECUTE. value labels E16_TIPS_BANDED 1 'Less than £5' 2 '£5 to £9.99' 3 '£10 to £19.99' 4 '£20 to £29.99' 5 '£30 to £39.99' 6 '£40 to £49.99' 7 '£50 or more'. EXECUTE. Need to also copy answers from E16RAN into the new E16_TIPS_BANDED variable	
Tips from Customers	Tips frequency	E16_TIPS_BANDED	Figure 3.8	Run frequency on the E16_TIPS_BANDED variable. Note: use the "valid per cent" column	FREQUENCIES VARIABLES=E16_TIPS_BANDE D /STATISTICS=MINIMUM MAXIMUM MEAN MEDIAN	

					/ORDER=ANALYSIS.	
Tips from Customers	Tips filter	E15		To filter on those receiving tips	LEVEL X & E15=1	
Tips from Customers	Tips mean and median	E16	Figure 3.8	Run frequency on E16 for the two mean and median boxes on Figure 3.9	FREQUENCIES VARIABLES=E16 /FORMAT=NOTABLE /STATISTICS=MINIMUM MAXIMUM MEAN MEDIAN /ORDER=ANALYSIS.	
Total Weekly Earnings	Total Weekly Earnings filter	EXCLUDE_RECORD NMW_GROSS_PAY_HOURLY_E11_STATED TOTAL_EARNINGS_WEEKLY	Figure 3.5	Filter for mean total weekly earnings split by basic pay, overtime, tips and bonuses, and the percentage of the mean total weekly earnings made up by basic pay	(LEVEL=X OR LEVEL=X) & EXCLUDE_RECORD = 2 & NMW_GROSS_PAY_HOURLY_ E11_STATED = 2 & TOTAL_EARNINGS_WEEKLY > 0	Add AND COUNTRY=X for England/Scotland/Wales analysis
Total Weekly Earnings	Paid Overtime	GROSS_PAY_OT_WEEKLY NMW_GROSS_PAY_WEEKLY		Deriving a PAID_OVERTIME_PAY variable	COMPUTE PAID_OVERTIME_PAY = GROSS_PAY_OT_WEEKLY - NMW_GROSS_PAY_WEEKLY. EXECUTE.	
Total Weekly Earnings	Paid Overtime rebase	PAID_OVERTIME_PAY	Figure 3.5	Rebasing PAID_OVERTIME_PAY to force negative values to zero. This is needed for the TOTAL WEEKLY EARNINGS chart	RECODE PAID_OVERTIME_PAY (Lowest thru 0=0). EXECUTE.	
Total Weekly Earnings	Tips rebase	E16	Figure 3.5	Rebasing E16 (TIPS) to force sysmis (and negative numbers) to zero. This is needed for the TOTAL WEEKLY EARNINGS chart	RECODE E16 (MISSING=0). EXECUTE.	
Total Weekly Earnings	Bonus rebase	WEEKLY_BONUS	Figure 3.5	Rebasing WEEKLY_BONUS to force sysmis to zero. This is needed for the TOTAL WEEKLY EARNINGS chart	RECODE WEEKLY_BONUS (SYSMIS=0). EXECUTE.	
Total Weekly Earnings	Total Weekly Earning descriptives	TOTAL_EARNINGS_WEEKLY NMW_GROSS_PAY_WEEKLY PAID_OVERTIME_PAY E16 WEEKLY_BONUS		Running descriptives on each of the relevant Total Earnings Weekly Earnings variables	FREQUENCIES VARIABLES=TOTAL_EARNINGS_WEEKLY NMW_GROSS_PAY_WEEKLY PAID_OVERTIME_PAY E16 WEEKLY_BONUS /FORMAT=NOTABLE /STATISTICS=MINIMUM MAXIMUM MEAN MEDIAN	SORT CASES BY FRAMEWORK/GENDER/AGEB ANDFINAL SPLIT FILE LAYERED BY FRAMEWORK/GENDER/AGEB ANDFINAL

					/ORDER=ANALYSIS.	
Unpaid Overtime	Unpaid overtime filter	C3_3 UNPAIDOVERTIMEHOURS	Table 3.13	Filter for running frequencies on those who work unpaid overtime	(LEVEL=X OR LEVEL=X) & C3_3 = 1 & UNPAIDOVERTIMEHOURS_WEEKLY > 0	
Unpaid Overtime	Unpaid overtime frequencies	UNPAIDOVERTIMEHOURS_AMEND	Table 3.14	Running frequencies on those who work unpaid overtime	FREQUENCIES VARIABLES=UNPAIDOVERTIMEHOURS_AMEND /FORMAT=NOTABLE /STATISTICS=MINIMUM MAXIMUM MEAN MEDIAN /ORDER=ANALYSIS.	

Appendix C: Copy of questionnaire

Apprenticeship Pay Survey   J5368

Telephone

FROM SAMPLE:

Respondent name	
Course name	
Provider name	
Employer name	
Start date	MONTH / YEAR
Sample indicates that been doing the Apprenticeship for less than a year	Yes / No
Planned completion date	MONTH / YEAR
Higher Apprenticeship	Yes / No
Country	England, Scotland or Wales
Disability flag	Yes / No

S   Screener

ASK PERSON WHO ANSWERS PHONE

S1   **Good morning / afternoon / evening. My name is <NAME> and I'm calling from IFF Research. Please can I speak to <NAME>?**

Respondent answers phone	1	CONTINUE
Transferred to respondent	2	
Hard appointment	3	MAKE APPOINTMENT
Soft Appointment	4	
No reply / Answer phone	5	CALL BACK
Engaged	6	
Named person moved and new number known (COLLECT)	7	CALL NEW NUMBER
Named person moved and number NOT known	8	CLOSE
Never heard of the named person	9	
Not available in deadline	10	
Fax Line	11	
Business Number	12	
Dead line	13	
Other (SPECIFY)	14	ASK SUPERVISOR HOW TO PROGRESS
Re-send advance letter via email	15	Collect email address (input required twice for check)

WHEN TALKING TO NAMED RESPONDENT

S2 **Good morning / afternoon, my name is <NAME> calling from IFF Research, an independent market research company. We're doing a short survey for the Department for Business, Innovation and Skills <IF WALES: and the Welsh Government> <IF SCOTLAND: and the Scottish Government> about learning and training, hours of work, and pay.**

You should have received a letter in the post explaining what the survey is about. As the letter stated, you might find it useful to have a payslip or your contract with you as I will be asking some questions relating to your pay and this will help you give accurate answers. These questions are so we can understand whether employers are conforming to rules relating to fair pay.

The survey should only take 10 minutes. Would now be a good time for you to answer a few questions?

[IF WELSH SAMPLE]: INTERVIEWER NOTE: *IF RESPONDENT REQUESTS AN INTERVIEW IN WELSH, SELECT CONTINUE AND CHOOSE S2A=1.*

INTERVIEWER ADD IF NECESSARY:

We are not trying to sell you anything. We are only collecting information about training courses, work and pay. Your feedback is extremely important as it will help to inform Government policy on fair pay and national pay reviews which could benefit employees.

Your employer will not be informed by us that you have taken part in the survey.

The Department for Business, Innovation and Skills is the Government department in charge of in-work learning and training in England.

The Skills Funding Agency is the Government agency responsible for funding in-work learning and training in England.

The Welsh Government and the Scottish Government provide funding for in-work learning and training in Wales and Scotland.

Yes	1	CONTINUE
Hard appointment	2	MAKE APPOINTMENT
Soft appointment	3	
Refusal (NOTE ANY COMMENTS)	4	THANK AND CLOSE
Re-send advance letter via email	5	Collect email address (input required twice for check)

ASK IF HARD OR SOFT APPOINTMENT SELECTED (S2=2/3) AND WELSH SAMPLE

S2A **Would you prefer us to call you back in Welsh or English?**

Welsh	1	**"One of our Welsh speaking interviewers will call back in the next one or two working days to make an appointment with you."** THANK AND CLOSE
English	2	CONTINUE TO APPOINTMENT SCREEN

ASK IF WELSH LANGUAGE CALLBACK

S2WELSH **Good morning / afternoon, my name is NAME, calling from IFF Research, an independent market research company.**

One of our interviewers called you recently about the Apprenticeship Pay Survey we are conducting on behalf of the Department for Business, Innovation and Skills and the Welsh Government. You said you would like to be called back in Welsh.

Would now be a good time to do the interview?

IF NOT: **When would be a suitable time to conduct the interview with you?**

Continue	1	CONTINUE TO S3
Hard appointment	2	MAKE APPOINTMENT
Soft appointment	3	
Refusal (NOTE ANY COMMENTS)	4	THANK AND CLOSE

S3   INTERVIEWER NOTE:

FINE TO CONTINUE	1	CHECK S6
LANGUAGE DIFFICULTIES	2	GO TO S4
RESPONDENT MAY HAVE LEARNING DIFFICULTIES, HEARING OR SPEECH IMPAIRMENT, OR OTHER DISABILITY WHICH IS MAKING THE INTERVIEW DIFFICULT TO CONDUCT:	3	GO TO S5

ASK ALL

S3a   **Please note, this call may be recorded for quality or training purposes.**

ASK IF LANGUAGE DIFFICULTIES (S3=2)

S4   **Is there someone who would be able to interpret for you or to answer the questions on your behalf?**

Yes – but this person not currently available	1	ARRANGE TO CALL BACK TO CONDUCT INTERVIEW WHEN PROXY IS AROUND (NOTE NAME OF PERSON AND TIME & DATE TO CALL BACK)
Yes – this person available now	2	ASK TO SPEAK TO THIS PERSON; THEN RE-INTRODUCE THE SURVEY AND PROCEED WITH THE INTERVIEW
No (INTERVIEWER: NOTE LANGUAGE REQUIRED)	3	THANK AND CLOSE

ASK IF RESPONDENT MAY HAVE LEARNING DIFFICULTIES, HEARING OR SPEECH IMPAIRMENT, OR OTHER DISABILITY WHICH IS MAKING THE INTERVIEW DIFFICULT TO CONDUCT (S3=3)

S5   **Is there someone who would be able to answer the questions on your behalf?**

IF HARD OF HEARING**: would you prefer to conduct the interview using Type Talk?**

Yes – but this person not currently available	1	ARRANGE TO CALL BACK TO CONDUCT INTERVIEW WHEN PROXY IS AROUND (NOTE NAME OF PERSON AND TIME & DATE TO CALL BACK)
Yes – this person available now	2	ASK TO SPEAK TO THIS PERSON; THEN RE-INTRODUCE THE SURVEY AND PROCEED WITH THE INTERVIEW
Yes –prefer to conduct the interview using Type Talk	3	ARRANGE SUITABLE TIME
No (INTERVIEWER: NOTE THE ISSUE)	4	THANK AND CLOSE

ASK WELSH SAMPLE AND SAID CONTINUE AT S2 (S2=1)

S6 **Before I start with the main interview, can I just check, would you prefer to be interviewed in English or in Welsh?**

Prefer English	1	CONTINUE IN ENGLISH
Prefer Welsh	2	CONTINUE IN WELSH VERSION (IF WELSH SPEAKER) OR SAY WILL BE CALLED BACK SOON BY ONE OF OUR WELSH SPEAKING INTERVIEWERS
Don't mind	3	CONTINUE IN ENGLISH IF ENGLISH SPEAKER OR IN WELSH IF WELSH SPEAKER

ASK ALL

T1 **We are contacting you because we understand that you are currently involved in a course or training in** <TEXT SUB: INSERT NAME OF COURSE FROM SAMPLE>. **Can I check are you still doing this course or training?** [SINGLE CODE]

Yes - still doing the course / training	1	CONTINUE TO A1
No, doing a different course / training	2	ASK T3
No – finished or left that that course / training early	3	THANK AND CLOSE
No, did a different course / training (no longer on it)	4	THANK AND CLOSE
No, have not done any course / training	5	ASK T2
Not started the course / training yet	6	THANK AND CLOSE

IF CODE 5 AT T1 AND PROVIDER NAME OR EMPLOYER NAME ON THE SAMPLE

T2 **As we understood it this was with** [IF ONE OR OTHER OF PROVIDER NAME OR EMPLOYER NAME KNOWN: **<PROVIDER NAME> <EMPLOYER NAME>**] [IF BOTH PROVIDER NAME AND EMPLOYER NAME KNOWN: **<PROVIDER NAME> and the employer was <EMPLOYER NAME>**]. **It was due to end in <ADD PLANNED COMPLETION DATE>. Which of the following applies…**READ OUT (SINGLE CODE)

I am currently doing this course / training, even if with a different provider or employer	1	CONTINUE TO A1
I recall it now but I'm no longer doing the course (e.g. because you completed it or left it early)	2	
I never started the course	3	THANK AND CLOSE
I've no recollection of the course	4	

IF CODE 2 AT T1

T3   **What is the subject of the course or training that you are currently undertaking?**

[AGREE WHETHER TO BE CODED BY INTERVIEWER OR AT CODING STAGE – LISTS MAY DIFFER BY COUNTRY]

IF CODE 2 AT T1

T3a   **Is this a level <**INSERT LEVEL OF COURSE FROM SAMPLE**> course?**

Yes	1	ASK T3c
No	2	ASK T3b
Don't know	3	ASK T3c

IF CODE 2 AT T3a

T3b   **What** [ENGLAND AND WALES: **NVQ**] [SCOTLAND: **SVQ] level is it …**READ OUT AND CODE ONE ONLY**?**

Level 2	2	
Level 3	3	ASK T3c
Level 4	4	
Level 5 or higher	5	
(DO NOT READ OUT) It doesn't have a level	6	THANK AND CLOSE
(DO NOT READ OUT) Level 1 / entry level	7	THANK AND CLOSE
(DO NOT READ OUT) Don't know	X	ASK T3c

IF CODE 2 AT T1

T3c   **And can I check does it involve some time with an employer, and some receiving formal training. You may have been told it is an Apprenticeship.**

Yes	1	ASK A1
No	2	THANK AND CLOSE
(DO NOT READ OUT) Don't know	3	

REASSURANCES TO USE IF NECESSARY
- The interview will take around 10 minutes to complete.
- The interview is completely confidential and we will not inform your employer that you have taken part in the research
- Please note that all data will be reported in aggregate form and your answers will not be reported to our client in any way that would allow you to be identified.
- Your personal details will not be passed on to a third part without first seeking express permission.
- All personal information and pay related information will be used for analysis purposes and will not be linked directly to you or your employer
- If respondent wishes to confirm validity of survey or get more information about aims and objectives, they can call:
- **MRS: Market Research Society on 0500396999**
- **IFF: Mark Tweddle or Liz Murphy on 0207 250 3035**
- **BIS: James Boyde: 0207 215 5358**
- **[IF SCOTLAND SAMPLE]: Scottish Government – David Jack or Stuart King, tel: 0300 244 6793**
- [IF WALES SAMPLE]: **Welsh Government – Alison Spence 02920 821636**

A Course or training undertaken

ASK IF EMPLOYER NAME IS PROVIDED ON THEN SAMPLE (OTHERS ASK A2)

A2 **According to [ENGLAND: the Skill Funding Agency's] [SCOTLAND: Skills Development Scotland's] [WALES: the Welsh Government's] records we were supplied with, you are undertaking this course/training whilst working for <TEXT SUB: EMPLOYER FROM SAMPLE>. Can I check, is this correct?**

IF NO: PROBE WHETHER WITH EMPLOYER WHEN STARTED THE COURSE BUT HAVE SINCE CHANGED EMPLOYER __OR__ DID NOT WORK FOR STATED EMPLOYER

Yes	1	ASK A3
No – that was the employer I started the course or training with but I am no longer with this employer / changed employer	2	ASK A1a
No – did not work for them. Training / course being done with a different employer	3	ASK A1a
I am not employed whilst doing this course/training	4	THANK AND CLOSE
Don't know / refused	X	ASK A3

IF NO AT A1 (A1=2 OR 3)

A1a **What is the name of the employer you are working for?**

WRITE IN		
Don't know / refused	X	

ASK IF NO EMPLOYER NAME ON THE SAMPLE

A2 **What is the name of the employer you are working for while doing this course or training?**

WRITE IN		
I am not employed (whilst doing this course/training)	3	THANK AND CLOSE
Don't know / refused	X	

ASK ALL

A3 **Do you have a written contract of employment with this employer?**

Yes	1	

No	2	
Don't know	3	

IF HAVE WRITTEN CONTRACT (A3=1)

A4 **Are you contracted to work for the full year or only part of each year?**

ADD IF NECESSARY: FOR EXAMPLE, YOU MAY BE EMPLOYED SEASONALLY OR WORK IN A SCHOOL WHERE YOU ARE MAY CONTRACTED TO WORK DURING TERM TIME.

NOTE: if they say the contract is due to end shortly this does not mean the answer should therefore be part of the year.

Full year	1	
Part of the year	2	
Don't know	X	

WORK ONLY PART OF THE YEAR (A4=2)

A4a **How many weeks a year are you contracted to work?**

WRITE IN (RANGE 1-51)		
Don't know / refused	X	

ASK ALL

A5 **Thinking about your employment, which one of the following best applies…?** READ OUT AND CODE ONE ONLY

You have a permanent job with no fixed end date	1
You will be employed for the duration of your training only	2
You have a fixed end date for your employment which is after the date you expect to complete your training	3
Or some other arrangement(SPECIFY)	0
(DO NOT READ OUT) Don't know	X

ASK ALL

A6 **According to <IF ENGLAND: the Skills Funding Agency's> <IF WALES: the Welsh Government's> <IF SCOTLAND: Skill Development Scotland's> records, you started this course/training around <insert START DATE (MONTH AND YEAR) from sample>? Is that correct?**

Yes	1	
No	2	
Don't know / cant's remember	3	

ASK IF DIFFERENT START DATE TO SAMPLE (A6=2)

A7 **Approximately when did you start this course/training?** CODE MONTH AND YEAR

January	1
February	2
March	3
April	4
May	5
June	6
July	7
August	8
September	9
October	10
November	11
December	12
Can't remember month	13

FOR YEAR USE

2014	1
2013	2
2012	3
2011	4
Earlier	5

Can't remember year	X

PROGRAMMER: whether been doing the Apprenticeship for less than a year?

DUMMY QA

A year or less	(A5 = 1 or X) & (Sample indicates a year or less) Or A5=2 & [(A6 (YEAR = 2014) OR (Year = 2013 and current i.e. interview month same month or earlier than A6 month)]
More than a year	Not the above

PROGRAMMER: NOTE FOR SUBSEQUENT TEXT SUBSTITUTION

DUMMY Q1

Course name	FROM SAMPLE UNLESS T3 ANSWERED (IN WHICH CASE TAKE T3 ANSWER)
Current employer name	FROM SAMPLE UNLESS A1a OR A2 ANSWERED IF EMPLOYER NAME REFUSED / DON'T KNOW SUBSTITUTE 'your employer'

B   Employment circumstances

ASK ALL

B1   **Thinking of the employer you were working for when you started the <INSERT COURSE NAME FROM DUMMY Q1> course or training, had you already been working for them when you started the course or training?**

Yes	1	
No	2	
Can't remember	X	

B2   THERE IS NO B2

ASK IF WORKED FOR EMPLOYER BEFORE COURSE/TRAINING (B1=1)

B3   **Did your pay increase, decrease or stay the same as a direct result of starting your <INSERT COURSE NAME> course / training?**

SINGLE CODE.

Increase	1
Decrease	2
Stayed the same	3
Changed but not as a direct result of starting the course	4
Can't remember	X

B4

THERE IS NO B4

ASK ALL

B5   **Can you tell me if you are aged…**READ OUT

[IF ASKED: **this is just to help us understand some of your later answers]**

16-18	1
19-20	2
21-24	3
Or 25 or older	4
(DO NOT READ OUT) Refused	V

PROGRAMMER: Dummy variable "AGE AND YEAR"

Aged 16-18	B5=1 or age on sample 16-18	*Apprenticeship NMW applies (£2.68 per hour)*
Aged 19+ and in first year of Apprenticeship	((B5=2, 3 or 4) or (age on sample 19+) & (answers from A5/A6 indicate < 1 year)	*Apprenticeship NMW applies (£2.68 per hour)*
19+ and in second+ year of Apprenticeship	((B5=2, 3 or 4) or (age on sample 19+) & (answers from A5/A6 indicate 1 year plus)	*Relevant NMW is not Apprenticeship NMW*
Aged refused	Age unknown on sample and B5=V	

C Payslip, pay and hours

ASK ALL

C1 **I am now going to ask you some questions about your pay and hours of work. For these questions, I am asking specifically about any pay you get from <INSERT EMPLOYER NAME FROM DUMMY Q1>, and not for any second jobs you might have. First can you tell me, do you always get paid the same amount each week, or does this vary depending on how many hours you work?** SINGLE CODE

Always get the same amount each week	1
It varies depending on the hours worked	2
Don't know	3

IF VARIES DEPENDING ON THE HOURS WORKED (C1=2)

C2 **Are all the hours that you work paid at the same rate, or do you get a higher hourly rate for some hours, for example for working overtime, at weekends etc.?** SINGLE CODE

All paid at the same rate	1
Some paid at a different rate	2
Don't know	3

ASK ALL

C3   READ OUT. SINGLE CODE.

	Yes	No	Don't know
a) **Do you have a set number of hours you are contracted to work each week?**	1	2	3
IF YES AT C3 a): b) **How many hours a week is this?**	(allow decimals)		3
ASK ALL c) **Do you ever work overtime - by this we mean any time paid or unpaid in addition to what you consider to be your [IF C3 a)=2/3: normal] [IF C3 a)=1: contracted] working hours?**	1	2	3
IF YES at C3 c) d) **Is any of this overtime or additional hours paid?**	1	2	3
ASK ALL e) **Do you receive any bonuses, commissions or tips**	1	2	3
f) **Do you receive payslips from your employer?**	1	2	3
IF YES AT C3 f) g) **Do you have a recent payslip to hand now?**	1	2	3
IF NO / DON'T KNOW AT C3 g) h) **Would it to be possible for you to get one now to assist your answers when I come to ask pay-related questions?** INTERVIEWER NOTE: ONLY CODE YES ONCE RETURN WITH ONE	1	2	3

IF C1=1 & C3D=1

C3a **Can I just check, you mentioned that you get paid the same amount each week, but that you also sometimes do paid overtime. Are these both right?**

Yes	1	CONTINUE – IF SO FORCE C1 = 2
No	2	AMEND EITHER C1 OR C3d

IF PAYSLIP AVAILABLE (C3g =1 OR C3h=1) – IF NOT GO TO SECTION D

C4 **I'd like to ask you a few questions about your pay. What month and year does this payslip cover?**

INTERVIEWER NOTE: Payslip might not cover the full month (i.e. it might be weekly). We are asking them to tell us "which year and month is the payslip from.

MONTH		YEAR	
January	1	2014	1
February	2	2013	2
March	3	2012 or earlier	3
April	4	Don't know	X
May	5		
June	6		
July	7		
August	8		
September	9		
October	10		
November	11		
December	12		
Don't know month	X		

IF PAYSLIP AVAILABLE (C3 G=1) OR (C3 H=1)

C5   **And does the payslip cover a week, a fortnight, four weeks, a month, or some other period?**

Week	1	
Fortnight	2	
4 weeks	3	
Month	4	
Other (SPECIFY)	5	
Don't know	X	GO TO D1

<u>IF PAID SAME AMOUNT EACH WEEK AND HAS PAYSLIP [(C1=1) & (C3g =1 OR C3h=1)] (OTHERS CHECK TO NEXT UNDERLINED HEADING – C11)</u>

C6 **Looking at the payslip what is the GROSS pay shown, by this I mean the figure BEFORE tax, national insurance and any other deductions.** [IF C3E=1: **Please exclude bonuses, commissions or tips>]**

	Weekly	**Fortnightly**	**Four weekly**	**Monthly**	**Other**
	Allow decimals	Allow decimals	Allow decimals	Allow decimals	Allow decimals
EXACT FIGURE:	£_____	£_____	£_____	£_____	£_____
Don't know *	X	X	X	X	X
Refused *	V	V	V	V	V

IF GIVE AN EXACT FIGURE AT C6

C7 **And can I just check this figure is per** <ANSWER FROM C5>?

Yes	1
No – the figure is monthly	2
No – the figure is 4 weekly	3
No – the figure is fortnightly	4
No – the figure is weekly	5
No – the figure is annual	6
Other (SPECIFY)	0

IF PAID SAME AMOUNT EACH WEEK AND HAS PAYSLIP [(C1=1) & (C3g =1 OR C3h=1)]

C8 **Thinking about the period covered by the payslip, how many hours A WEEK did you spend working for** <INSERT NAME OF EMPLOYER FROM DUMMY Q1> **EXCLUDING unpaid meal breaks** [IF EVER DO OVERTIME (C3c=1): **but including any unpaid overtime]**

IF VARIED EACH WEEK ACROSS THE PERIOD ON THE PAYSLIP ASK FOR A WEEKLY AVERAGE ACROSS THE PERIOD

IF DON'T KNOW PLEASE ASK RESPONDENT TO PROVIDE BEST ESTIMATE.

WRITE IN / HOURS A WEEK (Data programmers: allow decimals)	
DON'T KNOW *………………….X	

SOFT CHECK: INTERVIEWER TO RECONFIRM HOURS IF LESS THAN 10 OR OVER 50

Just to confirm, I've recorded that in the period covered by the payslip you worked [C8 INTEGER] **hours PER WEEK. Is that correct?**

Yes	1	
No INTERVIEWER NOTE: If 'no' is selected you will be automatically routed back to re-ask question C8.	2	RE-ASK C8

HARD CHECK: MORE THAN 100 HOURS NOT PERMISSIBLE

IF PAID SAME AMOUNT EACH WEEK AND HAS PAYSLIP [(C1=1) & (C3g =1 OR C3h=1)]

C9 **We are also interested in the amount of time each week you spend attending college; on courses, workshops or training sessions at your employer's premises or held externally; learning at home; learning from workbooks; with your assessor, or filling in your portfolio.**

In addition to the <TEXT SUB IF C8 ANSWERED AS A NUMBER: C8> **hours per week you worked, in the time period covered by the payslip how many hours per week, if any, did you spend training or on guided learning as part of your <INSERT COURSE NAME> course?**

[So if you said you work 35 hours a week and during this time you spend 1 hour filling in your portfolio, please do not include this hour, as you've already accounted for it]

IF DON'T KNOW PLEASE ASK RESPONDENT TO PROVIDE BEST ESTIMATE. IF RANGE PROVIDED I.E. 3-5 HOURS, PLEASE PROBE FOR EXACT FIGURE.

WRITE IN ADDITIONAL HOURS A WEEK TRAINING(Data programmers: allow decimals)

DON'T KNOW *……………..X	

SOFT CHECK IF C9=0.1-4.9 OR C9>50:

Just to confirm, I've recorded that in the period covered by the payslip you spent [C9 INTEGER] **hours PER WEEK on training or guided learning activities and these hours are in addition to your working hours. Is that correct?**

Yes	1	
No INTERVIEWER NOTE: If 'no' is selected you will be automatically routed back to re-ask question C9.	2	RE-ASK C9

HARD CHECK: 100 MORE HOURS NOT PERMISSIBLE

ASK ALL WHERE SPECIFIC NUMBERS GIVEN AT C8 & C9

C10 **Can I just check, in the period covered by the payslip, you spent a total of <SUM OF C8 + C9> hours working and training EACH WEEK** [IF EVER DO OVERTIME (C3c=1:**, including any unpaid overtime.**] **Is that correct?**

INTERVIEWER NOTE: We are looking for the hours they do EACH WEEK and not the total number of hours covered by the payslip

Yes	1	
No INTERVIEWER NOTE: If 'no' is selected you will be automatically routed back to re-ask questions C8 and C9.	2	RE-ASK C8 TO C9

NOW CHECK SECTION D

IF PAYSLIP AND PAY VARIES DEPENDING ON HOURS WORKED (C1=2 OR X) AND (C3G=1 OR C3H=1)

C11 **Looking at the payslip what is the TOTAL GROSS pay shown, by this I mean the figure BEFORE tax, national insurance and any other deductions.** [IF OVERTIME EVER PAID C3d=1: **Please include any PAID overtime**] [IF C3e=1: **Please exclude bonuses, commissions or tips>]?**

	Weekly	**Fortnightly**	**Four weekly**	**Monthly**	**Other**
	Allow decimals	Allow decimals	Allow decimals	Allow decimals	Allow decimals
EXACT FIGURE:	£_____	£_____	£_____	£_____	£_____
Don't know *	X	X	X	X	X
Refused *	V	V	V	V	V

IF GIVE AN EXACT FIGURE AT C11

C12 **And can I just check this figure is per <ANSWER FROM C5>?**

Yes	1
No – the figure is monthly	2
No – the figure is 4 weekly	3
No – the figure is fortnightly	4
No – the figure is weekly	5
No – the figure is annual	6
Other (SPECIFY)	0

C13 **IF PAYSLIP AND PAY VARIES DEPENDING ON HOURS WORKED (C1=2 OR X) and (C3g=1 OR C3h=1) Does the payslip show the number of hours worked, on which this pay is based?**

Yes	1	
No / can't see it	2	

IF YES (C13=1)

C14 **What is the TOTAL number of hours shown on the payslip (**IF OVERTIME EVER PAID (C3d=1) **please include any paid overtime)?**

WRITE IN	(Data programmers: allow decimals)
DON'T KNOW * …………………….X	

SOFT CHECK IF PAYSLIP WEEKLY (C5=1) AND (C14<10 OR C14>50):

Just to confirm, your payslip shows that you worked [INSERT INTEGER FROM C14] **hours FOR A SINGLE WEEK. Is that correct?**

HARD CHECK IF PAYSLIP WEEKLY (C5=1): MORE THAN 100 HOURS NOT PERMISSIBLE

SOFT CHECK IF PAYSLIP FORTNIGHTLY (C5=2) AND (C14<20 OR C14>100):

Just to confirm, your payslip shows that you worked [INSERT INTEGER FROM C14] **hours over a FORTNIGHTLY PERIOD. Is that correct?**

HARD CHECK IF PAYSLIP FORTNIGHTLY (C5=2): MORE THAN 200 HOURS NOT PERMISSIBLE

SOFT CHECK IF PAYSLIP FOUR WEEKLY (C5=3) AND (C14<40 OR >200):

Just to confirm, your payslip shows that you worked [INSERT INTEGER FROM C14] **hours OVER A FOUR WEEK PERIOD. Is that correct?**

HARD CHECK IF PAYSLIP FOUR WEEKLY (C5=3): MORE THAN 400 HOURS NOT PERMISSIBLE

SOFT CHECK IF PAYSLIP MONTHLY OR OTHER (C5=4 OR 5) AND (C14<40 OR C14>215):

Just to confirm, I've recorded that you worked [INSERT INTEGER FROM C14] **hours over the time period covered by the payslip. Is that correct?**

HARD CHECK IF PAYSLIP MONTHLY OR OTHER (C5=4 OR 5): MORE THAN 430 HOURS NOT PERMISSIBLE

IF GIVE AN EXACT FIGURE AT C14

C15 **And can I just check is this the number of hours for the <ANSWER FROM C5>?**

Yes	1
No – the figure is monthly	2
No – the figure is 4 weekly	3
No – the figure is fortnightly	4
No – the figure is weekly	5
No – the figure is annual	6
Other (SPECIFY)	0

IF HOURS NOT ON PAYSLIP (C13=2)

C16 **Thinking about the period covered by the payslip, how many hours A WEEK did you spend working for** <INSERT NAME OF EMPLOYER FROM DUMMY Q1> **EXCLUDING unpaid meal breaks** [IF EVER OVERTIME (C3c=1: **but including paid over time or additional hours?**

IF VARIED EACH WEEK ACROSS THE PERIOD ON THE PAYSLIP ASK FOR A WEEKLY AVERAGE ACROSS THE PERIOD

IF DON'T KNOW PLEASE ASK RESPONDENT TO PROVIDE BEST ESTIMATE.

WRITE IN	/ HOURS A WEEK (Data programmers: allow decimals)
DON'T KNOW *……………………X	

SOFT CHECK IF C16<10 OR C16>50:

Just to confirm, I've recorded that in the period covered by the payslip you worked [C16 INTEGER] **hours PER WEEK. Is that correct?**

Yes	1	
No INTERVIEWER NOTE: If 'no' is selected you will be automatically routed back to re-ask question C16.	2	RE-ASK C16

HARD CHECK: MORE THAN 100 HOURS NOT PERMISSIBLE

C17 **IF PAYSLIP AND PAY VARIES DEPENDING ON HOURS WORKED (C1=2 OR X) and (C3g=1 OR C3h=1) We are also interested in the amount of time each week you spend attending college; on courses, workshops or training sessions at your employer's premises or held externally; learning at home; learning from workbooks; with your assessor, or filling in your portfolio.**

In ADDITION to the <TEXT SUB IF EXACT ANSWER AT C14 and GIVEN AS WEEKLY [C5=1]) OR C16: THE NUMBER AT C14 OR C16 **hours per week you worked that you just mentioned**>, <TEXT SUB IF C14 NOT GIVEN WEEKLY [C5 NOT=1]: **hours shown on your payslip**> **in the time period covered by the payslip how many hours PER WEEK, if any, did you spend training or on guided learning as part of your <INSERT COURSE NAME> course?**

[So if you said you work 35 hours a week and during this time you spend 1 hour filling in your portfolio, please do not include this hour, as you've already accounted for it]

IF DON'T KNOW PLEASE ASK RESPONDENT TO PROVIDE BEST ESTIMATE. IF RANGE PROVIDED I.E. 3-5 HOURS, PLEASE PROBE FOR EXACT FIGURE.

WRITE IN ADDITIONAL HOURS A WEEK TRAINING(Data programmers: allow decimals)	
DON'T KNOW *……………..X	

SOFT CHECK IF C17<5 OR C17>50:

Just to confirm, I've recorded that in the period covered by the payslip you spent [C17 INTEGER] **hours PER WEEK on training or guided learning activities and these hours are in addition to your working hours. Is that correct?**

Yes	1	
No INTERVIEWER NOTE: If 'no' is selected you will be automatically routed back to re-ask question C17.	2	RE-ASK C17

HARD CHECK: 100 MORE HOURS NOT PERMISSIBLE

HARD CHECK SUM OF C1 AND C2: 0 IS NOT PERMISSIBLE. 100 MORE HOURS NOT PERMISSIBLE

ASK ALL WHERE SPECIFIC ANSWERS GIVEN AT [(C14 IF WEEKLY (C5=1)) OR C16) AND C17]

C18 **Can I just check, in the period covered by the payslip, you spent a total of approximately <SUM OF C14 IF WEEKLY/C16 + C17> hours working and training each week** [IF EVER DO OVERTIME:, **including any paid overtime.**] **Is that correct?**

Yes	1	
No	2	RE-ASK C14 – C17

51

IF PAYSLIP AND PAY VARIES DEPENDING ON HOURS WORKED (C1=2 OR X) AND (C3G=1 OR C3H=1)

C19 **Thinking about the total** [IF ANSWERED C14: INTEGER GIVEN AT C14] [IF ANSWERED C16: INTEGER GIVEN AT C16] **hours you worked, were any of these paid at a higher rate than your standard rate?**

Yes	1	
No	2	
Don't know*	3	ASK D1

IF C19 = 1 (YES TO EXTRA HOURS AT THE HIGHER RATE)

C20 [IF ANSWERED C16: **In the period covered by the payslip, how many hours a WEEK on average were you paid at a higher rate than your normal rate?**] [IF ANSWERED C14: **How many of the hours shown on your payslip were paid at a higher rate than your normal rate?**]

WRITE IN NUMBER OF HIGHER RATE HOURS (Data programmers: allow decimals) (ANSWER MUST BE LESS THAN C14 / C16 ANSWER)	
DON'T KNOW *……………..X	

IF C19 = 1 (YES TO EXTRA HOURS AT THE HIGHER RATE)

C21 **What is the higher hourly rate at which you are paid? Please answer in gross terms i.e. before tax, NI and other deductions.**

[IF SAYS VARIES ASK THE HIGHER RATE PAID MOST OFTEN]

(NB RECORD THE TOTAL RATE <u>NOT</u> THE INCREMENT OVER THE STANDARD RATE]

£ _____ per hour (ALLOW DECIMALS)	1
Other (SPECIFY)	2
Don't know	X

IF PAYSLIP AND PAY VARIES DEPENDING ON HOURS WORKED (C1=2 OR X) AND (C3G=1 OR C3H=1)

C22 **In the period covered by the payslip, did you work any extra hours for which you were NOT paid?**

Yes	1	
No	2	
Don't know*	3	ASK D1

IF "WORKED EXTRA UNPAID HOURS (C22=1)

C23 **Approximately how many hours was this? <IF ANSWERED C16: Please give the figure per week>.**

ADD IF NECESSARY: **It is fine to give a best estimate.**

WRITE IN NUMBER OF UNPAID HOURS (Data programmers: allow decimals)	
DON'T KNOW *……………..X	

D   Non-payslip pay and hours

SectionD_DUM:	

1 (Yes)	IF:
	• **"No payslip"** (C3f=2 OR 3) or (C3h= 2 OR 3); OR
	
	• **"Has payslip but don't know if pay varies each week"** (C1=3) [i.e. those with payslip but not asked either C6 or C11]; OR
	• **"Has payslip but don't know the time period the payslip covers"** (C5=X); OR
	
	• **"Has payslip and get paid same amount each week but DK or REF at"**:
	    ○ C6; or
	    ○ C8; or
	    ○ C9; OR
	
	• **"Has payslip and pay varies depending on hours worked but DK or REF at"**:
	    ○ C11; or
	    ○ C14; or
	    ○ C16; or
	    ○ C17; or
	    ○ C19; or
	    ○ C20; or
	    ○ C22; or
	    ○ C23.

2 (No)	All those not covered in above definition.

ASK IF SECTIOND_DUM=1

D1   [IF C5=1-5: **Moving away from what is noted on the payslip] I am now going to ask you about the weekly hours you spend working for <INSERT NAME OF EMPLOYER FROM DUMMY Q1>. Thinking about your last full working week, so not a week where you had paid leave or were on sick leave, how many hours did you spend working - please EXCLUDE unpaid meal breaks** [IF EVER DO OVERTIME ADD (C3c=1): **and overtime. By overtime we mean any work time paid or unpaid in addition to what you consider to be your normal working hours.]**

IF DON'T KNOW PLEASE ASK RESPONDENT TO PROVIDE BEST ESTIMATE. IF RANGE PROVIDED I.E. 35-40 HOURS, PLEASE PROBE FOR EXACT FIGURE.

WRITE IN	/ HOURS A WEEK (Data programmers: allow decimals)	
DON'T KNOW ……………………X		

SOFT CHECK IF D1<10 OR D1>50:

Just to confirm, I've recorded that you worked [D1 INTEGER] **hours during your last full working week. Is that correct?**

Yes	1	
No INTERVIEWER NOTE: If 'no' is selected you will be automatically routed back to re-ask question D1.	2	RE-ASK D1

HARD CHECK: MORE THAN 100 HOURS NOT PERMISSIBLE

ASK IF SECTIOND_DUM=1

D2 **We are also interested in the amount of time each week you spend attending college; on courses, workshops or training sessions at your employer's premises or held externally; learning at home; learning from workbooks; with your assessor; or filling in your portfolio.**

In addition to the <TEXT SUB: NUMBER OF HOURS FROM D1**> hours you worked that you just mentioned**, **how many ADDITIONAL hours, if any, in the last full working week did you spend training or on guided learning as part of your <INSERT COURSE NAME> course or training.**

[So if you said you work 35 hours a week and during this time you spend 1 hour filling in your portfolio, please do not include this hour, as you've already accounted for it]

IF DON'T KNOW PLEASE ASK RESPONDENT TO PROVIDE BEST ESTIMATE. IF RANGE PROVIDED I.E. 3-5 HOURS, PLEASE PROBE FOR EXACT FIGURE.

WRITE IN ADDITIONAL HOURS A WEEK TRAINING(Data programmers: allow decimals)	
DON'T KNOW……………..X	

SOFT CHECK IF D2<5 OR D2>50:

Just to confirm, I've recorded that during your last full working week you spent [D2 INTEGER] **hours on training or guided learning activities and these hours are in addition to your working hours during that week. Is that correct?**

Yes	1	

No INTERVIEWER NOTE: If 'no' is selected you will be automatically routed back to re-ask question D2.	2	RE-ASK D2

HARD CHECK: 100 MORE HOURS NOT PERMISSIBLE

HARD CHECK SUM OF C18 AND C19: 0 IS NOT PERMISSIBLE. 100 MORE HOURS NOT PERMISSIBLE

IF GAVE NUMBER ANSWERS AT D1 AND D2

D3   **Can I just check, in total you spent <SUM OF D1 and D2> working and training in your last full week** [IF EVER DO OVERTIME (C3c=1):**, excluding any overtime]. Is that correct?**

Yes	1	
No	2	RE-ASK D1 AND D2

ASK IF YES AT D3

D4   **Would you say that this is the usual number of hours you spend working and training in a typical week,** [IF EVER DO OVERTIME (C3c=1): **excluding any overtime]?**

Yes	1	
No	2	
Don't know / don't really have a typical week	X	

ASK IF NOT TYPICAL WEEK (D4=2 OR X) OR IF DON'T KNOW AT D1 OR D2

D5   **Excluding unpaid meal breaks** [IF EVER DO OVERTIME (C3c=1): **and overtime], how many hours in total do you usually spend working for <employer at dummyq1> and on training or on guided learning during a typical full working week.**

Training or guided learning as part of your <INSERT COURSE NAME> course or training could include attending college, courses, workshops or training sessions at your employer's premises or held externally, learning at home, learning from workbooks, time with your assessor, and time filling in a portfolio.

IF DON'T KNOW PLEASE ASK RESPONDENT TO PROVIDE BEST ESTIMATE. IF RANGE PROVIDED I.E. 35-40 HOURS, PLEASE PROBE FOR EXACT FIGURE.

WRITE IN / HOURS A WEEK (ALLOW DECIMALS)	
DON'T KNOW / IT VARIES TOO MUCH	

SOFT CHECK IF D5<10 OR D5>50:

Just to confirm, I've recorded that during a typical full working week you spend a total of [D5 INTEGER] **hours, which includes any working hours as well as hours on training or guided learning. Is that correct?**

Yes	1	
No INTERVIEWER NOTE: If 'no' is selected you will be automatically routed back to re-ask question D5.	2	RE-ASK D5

HARD CHECK: 100 MORE HOURS NOT PERMISSIBLE

ASK IF UNABLE TO GIVE A TOTAL NUMBER OF USUAL WORKING/ TRAINING HOURS (D5 = DON'T KNOW / IT VARIES TO MUCH)

D6   **Thinking about the last month or so, how many hours a WEEK ON AVERAGE have you spent working, training or on guided learning. Please exclude unpaid meal breaks** [IF EVER DO OVERTIME (C3c=1): **and any overtime].**

WRITE IN / HOURS A WEEK (ALLOW DECIMALS)	
Don't know	X

IF DON'T KNOW – PROMPT WITH RANGES [ALL RESPONDENTS WHERE AN EXACT ANSWER GIVEN INTERVIEWER TO CODE RANGE AND CHECK CONSISTENT]

Less than 10 hours a week	1	40-45	8
10-14	2	46-50	9
15-20	3	51-59	10
21-25	4	60-69	11
26-29	5	70+ hours a week	12
30-34	6	Don't know	X
35-39	7		

SOFT CHECK: INTERVIEWER TO RECONFIRM HOURS IF LESS THAN 10 OR OVER 50

Just to confirm, I've recorded that over the last month you spent, on average, [D6 INTEGER] **hours PER WEEK working, training or on guided learning. Is that correct?**

Yes	1	
No INTERVIEWER NOTE: If 'no' is selected you will be automatically routed back to re-ask question D6.	2	RE-ASK D6

HARD CHECK: 0 IS NOT PERMISSIBLE. 100 MORE HOURS NOT PERMISSIBLE

IF EVER DO OVERTIME (C3 C=1) AND SECTIOND_DUM=1

D7 **You said earlier that you sometimes do overtime. Thinking about your last full working week, did you spend any hours doing overtime for** <INSERT NAME OF EMPLOYER AT DUMMY Q1> **i.e. paid or unpaid hours in addition to what you consider to be your normal working hours?**

Yes	1	
No	2	
Don't know	3	

ASK IF DID OVERTIME (D7=1)

D8 **How many hours did you spend working overtime in your last full working week? [i.e. paid or unpaid hours in addition to what you consider to be your normal working hours]**

IF DON'T KNOW PLEASE ASK RESPONDENT TO PROVIDE BEST ESTIMATE. IF RANGE PROVIDED I.E. 35-40 HOURS, PLEASE PROBE FOR EXACT FIGURE.

WRITE IN / HOURS A WEEK (ALLOW DECIMALS)	
DON'T KNOW …X	

SOFT CHECK IF D8<10 OR D8>50:

Just to confirm, I've recorded that in your last full working week you worked [D6 INTEGER] **hours OVERTIME. Is that correct?**

Yes	1	
No INTERVIEWER NOTE: If 'no' is selected you will be automatically routed back to re-ask question D8.	2	RE-ASK D8

HARD CHECK: 100 MORE HOURS NOT PERMISSIBLE

IF EVER DO OVERTIME (C3 C=1) AND SECTIOND_DUM=1

D9 **Would you say this is the usual number of hours you spend working overtime in a typical week with** <EMPLOYER NAME FROM DUMMY Q1>**?**

Yes	1	
No	2	
Don't know	X	

ASK IF NOT TYPICAL WEEK (D9=2 OR X)

D10 **How many hours would you usually spend working overtime during a typical full working week? [i.e. paid or unpaid hours in addition to what you consider to be your normal working hours]**

IF DON'T KNOW PLEASE ASK RESPONDENT TO PROVIDE BEST ESTIMATE. IF RANGE PROVIDED I.E. 35-40 HOURS, PLEASE PROBE FOR EXACT FIGURE.

WRITE IN / HOURS A WEEK	
DON'T KNOW / IT VARIES TO MUCH…X	

SOFT CHECK IF D10<10 OR D10>50:

Just to confirm, I've recorded that during a typical full working week you usually work [D10 INTEGER] **hours OVERTIME. Is that correct?**

Yes	1	
No INTERVIEWER NOTE: If 'no' is selected you will be automatically routed back to re-ask question D10.	2	RE-ASK D10

HARD CHECK: 100 MORE HOURS NOT PERMISSIBLE

DP: ALLOW FOR DECIMAL HOURS

ASK IF UNABLE TO GIVE USUAL HOURS WORKING OVERTIME (D10 = X)

D11 **Thinking about the last four weeks, how many hours a WEEK ON AVERAGE did you spend working overtime?**

[SO IF IN THE LAST 4 WEEKS – 8,0,0,0 hours overtime answer would be 2]

WRITE IN	/ HOURS A WEEK	
Don't know		X

SOFT CHECK IF D11<10 OR D11>50:

Just to confirm, over the last four weeks on average PER WEEK you worked [D11 INTEGER] **hours OVERTIME. Is that correct?**

Yes	1	
No INTERVIEWER NOTE: If 'no' is selected you will be automatically routed back to re-ask question D11.	2	RE-ASK D11

HARD CHECK: 100 MORE HOURS NOT PERMISSIBLE

DP: ALLOW FOR DECIMAL HOURS

IF DON'T KNOW – PROMPT WITH RANGES [ALL RESPONDENTS WHERE AN EXACT ANSWER GIVEN INTERVIEWER TO CODE RANGE AND CHECK CONSISTENT]

None	1	20-24 hours a week	9
1-2 hours a week of overtime on average	2	25-29 hours a week	10
3-4 hours a week	3	30-34 hours a week	11
5-6 hours a week	4	35-39 hours a week	12
7-8 hours a week	5	40-49 hours a week	13
9-10 hours a week	6	50+ hours a week	14
11-14 hours a week	7	Don't know	X
15-19 hours a week	8		

ASK IF ASKED D1

D12 **So can I just check, based on your responses, in a typical week, you would usually spend <D1_TOT USUALHRS > hours working and training, including all paid and unpaid overtime? Does that seem accurate?**

Yes	1	
No INTERVIEWER NOTE: If 'no' is selected you will be automatically routed back to re-ask question D1.	2	RE-ASK FROM D1

E   Pay, bonuses and tips

NON-PAYSLIP RESPONDENTS (IE EXCLUDE IF FULLY ANSWERED C6 TO C11) – OTHERS ASK E10

E1 **I am going to ask you a few questions about your pay. Ideally we are interested in your gross pay - by which I mean how much you get paid BEFORE any deductions for tax, national insurance or any other deductions. Are you able to answer in terms of your gross pay?**

Yes – can answer gross pay (before deductions)	1	
No – can only answer NET pay (take-home pay)	2	
Refused	X	

ASK ALL ANSWERING ABOUT GROSS PAY (E1=1)
E2 **Would it be easier to give your gross pay with an…?**

Annual figure	1	
Monthly	2	
Four weekly / every four weeks	3	
Fortnightly	4	
Weekly	5	
Daily	6	
Hourly	7	

Refused to answer about pay [INTERVIEWER TRY AND PERSUADE BY SAYING THEY CAN ANSWER IN RANGES NOT WITH A SPECIFIC RESPONSE]	V	

ASK IF CAN ANSWER FOR SPECIFIC PERIOD (E2=1 - 6)

E3 **Excluding any payments for [**IF EVER DO OVERTIME (C3c=1): **overtime], bonuses, commissions or tips, what is your GROSS pay per <**ANSWER FROM E2**> - again by gross I mean how much you get paid BEFORE any deductions for tax or national insurance?**

WRITE IN EXACT IF GIVEN AND RANGE (CATI CHECK THE TWO CONSISTENT – IF NOT RE-ASK). IF DON'T KNOW PROMPT WITH RELEVANT RANGES.

	Annual	Monthly	Four weekly	Fortnightly	Weekly	Daily	Hourly
						Allow decimals	Allow decimals
EXACT FIGURE:	£_____	£_____	£_____	£_____	£_____	£_____	£____
Don't know	X	X	X	X	X	X	X
Refused	V	V	V	V	V	V	V
IF DK / REFUSED PROMPT WITH RANGES:							
	Less than £6,000	Less than £166	Less than £154	Less than £76	Less than £38	Less than £18	Less than £2.68
	£6,000 - £7,999	£166-£333	£155 - £307	£76 - £149	£38-£74	£18-£20	£2.68 - £3
	£8,000 - £9,999	£334-£499	£308 - £449	£150 - £229	£75-£114	£21-£24.99	£3.01-£3.71
	£10,000 - £11,999	£500-£666	£450 – £624	£230 - £299	£115-£153	£25-£29.99	£3.72-£4.50
	£12,000 - £14,999	£667-£832	£625 - £749	£300 – £380	£154-£192	£30-£34.99	£4.51-£5.02
	£15,000 - £17,999	£833-£999	£750 - £924	£381 - £460	£193-£230	£35-£39.99	£5.03 - £6.30
	£18,000 - £20,999	£1,000-£1,249	£925 – £1,149	£461 - £579	£231-£289	£40-£43.99	£6.31 or more
	£21,000 or more	£1,250-£1,499	£1,150 - £1,349	£580 - £699	£290-£346	£44-£49.99	
		£1,500-£1,749	£1,350 - £1,599	£700 - £799	£347-£403	£50 or more	
		£1,750 or more	£1,600 or more	£800 or more	£404 or more		
(DON'T READ OUT) Don't know	X	X	X	X	X	X	X

ALLOW 0

SOFT CHECK IF RESPONDENT ANSWERS 0

ASK IF ANY OVERTIME (AT C3C=1)

E3chk **Can I just check that the figure you gave me excludes any payment you get for working overtime?**

Yes	1	
No	2	RE-ASK E1 and E2 EXCLUDING OVERTIME

ASK IF DON'T KNOW GROSS PAY OR PREFER TO ANSWER IN NET TERMS [E3=X FOR THE RANGE QUESTION OR E1=2]

E4 **Thinking about your take home pay - that is, your pay after all deductions e.g. for income tax and National Insurance. Please DO NOT include any payments for [**IF WORK OVERTIME: **overtime], bonuses, commissions or tips. Would it be easier to give this as an…?**

Annual figure	1	
Monthly	2	
Four weekly / every four weeks	3	
Fortnightly	4	
Weekly	5	
Daily	6	
Hourly	7	
Refused to answer about pay [INTERVIEWER TRY AND PERSUADE BY SAYING THEY CAN ANSWER IN RANGES NOT WITH A SPECIFIC RESPONSE]	V	

ASK IF CAN ANSWER FOR SPECIFIC PERIOD (E4=1-6)

E5 **So what is your take home pay per <ANSWER FROM E4> - that is, what did you get paid after all deductions e.g. for income tax and National Insurance. (IF C2d or e=1: Please DO NOT include any payments for <C2d=1: overtime>, <C2d=1: bonuses, commissions or tips.>)**

WRITE IN EXACT IF GIVEN AND RANGE (CATI CHECK THE TWO CONSISTENT – IF NOT RE-ASK). IF DON'T KNOW PROMPT WITH RELEVANT RANGES.

	Annual	**Monthly**	**Four weekly**	**Fortnightly**	**Weekly**	**Daily**	**Hourly**
						Allow decimals	Allow decimals
EXACT FIGURE:	£_____	£_____			£_____	£_____	£____
Don't know	X	X			X	X	X
Refused	V	V			V	V	V
IF DK / REFUSED PROMPT WITH RANGES:							
	Less than £6,000	Less than £166	Less than £154	Less than £76	Less than £38	Less than £18	Less than £2.68
	£6,000 - £7,999	£166-£333	£155 - £307	£76 - £149	£38-£74	£18-£20	£2.68 - £3
	£8,000 - £9,999	£334-£499	£308 - £449	£150 - £229	£75-£114	£21-£24.99	£3.01-£3.71
	£10,000 - £11,999	£500-£666	£450 – £624	£230 - £299	£115-£153	£25-£29.99	£3.72-£4.50
	£12,000 - £14,999	£667-£832	£625 - £749	£300 – £380	£154-£192	£30-£34.99	£4.51-£5.02
	£15,000 - £17,999	£833-£999	£750 - £924	£381 - £460	£193-£230	£35-£39.99	£5.03 - £6.30
	£18,000 - £20,999	£1,000-£1,249	£925 – £1,149	£461 - £579	£231-£289	£40-£43.99	£6.31 or more
	£21,000 or more	£1,250-£1,499	£1,150 - £1,349	£580 - £699	£290-£346	£44-£49.99	
		£1,500-£1,749	£1,350 - £1,599	£700 - £799	£347-£403	£50 or more	
		£1,750 or more	£1,600 or more	£800 or more	£404 or more		

(DON'T READ OUT) Don't know	X	X	X	X	X	X	X

ASK IF WORK PAID OVERTIME (C3D=1) AND SECTIOND_DUM=1

E6 **You said earlier that in a typical week you usually do** <D8 hours IF D8 ANSWERED AS A NUMBER & D9=1> <D10 hours IF D10 ANSWERED AS A NUMBER & D9 NOT A 1> <OTHERS: some> **hours overtime. For how many of the** <hours used above> **hours would you usually expect to be paid?**

WRITE IN _____ HOURS PER WEEK (RANGE 0 - <FIGURE USED ABOVE)	
Don't know	X

IF DON'T KNOW EXACT NUMBER / IT VARIES – PROMPT WITH RANGES

1-5	1
6-10	2
11-15	3
16-20	4
More than 20	5
Don't know	X

ASK IF WORK PAID OVERTIME (C3D=1) & (E6>0 OR E6RAN=1-5)

E7 **How much do you get paid on average PER HOUR for this paid overtime?**

INTERVIEWER NOTE: THE FIGURE OF INTEREST IS THE TOTAL PER HOUR FIGURE THEY GET FOR WORKING OVERTIME, NOT THE EXTRA IN ADDITION TO THEIR NORMAL WAGE. SO, IF NORMAL PER HOUR WAGE IS £3.00, AND THE TOTAL FOR OVERTIME IS £4.50 PER HOUR, TYPE IN 4.50 AN NOT 1.50.

WRITE IN (allow decimals)
Don't know…………………X

SOFT CHECK IF E7>£10.00:

Just to confirm, I've recorded that on average you get paid £[E7 INTEGER] **per hour for the hours that you work overtime. Is that correct?**

Yes	1	

No INTERVIEWER NOTE: If 'no' is selected you will be automatically routed back to re-ask question E7.	2	RE-ASK E7

ASK IF WORK PAID OVERTIME (C3D=1) & (E6>0 OR E6RAN=1-5)

E8 **Is that the hourly figure that you are paid before tax and other deductions; or after tax?**

Before tax	1
After tax	2
Other (SPECIFY)	3

ASK IF WORK OVERTIME (C3C=1)

E9 **Do you ever get given time off or flexi leave in return for working overtime?**

Yes	1
No	2
Don't know	X

ASK ALL

E10 **Can I just check do you know your gross hourly** [IF SAY SOME PAY AT HIGHER RATE (C2=2) **standard] pay rate i.e. the amount you get paid per hour BEFORE any deductions for tax or national insurance?**

Yes	1	
No	2	
Don't know / refused	3	

ASK IF AWARE OF GROSS HOURLY PAY RATE (E10=1)

E11 **What is your gross hourly pay rate?**

£ (ALLOW DECIMALS)	
Don't know….X	

SOFT CHECK IF E11>£10.00:

Just to confirm, I've recorded that your gross hourly pay rate is £[E11 INTEGER] **per hour. Is that correct?**

Yes	1	
No INTERVIEWER NOTE: If 'no' is selected you will be automatically routed back to re-ask question E11.	2	RE-ASK E11

ASK IF UNSURE OF GROSS HOURLY PAY RATE (E11=X)

E12 **Is it….**READ OUT APPROPRIATE SECTION BASED ON DUMMY VARIABLE "AGE AND YEAR"?

IF "AGE AND YEAR" DUMMY VARIABLE 'Aged 16-18' OR 'Aged 19+ and in first year of Apprenticeship' Or 'Age=refused'	IF "AGE AND YEAR" DUMMY VARIABLE '19+ and in second+ year of Apprenticeship' and aged 19 or 20	IF "AGE AND YEAR" DUMMY VARIABLE '19+ and in second+ year of Apprenticeship' and aged 21 OR OVER	
Definitely £2.68 or above	Definitely £5.03 or above	Definitely £6.31 or above	1
Do you think it is £2.68 or above	Do you think it is £5.03 or above	Do you think it is £6.31 or above	2
Do you think it is below £2.68	Do you think it is below £5.03	Do you think it is below £6.31	3
Or is it definitely below £2.68	Or is it definitely below £5.03	Or is it definitely below £6.31	4
(DO NOT READ OUT) Don't know	(DO NOT READ OUT) Don't know	(DO NOT READ OUT) Don't know	5

ASK IF NUMBER PROVIDED AT E11

PROGRAMMER NOTE: Check question to ensure that the correct figure has been given, if respondent has stated it is below the minimum wage. Full routing below.

E12a Can I just check that your gross hourly pay rate is definitely less than…?

IF "AGE AND YEAR" DUMMY VARIABLE 'Aged 16-18' OR 'Aged 19+ and in first year of Apprenticeship' OR 'Age=refused' **AND** Number given at E11 = Less than 2.68	IF "AGE AND YEAR" DUMMY VARIABLE '19+ and in second+ year of Apprenticeship' and aged 19 or 20 **AND** Number given at E11 = Less than 5.03	IF "AGE AND YEAR" DUMMY VARIABLE '19+ and in second+ year of Apprenticeship' and aged 21 OR OVER **AND** Number given at E11 = Less than 6.31		
<£2.68>	<£5.03>	<£6.31>		
YES	YES	YES	1	
NO	NO	NO	2	REASK E11
(DO NOT READ OUT) Don't know	(DO NOT READ OUT) Don't know	(DO NOT READ OUT) Don't know	3	

IF SOME PAY AT A HIGHER RATE (C2=2) UNLESS ANSWERS C21 WITH AN ACTUAL FIGURE

E13 **You mentioned earlier that some pay you get is at a higher rate than your standard rate. Do you know your gross hourly HIGHER pay rate i.e. the amount you get paid per hour BEFORE any deductions for tax or national insurance?**

Yes	1	
No	2	
Don't know / refused	3	

ASK IF AWARE OF GROSS HOURLY HIGHER PAY RATE (E13=1)

E14 **What is the gross hourly higher rate of pay?**

IF SAY MORE THAN ONE HIGHER RATE ASK FOR THE ONE THEY ARE PAID AT MOST FREQUENTLY:

£ (ALLOW DECIMALS)	
Don't know….X	CHECK E15

ASK IF RECEIVE BONUSES, COMMISSION OR TIPS (C3E=1)

E15 **Do you ever receive any tips from customers in your work with <INSERT EMPLOYER>?**

Yes	1	
No	2	
Don't know	3	

ASK IF RECEIVED TIPS FROM CUSTOMERS (E15=1)

E16 **In a typical week, what is the average amount you receive in tips per week from customers?**

IF GIVE A RANGE ASK FOR BEST ESTIMATE

EXACT FIGURE:	£_____ per week	
Don't know / varies widely	X	
Refused	V	

IF DK PROMPT WITH RANGES

Less than £5	1
£5 to £9	2
£10 to £19	3
£20 to £29	4
£30 to £39	5
£40 to £49	6
£50 or more	7

ASK IF RECEIVED TIPS FROM CUSTOMERS (E15=1)

E17 **Can I just check, when you have told us about your pay earlier in the interview, did you include the tips you receive or did you exclude them?**

Included tips	1
Excluded tips	2
(DON'T READ OUT) Don't know	X

ASK IF RECEIVE BONUSES, COMMISSION OR TIPS (C3E=1)

E18 **Do you ever receive bonuses in your work with <**INSERT EMPLOYER>**?**

Yes	1	
No	2	
Don't know	3	

ASK IF RECEIVED BONUSES (E18=1)

E19 **We are interested in approximately how much do you get paid in bonuses on average. Ideally this would be in gross terms, by which I mean amount BEFORE any deductions for tax or national insurance. Are you able to provide the gross figure, or just the net figure i.e. after tax and other deductions?** IF SAY EITHER ASK FOR GROSS FIGURE

Gross	1
Net	2

Refused to answer about bonuses [INTERVIEWER TRY AND PERSUADE BY SAYING THEY CAN ANSWER IN RANGES NOT WITH A SPECIFIC RESPONSE]	V

ASK IF RECEIVED BONUSES AND CAN ANSWER EITHER GROSS OR NET (E19=1/2)

E20 **Do you want to answer this in terms of an…?**

Annual figure	1	
Monthly	2	
Four weekly / every four weeks	3	
Weekly	4	
Daily	5	
Hourly	6	
Refused to answer about bonuses [INTERVIEWER TRY AND PERSUADE BY SAYING THEY CAN ANSWER IN RANGES NOT WITH A SPECIFIC RESPONSE]	V	

ASK IF RECEIVED BONUSES AND CAN ANSWER IN DEFINED TIMESCALE (E20=1-6)

E21 **And do you want to answer in terms of the actual amount or a percentage of your pay?**

Percent	1	
Amount in £	2	
Refused to answer about bonuses [INTERVIEWER TRY AND PERSUADE BY SAYING THEY CAN ANSWER IN RANGES NOT WITH A SPECIFIC RESPONSE]	V	

ASK IF RECEIVED BONUSES AND CAN GIVE AMOUNT IN % OR £ (E21=1/2)

E22 **So what was your bonus per <**ANSWER AT E20>**?**

CODE EXACT IF GIVEN AND RANGE (CATI CHECK THE TWO CONSISTENT – IF NOT RE-ASK)

	Annual	**Monthly**	**Four Weekly**	**Weekly**	**Daily**	**Hourly**
EXACT FIGURE (D16=2):	£_____	£_____	£_____	£_____	£_____	£_____
E16=1 (%) *allow decimals*	___%	___%	___%	___%	___%	___%

74

Don't know..........................X						
Refused..............................V						
IF DK PROMPT WITH RANGES:	Less than £50	Less than £50	Less than £50	Less than £10	Less than £1	Less than 50p
	£50-£99	£50-£99	£50-£99	£10-£24	£1-£2.49	£0.50-£0.99
	£100-£249	£100-£199	£100-£199	£25-£49	£2.50-£4.99	£1-£1.49
	£250-£499	£200-£299	£200-£299	£50-£74	£5-£7.49	£1.50-£2.99
	£500-£749	£300-£399	£300-£399	£75-£99	£7.50-£9.99	£3-3.99
	£750-£999	£400-£499	£400-£499	£100 or more	£10-£14.99	£4-4.99
	£1,000 or more	£500 or more	£500 or more		£15 or more	£5 or more
(DON'T READ OUT) Don't know	X	X	X	X	X	X

ASK ALL

E23 **Does your employer provide you with live-in accommodation?**

INTERVIEWER NOTE: THIS DOES NOT INCLUDE PAID FOR ACCOMMODATION IN HOTELS ETC. WHILE AWAY ON BUSINESS TRIPS.

No	1	
Yes, accommodation is free	2	
Yes, accommodation is charged for	3	

ASK IF EMPLOYER PROVIDES WITH ACCOMMODATION (E23=2/3)

E24 **How many days a week do you live in the accommodation?**

WRITE IN (RANGE: 1-7)
Don't know

75

ASK THOSE WHO LIVE IN CHARGED FOR ACCOMMODATION (E23=3)

E25 **We would like to know how much your employer charges you for your accommodation. Would you like to answer this daily, weekly or monthly?**

Daily	1	
Weekly	2	
Monthly	3	
Refused to answer about accommodation charges	V	

ASK THOSE WHO LIVE IN CHARGED FOR ACCOMMODATION AND CAN GIVE ANSWER DAILY, WEEKLY OR MONTHLY (E25=1-3)

E26 **How much does your employer charge you for accommodation? Please include any costs associated with rent, charges for gas, electricity, furnishings and laundry.**

WRITE IN £_____	1
Don't know	X

F   Future plans

F1   **THERE IS NO F1**

F2   **THERE IS NO F2**

F3   **THERE IS NO F3**

ASK ALL

F4   **Have you …**READ OUT (SINGLE CODE EACH ROW)?

	Yes	No	Don't know
a) Heard of the National Minimum Wage	1	2	3
IF YES TO A) b) Are you aware that there is a National Minimum Wage rate for certain Apprentices	1	2	3
IF YES TO B) c) Do you know what the hourly minimum rate for apprentices is	1	2	3

ASK ALL

F5   **At any time during your <COURSE> course has your hourly pay rate increased?**

Yes	1	
No	2	
Don't know	X	

IF YES (F5=1)

F6   **As far as you were aware was this for any of the following reasons….**READ OUT**?**

	Yes	No	Don't know
Because you turned 19	1	2	X
Because you turned 21	1	2	X
Because you completed the first year of the course / training	1	2	X

G Demographics

Finally, just a few more questions about you. This information will be used to analyse the findings.

ASK ALL

G1 **What is your ethnic group? I will read out the options – please choose the one option that best describes your ethnic group or background** [READ OUT BOLD CATEGORIES – once answered yes read out relevant more detailed options] SINGLE CODE

White	
White English / Welsh / Scottish / Northern Irish / British [PROGRAMMER: IF IN ENGLAND START WITH ENGLISH; IF IN WALES START WITH WELSH; IF IN SCOTLAND START WITH SCOTTISH]	1
White Irish	2
Gypsy or Irish traveller	3
Any other white background	4
Asian / Asian British	
Asian Indian	5
Asian Pakistani	6
Asian Bangladeshi	7
Other Asian	8
Black / Black British	
Black African	9
Black Caribbean	10
Other Black	11
Mixed ethnicity	
White & Black Caribbean	12

White & Black African	13
White & Asian	14
Other Mixed	15
Other ethnic group	
Chinese	16
Arab	17
Any Other Ethnic Group	18
Prefer not to say	19

ASK IF DISABILITY FLAG

G2　**Do you consider yourself to have a disability?**

Yes	1
No	2
Prefer not to say	3
Don't know	4

ASK IF DISABILITY FLAG

G3　**Do you consider yourself to have learning difficulties?**

Yes	1
No	2
Prefer not to say	3
Don't know	4

ASK ALL

G4　**Are you receiving any of the following benefits or credits**…READ OUT [CODE ONE PER ROW]

	Yes	No	Don't know
Income support	1	2	3

Housing Benefit or Council Tax Credit	1	2	3
Working tax credit	1	2	3
Child tax credit	1	2	3
Universal credit	1	2	3
Other benefits or credits (SPECIFY)	1	2	3

Name:
    RECORD DETAILS OF
    RESPONDENT WHO
    COMPLETED
    INTERVIEW	

Job title:	

ASK ALL

G4a **Thank you very much for taking the time to speak to us today. Occasionally it is necessary to call people back to clarify information; may we please call you back if required?**

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

Yes	1	
No	2	

ASK ALL IN SCOTLAND AND ENGLAND

G5 **If the government and its agencies wish to undertake further work on related issues in the future would it be ok for them or their appointed contractors to contact you on these issues?**

Yes	1	
No	2	

IF CONSENT TO RECONTACT (G5=1) OR (G4A=2)

G6 **And could I just check, is [NUMBER] the best number to call you on?**

Yes	1
No - write in number	2

IF WALES

G7 **The Welsh Government may be conducting similar surveys of apprentices in the near future. Would you like us to request that you are NOT contacted for these surveys?**

Yes – do NOT want to be contacted	1	
No – ok to be contacted	2	

ASK ALL

THANK RESPONDENT AND CLOSE INTERVIEW

Finally I would just like to confirm that this survey has been carried out under IFF instructions and within the rules of the MRS Code of Conduct. Thank you very much for your help today.

This publication available from www.gov.uk/bis

Contacts us if you have any enquiries about this publication, including requests for alternative formats, at:

Department for Business, Innovation and Skills
1 Victoria Street
London SW1H 0ET
Tel: 020 7215 5000
Email: enquiries@bis.gsi.gov.uk

BIS/15/182