

2002/03 Childcare and Early Years Workforce survey

Holiday Clubs



April 2004

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Executive Summary

INTRODUCTION

1. The Department for Education and Skills (DFES) commissioned MORI to undertake a series of surveys to detail the childcare and early years workforce.
2. Separate surveys were conducted for eight different types of childcare and early years settings.
3. This report outlines the findings for holiday clubs.
4. Findings from 2003 have not been compared with those from 2001 because the 2001 data was not weighted and grossed to the population of all Holiday Clubs.

CHARACTERISTICS OF PROVISION

5. The total number of holiday clubs was 2,781.
6. A third of settings were run by a voluntary/community or church group, and a similar proportion were owned by the manager or are part of a chain.
7. Almost three quarters of holiday clubs had been operating for over five years, indicating stability in the sector.
8. Around a quarter of holiday clubs were making a profit, but a fifth were operating at a loss.

PLACES AND CHILDREN

9. The total number of childcare places for 0–7 year olds in holiday clubs was 121,700¹ and 122,800 children 0–7 years old were enrolled.
10. The average number of childcare places for 0–7 year olds was 44.7 and the average number of children aged 0–7 years enrolled was 44.1.

¹ It should be noted that some places are part-time places – i.e one place could be used by more than one child. For example one place could be used by one child in the morning and another in the afternoon. 121,700 childcare places were obtained from a base of 2,725 providers, 56 providers did not give this information.

CHARACTERISTICS OF STAFF

11. The overall number of paid and unpaid staff was 26,600. The number of paid staff was 21,900 and the number of unpaid volunteer staff was 4,700.
12. Three in five paid staff were aged between 20 and 39 and one fifth were male. Ten percent were from an ethnic minority group and two percent had a disability.
13. The average hours worked per week by paid childcare staff was 31½, with all types of staff apart from other paid childcare staff, tending to work full time (over 30 hours a week).
14. Just seven percent of settings had used agency staff in the last 12 months.
15. The average salary for paid childcare staff was £6,000 per annum and for those paid hourly it was £6.20 per hour. The average annual salary for senior managers was £12,900 per annum.

TRAINING

16. Over two thirds of senior managers felt that the amount of training received by their staff in the last year was about right, but one quarter thought they had received too little.
17. Two thirds of holiday clubs had a training plan, and three in five had a training budget.
18. Average spend on training in the past year among those with a training budget was around £1,200, an average of £50 per paid member of staff.

QUALIFICATIONS OF STAFF

19. Over two in five of paid childcare staff and play workers hold some kind of qualification relevant to working with children or young people. Overall, one in seven hold a qualification at Level 2 and a quarter at Level 3.
20. Two in five managers were qualified to Level 3 and a further one in eight were qualified to Level 4. Two in five supervisors, were qualified to Level 3. Only just over one quarter of other paid childcare staff hold any qualifications, with just one in seven qualified to Level 2 and one in fourteen qualified to Level 3.
21. Around a quarter of paid childcare staff were currently working towards a new qualification, the majority were not.
22. One in five senior managers were NVQ assessors.

RECRUITMENT AND RETENTION

23. In total, around 10,000 paid childcare staff were recruited in the last 12 months. This gave an overall recruitment rate² of 56%.
24. Adverts in the local press and word of mouth were the most common methods of recruiting new staff.
25. Two in five holiday clubs had had a great deal or a fair amount of difficulty in recruiting staff in the last 12 months.
26. The average length of service amongst all paid staff at their current setting was three years and four months, rising to six years and nine months for senior managers.
27. Around two in five settings had lost at least one paid member of staff in the previous 12 months, with a total of 5,900 staff leaving across all settings.
28. Of those who left the organisation in the last 12 months, it was believed that two in five (41%) obtained other posts in the childcare and early years sector; one in four (26%) went to jobs in other sectors and one in ten (10%) didn't take up any other employment.
29. The staff turnover rate³ across the whole sector was 33%, and employment growth⁴ was 23%.

2 This is calculated by dividing the total number recruited by total currently employed plus those leaving their current employment minus those recruited. It should be noted that this recruitment rate therefore includes the 'churn within the sector' as well as staff being recruited to the sector.

3 This is calculated by dividing the total number leaving their employment by the total currently employed less the difference between those recruited and those leaving their current employment. It should be noted that this turnover rate therefore includes the 'churn within the sector' as well as staff leaving the sector.

4 This is calculated by dividing net change in staff by the total currently employed less the difference between those recruited and those leaving their current employment. It should be noted that this growth rate therefore includes the 'churn within the sector' as well as numbers of individuals both joining and leaving the sector.

1 Introduction

- 1.1** This document reports on findings from the Childcare and Early Years Workforce Survey 2002/3 conducted by the MORI Social Research Institute on behalf of the Sure Start Unit.
- 1.2** Separate surveys were conducted for the eight childcare and early years settings listed below:

CHILDCARE

- Day nurseries and other full-day care provision
- Playgroups and pre-schools
- Out of school clubs
- Holiday clubs
- Childminders.

EARLY EDUCATION

- Primary schools with nursery and reception classes
- Primary schools with reception but no nursery classes
- Nursery schools.

- 1.3** This document presents the findings for **holiday clubs**.
- 1.4** Findings from other audiences are reported in separate documents, whilst a summary of findings across all audiences is also provided in an Overview Report. Computer tables are provided in separate volumes and anonymised electronic SPSS data are also held by the Sure Start Unit.

BACKGROUND AND OBJECTIVES

- 1.5** The Government is committed to improving access to good quality childcare, early learning and family support. Ensuring all children get a sure start in life, and help secure a better future for families and stronger and safer communities.
- 1.6** There is clear evidence of the benefits to children of pre school provision, particularly those who are disadvantaged. This is especially true when good quality childcare is delivered alongside early years education, and health and family support. This was confirmed in the report of the Government's interdepartmental childcare review "Delivering for Children and Families", published in November 2002.

- 1.7** In 2002, Government policy on childcare, early education and Sure Start local programmes was brought together in a single interdepartmental Unit, called Sure Start Unit. This Unit reports to Ministers in both the Department for Education and Skills and the Department for Work and Pensions.
- 1.8** The overall aim of the Sure Start initiative is to increase the availability of childcare and early education, and work with parents to be, parents and children to promote the physical, intellectual and social development of babies and young children. Particularly those who are disadvantaged, so they can flourish at home and at school, and to enable their parents to work, learn and train to help contribute to the ending of child and family poverty.
- 1.9** Sure Start's key overall objectives, following the Spending Review 2002, are to:
- transform education, health and family support services for children under 5 and their families;
 - increase the availability of high quality childcare for all age groups whose parents need it; and
 - meet the needs of the most disadvantaged, so children can fulfil their potential and parents can find ways out of poverty.
- 1.10** Further information about Sure Start and its programmes can be found on www.surestart.gov.uk.
- 1.11** The Government has a range of goals and targets in relation to childcare and early years. These include: sustaining the expansion in childcare which has already enabled new childcare places for 1.6 million children to be created, so over 2 million children benefit by 2006 and growth continues through to 2008; guaranteeing a free, part time early education place for all 3 year olds whose parents want it, in April 2004; establishing new provision in the most disadvantaged communities; and maintaining and enhancing the quality and standards of provision and the skills and size of the workforce.
- 1.12** The Government is committed to supporting the childcare workforce and recognises the important role it has in ensuring children get a sure start in life and in supporting families. It's *'Every Child Matters'* Green Paper in September 2003, and its Next Steps document published in March 2004, stressed the importance of: improving the skills and effectiveness of all those who work with children and making this a more attractive career option; and of health, educational and social care professionals working together effectively in locations such as schools and children's centres.
- 1.13** In order to help monitor progress towards meeting targets and strengthening provision for young children and families, the DfES conducted surveys of the childcare workforce in England in 1998 and 2001.
- 1.14** In 2002/3 the survey was conducted a third time, to track change since 2001 among childcare audiences and to collect baseline data among early years audiences that are surveyed for the first time. Although the survey has been published in April 2004, telephone interviews were carried out between December 2002 – May 2003.
- 1.15** The surveys examine some of the key characteristics of the sector and its workforce, including:
- the number of registered and enrolled places
 - staffing levels

- characteristics of staff, including demographics and pay
- staff qualifications and training
- recruitment and retention.

1.16 The surveys provide a useful source of factual data about the sector on which national and local level policy makers can draw.

STUDY DESIGN

1.17 The bullet points below summarise the methodology adopted for the survey among holiday clubs. Full methodological details are provided in the appendices, along with a copy of the questionnaire used.

- 850 interviews were conducted among holiday clubs in England;
- The sample was stratified to ensure equal reliability by region and a representative random sample was interviewed within each region. The profile of the achieved sample was also monitored by levels of deprivation and rurality;
- Data are weighted by region and by whether single (holiday club only) or dual provider to ensure aggregate data is representative and reflects the true profile of holiday clubs according to provisional ChildcareLink data as at 7 December 2002;
- Interviews were conducted by telephone using CATI (Computer Assisted Telephone Interviewing), by MORI Telephone Surveys during the period 14th April to 12th May 2003;
- The target respondent was the senior manager;
- An adjusted response rate of 65% was achieved across the sample as a whole.

REPORT LAYOUT

1.18 The rest of this report is structured as follows:

- Section 2. Characteristics of Provision: discusses numbers of relevant organisations including their spread by region and type of area, and business characteristics;
- Section 3. Places and Children: a summary of the number of places and take-up, and their spread by region and type of area;
- Section 4. Characteristics of Staff: a summary of the total number of childcare staff and play workers of different types, and their characteristics;
- Section 5. Training: a look at the views of amount of training received, training plans, training budgets and amount spent on training;
- Section 6. Qualifications of paid staff: covers qualifications held and worked towards;
- Section 7. Recruitment and Retention: discusses levels of staff recruitment, retention and turnover, and looks at recruitment difficulties.

1.19 Findings from 2003 not been compared with those from 2001 because in 2001 data was not weighted and grossed to the population of all holiday clubs.

- 1.20** All questions have been comprehensively checked for differences by key variables especially region, type of area (high, low and medium density, and deprived) and size of organisation. The report only details sub-group findings where there are statistically significant differences. If there are no differences reported then the findings are statistically very similar. However, figures for the top 20% most deprived wards are shown in the majority of tables, for comparative purposes.
- 1.21** A summary of data by region and type of area (high, low and medium density, and deprived) is also provided in the appendices for key questions.

INTERPRETATION OF DATA

- 1.22** It should be noted that a sample, not the entire population of holiday clubs has been interviewed. This means that all the results are subject to sampling tolerances, and that not all differences are statistically significant. A guide to statistical reliability is provided in the technical note appended.
- 1.23** Findings from the survey have been grossed up to provide figures for the population of holiday clubs across England as a whole according to population profile data from ChildcareLink database⁵ as at 7 December 2002. This allows us to make assumptions about the total number of childcare places and childcare staff across the country.
However, it should be noted that this database is not representative of all holiday clubs in England and so these findings should be treated with extreme caution.
- 1.24** It is important to bear in mind that grossed figures are subject to the same sampling tolerances as percentage findings. They are also based on the assumption that those responding to the survey are representative of the full population. **Grossed figures should therefore be regarded as approximations of the characteristics of the sector, rather than precise measures.** For this reason, figures have been provided to the nearest 50 or 100 organisations, or staff where relevant (rather than to the nearest whole number). Grossed figures should be treated with particular caution for questions where some respondents failed to give a response (i.e. the respondent said don't know/refused). The proportion of non-responders are flagged throughout the report. In addition, where levels of non-response are over 20% grossed figures are not provided.
- 1.25** An asterisk (*) represents a value below 0.5%, but above zero. Where responses do not add up to 100%, this may be due to computer rounding or multiple responses.

DEFINITION OF TERMS USED

- 1.26** In nearly all cases the respondent was the senior manager (94%). However, two percent of interviews were conducted with a deputy manager, other manager or supervisor, and three percent with another member of staff.

⁵ This was because Ofsted records for out of school provision do not distinguish between holiday and out-of-school clubs.

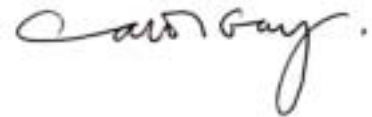
- 1.27** Throughout the report we refer to findings among childcare settings located in the top 20% most deprived wards. This is defined as those wards with the highest deprivation ratings according to the Office of the Deputy Prime Minister's Index of Multiple Deprivation.
- 1.28** In some cases, we have also analysed data by level of population density. Rather than use the ONS (Office of National Statistics) definition of urban/mixed/rural, which defines rural very narrowly and for which there would have been insufficient "rural" sample to allow reliable analysis, in order to maximise analysis opportunities, we have split the sample in three into 'high density' (which for this audience covers more than 24 persons per hectare), 'medium density' (8 – 23 persons per hectare) and 'low density' (fewer than 8 persons per hectare).

ACKNOWLEDGEMENTS

- 1.29** We would like to place on record our appreciation for the time given by the holiday clubs to take part in the survey. In addition we would like to thank the DfES Project Steering Group members and other policy and research colleagues at DfES for their guidance and input into the study.

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2 Characteristics of Provision

- The total number of holiday clubs was 2,781.
- A third of settings were run by a voluntary/community or church group, and a similar proportion were owned by the manager or are part of a chain.
- Almost three-quarters of holiday clubs had been operating for over five years, indicating stability in the sector.
- Around a quarter of holiday clubs were making a profit, but a fifth were operating at a loss.

INTRODUCTION

- 2.1** This chapter of the report sets out the characteristics of holiday clubs, discussing the number of holiday clubs and their business characteristics, including ownership, length of operation and profitability.

NUMBERS AND GEOGRAPHICAL SPREAD OF PROVIDERS

- 2.2** The total number of holiday clubs in England was 2,781⁶.
- 2.3** As Table 2.1 shows, settings were not evenly distributed across England. The distribution of settings across the regions was generally quite similar to the distribution of households with dependent children across England. However, the proportion of holiday clubs in the South East and South West was slightly higher than the proportion of dependent children in these regions (22% compared to 17%, and 17% compared to 10.1%).
- 2.4** Nearly a quarter of holiday clubs (22%) are based in the top 20% most deprived wards.

⁶ ChildcareLink database, 7 December 2002.

Table 2.1: **Numbers of Settings by Region and Type of Area**

	Total 2003		<i>Distribution of households with dependant children across England¹</i>
	%	No.	%
Total		2,781	100
Region			
East Midlands	9	200	9.1
East of England	14	400	11.7
London	10	300	12.2
Yorks and Humber	9	300	10.4
North East	2	#	5.1
North West	8	200	13.1
South East	22	600	17.0
South West	17	500	10.1
West Midlands	11	300	10.5
Type of Area			
Rural ²	9	200	NA
Mixed	15	400	NA
Urban	74	2,100	NA
Top 20% most deprived wards	22	600	NA

Source 2003: Childcarelink database, 7 December 2002/MORI

Source 2001: Children's Day Care Facilities Survey, March 2001

Base: All holiday clubs (unweighted 850, weighted and grossed 2,781)

Note: ¹ 2001 Census

Note: ² These are the ONS definitions of rural, mixed and urban

Note: # indicates fewer than 100 providers in England

Note: Table percentages and figures may not add up to 100% or ± 100 of 2,781 as a result of grossing and rounding

BUSINESS CHARACTERISTICS

2.5 The information relating to the findings discussed in the following section is summarised in Table 2.2.

OWNERSHIP OF HOLIDAY CLUBS AND PRE-SCHOOLS

2.6 Settings were usually owned or managed by either a voluntary/community or church group (34%), by the owner or by a chain (30%) or by the Local Authority (27%).

2.7 Holiday clubs in the top 20% were more likely than average to be managed by voluntary, community or church groups (38%) or the local authority (35%).

LENGTH OF OPERATION

- 2.8** Almost three-quarters of holiday clubs and pre-schools had been up and running for five or more years (73%).
- 2.9** Settings in the London area tended to be longer established, with nearly nine in ten (87%) having been running for over five years, as were those that were run by the local authority (82%).
- 2.10** In contrast, a higher proportion than average of settings in the South West of England, East of England, and Yorkshire and Humberside (36%, 38% and 35%) had been running for less than 5 years, as were settings with under 25 children enrolled (30%).

BUSINESS PLANS

- 2.11** Nearly two thirds (63%) of holiday clubs had a business plan that had been updated in the last two years.
- 2.12** Settings run by the owner or that were part of a chain were most likely to have a written business plan 80% compared to the average of 72%. In comparison holiday clubs run by voluntary/community or church groups were least likely to have had one (62%).

BUSINESS PERFORMANCE

- 2.13** A quarter of holiday clubs were making a profit (27%), two fifths were covering their costs (42%) and a fifth were making a loss (22%).
- 2.14** As might be expected, the number of privately owned settings (holiday clubs owned by the manager or by a chain) making a profit was significantly higher (49% compared to the average of 27%). While Local Authority run settings were most likely to be operating at a loss (34%), and voluntary/community/church groups tended to be covering their costs (57%).
- 2.15** Larger settings (with over 50 enrolments) and longer established settings (operating for three years or more) were making a profit (34% and 29% respectively).
- 2.16** Settings based in low density areas and in the top 20% most deprived wards were most likely to be making a loss (both 27%).

Table 2.2: **Characteristics of Provision**

	Total 2003		Top 20% most deprived wards ¹	
	%	No.	%	No.
Ownership¹				
Owner manager/part of a chain	30	800	19	100
Voluntary/community/church group	34	900	38	250
Local authority	27	800	35	200
School/college	7	200	5	50
Other	3	#	5	#
Length of operation				
Under 5 years	27	800	28	200
5 years plus	73	2,000	72	450
Business Plan²				
Yes	72	2,000	73	450
No	22	600	21	150
Don't know	6	200	6	50
With Business Plan³				
Updated in last 2 years	87	1,800	88	400
Not updated in last 2 years	7	100	8	50
Don't know	6	100	4	#
Profitability				
Making a profit	27	800	17	100
Covering costs/breaking even	42	1,200	44	250
Making a loss	22	600	27	150
Don't know	8	200	12	50

Source: MORI

Base: All holiday clubs (unweighted 850, weighted and grossed 2,781)

Base¹: All holiday clubs in the top 20% most deprived wards (unweighted 203, weighted and grossed 625)

Note¹: The definitions used in 2001 are not known, therefore no direct comparisons can be made between 2001 and 2003 results. Please note that in 2003 this was a multi-coded questions therefore results may add up to over 100

Note²: In 2001 the question was 'Does your organisation have a business plan written or updated within the past 2 years?' Therefore no direct comparisons can be made

Note³: Any organisations with a written business plan (unweighted 606, weighted and grossed 2,006). All in the top 20% most deprived wards with a written business plan (unweighted 148, weighted and grossed 458)

Note: Table percentages and figures may not add up to 100% or + 100 of 2,781 (+50 of 625 for top 20% most deprived wards) as a result of grossing and rounding

Note: # indicates fewer than 100 providers in England (fewer than 50 providers for the top 20% most deprived wards)

3 Places and Children

- The total number of childcare places for 0–7 year olds in holiday clubs was 121,700⁷ and 122,800 children 0–7 years old were enrolled.
- The average number of childcare places for 0–7 year olds was 44.7 and the average number of children aged 0–7 years enrolled was 44.1.

INTRODUCTION

- 3.1** This chapter of the report discusses firstly the *number of places* for children aged between nought and seven, and then the *number of children enrolled* within this age group and aged over eight. It should be noted that some places are part-time places – i.e one place could be used by more than one child. For example one place could be used by one child in the morning and another in the afternoon.

NUMBER OF PLACES FOR 0 TO 7 YEAR OLDS

- 3.2** The estimated total capacity in holiday clubs for children aged 0–7 years across all settings was 121,700 places⁷. The average capacity per setting was 44.7, falling to 35.7 in the top 20% most deprived wards.

⁷ It should be noted that some places are part-time places – i.e one place could be used by more than one child. For example one place could be used by one child in the morning and another in the afternoon. 121,700 childcare places were obtained from a base of 2,725 providers, 56 providers did not give this information.

Table 3.1: **Numbers of Places**

	Total 2003		<i>Top 20% most deprived wards¹</i>	
Total no. of places	121,700		22,000	
Average no. of places	44.67		35.67	
	%	No.	%	No.
None	3	#	3	#
1–9 places	3	#	3	#
10–19 places	12	300	14	100
20–29 places	24	700	30	200
30–39 places	17	500	17	100
40–49 places	13	400	13	100
50 or more places	26	700	20	100
Refused	2	#	1	#

Source: MORI

Base: All holiday clubs (unweighted 850, weighted and grossed 2,781)

Base: ¹ All holiday clubs in the top 20% most deprived wards (unweighted 203, weighted and grossed 625)

Note: Table percentages and figures may not add up to 100% or ± 100 of 2,781 (± 50 of 625 for top 20% most deprived wards) as a result of grossing and rounding

Note: # indicates fewer than 100 providers in England (fewer than 50 providers for the top 20% most deprived wards)

THE NATURE OF PLACES

- 3.3** Nearly half of holiday clubs (46%) also run out of school clubs, and a further one in six offer either full daycare (16%) or a playgroup/preschool (15%).

Table 3.2: **Types of Childcare Offered**

	Total 2003		Top 20% most deprived wards ¹	
	%	No.	%	No.
Holiday Club	100	2,800	100	600
Out of School Club	44	1,200	47	300
Full day-care	15	400	18	100
Day Nursery	12	300	14	100
Private Nursery School	4	100	1	#
Early Excellence Centre	1	#	3	#
Extended Day Playgroup	2	#	4	#
Combined Day Nursery	1	#	1	#
Playgroup/Pre-school	15	400	15	100
Other	*	#	*	#

Source: MORI

Base: All holiday clubs (unweighted 850, weighted and grossed 2,781)

Base: ¹ All holiday clubs in the top 20% most deprived wards (unweighted 203, weighted and grossed 625)

Note: Table percentages and figures may not add up to 100% or ± 100 of 2,781 (± 50 of 625 for top 20% most deprived wards) as a result of grossing and rounding

Note: * indicates responses represent less than 1% of the total

Note: # indicates fewer than 100 providers in England (fewer than 50 providers for the top 20% most deprived wards)

TAKE-UP OF PLACES

3.4 The total number of enrolments 0–7 years old and 8+ years, was 233,800, with an average of 84.1 enrolments per setting.

0–7 YEAR OLDS

3.5 The number of 0–7 year olds enrolled across all settings was an estimated 122,800. The average number of enrolments per setting was 44.1⁸.

3.6 As seen below in table 3.4 the distribution of places and enrolments is fairly similar across all the regions. However, there is some variation by population density, with a higher than average proportion of places than enrolments in low density areas (44:37), and a lower proportion of places than enrolments in high density areas (43:52).

OVER 8 YEAR OLDS

3.7 A total of 111,000 children aged eight years old and over were enrolled.

⁸ It should be noted that some places are part-time places – i.e one place could be used by more than one child. For example one place could be used by one child in the morning and another in the afternoon.

3.8 The average number of enrolments of children aged 8 and over was 39.9 per setting. This increased to 49.7 in the top 20% most deprived wards.

Table 3.3: **Numbers of Enrolments**

	Total 2003	<i>Top 20% most deprived wards¹</i>
Enrolments		
Total number of enrolments	233,800	60,300
Average number of enrolments	84.07	96.56
Total enrolments children aged 0-7		
Total number of enrolments	122,800	29,300
Average number of enrolments	44.14	46.83
Total enrolments children aged 8+		
Total number of enrolments	111,000	31,100
Average number of enrolments	39.92	49.73

Source: MORI

Base: All holiday clubs (unweighted 850, weighted and grossed 2,781)

Base: ¹ All holiday clubs in the top 20% most deprived wards (unweighted 203, weighted and grossed 625)

SUMMARY OF PLACES AND ENROLMENTS BY REGION AND TYPE OF AREA

Table 3.4: **Numbers of Childcare Places and Enrolments by Region and Type of Area**

	Total places for 0-7 years 2003		Total 0-7 years enrolled 2003		Distribution of households with dependent children in England ¹
Capacity					
Total number of places	121,700		122,800		
Average number of places	44.67		44.14		
	Average number of places	% distribution of places	Average enrolment	% distribution of children enrolled	%
Region					
East Midlands	41.78	8	38.43	8	9.1
East of England	40.98	13	48.87	15	11.7
London	39.64	9	35.93	9	12.2
Yorks and Humber	30.13	6	35.49	7	10.4
North East	39.65	1	38.24	1	5.1
North West	38.91	7	63.34	11	13.1
South East	48.71	24	47.74	24	17.0
South West	51.73	19	43.07	16	10.1
West Midlands	54.84	13	38.92	10	10.5
Type of Area					
Low density	44.49	32	37.28	27	NA
Medium density	46.55	35	42.85	32	
High density	43.04	33	51.72	41	NA
Top 20% most deprived wards	35.67	18	46.83	24	NA

Source: MORI

Base: All holiday clubs (unweighted 850, weighted and grossed 2,781)

Note: ¹ 2001 Census

Note: Table percentages and figures may not add up to 100% or ± 100 of 2,781 as a result of grossing and rounding

4 Characteristics of Staff

- The overall number of paid and unpaid staff was 26,600. The number of paid staff was 21,900 and the number of unpaid volunteer staff was 4,700.
- Three in five paid staff were aged between 20 and 39 and one fifth were male. Ten percent were from an ethnic minority group and two percent had a disability.
- The average hours worked per week by paid childcare staff was 31½, with all types of staff apart from other paid childcare staff, tending to work full time (over 30 hours a week).
- Just seven percent of settings had used agency staff in the last 12 months.
- The average salary for paid childcare staff was £6,000 per annum and for those paid hourly it was £6.20 per hour. The average annual salary for senior managers was £12,900 per annum.

INTRODUCTION

4.1 This chapter sets out the scale of employment in childcare within holiday clubs and describes the profile of this workforce. The main areas covered by this chapter are:

- The number of staff employed in the sector, including paid and unpaid staff
- The demographic profile of the paid workforce, including by gender, age, disability and ethnicity
- The number of hours worked per week by paid staff
- Levels of pay.

NUMBERS OF PERMANENT STAFF

4.2 The total number of paid and unpaid childcare staff working in holiday clubs in England was around 26,600.

4.3 The average number of staff per setting was 9.59.

PAID STAFF

4.4 The estimated total number of paid staff working in holiday clubs was 21,900. The average number of paid staff per setting was 7.89.

4.5 The numbers of paid staff in 2003 breaks down into:

- 2,800 senior managers⁹
- 8,400 supervisory staff, around three on average per setting
- 10,700 other childcare staff, nearly an average of four per setting.

4.6 Smaller settings, with under 25 children enrolled, have fewer paid staff compared with larger settings with 50+ children enrolled (an average of 6.11 and 11.62 respectively).

UNPAID STAFF

4.7 There were an estimated total of 4,700 unpaid staff, an average of approaching two per setting.

4.8 Unpaid staff consist of the following groups:

- 1,700 unpaid students, an average of under one per setting
- 3,000 other volunteers, one per setting on average.

⁹ The number of senior managers is based on one per setting.

Table 4.1: **Numbers of Staff**

	Total 2003		<i>Top 20% most deprived wards¹</i>	
	%	No.	%	No.
Overall Totals				
Paid and unpaid staff		26,600		5,850
Paid staff only		21,900		4,700
Unpaid staff only		4,700		1,200
Numbers by type of staff				
Senior manager	10	2,800	11	600
Supervisory staff	32	8,400	34	2,000
Other paid childcare staff	40	10,700	35	2,050
Student volunteers	6	1,700	6	350
Other volunteers	11	3,000	14	800
Overall average number of staff				
Paid and unpaid staff		9.59		9.37
Paid staff only		7.89		7.51
Unpaid staff only		1.70		1.86
Average number per setting by type of staff				
Senior manager		1		1
Supervisory staff		3.03		3.20
Other paid childcare staff		3.86		3.30
Student volunteers		0.60		0.56
Other volunteers		1.10		1.30

Source: MORI

Base: All staff in holiday clubs (unweighted 7,748 weighted and grossed 26,663)

Base: ¹ All staff in holiday clubs in the top 20% most deprived wards (unweighted 1,761, weighted and grossed 5,851)

Note: Table percentages and figures may not add up to 100% or ± 100 of 26,663 (± 50 of 5,851 for top 20% most deprived wards) as a result of grossing and rounding

USE OF AGENCY STAFF

4.9 Less than one in ten holiday clubs had used agency staff in the previous 12 months (7%).

4.10 London settings were most likely to have used agency staff in the last 12 months (15%), as were those in the top 20% deprived wards (12%).

Table 4.2: **Use of Agency Staff in the Last 12 Months**

	Total 2003		Top 20% most deprived wards ¹	
	%	No.	%	No.
Yes	7	200	12	50
No	93	2,600	88	550

Source: MORI

Base: All holiday clubs (unweighted 850, weighted and grossed 2,781)

Base: ¹ All holiday clubs in the top 20% most deprived wards (unweighted 203, weighted and grossed 625)

Note: Table percentages and figures may not add up to 100% or ± 100 of 2,781 (± 50 of 625 for top 20% most deprived wards) as a result of grossing and rounding

DEMOGRAPHICS OF PAID STAFF

AGE

- 4.11** Three in five (58%) paid staff working in holiday clubs were aged between 20 and 39, representing 12,800 individuals.
- 4.12** The break down of age of female workers according to the Labour Force Survey is 16–24 (16%), 25–49 (61%) and 50+ (24%). The profile of the holiday clubs workforce tended to be much younger than this with 48% aged between 16 and 24, 43% aged between 25 and 49, and just 7% aged over 50.
- 4.13** Senior managers tended to be older, with one in five (18%) being aged over 50.

GENDER

- 4.14** Three fifths of holiday clubs (61%) employed any male staff.
- 4.15** A fifth of all paid childcare staff were male, representing 4,600 individuals.
- 4.16** The proportion of male paid staff was higher than average in London (30%), the South East (26%) and in high density areas (23%).

DISABILITY

- 4.17** Eleven percent of holiday clubs and pre-schools had any disabled paid members of childcare staff. This represented two percent of the workforce, around 300 paid members of staff¹⁰.

ETHNICITY

- 4.18** Three in ten holiday clubs (29%) reported having a paid member of childcare staff from an ethnic minority group. This equates to ten percent of the workforce, 2,100 paid staff.

¹⁰ A disability is described as a "physical or mental impairment, which has a substantial and long-term adverse effect upon their ability to carry out normal day-to-day activities".

4.19 However, there were considerable differences by type of area which reflects differences in the national population profile (see Table 4.4). In particular, the profile of ethnic minority staff rose to 19% in areas with the highest population density (ie more urban areas) compared to 3% in lower density areas, and to 44% in London.

4.20 Relative to the proportion of children belonging to ethnic minority groups, the proportion of ethnic minority staff was relatively low in the West Midlands (7% compared to 15.9%).

Table 4.3: **Demographics of Paid Members of Staff**

	Total 2003		Top 20% most deprived wards ¹	
	%	No.	%	No.
Age				
16–19 years	19	4,100	13	600
20–24 years	29	6,300	28	1,300
25–39 years	29	6,500	35	1,600
40–49 years	14	3,000	18	850
50 years and over	7	1,400	6	300
Gender				
Female	79	17,400	82	3,850
Male ²	21	4,600	18	850
No. of settings employing male staff	61	1,700	57	350
Disability				
Without a disability	98	21,600	98	4,600
With a disability	2	300	2	50
% of settings employing disabled staff	11	300	10	50
Ethnicity				
Ethnic minority groups	10	2,100	16	750
Remaining paid members of staff	90	12,800	84	3,900
No. of settings employing staff from ethnic minorities	29	800	46	300

Source: MORI

Base: All paid staff in holiday clubs (unweighted 6,359 weighted and grossed 21,943)

Base: ¹: All staff in holiday clubs in the top 20% most deprived wards (unweighted 1,452, weighted and grossed 4,690)

Base: ²: The rise in male staff is not significant due to the small numbers of male staff

Note: Table percentages and figures may not add up to 100% or ± 100 of 21,943 (±50 of 4,690 for top 20% most deprived wards) as a result of grossing and rounding

Table 4.4: **Ethnicity**

Region	Percentage of workforce who belong to an ethnic minority group	Percentage of pupils of compulsory school age (primary) who belong to an ethnic minority group ¹
	%	%
England	10	17.5
East Midlands	6	10.9
East of England	3	20.1
London	44	45.3
Yorkshire and Humberside	7	20.4
North East England	1	3.6
North West England	7	10.7
South East England	8	8.8
South West England	4	7.5
West Midlands	7	18.4

Source: MORI

Base: All paid staff in holiday clubs (unweighted 6,708 weighted and grossed 21,222)

Note: ¹ Source DfES 'Statistics of Education 2002'

WORKING HOURS

- 4.21** Just over half of the paid workforce was working full time with 55% working over 30 hours a week and 43% working part time (under 30 hours a week). Three percent of paid staff worked long hours – over 50 hours a week (this is above the European Working Directive of a maximum of 48 hours per week).
- 4.22** The average hours worked per week for paid childcare staff was 31½. This compares with average weekly hours worked in the UK (according to the 2003 Labour Workforce Survey) of 33, dropping to 27½ hours per week for female workers. In the public admin, education and health sector the average working week is 30 hours (again 27½ for females).
- 4.23** Senior managers worked on average 34 hours a week, with almost three-quarters (72%) working full-time (over 30 hours a week).
- 4.24** Supervisory staff worked an average of 31 hours a week, with the majority (62%) working full-time (over 30 hours a week).
- 4.25** Other paid childcare support staff had an average working week of 31½ hours. Half (52%) worked less than 30 hours a week.

PAY LEVELS

- 4.26** Respondents were asked to give hourly pay rates. Where this was not possible annual pay rates were accepted. Figures below for hourly and annual pay rates are based on all answering in each format. It should also be noted that there was a high level of non-response to some of the pay questions so figures should be treated with caution. Levels of non-response are shown in table 4.5 below. **Due to the high level of non-response, grossed figures for all settings nationally have not been provided.**
- 4.27** The average salary for childcare staff paid annually was £6,000 per annum and for those paid hourly it was £6.20 per hour. The estimated annual pay for those paid hourly is £7,600. (However all estimates of annual pay from hourly pay should be treated as indicative only due to the assumptions that have been made to calculate these¹¹). This is much lower than wages nationally. Average hourly earnings in the UK according to the Labour Force Survey 2003 are £9.66 (£8.33 for females). This rises to £10.17 (£9.24 for females) for those working in the public admin, education and health sector.
- 4.28** However, as might be expected, pay rates differed considerably by type of staff, reflecting different levels of expertise and responsibility:
- The average annual pay for senior managers was £12,900; average hourly pay was £8.70. The estimated annual pay for those paid hourly is £11,500.
 - Qualified supervisory staff had an average annual pay of £4,100; average hourly pay was £6.60. The estimated annual pay for those paid hourly is £8,000.
 - The average annual pay for other paid staff was £1,200; average hourly pay was £5.40. The estimated annual pay for those paid hourly is £6,600.

¹¹ The estimate of annual pay of those paid hourly is calculated by multiplying the average hourly rate by the average number of hours worked for that group, by 39 weeks (assuming that these staff are not paid holiday pay). This is only able to provide approximate figures.

Table 4.5: **Working Hours and Pay for Paid Members of Staff**

	Total 2003	<i>Don't know/ refused/no responses</i>	<i>Top 20% most deprived wards¹</i>
	%		
Average working hours per week			
All paid staff	31½	1	30½
Senior manager	34	0	35
Supervisory staff	31	*	29½
Other paid childcare staff	31½	2	29½
All paid staff			
All staff paid annually	£6,000	9	£7,350
All staff paid per hour	£6.20	0	£6.20
Estimated annual pay of all staff paid per hour ²	£7,600	0	£7,300
Senior Managers' Pay			
Senior managers paid annually	£12,900	17	£13,800
Senior managers paid per hour	£8.70	0	£8.60
Estimated annual pay of senior managers paid per hour	£11,500	0	£11,700
Qualified Supervisory Staff Pay			
Supervisory staff paid annually	£4,100	7	£5,500
Supervisory staff paid per hour	£6.60	0	£6.50
Estimated annual pay of supervisory staff paid per hour	£8,000	0	£7,400
Other Childcare Staff Pay			
Other staff paid annually	£1,200	2	£3,800
Other staff paid per hour	£5.40	0	£5.50
Estimated annual pay of other staff paid per hour	£6,600	0	£6,300

Source: MORI

Base: All paid staff in holiday clubs (unweighted 6,708 weighted and grossed 21,226)

Base: ¹ All paid staff in holiday clubs in the top 20% most deprived wards (unweighted 1,452, weighted and grossed 4,690)

Note: ² The estimate of annual pay of those paid hourly is calculated by multiplying the average hourly rate by the average number of hours worked for that group, by 39 weeks (assuming that these staff are not paid holiday pay). This is only able to provide approximate figures

Note: Table percentages and figures may not add up to 100% or ± 100 of 21,943 (±50 of 4,690 for top 20% most deprived wards) as a result of grossing and rounding

Note: * indicates responses represent less than 1% of the total

5 Training

- Over two thirds of senior managers felt that the amount of training received by their staff in the last year was about right, but one quarter thought they had received too little.
- Two thirds of holiday clubs had a training plan, and three in five had a training budget.
- Average spend on training in the past year among those with a training budget was around £1,200, an average of £50 per paid member of staff.

INTRODUCTION

- 5.1** This chapter looks at views of the amount of training received by childcare staff, training plans, training budgets and amount spent on training.

VIEWS OF CURRENT LEVELS OF TRAINING

- 5.2** More than two thirds of senior managers (67%) felt that the amount of training that their childcare staff had received in the last year was about right. However, a significant minority (26%) felt there had not been enough training.

Table 5.1: **The Amount of Training Received**

	Total 2003		Top 20% most deprived wards ¹	
	%	No.	%	No.
About right	67	1,900	68	450
Too much	2	#	2	#
Too little	26	700	25	150
Don't know	5	100	4	#

Source: MORI

Base: All holiday clubs (unweighted 850, weighted and grossed 2,781)

Base: ¹ All holiday clubs in the top 20% most deprived wards (unweighted 203, weighted and grossed 625)

Note: Table percentages and figures may not add up to 100% or ±100 of 2,781 (±50 of 625 for top 20% most deprived wards) as a result of grossing and rounding

Note: # indicates fewer than 100 providers in England (fewer than 50 providers for the top 20% most deprived wards)

TRAINING RESOURCES

TRAINING PLANS AND BUDGETS

- 5.3** The proportion of holiday clubs and pre-schools that had a written training plan was 64%, and 59% had a training budget.

SPEND ON TRAINING

- 5.4** Amongst settings that did have a training budget and who were aware of last year's spend, the average amount spent on training was £1,200. However, these figures should be treated with some caution because nearly a half of all senior managers did not know how much had been spent on training and although interviewees were asked to exclude money obtained via grants in their response, in some cases this information may not have been available. (For this reason, grossed up figures for all settings nationally have not been provided).
- 5.5** For this period the main funding streams for training the workforce were through the Learning and Skills Council and two funding streams allocated to Local Authorities and their Early Years Development and Childcare Partnerships. One of these being the training element (£7m) of the Childcare Grant and the other from the European Social Fund for Unblocking Barriers to Training for Individuals.

Table 5.2: **Training Resources**

	Total 2003		Top 20% most deprived wards ¹	
	%	No.	%	No.
Written training plan				
Have training plan	64	1,800	71	450
Don't have training plan	34	900	28	150
Don't know	2	#	2	#
Training Budget				
Have a training budget	59	1,600	59	350
Don't have a training budget	38	1,100	36	250
Don't know	3	#	5	#
Spend on training²				
£0	6	#	10	#
£1–£100	5	#	3	#
£101–£200	6	#	7	#
£201–£300	6	#	3	#
£301–£400	3	#	1	#
£401–£500	5	#	4	#
£501–£1,000	10	200	10	#
£1,001–£2,000	8	100	7	#
£2001 or more	8	100	12	#
Don't know	44	700	44	150
Average spend		£1,200		£1,500

Source: MORI

Base: All holiday clubs (unweighted 850, weighted and grossed 2,781)

Base: ¹ All holiday clubs in the top 20% most deprived wards (unweighted 203, weighted and grossed 625)

Base: ² All organisations with a training budget (unweighted 487, weighted and grossed 1,637; for the top 20% most deprived wards unweighted 118, weighted and grossed 366)

Note: Table percentages and figures may not add up to 100% or ± 100 of 2,781/1,637 (± 50 of 625/366 for top 20% most deprived wards) as a result of grossing and rounding

Note: # indicates fewer than 100 providers in England (fewer than 50 providers for the top 20% most deprived wards)

6 Qualifications of Staff

- Two in five of paid childcare staff hold some kind of qualification relevant to working with children or young people. Overall, one in seven hold a qualification at Level 2 and a quarter at Level 3.
- Two in five managers were qualified to Level 3 and a further one in eight were qualified to Level 4. Most supervisors, around two in five, were qualified to Level 3. Just over one quarter of other paid childcare staff hold any qualifications, with one in seven qualified to Level 2 and one in fourteen qualified to Level 3.
- Around a quarter of paid childcare staff were currently working towards a new qualification, the majority were not.
- One in five senior managers were NVQ assessors.

INTRODUCTION

6.1 This chapter focuses on the qualifications of paid childcare staff in holiday clubs. Specifically, only qualifications *relevant to working with young people and children* were explored.

The chapter covers:

- The relevant qualifications held by different types of paid staff
- Relevant qualifications paid staff were working towards
- The qualification that the senior manager was required to hold when they were recruited
- The proportion of senior managers that were NVQ assessors.

DEFINITIONS OF QUALIFICATIONS LEVELS

6.2 Because of the range of qualifications relevant to the childcare and early years workforce, qualifications are also reported grouped together in the levels that they have been accredited with by the Qualifications and Curriculum Authority:

- Level 1 (foundation level) – GCSE grade D-G, Foundation level GNVQ, Level 1 NVQ
- Level 2 (Intermediate level) – GCSE A-C*, Intermediate GNVQ, Level 2 NVQ
- Level 3 (Advanced level) – A level, Vocational A-level (Advanced GNVQ), Level 3 NVQ
- Level 4 – Higher-level qualifications, BTEC Higher Nationals, Level 4 NVQ
- Level 5 – Higher-level qualifications, BTEC Higher Nationals, Level 5 NVQ

CURRENT QUALIFICATIONS HELD

6.3 Findings from this section are summarised in tables 6.1 and 6.2 below.

QUALIFICATIONS AMONG STAFF AS A WHOLE

6.4 Among all paid childcare staff as a whole, two in five (46%) had some kind of qualification relevant to working with children or young people, whilst another two in five, 40% did not. Most were qualified at Level 2 (14%) or Level 3 (24%). Two per cent had only Level 1, five per cent had Level 4, and one per cent had Level 5 qualifications.

6.5 There were marked differences in whether staff were qualified or not by the area that the setting was based, with just two in five (39%) staff in the South East holding any qualification compared to the average of 53%.

QUALIFICATIONS BY TYPE OF STAFF

6.6 As one would expect, levels and types of qualifications differed considerably by type of staff. The national standards for under 8s day care and childminding require that registered providers in day care settings (full day care) have a person in charge who is present, who is qualified to Level 3 or above. Where a provider does not meet the qualification requirement of the national standards, he/she may agree an action plan with the Ofsted Childcare inspector, detailing how this requirement will be met.

6.7 Two in five senior managers were qualified to Level 3 (40%), and one in eight (13%) were qualified to Level 4. As one might expect, the most common qualification was Nursery Nursing Diploma/National – Level 3 (12%). The national standards for under 8's day care and childminding state that all senior managers should hold a Level 3 relevant qualification.

6.8 Two in five supervisors also hold a Level 3 qualification (40%), a further one in six (17%) hold a Level 2 qualification. Similarly to senior managers, the most common qualification was a Nursery Nursing Diploma/National - Level 3 (16%). A Level 3 qualification is the national day care standard requirement for supervisors, present, in charge, in a Holiday club setting.

6.9 Other childcare support staff were less well qualified. Only 26% had any kind of qualification relevant to working with children and young people, with less than one in ten (7%) qualified to at least Level three. Most commonly, 13% had qualifications at Level 2 and 7% at Level 3. The national standards for under 8's day care and childminding state that at least half of other paid childcare workers should hold a Level 2 qualification.

Table 6.1: **Current Qualifications Held Among all Paid Staff (including senior manager)**

	Total 2002/3		Top 20% most deprived wards ¹	
	%	No.	%	No.
Highest qualification				
Nursery Nursing Diploma/National – Level 3	9	2,000	12	550
NVQ in Playwork/Take 10 for Play – Level 2	6	1,300	5	200
National Certificate in Early Years/Early Childhood Studies – Level 3	4	1,000	4	200
NVQ in Early Years/Childcare and Education/Work with children and Young People – Level 3	4	900	5	250
NVQ in Playwork – Take 10 for Play/Diploma in Playwork – Level 3	4	900	6	300
Highest Qualification level				
Any Level 1	2	500	2	100
Any Level 2	14	3,200	16	700
Any Level 3	24	5,300	29	1,350
Any Level 4	5	1,100	4	150
Any Level 5	1	200	2	100
No qualification	40	8,700	33	1,500
Other ¹	5	1,100	4	200
Don't know	9	1,900	12	550
At least Level 2	44	9,700	50	2,350
At least Level 3	30	6,500	35	1,600

Source: MORI

Base: All paid childcare staff in holiday clubs (unweighted 6,359 weighted and grossed 21,943)

Base: ¹ All paid childcare staff in the top 20% most deprived wards (unweighted 1,452, weighted and grossed 4,690)

Note: ¹ 'other' includes no relevant qualification and those that do not fit within the QCA framework

Note: Table percentages and figures may not add up to 100% or ± 100 of 21,943 (± 50 of 4,690 for top 20% most deprived wards) as a result of grossing and rounding

Note: Only top five mentions are shown

Table 6.2: **Current Qualifications Held Among Paid Staff**

Highest qualification	Senior Manager		Supervisors		Other Paid Staff	
	%	No.	%	No.	%	No.
Nursery Nursing Diploma/National – Level 3	12	300	16	1,300	3	300
NVQ in Playwork – Take 10 for Play/Diploma in Playwork – Level 3	9	300	7	600	*	#
NVQ in Early Years/Childcare and Education/Work with Children and Young People – Level 3	8	200	6	500	1	100
Degree (PGCE, BEd, Early Childhood Studies) – Level 4	6	200	5	500	*	#
Playwork/NVQ in Playwork/Take 10 for Play – Level 2	4	100	7	600	6	600
National Certificate in Early Years/Early Childhood Studies – Level 3	5	100	8	600	2	200
Caring for Children/NVQ in Early YearsCare/Childcare/3240/Foundation Award – Level 2	–	–	4	300	4	400
BTEC in Nursery Nursing – Level 2	–	–	3	200	2	200
No qualification	22	600	18	1,500	61	6,500
Other1	9	300	7	600	2	200
Don't know	0	0	7	600	13	1,400
Qualification levels						
Any Level 1	1	#	3	200	3	300
Any Level 2	12	300	17	1,400	13	1,400
Any Level 3	40	1,100	40	3,400	7	800
Any Level 4	13	400	7	600	1	#
Any Level 5	2	#	1	100	*	#
At least Level 2	66	1,800	65	5,500	22	2,300
At least Level 3	55	1,500	49	4,100	8	900

Source: MORI

Base: All paid childcare staff in holiday clubs (unweighted 6,359 weighted and grossed 21,943)

Note: Table percentages and figures may not add up to 100% or ±100 of 21,943 as a result of grossing and rounding

Note: * indicates responses represent less than 1% of the total and # indicates fewer than 100 providers in England

Note: Only top five mentions are shown, Note 1 'other' includes no relevant qualification and those that do not fit within the GCA framework

QUALIFICATIONS BEING WORKED TOWARDS

6.10 Findings from this section are summarised in tables 6.3 and 6.4 below.

QUALIFICATIONS AMONG STAFF AS A WHOLE

6.11 Among paid childcare staff as a whole, a quarter were currently working towards a new qualification (24%), but most were not (65%). Despite staff in the South East being the least likely to be qualified, they were also less likely than average to be working towards any qualification (17%).

6.12 Staff were most commonly working towards qualifications at Level 3 (12%), with an additional six percent working towards Level 2.

QUALIFICATIONS BY TYPE OF STAFF

6.13 Nearly a quarter (23%) of senior managers were working towards a qualification. They were most commonly working towards an NVQ in Playwork – Take 10 for Play/Diploma in Playwork – Level 3 (4%).

6.14 A similar proportion of supervisors (24%) were working towards a qualification.

6.15 A quarter of other paid childcare staff were working towards a qualification. Most commonly, they were working towards a Playwork/NVQ in Playwork/Take 10 for Play – Level 2 (4%).

Table 6.3: **Current Qualifications Working Towards Among All Paid Staff (including senior manager)**

	Total 2002/3		Top 20% most deprived wards ¹	
	%	No.	%	No.
Highest qualification level				
NVQ in Early Years/Childcare and Education/				
Work with Children and Young People – Level 3	1	300	2	50
Playwork/NVQ in Playwork/Take 10 for Play – Level 2	3	600	4	150
Caring for Children/NVQ in Early Years Care/				
Childcare/3240/Foundation Award – Level 2	2	400	3	150
National Certificate in Early Years/Early Childhood				
Studies – Level 3	2	300	3	150
Advanced Certificate in Playgroup Practice – Level 3	2	400	1	50
Not currently studying	65	14,400	57	2,700
Don't know	11	2,300	14	600
Qualification levels				
Any Level 1	1	200	*	#
Any Level 2	6	1,300	8	350
Any Level 3	12	2,700	15	700
Any Level 4	3	700	3	150
Any Level 5	1	200	1	50
At least Level 2	22	4,800	27	1,300
At least Level 3	16	3,600	20	900

Source: MORI

Base: All paid childcare staff in holiday clubs (unweighted 6,359 weighted and grossed 21,943)

Base: ¹ All paid childcare staff in the top 20% most deprived wards (unweighted 1,452, weighted and grossed 4,690)

Note: Table percentages and figures may not add up to 100% or ± 100 of 21,943 (± 50 of 4,690 for top 20% most deprived wards) as a result of grossing and rounding

Note: Only responses of 1% or over are shown

Note: * indicates responses represent less than 1% of the total

Note: # indicates fewer than 100 staff (fewer than 50 staff for the top 20% most deprived wards)

Table 6.4: **Qualifications Currently Working Towards Among Paid Staff**

	Senior Manager		Supervisors		Other Paid Staff	
	%	No.	%	No.	%	No.
Highest qualification						
NVQ in Playwork – Take 10 for Play/Diploma in Playwork – Level 3	4	100	2	200	2	200
Advanced Certificate in Playgroup Practice – Level 3	3	#	2	200	1	100
NVQ in Early Years/Childcare and Education/Work with Children and Young People – Level 3	2	#	3	200	2	200
National Certificate in Early Years/Early Childhood Studies – Level 3	1	#	2	100	2	200
Advanced Diploma in Childcare and Education – Level 4	1	#	*	#	*	#
Playwork/NVQ in Playwork/Take 10 for Play – Level 2	–	–	1	100	4	400
Degree (PGCE, BEd, Early Childhood Studies) – Level 4	–	–	2	200	1	100
Caring for Children/NVQ in Early Years Care/Childcare/3240/Foundation Award – Level 2	–	–	1	#	3	300
BTEC in Nursery Nursing – Level 2	–	–	*	#	1	#
Nursery Nursing: Diploma/National Level 3	–	–	–	–	1	200
Not currently studying	77	2,100	67	5,700	61	6,600
Don't know	0	0	9	800	14	1,600
Qualification levels						
Any Level 1	1	#	1	#	1	#
Any Level 2	2	#	3	300	9	1,000
Any Level 3	14	400	14	1,100	11	1,100
Any Level 4	4	100	4	300	2	300
Any Level 5	1	#	1	#	1	#
At least Level 2	21	600	21	1,800	23	2,500
At least Level 3	19	500	18	1,500	14	1,500

Source: MORI

Base: All paid childcare staff in holiday clubs (unweighted 6,359 weighted and grossed 21,943)

Note: Table percentages and figures may not add up to 100% or ±100 of 21,943 as a result of grossing and rounding

Note: # indicates fewer than 100 providers in England

Note: Only top five mentions are shown

QUALIFICATIONS REQUIRED WHEN RECRUITING CO-ORDINATORS

6.16 Just over half (52%) of senior managers had been required to have certain qualifications relevant to working with young people when they were recruited.

NVQ ASSESSORS

6.17 One in five (17%) senior managers were NVQ assessors. This rose to one in four in settings in the West Midlands (25%) and those owned by the manager or by a chain (23%).

Table 6.5: **Proportion of Senior Managers who are/are not NVQ Assessors**

	Total 2002/3		Top 20% most deprived wards ¹	
	%	No.	%	No.
Base: All respondents				
Yes – an NVQ assessor	17	500	16	100
No – not an NVQ assessor	83	2,300	82	500
Don't know	*	#	1	#

Source: MORI

Base: All holiday clubs (unweighted 850, weighted and grossed 2,781)

Base: ¹ All holiday clubs in the top 20% most deprived wards (unweighted 203, weighted and grossed 625)

Note: Table percentages and figures may not add up to 100% or ± 100 of 2,781 (±50 of 625 for top 20% most deprived wards) as a result of grossing and rounding

Note: * indicates responses represent less than 1% of the total

Note: # indicates fewer than 100 providers in England (fewer than 50 providers for the top 20% most deprived wards)

7 Recruitment and Retention

- In total, around 10,000 paid childcare staff were recruited in the last 12 months. This gave an overall recruitment rate¹² of 56%.
- Adverts in the local press and word of mouth were the most common methods of recruiting new staff.
- Two in five holiday clubs had had a great deal or a fair amount of difficulty in recruiting staff in the last 12 months.
- The average length of service amongst all paid staff at their current setting was three years and four months, rising to six years and nine months for senior managers.
- Around three in five settings had lost at least one paid member of staff in the previous 12 months, with a total of 5,900 staff leaving across all settings.
- Of those who left the organisation in the last 12 months, it was believed that two in five (41%) obtained other posts in the childcare and early years sector; one in four (26%) went to jobs in other sectors and one in ten (10%) didn't take up any other employment.
- The staff turnover rate¹³ across the whole sector was 33%, and employment growth¹⁴ was 23%.

INTRODUCTION

7.1 This final chapter of the report sets out the staffing issues for holiday clubs. This is split into two main sections:

- Recruitment: total staff recruited and by type, recruitment methods and difficulties
- Retention issues: length of service, staff retention and turnover.

12 This is calculated by dividing the total number recruited by total currently employed plus those leaving their current employment minus those recruited. It should be noted that this recruitment rate therefore includes the 'churn within the sector' as well as staff being recruited to the sector.

13 This is calculated by dividing the total number leaving their employment by the total currently employed less the difference between those recruited and those leaving their current employment. It should be noted that this turnover rate therefore includes the 'churn within the sector' as well as staff leaving the sector.

14 This is calculated by dividing net change in staff by the total currently employed less the difference between those recruited and those leaving their current employment. It should be noted that this growth rate therefore includes the 'churn within the sector' as well as numbers of individuals both joining and leaving the sector.

RECRUITMENT

7.2 Information relating to this section is summarised in Tables 7.1 – 7.3.

LEVELS OF RECRUITMENT

OVERVIEW ACROSS ALL STAFF

7.3 In total 10,000 paid childcare staff were recruited last year, giving an overall recruitment rate of 56%¹⁵.

SENIOR MANAGERS

7.4 Six percent of senior managers had been recruited in the previous 12 months, circa 200 individuals.

SUPERVISORS OTHER PAID CHILDCARE STAFF

7.5 In the last year, just under half (46%) of holiday clubs recruited at least one supervisor. An average of 1.3 new supervisors per setting were recruited, an estimated total of 3,600.

7.6 Organisations owned by the manager or by a chain were most likely to have recruited any supervisors in the last 12 months (52%), as were those holiday clubs that had been running for less than two years (59%).

OTHER PAID CHILDCARE STAFF

7.7 Over half of holiday clubs (52%) had recruited any other paid childcare staff in the last 12 months, with an average of 2.3 being recruited per setting. An estimated total of 6,200 were recruited.

7.8 Larger organisations, with over 50 enrolments were most likely to have recruited any other paid childcare staff (62%), as were those based in the South East (61%) and in high density areas (57%).

¹⁵ This is calculated by dividing the total number recruited by total currently employed plus those leaving their current employment minus those recruited. It should be noted that this recruitment rate therefore includes the 'churn within the sector' as well as staff being recruited to the sector.

Table 7.1: **Proportion of Holiday Clubs Recruiting New Staff**

	Total 2003		Top 20% most deprived wards ¹	
	%	No.	%	No.
All paid staff (including senior manager)				
Total number recruited		10,000		2,100
Recruitment rate ²		56		54
Senior Manager				
Joining in the last 12 months	6	200	5	#
Supervisors				
Any	46	1,300	46	300
None	53	1,500	52	300
Average number recruited		1.32		1.40
Estimated number recruited		3,600		850
Other paid childcare staff				
Any	52	1,400	48	300
None	46	1,300	50	300
Average number recruited		2.29		2.05
Estimated number recruited		6,200		1,200

Source: MORI

Base: All staff in holiday clubs (unweighted 6,359 weighted and grossed 21,943)

Base: ¹ All staff in holiday clubs in the top 20% most deprived wards (unweighted 1,452, weighted and grossed 4,690)

Note2: This is calculated by dividing the total number recruited by total currently employed less the difference between those recruited and those leaving their current employment. It should be noted that this turnover rate therefore includes the "churn within the sector" as well as staff leaving the sector

Note: Table percentages and figures may not add up to 100% or ± 100 of 21,943 (± 50 of 4,690 for top 20% most deprived wards) as a result of grossing and rounding

RECRUITMENT METHODS

- 7.9** Adverts in the local press and word of mouth were the most common methods of recruitment (mentioned by 65% and 61% respectively).
- 7.10** Adverts at school, colleges and Job Centre/New Deal Scheme were also frequently mentioned (43%, 40% and 39% respectively).
- 7.11** There were regional differences with the adverts in the local press being particularly popular with settings in the West and East Midlands (mentioned by 78% and 74% respectively). Settings based in the East of England were more likely than average to place adverts in schools/on site (51% compared to the average of 43%).
- 7.12** Those in the top 20% most deprived wards were more likely than average to use LEA/Local Authority/Council jobs bulletin (36%), as were those in high density areas (35%).

7.13 Settings owned by the manager or by a chain were most likely to rely on word of mouth (67%) and on the Jobcentre/New Deal scheme (52%).

Table 7.2: **Recruitment Methods**

Recruitment methods ²	Total 2003		Top 20% most deprived wards ¹	
	%	No.	%	No.
Adverts in local press	65	1,800	65	400
Job Centre/New Deal Scheme	39	1,100	37	250
Word of mouth	61	1,700	60	350
Ad hoc CVs/applications sent to you	35	1,000	33	200
Colleges	40	1,100	36	250
LEA/Local Authority/Council jobs bulletin	28	800	36	200
Adverts at school/on site	43	1,200	46	300
Parents of children catered for	26	700	28	150
Open days	9	300	13	100
Recruitment fairs	9	300	13	100
Internet	5	100	1	#
National press	1	#	1	#
Other	7	200	6	#
None of these	3	#	4	#
Don't know	1	#	1	#

Source: MORI

Base: All holiday clubs (unweighted 850, weighted and grossed 2,781)

Base: ¹ All holiday clubs in top 20% deprived wards (unweighted 203, weighted and grossed 625)

Note: ² The question allowed multiple responses, therefore totals may add up to over 100%. In addition 'LEA/Local Authority/Council jobs bulleting', 'ad-hoc CV's sent to you' and adverts at school/on-site' were not read out in 2001

Note: Table percentages and figures may not add up to 100% or ± 100 of 2,781 (±50 of 625 for top 20% most deprived wards) as a result of grossing and rounding

Note: # indicates fewer than 100 providers in England (fewer than 50 providers for the top 20% most deprived wards)

RECRUITMENT DIFFICULTIES

7.14 Two in five (39%) holiday clubs and pre-schools had had a great deal or fair amount of difficulty in recruiting staff over the previous 12 months.

7.15 Settings had experienced most recruitment difficulties when recruiting supervisors (82%), and a further 52% had had difficulties in recruiting other paid childcare staff.

7.16 The most common difficulties encountered were that there were no qualified applicants (36%). The other most common problems were:

- Candidates wanting to work different hours to those offered (34%)
- Too few applicants (32%)
- Too few applicants with the right experience (27%)

Table 7.3: **Recruitment Difficulties**

	Total 2003		Top 20% most deprived wards ¹	
	%	No.	%	No.
Extent of difficulties in last 12 months				
A great deal	19	600	19	100
A fair amount	20	600	19	100
Not very much	8	200	8	#
Not at all	30	800	31	200
Not applicable/have not tried to recruit	22	600	23	100
Don't know	*	#	*	#
Types of staff had difficulty recruiting²				
Supervisors	82	900	80	200
Other paid childcare staff	52	600	53	100
Senior Manager	*	#	0	0
Other	2	#	4	#
Difficulties encountered²				
No qualified applicants	37	400	37	100
Candidates wanting to work different hours to those offered	34	400	22	50
Too few applicants	32	400	22	50
Too few applicants with the right experience	27	300	28	50
Provider couldn't afford wages required by applicant	9	100	12	#
Competition from other types of work	2	#	2	#
Competition from other childcare/early years settings	2	#	3	#
Cost of living in the area is too high	2	#	0	0
Other	10	100	17	#

Source: MORI

Base 2003: All holiday clubs (2003 – unweighted 850, weighted and grossed 2,781)

Base: ¹ All holiday clubs in top 20% deprived wards (unweighted 203, weighted and grossed 625)

Base: ² All that had any difficulties (unweighted 348, weighted and grossed 1,095; for top 20% most deprived wards unweighted 80, weighted and grossed 236)

Note: Table percentages and figures may not add up to 100% or ± 100 of 2,781/1,095 (± 50 of 625/237 for top 20% most deprived wards) as a result of grossing and rounding

Note: * indicates responses represent less than 1% of the total

Note: # indicates fewer than 100 providers in England (fewer than 50 providers for the top 20% most deprived wards)

RETENTION ISSUES

7.17 Information relating to this section is summarised in Tables 7.4 and 7.5.

LENGTH OF SERVICE

7.18 The average length of service amongst all paid staff at their current setting was three years and four months.

7.19 The average length of employment amongst senior managers was six years and nine months.

7.20 Among all paid childcare staff (excluding senior manager), the average length of service at their current settings was two years and nine months. Over half (57%) had worked at their current setting for under two years, while nearly two fifths (38%) had worked there for three years of more.

Table 7.4: **Length of Employment**

	Total 2003		Top 20% most deprived wards ¹	
	%	No.	%	No.
Length of service – all paid staff				
Less than 1 year	13	2,900	15	700
1–2 years	40	8,700	39	1,800
3–4 years	21	4,600	19	900
5 years or more	22	4,800	26	1,200
Don't know	4	800	1	50
Average length of service	3 years and 4 months		3 years and 6 months	
Length of service – senior manager				
Less than 1 year	6	200	5	#
1–2 years	18	500	17	100
3–4 years	20	600	20	100
5–10 years	36	1,000	35	200
11–20 years	16	500	20	100
21 or more	3	#	3	#
Don't know	*	#	1	#
Average length of service	6 years and 9 months		7 years and 3 months	
Length of service – all paid staff (excluding senior manager)				
Less than 1 year	14	2,800	16	650
1–2 years	43	8,200	42	1,700
3–4 years	21	4,000	19	750
5 years or more	17	3,300	21	900
Don't know	5	900	2	50
Average length of service	2 years and 9 months		3 years	

Source: MORI

Base: All paid staff in holiday clubs (unweighted 6,359 weighted and grossed 21,943)

Base: ¹ All paid staff in holiday clubs in the top 20% most deprived wards (unweighted 1,452, weighted and grossed 4,690)

Note: Table percentages and figures may not add up to 100% or ± 100 of 21,943 (± 50 of 4,690 for top 20% most deprived wards) as a result of grossing and rounding

Note: # indicates fewer than 100 paid staff in England (fewer than 50 providers for the top 20% most deprived wards)

ANNUAL LOSSES

7.21 Three fifths of holiday clubs had had at least one paid member of staff leave in the previous 12 months (61%). An average of 2.2 paid staff had left per organisation, equating to 5,900 paid staff across all settings.

7.22 Settings owned by voluntary/community/church groups were less likely than average to have had any staff leave in the last 12 months (56%).

DESTINATION OF STAFF WHO LEFT

- 7.23** Of those staff who left the organisation in the last 12 months it was believed that:
- Two in five (41%) went to other jobs in the childcare or early years sectors (around 2,400 individuals)
 - A quarter (26%) went to jobs outside the child sector (around 1,500 individuals)
 - One in ten did not take up other employment (around 600 individuals).

STAFF TURNOVER

- 7.24** Looking at the total number of employees being recruited and the number leaving the sector enables us to express the turnover rate¹⁶ for the sector and the rate of employment growth¹⁷.
- 7.25** The average turnover rate was 33%.
- 7.26** Overall, employment growth was 23%.

¹⁶ This is calculated by dividing the total number leaving their employment by the total currently employed less the difference between those recruited and those leaving their current employment. It should be noted that this turnover rate therefore includes the 'churn within the sector' as well as staff leaving the sector.

¹⁷ This is calculated dividing by net change in staff by the total currently employed less the difference between those recruited and those leaving their current employment. It should be noted that this growth rate therefore includes the 'churn within the sector' as well numbers of individuals both joining and leaving the sector.

Table 7.5: **Numbers and Destination of Staff Losses**

	Total 2003		Top 20% most deprived wards ¹	
	%	No.	%	No.
Numbers of staff leaving in previous 12 months				
Any	61	1,700	54	350
None	35	1,000	41	250
1–2	38	1,100	36	200
3–4	11	300	9	50
5+	11	300	9	50
Don't know	4	100	5	#
Average number of staff leaving per setting		2.22		2.41
Total number of staff leaving		5,900		1,400
Destination of staff that have left in the last 12 months²				
Childcare or early years education sector	41	2,400	49	700
Outside childcare or early education sector	26	1,500	22	300
Didn't obtain another job	10	600	10	150
Don't know	23	1,400	19	250
Turnover				
Turnover rates		33		36
Employment growth		23		18

Source: MORI

Base: All holiday clubs (unweighted 850, weighted and grossed 2,781)

Base: ¹ All holiday clubs in the top 20% most deprived wards (unweighted 203, weighted and grossed 625)

Base: ² All staff leaving their employment in the last 12 months (unweighted 1,559, weighted and grossed 5,940; for top 20% most deprived wards unweighted 333, weighted and grossed 1,427)

Note: * indicates responses represent less than 1% of the total

Note: Table percentages and figures may not add up to 100% or ± 100 of 2,781/5,940 (± 50 of 625/1,427 for top 20% most deprived wards) as a result of grossing and rounding

Note: # indicates fewer than 100 providers in England (fewer than 50 providers for the top 20% most deprived wards)

Appendix A: Technical Details

SAMPLE SOURCES

EARLY YEARS

The sample frame for the surveys of early years providers – nursery schools, primary schools with nursery and reception classes, and primary schools with reception classes – comprised of all relevant providers on the DfES Edubase of all education establishments in the UK. The database provided was current at 13 November 2002. Establishments that had taken part in other research for DfES recently were excluded from the sample frame.

Audiences were defined as follows:

- Nursery schools: all nursery schools;
- Primary schools with nursery and reception classes: primary schools coded as having nursery classes, and primary schools that were not flagged as having nursery classes on the database but where the lowest age of pupils was 3 years¹;
- Primary schools with reception classes: primary schools coded as having no nursery classes, and where the lowest age of pupil was 4 or 5.

CHILDCARE

The main sample frame for childcare audiences – childminders, full daycare providers, playgroups, out of school clubs and holiday clubs – comprised of all relevant providers on the Childcarelink database held by Opportunity Links. The database was current at 7 December 2002.

However, Childcarelink was not felt to contain details of all providers in all parts of the country. Therefore some individual Childcare Information Services (CISs) were contacted to obtain further leads. Additional contact details were obtained and included in the sample frame from: Essex, Dudley, Medway and Leeds.

Before drawing the sample, all childcare providers who had not given consent for their contact details to be made available for research were excluded from the sample frame.

It should be noted that the day nursery² (full daycare) audience was actually defined as including several types of providers on the Childcarelink database: full-day nurseries; combined nursery centres; extended day playgroups; early excellent centres and private nursery schools. This was to bring the audience definition in line with the National Daycare Standards category “full daycare” which will define the audience for future surveys.

1 Calls were made to several schools where this applied, and all were found to have nursery classes

2 Only 3 ‘others’ were captured in the new categories, less than 1% of the overall total number of interviews in full daycare

In the 2001 survey, this audience was only comprised of two categories: day nurseries and private nursery schools. However, findings from 2002/03 have been analysed focusing on just the two categories surveyed last year – day nurseries and private nursery schools – to allow comparison with findings from the 2001 survey.

For both childcare and early years audiences, the profile of the universe and populations (after certain records had been excluded) were checked, in terms of level of rurality, and levels of deprivation according to the Index of Multiple Deprivation (IMD), in order to maintain the representativeness of the population. They were found to be similar.

SAMPLING

Target sample sizes were 850 for all audiences except nursery schools. For nursery schools, a target of 200 interviews was set, reflecting that only 245 sample leads were available (all available leads were issued for fieldwork for this audience).

Sampling for early years audiences was conducted by MORI, whilst sampling for childcare audiences was carried out by Opportunity Links, with input from MORI.

For all audiences (except nursery schools), the sample was stratified by region in such a way as to equalise reliability of findings in each area. Samples for early years audiences were then ordered, within each region, by local authority area, and then by level of deprivation, level of rurality and number of children, before leads were selected at random.

Samples for childcare audiences were ordered, within each region, by childcare information service area, and then level of deprivation and level of rurality, before leads were selected at random.

For early years audiences, sufficient leads were drawn to allow for a response rate of 70% assuming that 100% of leads were eligible. For day nursery and playgroup audiences, sufficient leads were drawn to allow for an eligibility rate of 90% and a response rate of 80%. For childminders, and out of school clubs sufficient leads were drawn to allow for an eligibility rate of 80% and a response rate of 80%. For holiday schemes, sufficient leads were drawn to allow for an eligibility rate of 80% and a response rate of 60%.

In addition, some reserve sample was drawn in advance for contingency.

Some broad quotas were also set to monitor the profile of the achieved sample by level of deprivation, and level of rurality.

QUESTIONNAIRE DESIGN AND PILOTING

One core questionnaire was used for all audiences, except childminders who had a different questionnaire. In addition, the questionnaire was versioned somewhat between early years and childcare audiences.

In the main, the survey replicated the questionnaire from the 2001 survey to allow comparability of findings. However, it was up-dated, developed and fine-tuned by MORI in close consultation with colleagues at DfES.

A pilot was conducted in November 2002 to test the questionnaire wording and interview length, and the final questionnaires incorporated some minor changes to address issues emerging from the pilot.

FIELDWORK AND SURVEY ADMINISTRATION

Prior to fieldwork, all organisations in the samples were mailed an advance letter explaining about the survey and encouraging participation. In addition, for all audiences except childminders, a form was enclosed prompting respondents to collect information about staff qualifications and pay prior to the interview.

The survey interviews were conducted by telephone using CATI (computer assisted telephone interviewing) by MORI Telephone Surveys. Fieldwork for early years audiences was conducted during the period 9 December 2002 and 11 March 2003. Fieldwork for day nurseries, playgroups and out of school clubs was conducted during the period 14 February – 2 April 2003. Fieldwork among childminders was conducted from 7 February to 11 March and holiday schemes during the Easter holidays and the two weeks following, 14 April – 12 May 2003.

In order to maximise response rates, all organisations were called at least 12 times or until a definite outcome was achieved. In addition, respondents who refused to be interviewed, were contacted a second time by a MORI Telephone Surveys Supervisor.

ACHIEVED SAMPLES AND RESPONSE RATES

Details of the number of interviews achieved, response rates, and outcomes for all sample leads are provided in the table below.

Response rates and sample outcomes by audience

	Nursery schools classes	Primary with nursery and reception classes	Primary with reception but no nursery	Playgroups	Child-minders	Full daycare	Out of school clubs	Holiday clubs
	N	N	N	N	N	N	N	N
Telephone numbers issued	245	1,325	1,229	1,383	1,440	1,238	1,396	1,711
Successful interviews	200	850	850	850	850	850	850	850
Unadjusted response rate	82%	64%	69%	61%	59%	69%	61%	50%
Unsuccessful:								
Bad numbers	4	9	2	70	52	50	191	191
Ineligible	5	29	18	70	149	76	259	375
Not available in fieldwork	1	30	6	4	2	6	11	23
Adjusted response rate	85%	68%	71%	69%	69%	74%	75%	65%
Refused/ stopped part way	6	191	214	132	131	198	126	116
No interview achieved after 1-2 calls/region, deprivation or rurality quota reached/ not needed	29	216	139	257	255	108	150	347

Source: MORI

DATA ANALYSIS AND WEIGHTING

Data analysis and weighting were carried out by MORI Telephone Surveys.

Questions where there were 10% or more “other” responses were also back-coded by MTS.

Data among all audiences was weighted by region to adjust for the regionally stratified sample design and to ensure that findings were representative of providers across England as a whole. In addition, figures were grossed up to the current estimated national totals of providers across the country.

- For early year’s audiences, data are weighted and grossed using population and profile data from the DfES Edubase of all early years providers, current at 7 December 2002. However, adjustments were also made to the target population and profiles on a regional basis in light of findings from the survey on level of ineligibility within the sample. The proportion of leads found to be ineligible were: 4.0% among nursery schools; 5.1% among primary schools with nursery classes; 2.1% among primary schools with nursery and reception classes.
- For childcare audiences: day nurseries, playgroups and childminders data are weighted and grossed using population and profile data from Ofsted records as at January – March 2003. Some caution should be exercised when comparing 2003 to 2001 findings as different sources of data were used to inform the weighting and grossing of data each year.
- For out of school clubs and holiday schemes, data are weighted according to population and profile data from the ChildcareLink database³ as at 7 December 2002. For out of school clubs and holiday schemes, as with early years audiences, adjustments were made to the target population and profiles on a regional basis in light of findings from the survey on level of ineligibility within the sample (as data weighted back to ChildcareLink database rather than Ofsted). The proportion of leads found to be ineligible were: 18.6% among out of school clubs and 21.9% among holiday schemes.
- It should be noted that 2002/03 data for out of school clubs are representative of those held on the Opportunity Links database but that care should be taken when comparing with findings in 2001⁴ as different sources of data were used to inform the weighting and grossing of data. The Opportunity Links database in 2002/03 is likely to be a less accurate source. Like the other childcare audiences, out of school clubs were weighted by region and also by whether single (out of school only) or dual provider to ensure aggregate data is representative and reflects the true profile of out of school clubs according to the ChildcareLink database as at 7 December 2002. Those out of school clubs with no paid staff were also excluded from interview.
- For holiday schemes there is no comparison to be made with 2001, as the data was neither weighted nor grossed in that year. It should be noted that 2002/03 data for holiday schemes are representative of those held on the Opportunity Links database but that this is likely to be a less accurate source than Ofsted. Like the other childcare audiences, holiday schemes were weighted by region and also by whether single

3 This was because Ofsted records for out of school and holiday provision is combined and does not distinguish at a regional level between the two

4 Out of school clubs weighted and grossed to Children’s Day Care Facilities Survey March 2001

(holiday club only) or dual provider and by whether multi-provider to ensure aggregate data is representative and reflects the true profile of out of school clubs according to the ChildcareLink database as at 7 December 2002. Those holiday clubs with no paid staff or multi-provider duplicates were also excluded from interview.

The weighting process had an impact on the effective sample sizes of the eight audiences. The actual and effective sample sizes are provided in the table below.

Actual and Effective Sample Sizes

	Actual sample	Effective sample
	N	N
Nursery schools	200	199
Primary schools with nursery and reception classes	850	733
Primary schools with reception classes	850	726
Playgroups	850	745
Full daycare	850	777
Childminders	850	762
Out of school clubs	850	769
Holiday schemes	850	667

Source: MORI

Appendix B:

Summary of Key Data by Region and by Type of Area

Total	East Midlands		East of England		London		Yorks & Humberside		North West		South East		South West		West Midlands	
Number of Places																
Number of providers	2,800	250	400	250	250	250	250	250	200	600	600	450	300			
Number of places (0-7)	121,700	9,950	15,250	10,650	7,600	1,800	8,300	28,250	23,500	16,000						
Number of enrolments (0-7)	122,800	9,200	18,500	9,800	8,950	1,750	13,750	29,100	20,000	11,700						
Staff headcount																
Senior managers	2,800	250	400	250	250	250	250	250	200	600	600	456	300			
Supervisory staff	8,400	700	1,150	900	600	200	700	1,850	1,350	900						
Other paid childcare staff	10,750	850	1,700	1,050	650	100	750	3,100	1,750	900						
Student volunteers	1,700	#	450	150	150	#	150	450	150	100						
Other volunteers	3,050	800	500	250	150	#	200	600	350	200						
Total workforce ⁽¹⁾	26,700	2,700	4,150	2,600	1,800	400	2,000	6,600	4,050	2,400						
Total paid workforce ⁽²⁾	21,950	1,800	1,250	2,200	1,550	350	1,650	5,500	3,600	2,100						
Agency staff (% of providers using these)	7	6	10	15	5	5	5	7	8	4						
Staff characteristics																
% male	21	17	21	30	13	18	17	26	19	16						
% from an ethnic minority background	10	6	3	44	7	1	7	8	4	7						
% with a disability	2	2	1	3	1	1	2	1	2	1						
% Age up to 24 years	48	43	37	34	46	60	51	60	47	46						
% 25 – 39 years	29	29	36	38	29	24	32	23	31	26						
% 40 – 49 years	14	18	16	17	13	15	12	10	14	17						
% 50+ years	7	9	6	7	8	2	5	5	7	9						
All paid staff (average hours worked per week)	32	27	28	31	28	32	36	37	27	34						
All staff paid annually (average annual pay – £s)	6,000	5,800	3,500	6,200	4,400	16,500	6,300	9,200	4,800	7,900						
All staff paid hourly (average hourly pay – £s)	6.20	5.70	6.10	8.00	5.70	5.70	6.40	6.00	5.90	5.90						

	Total	East Midlands	East of England	London	Yorks & Humberside	North East	North West	South East	South West	West Midlands	West
Length of service (in years)											
Senior managers	7	8	5	8	5	9	8	7	6	7	7
All paid staff (excluding senior manager)	2	2	1	4	3	4	3	3	3	3	3
All paid staff	2	2	1	2	2	3	2	2	2	2	2
Employment change											
Overall employee turnover rate(3)	33	21	50	22	46	38	34	36	34	18	18
Recruitment rate (4)	56	36	88	42	66	89	40	71	48	30	30
Employment growth(5)	23	16	38	20	21	50	6	35	14	12	12
Recruitment difficulty in last year	39	32	46	43	50	51	44	33	40	33	33
Qualifications & Training											
% of senior managers that are qualified to level 3 or above	55	65	55	41	62	56	65	44	62	56	56
% of supervisors qualified to level 3 or above	49	53	49	49	47	39	66	34	56	52	52
% of other paid childcare workers qualified to level 2 or above	22	23	16	36	29	17	33	14	21	26	26
% of senior managers who are working towards a qualification	23	16	23	34	33	27	16	15	19	19	19
% of supervisors who are working towards a qualification	24	19	18	26	37	17	23	20	27	25	25
% of other paid childcare staff who are working towards a qualification	25	29	17	24	36	49	27	15	40	25	25
% of providers with training budgets	59	57	46	61	47	56	66	70	54	66	66
Average amount spent on training p.a.	1,170	800	1,500	2,000	1,050	300	1,150	1,250	620	1,290	1,290

Source: MORI

Notes:

- 1 Total workforce – total number of senior managers, supervisory staff, other paid childcare staff, trainees/students and volunteers.
- 2 Total paid workforce – total number of senior managers, supervisory staff and other paid childcare staff
- 3 Overall employee turnover rate – This is calculated by dividing the total number leaving their employment by the total currently employed less the difference between those recruited and those leaving their current employment.
- 4 Recruitment rate– This is calculated by dividing the total number recruited by total currently employed less the difference between those recruited and those leaving their current employment.
- 5 Employment growth – This is calculated by dividing the net change in staff by the total currently employed less the difference between those recruited and those leaving their current employment.

	Total	Low	Medium	High	Top 20% deprived
Number of Places					
Number of providers	2,800	900	900	950	600
Number of places (0-7)	121,700	38,900	42,300	40,600	22,000
Number of enrolments (0-7)	122,800	33,300	39,500	50,000	29,300
Staff headcount					
Senior Managers	2,800	900	900	950	600
Supervisory Staff	8,400	2,600	2,600	3,200	2,000
Other paid childcare staff	10,750	3,300	3,200	4,200	2,100
Student volunteers	1,700	600	400	650	350
Other volunteers	3,050	1,150	1,100	800	800
Total workforce ⁽¹⁾	26,700	8,600	8,300	9,800	5,850
Total paid workforce ⁽²⁾	21,950	6,800	6,800	8,300	4,700
Agency staff (% of providers using these)	7	6	6	10	12
Staff characteristics					
% male	21	20	20	23	18
% from an ethnic minority background	10	3	5	19	16
% with a disability	2	1	2	2	2
% Age up to 24 years	48	46	49	47	41
% 25 – 39 years	29	29	28	32	35
% 40 – 49 years	14	15	13	13	18
% 50+ years	7	7	8	5	6
All paid staff (average hours worked per week)	32	28	31	36	30
All staff paid annually (average annual pay)	6,000	5,100	7,200	5,650	7,350
All staff paid hourly (average hourly pay)	6.20	5.90	6.00	6.50	6.20

	Total	Low	Medium	High	Top 20% deprived
Length of service (in years)					
Senior manager	7	6	7	7	7
All paid staff (excluding senior manager)	2	3	3	3	3
All paid staff	2	3	3	3	4
Employment change					
Overall employee turnover rate(3)	33	36	29	35	36
Recruitment rate (4)	56	62	39	69	54
Employment growth(5)	23	26	9	33	18
Recruitment difficulty in last year	39	38	38	42	38
Qualifications & Training					
% of senior managers that are qualified to level 3 or above	55	58	53	54	57
% of supervisors qualified to level 3 or above	49	45	52	49	52
% of other paid childcare workers qualified to level 2 or above	22	14	26	24	27
% of senior managers who are working towards a qualification	23	23	21	25	24
% of supervisors who are working towards a qualification	24	24	22	24	29
% of other paid childcare staff who are working towards a qualification	25	21	24	27	30
% of providers with training budgets	59	57	62	58	59
Average amount spent on training p.a.	1,170	820	1,420	1,290	1,490

Source: MORI

Notes:

- 1 Total workforce – total number of senior managers, supervisory staff, other paid childcare staff, trainees/students and volunteers.
- 2 Total paid workforce – total number of senior managers, supervisory staff and other paid childcare staff
- 3 Overall employee turnover rate – This is calculated by dividing the total number leaving their employment by the total currently employed less the difference between those recruited and those leaving their current employment.
- 4 Recruitment rate– This is calculated by dividing the total number recruited by total currently employed less the difference between those recruited and those leaving their current employment.
- 5 Employment growth – This is calculated by dividing the net change in staff by the total currently employed less the difference between those recruited and those leaving their current employment.

Appendix C: Statistical Reliability

SAMPLING TOLERANCE

Respondents represent only samples of total populations, so we cannot be certain that the figures obtained are exactly those we would have if everybody had taken part ("true values").

However, we can predict the variation between the sample results and the true values from knowledge of the size of the samples on which results are based and the number of times a particular answer is given. The confidence with which we make this prediction is usually chosen to be 95% – that is, the chances are 95 in 100 that the true value will fall within a specified range.

The table below illustrates the predicted ranges for different sample sizes and percentage results at the "95% confidence interval".

Size of sample on which survey result is based

*Approximate sampling tolerances applicable to percentages
at or near these levels*

Effective sample size	10% or 90%	30% or 70%	50%
	±	±	±
50	8	13	14
100	6	9	10
200	4	6	7
400	3	5	5
800	2	3	4

For example, with a sample size of 200 where 30% give a particular answer, the chances are 19 in 20 that the true value – which would have been obtained if the whole population had been interviewed – will fall within the range of ± 6 percentage points from the sample result i.e., between 24% and 36%.

COMPARING SUB-GROUPS

When results are compared between separate groups within a sample, the difference may be “real” or it may occur by chance (because not everyone in the population has been interviewed). To test if the difference is a real one, that is, if it is “statistically significant”, we again have to know the size of the samples, the percentage of respondents giving a certain answer and the degree of confidence chosen.

If we assume a “95% confidence interval”, the differences between the results of two groups must be greater than the values given in the table below:

Size of sample on which survey result is based

Approximate sampling tolerances applicable to percentages at or near these levels

Effective sample size

	10% or 90%	30% or 70%	50%
	±	±	±
50 and 50	12	18	20
100 and 100	8	13	14
300 and 300	5	7	8
600 and 600	3	5	6

Appendix D: Questionnaire

CHILDCARE AND EARLY EDUCATION WORKFORCE SURVEY 2002/3 FINAL HOLIDAY SCHEME QUESTIONNAIRE

Good morning/afternoon/evening. I'm from MORI, the Market Research company. Please could I speak to the senior manager of (CATI TO INSERT NAME OF PROVIDER) ADD FOR CLARIFICATION IF NECESSARY: the manager of the holiday scheme, that is the person with overall responsibility for running this provision?

BY THE 8TH CALL BACK AND IN ORDER TO SECURE THE INTERVIEW WE CAN OFFER THE SENIOR MANAGER TO NOMINATE ANOTHER MANAGER OR SUPERVISOR TO RESPOND TO THE INTERVIEW.

We recently wrote to you explaining that we are carrying out a survey amongst childcare and early education providers on behalf of the DfES. The survey examines some the key characteristics of the sector and is an important resource for both national and local policy making. It also helps the DfES to monitor government targets in relation to qualifications and workforce growth and diversity.

Is now a convenient time?

Yes, continue	1
No, make appointment	2

DO NOT READ OUT

QA INTERVIEWER CODE: Is interview with senior manager or delegated to other manager/supervisor.

Senior Manager/Head (person with overall responsibility for managing the organisation)	1	ACCEPT AFTER 8TH CALL
Deputy manager/Other manager/Supervisor	2	
Other (please write in)	3	

INTRODUCTION/ESTABLISHING IDENTITY OF PROVIDER

Q1. **Can I just check that you have received the letter and form from us asking you to prepare some information on staff qualifications and pay prior to this interview?**

Yes, and have completed it	1	
Yes, but have not yet completed it	2	GIVE OPTION TO CALL BACK WHEN READY AND/OR TO FAX NEW COPY OF FORM
No	3	

ASK ALL CHILDCARE PROVIDERS: (DERIVE FROM SAMPLE) NOT TO BE ASKED OF EARLY YEARS

Q2. **Can I just check that you offer one of the following types of childcare?**
READ OUT.

A	Play Group/Pre-school	1	(NB WE'VE SWAPPED CODES A AND B AROUND)
B	Day Nursery	2	
C	Private Nursery School	3	
D	Early Excellence Centre	4	
E	Extended day playgroup	5	
F	Combined nursery centre	6	
G	Out of school club – eg after-school/breakfast club	7	
H	Holiday club	8	READ OUT FIRST
	Other (write in)	9	

NB: DON'T KNOW IS NOT PERMITTED

CATI CHECK IF Q2 MATCHES SAMPLE.

(FOR THE "FULLDAY CARE" SAMPLE, PLEASE CHECK TYPE AGAINST THE DETAILED COLUMNS FOR DN (Day nursery), PNS (private nursery school), EEC (Early excellence centre) EPG (Extended day playgroup) and CNC (Combined nursery centre).

IF Q2 DIFFERENT FROM SAMPLE

Q2.a. **Our records indicate you provide** *[text sub – insert from sample types (for the full daycare audiences insert the detailed names of types (eg "private nursery school, extended day playgroup and not the summary term "fulldaycare"),* **can I just double check what you provide?**

Provision correct as stated at Q2	1	CONTINUE
Need to correct/amend Q2	2	AMEND Q2

NB: DON'T KNOW IS NOT PERMITTED

ELIGIBILITY CHECK:

FOR PLAYGROUPS: CONTINUE IF CODE "1" AT Q2, OTHERS CLOSE

FOR FULL DAYCARE GROUPS: CONTINUE IF ANY CODED 2-6. OTHERS CLOSE

FOR OUTOFSCHOOL: CONTINUE IF CODED "7". OTHERS CLOSE

FOR HOLIDAY PROVIDERS: CONTINUE IF CODED "8". OTHERS CLOSE.

ASK ALL CHILDCARE PROVIDERS: (DERIVE FROM SAMPLE)

Q3. **And can I just check, which of the following types of care do you provide:**

READ OUT A-C. MULTICODE OK.

A	Full daycare for children under 5 (by full-daycare we mean where care is provided for a continuous period of four hours or more).	1
B	Sessional care for children under 5 (by sessional care we mean where a session is less than a continuous period of four hours in any day, with a break between sessions with no children in the care of the provider)	2
C	Out of school care for school aged children (this can be care before or after school, or during the school holidays).	3
	Other (WRITE IN AND CODE 4)	4

NB: DON'T KNOW IS NOT PERMITTED

ASK ALL MULTICODED AT Q2 **For the rest of the interview I would like you to talk about your (INSERT AS BELOW)..... only. (NB if your organisation has several branches, please focus on the site that you are at now).**

INSERT:

FOR PLAYGROUPS "playgroup/pre-school"

FOR OUT OF SCHOOL CLUBS "out of school club"

FOR HOLIDAY CLUBS "holiday club"

FOR FULL-DAY CARE CATEGORIES: INSERT ALL TYPES MENTIONED FROM CODES 2-6 AT Q2

ASK ALL CODED HOLIDAY CLUB (CODE 8) AT Q2

Q3b. **In which holiday periods do you operate? READ OUT AND CODE ANY THAT APPLY**

Christmas	1
Easter	2
Summer	3
Any half term	4
None of these	5

NB: DON'T KNOW IS NOT PERMITTED

FOR ALL CLUBS THAT OPERATE AT EASTER:

"For the rest of the interview I would like you to focus on your Easter holiday time provision".

FOR ALL HOLIDAY CLUBS THAT DO NOT OPERATE AT EASTER:

Q3c. **Can I just check what was the most recent main holiday period your club was open?**

Christmas	1
Summer	2
Half term	3
Other (PLEASE WRITE IN AND CODE '4')	4

For the rest of the interview please focus on your

[INSERT ANSWER FROM Q3C].

ASK ALL EARLY EDUCATION SETTINGS: NURSERY AND PRIMARY SCHOOLS

Q4. **Can I just check, are you a (INSERT SAMPLE TYPE)?** IF NO, PROBE TO FIND OUT TYPE. SINGLE CODE ONLY

Nursery school	1	
Primary school which has nursery classes that are funded as part of the main school and reception classes	2	
Primary school with reception classes but no nursery class that are funded within the main school budget	3	
Other	4	CLOSE

SERVICE PROVISION

ASK ALL

Q5.a **How many registered full-time places do you/did you have for children aged 0 to 7 (over Easter/during your last main holiday period)? Please answer in total number of full-time places, for example 2 half days would count as one full-time place** PROMPT **How many children registered under the Children Act with OFSTED can you/could you take at any one time?**

WRITE IN NUMBER

.

Q6.a ASK ALL

Approximately how many children aged 0 to 7 do you/did you have enrolled at the moment/during your last main holiday period? PROMPT **How many are on the books?**

WRITE IN NUMBER

.

ASK ALL CHILDCARE PROVIDERS

Q6.b **Approximately how many children aged 8 and over do you/did you have enrolled at the moment/during your last main holiday period?** PROMPT **How many are on the books?**

WRITE IN NUMBER

.

CURRENT STAFFING

In this section we ask about three different groups of staff.

These are, firstly, the senior manager (that is the person with overall responsibility for managing the provision); secondly all other supervisory staff who are qualified to supervise a group of children on their own (they may or may not supervise other members of staff) e.g. Nursery officers and nursery nurses; and thirdly other childcare support staff, not qualified to supervise a group of children on their own.

NB: The definitions we are using for supervisory and other childcare staff is in line with National Daycare Standards categories, where Level 3 equals supervisory and Level 2 equals non supervisory.

Q7. **PLEASE CLARIFY WITH THE RESPONDENT WHICH CATEGORY THEY SHOULD BE COUNTED AS FOR THE REST OF THE SURVEY QUESTIONS AND CODE BELOW**

Senior manager (that is the person with overall responsibility for managing the provision)	1
Supervisory staff (this includes all other staff qualified to supervise a group of children on their own, including other managers, such as deputy managers)	2
Other childcare staff (not qualified to supervise groups of children on their own)	3
Other (not to be counted in any questions on paid staff below)	4

ASK ALL

Q7.a **Could you tell me how many paid supervisory staff are/were employed to run all the childcare sessions per week (during Easter/your last main holiday period)? (By supervisory staff we mean all those, excluding the senior manager, who are qualified to look after a group of children on their own, whether or not they supervise other staff).**

ENTER NUMBER

Q7.b **And could you tell me how many other paid childcare staff (by this we mean all those who are not qualified to supervise a group of children on their own) were employed to run all the childcare sessions per week (during Easter/your last main holiday period)?**

ENTER NUMBER

Q7.c **Can I just confirm that the total number of paid staff (including you/the senior manager) who help/helped to run all childcare sessions per week is/was:** (CHECK Q7A+Q7B+1 = Q7C)

ENTER TOTAL

Q7.d (i) **And how many unpaid students on placement help/helped to run all the childcare sessions per week (during Easter/your last main holiday period)?**

IF UNSURE PROBE FOR BEST ESTIMATE

(ii) **And could you tell me how many other unpaid volunteers, helped to run all the childcare sessions per week (during Easter/your last main holiday period)?**

IF UNSURE PROBE FOR BEST ESTIMATE

(i) ENTER NUMBER

(ii) ENTER NUMBER

The rest of the interview is about paid staff

Q8. **Now I'd like to ask how many hours per week each member of paid staff works/worked. First you/the senior manager?** IF UNSURE OR IT VARIES, PLEASE PROBE FOR BEST ESTIMATE OF AVERAGE HOURS.

(i) ENTER TOTAL

ASK IF ANY AT Q7a

Q8.a **And how many hours per week do/did each of the supervisory staff (those qualified to supervise a group of children on their own) work?**

IF CODE 2 AT Q7 ADD INTERVIEWER NOTE: INCLUDE RESPONDENT. IF UNSURE OR IT VARIES, PLEASE PROBE FOR BEST ESTIMATE OF AVERAGE HOURS.

Staff number	Number of hours worked	Don't Know
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>

ENTER NUMBER

(CATI TO BRING UP NUMBER OF STAFF AT Q7a)

ASK IF ANY AT Q7b

Q8.b **And how many hours per week do/did each of the other childcare staff (not qualified to supervise a group of children on their own) work? (this excludes unpaid volunteers)**

IF UNSURE OR IT VARIES, PLEASE PROBE FOR BEST ESTIMATE OF AVERAGE HOURS.

Staff number	Number of hours worked		Don't Know
1	<input type="text"/>		<input type="text"/>
2	<input type="text"/>		<input type="text"/>
3	<input type="text"/>	ENTER NUMBER	<input type="text"/>
4	<input type="text"/>		<input type="text"/>
5	<input type="text"/>		<input type="text"/>
6	<input type="text"/>		<input type="text"/>

(CATI TO BRING UP THE NUMBER OF STAFF CODED AT Q7B)

ASK ALL

Now thinking about all paid staff, including supervisory staff, other childcare staff and the senior manager.

Q9.a **How many paid staff do/did any other paid work in addition to working for [XYZ provider] (as far as you are aware)?** SINGLE CODE ONLY

ENTER NUMBER

None	1
Don't know	2

CHECK ANSWER AT Q9A DOES NOT EXCEED TOTAL AT Q7C

ASK IF ONE OR MORE AT Q9a. OTHERS GO TO Q9c

Q9.b **Of these how many do/did other paid work in the education or childcare sector?** SINGLE CODE ONLY

ENTER NUMBER

None	1
Don't know	2

CHECK ANSWER AT Q9A DOES NOT EXCEED TOTAL AT Q9B

ASK ALL

Q10. **Are you using/did you use any agency, freelance or supply childcare staff (during Easter/your last main holiday period)?** SINGLE CODE ONLY

Yes	1
No	2
Can't remember	3

ASK ALL

Q11.a **How many paid staff are/were male (working over Easter/your last main holiday period)?** INCLUDE SENIOR MANAGER

ENTER NUMBER

CHECK Q11a NOT GREATER THAN Q7C

Q11.b **For each member of your paid staff working over Easter/your last main holiday period could you tell me how old they are/were? Firstly, yourself/Senior Manager**

CODE INTO AGE BANDS. IF RESPONDENT IS UNSURE PROMPT WITH BANDS AND PROBE FOR BEST ESTIMATE.

Staff number	16-19 years	20-24 years	25-29 years	30-39 years	40-49 years	50 years and over	Don't know
1 (Senior Manager)	1	2	3	4	5	6	7
2	1	2	3	4	5	6	7
3	1	2	3	4	5	6	7
4	1	2	3	4	5	6	7
5	1	2	3	4	5	6	7
6	1	2	3	4	5	6	7

CATI BRING UP THE NUMBER OF PAID STAFF AT Q7C.

Q11.c **And how many paid staff (working over Easter/the last main holiday period) would describe themselves as members of an ethnic minority group?** INCLUDE SENIOR MANAGER

ENTER NUMBER

CHECK Q11c NOT GREATER THAN Q7C

Q11.d **And as far as you are aware, how many paid staff if any (working over Easter/the last main holiday period), have/had a disability which could be described as their having “a physical or mental impairment which has a substantial and long-term adverse effect upon their ability to carry out normal day-to-day activities”?** INCLUDE SENIOR MANAGER

ENTER NUMBER

CHECK Q11d NOT GREATER THAN Q7C

Q12. **Now please tell me how many years each member of paid staff has/had been employed here. Firstly, the senior manager.** ASK FOR EACH MEMBER OF STAFF

IF UNSURE PROBE FOR BEST ESTIMATE

Staff number	Number of years	Less than one year	Don't know
1 (Senior Manager)	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/> ENTER NUMBER	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>

CATI TO BRING UP NUMBER OF PAID STAFF AT Q7C.

Now I'd like to ask you about staff pay. (Can I remind you that your answers are confidential)

Q13.a **First please tell me how much the senior manager is/was paid per hour?**

IF UNSURE PROBE FOR BEST ESTIMATE

	Amount paid	Don't know	Refused
Senior Manager	£ <input type="text"/> . <input type="text"/> <input type="text"/> ENTER AMOUNT	<input type="text"/>	<input type="text"/>

IF RESPONDENT WANTS TO GIVE ANSWER AS AN ANNUAL SALARY, PLEASE ENCOURGE THEM TO RECORD THIS HOURLY.

HOWEVER, IF THEY REALLY CAN'T PROVIDE AN HOURLY FIGURE, YOU CAN CODE THE ANSWER ANNUALLY AS A LAST RESORT.

Senior Manager £ ANNUAL SALARY

ASK THOSE WITH ONE OR MORE SUPERVISORY STAFF AT Q7A

Q13.b **And please tell me, how much are each of your supervisory staff are/were (those who qualified to supervise a group of children on their own but who may or may not supervise other staff) paid per hour?**

IF UNSURE PROBE FOR BEST ESTIMATE

Staff number	Amount paid	Don't know	Refused
1	£ <input type="text"/> . <input type="text"/> <input type="text"/> ENTER AMOUNT	<input type="text"/>	<input type="text"/>
2		<input type="text"/>	<input type="text"/>
3		<input type="text"/>	<input type="text"/>
4		<input type="text"/>	<input type="text"/>
5		<input type="text"/>	<input type="text"/>

IF RESPONDENT WANTS TO GIVE ANSWER AS AN ANNUAL SALARY, PLEASE ENCOURGE THEM TO RECORD THIS HOURLY.

HOWEVER, IF THEY REALLY CAN'T PROVIDE AN HOURLY FIGURE, YOU CAN CODE THE ANSWER ANNUALLY AS A LAST RESORT.

£ ANNUAL SALARY

CATI BRING UP SAME NUMBER OF SUPERVISORY STAFF AS AT Q7A

ASK THOSE WITH ONE OR MORE OTHER CHILDCARE STAFF AT Q7b

Q13.c **And how much each of your other childcare staff (those not qualified to supervise a group of children on their own) are/were paid per hour?**

IF UNSURE PROBE FOR BEST ESTIMATE

Staff number	Amount paid	Don't know	Refused
C 1	£ <input type="text"/> . <input type="text"/> <input type="text"/> ENTER AMOUNT	<input type="text"/>	<input type="text"/>
2		<input type="text"/>	<input type="text"/>
3		<input type="text"/>	<input type="text"/>
4		<input type="text"/>	<input type="text"/>
5		<input type="text"/>	<input type="text"/>

IF RESPONDENT WANTS TO GIVE ANSWER AS AN ANNUAL SALARY, PLEASE ENCOURGE THEM TO RECORD THIS HOURLY.

HOWEVER, IF THEY REALLY CAN'T PROVIDE AN HOURLY FIGURE, YOU CAN CODE THE ANSWER ANNUALLY AS A LAST RESORT.

£ ANNUAL SALARY

CATI BRING UP SAME NUMBER OF OTHER CHILDCARE STAFF AS AT Q7B
NO Q13D

QUALIFICATIONS AND TRAINING

ASK ALL

Moving on to staff qualifications. Please answer these questions about qualifications which are relevant to working with children or young people. (Please refer to the form we sent to you to complete prior to this interview.)

Q14.a **Firstly, can you tell me what is the highest qualification, relevant to working with children or young people, that the senior manager hold(s)?**
SINGLE CODE ONLY

IF RESPONDENT SAYS OTHER PLEASE MAKE SURE YOU NOTE DOWN THE NAME OF THE QUALIFICATION, THE NAME OF THE PROVIDER AND THE LEVEL OF THE QUALIFICATION.

Q14.b **And what (if any) is the highest qualification, relevant to working with children or young people, that you the senior manager is currently working towards?** SINGLE CODE ONLY

	Q14a	Q14b
Nursery nursing/nursing		
BTEC in Nursery Nursing – Level 2	1	1
Nursery Nursing – Diploma/National level 3	2	2
Nursing Qualification Degree – Level 4	3	3
Certificate in Nursery Management Skills NAMCW	4	4
Early childcare/Early years		
Certificate in Caring for Children CACHE – Level 1	5	5
Early years/childcare – practice/education/childhood studies – level 2 (BTEC/NVQ/progression/award/Diploma/certificate)	6	6
Caring for children/NVQ in Early Years Care/Childcare/3240/Foundation award – Level 2 – (CACHE/City and Guilds/EdExcel/OV)	7	7
National Certificate in Early Years/Early Childhood Studies – Level 3 – (BTEC/National diploma/Higher National Certificate/intermediate award)	8	8

Q14a Q14b

NVQ in Early Years/Childcare and Education/ work with children and Young People – Level 3 (Certificate of Professional Development) (CACHE/ City and Guilds/EdExcel/OV)	9	9
Advanced Award in Working with Children National Open College Network – Level 3	10	10
Advanced Diploma in Childcare Education – level 4 – CACHE/PPA/PLA	11	11
Advanced Certificate in Childcare & Education NAMCW	12	12
Playwork		
Playwork with Children over 5 EMFEC – Level 1	13	13
Play work/ NVQ in Playwork/ Take 10 for Play – Level 2 (Intermediate/certificate/National Centre for Playwork education) City & Guilds/ CACHE/EdExcel/OV –	14	14
NVQ in Playwork – Take 10 for Play/Diploma in Playwork City & Guilds/CACHE/EdExcel/OV – Level 3	15	15
Advanced Certificate in Playgroup Practice – Level 3	16	16
Playwork (Playwork/advanced certificate) – Level 3	17	17
NVQ play work/L4 Play work Development – Level 4 – City and Guilds/CACHE/EdExcel	18	18
Playworker Certificate City and Guilds/CAC/HE/EdExcel	19	19
Pre-school		
Pre-school Practice (introduction/certificate)	20	20
NVQ/Certificate (pre-school/pre-school practice/babies) – level 2	21	21
Certificate in working with under 2's PLA – level 2	22	22
Diploma in Pre-school Practice – Level 3 – CACHE/PPA/PLA	23	23
Degree		
Degree (PGCE/Bed/Early Childhood Studies) – level 4	24	24
Diploma in Social Work/other professional social work qualification Degree – Level 4	25	25

	Q14a	Q14b
Education		
Certificate in Education – level 3 – OCN	26	26
S/NVQ in Group care and education – Level 3 – CACHE/CEYA	27	27
Diploma in Childcare & Education – Level 3 – CACHE	28	28
Diploma in Higher Education in Playwork Universities of Northumbria, Leeds, Metropolitan, London, Plymouth, Birmingham – Level 4	29	29
Childminding		
ICP-Introduction to Childminding Practice module CACHE – ICP unit Level 3	30	30
DCP – Developing Childminding Practice module CACHE – DCP unit Level 3	31	31
ECP – Extending Childminding Practice module CACHE – ECP unit Level 3	32	32
Certificate in Childminding Practice CACHE – Level 3	33	33
Management		
Management Qualification Undergraduate- BSc/BA – Degree – Level 4	34	34
Management Qualification Postgraduate-eg. MBA Degree – Level 5	35	35
Montessori		
Certificate in Education (Montessori) – level 2	36	36
Diploma in Education (Montessori) – level 3	37	37
Diploma/Advanced Diploma in Education (including Montessori) – level 4	38	38
Other		
Foundation – Level 1 CACHE/PPA	39	39
Certificate NCFE– Level 2	40	40
NVQ Assessor Level 2	41	41
NVQ Assessor Level 2 and Level 3	42	42
S/NVQ City and Guilds/CAC/HE/EdExcel/OU – Level 4	43	43
No relevant qualification	44	44

Q14a Q14b

Overseas qualifications	45	45
Other – Level 1 (PLEASE SPECIFY)	46	46
Other – Level 2 (PLEASE SPECIFY)	47	47
Other – Level 3 (PLEASE SPECIFY)	48	48
Other – Level 4 (PLEASE SPECIFY)	49	49
Other – Level 5 (PLEASE SPECIFY)	50	50
Any Other (PLEASE SPECIFY)	51	51
Don't know	52	52

Q14.c **Are you/is the senior manager an NVQ assessor?** SINGLE CODE ONLY

Yes	1
No	2
Don't know	3

ASK ALL WITH ANY AT Q7a

Q15.a **Please tell me the highest qualification (relevant to working with children or young people) that each of the supervisory staff holds (ie staff working over Easter/your most recent main holiday period)?**

SINGLE CODE FOR EACH MEMBER OF STAFF. LOOP ACCORDING TO NUMBER OF SUPERVISORS AT Q7a.

Q15.b **And what (if any) is the highest qualification (relevant to working with children or young people) that each are/were working towards?**

SINGLE CODE FOR EACH MEMBER OF STAFF. LOOP ACCORDING TO NUMBER OF SUPERVISORS AT Q7a.

INCLUDE ALL ITEMS FOR ALL AUDIENCES BUT SORT QUALIFICATIONS ACCORDING TO AUDIENCE SHOWING THE AUDIENCE SPECIFIC ITEMS AT THE TOP OF THE LIST (AUDIENCES SHOWN IN BRACKETS), (AUDIENCE DERIVED FROM SAMPLE)

Q15a Q15b

Nursery nursing/nursing		
BTEC in Nursery Nursing – Level 2	1	1
Nursery Nursing – Diploma/National level 3	2	2
Nursing Qualification Degree – Level 4	3	3
Certificate in Nursery Management Skills NAMCW	4	4

	Q15a	Q15b
Early childcare/Early years		
Certificate in Caring for Children CACHE – Level 1	5	5
Early years/childcare – practice/education/childhood studies – level 2 (BTEC/NVQ/progression/award/Diploma/certificate)	6	6
Caring for children/NVQ in Early Years Care/Childcare/3240/Foundation award – Level 2 – (CACHE/City and Guilds/EdExcel/OV)	7	7
National Certificate in Early Years/Early Childhood Studies – Level 3 – (BTEC/National diploma/Higher National Certificate/intermediate award)	8	8
NVQ in Early Years/Childcare and Education/work with children and Young People – Level 3 (Certificate of Professional Development) (CACHE/City and Guilds/EdExcel/OV)	9	9
Advanced Award in Working with Children National Open College Network – Level 3	10	10
Advanced Diploma in Childcare Education – level 4 -CACHE/PPA/PLA	11	11
Advanced Certificate in Childcare & Education NAMCW	12	12
Playwork		
Playwork with Children over 5 EMFEC – Level 1	13	13
Play work/ NVQ in Playwork/ Take 10 for Play – Level 2 (Intermediate/certificate/National Centre for Playwork education) City & Guilds/CACHE/EdExcel/OV –	14	14
NVQ in Playwork – Take 10 for Play/Diploma in Playwork City & Guilds/CACHE/EdExcel/OV – Level 3	15	15
Advanced Certificate in Playgroup Practice – Level 3	16	16
Playwork (Playwork/advanced certificate) – Level 3	17	17
NVQ play work/L4 Play work Development – Level 4 – City and Guilds/CACHE/EdExcel	18	18
Playworker Certificate City and Guilds/CAC/HE/EdExcel	19	19
Pre-school		
Pre-school Practice (introduction/certificate)	20	20
NVQ/Certificate (pre-school/pre-school practice/babies) – level 2	21	21

	Q15a	Q15b
Certificate in working with under 2's PLA – level 2	22	22
Diploma in Pre-school Practice – Level 3 – CACHE/PPA/PLA	23	23
Degree		
Degree (PGCE/Bed/Early Childhood Studies) – level 4	24	24
Diploma in Social Work/other professional social work qualification Degree – Level 4	25	25
Education		
Certificate in Education – level 3 – OCN	26	26
S/NVQ in Group care and education – Level 3 – CACHE/CEYA	27	27
Diploma in Childcare & Education – Level 3 – CACHE	28	28
Diploma in Higher Education in Playwork Universities of Northumbria, Leeds, Metropolitan, London, Plymouth, Birmingham – Level 4	29	29
Childminding		
ICP-Introduction to Childminding Practice module CACHE – ICP unit Level 3	30	30
DCP – Developing Childminding Practice module CACHE – DCP unit Level 3	31	31
ECP – Extending Childminding Practice module CACHE – ECP unit Level 3	32	32
Certificate in Childminding Practice CACHE – Level 3	33	33
Management		
Management Qualification Undergraduate-BSc/ BA – Degree – Level 4	34	34
Management Qualification Postgraduate-eg. MBA Degree – Level 5	35	35
Montessori		
Certificate in Education (Montessori) – level 2	36	36
Diploma in Education (Montessori) – level 3	37	37
Diploma/Advanced Diploma in Education (including Montessori) – level 4	38	38

Q15a Q15b

Other		
Foundation – Level 1 CACHE/PPA	39	39
Certificate NCFE– Level 2	40	40
NVQ Assessor Level 2	41	41
NVQ Assessor Level 2 and Level 3	42	42
S/NVQ City and Guilds/CAC/HE/EdExcel/OU – Level 4	43	43
No relevant qualification	44	44
Overseas qualifications	45	45
Other – Level 1 (PLEASE SPECIFY)	46	46
Other – Level 2 (PLEASE SPECIFY)	47	47
Other – Level 3 (PLEASE SPECIFY)	48	48
Other – Level 4 (PLEASE SPECIFY)	49	49
Other – Level 5 (PLEASE SPECIFY)	50	50
Any Other (PLEASE SPECIFY)	51	51
Don't know	52	52

CHECK THAT Q16a/Q16b NOT GREATER THAN Q8a

ASK IF ANY AT Q7b

Q16.a And what is the highest qualification (relevant to working with children or young people) that each of the other paid childcare staff holds (ie those working ver Easter/during your last main holiday period)?

EXCLUDES UNPAID VOLUNTEERS. SINGLE CODE FOR EACH MEMBER OF STAFF. LOOP ACCORDING TO NUMBER OF OTHER CHILDCARE/EARLY EDUCATION AT Q7b.

Q16.b And what (if any) is the highest qualification (relevant to working with children or young people) that each are/were working towards?

EXCLUDES UNPAID VOLUNTEERS. SINGLE CODE FOR EACH MEMBER OF STAFF. LOOP ACCORDING TO NUMBER OF OTHER CHILDCARE/EARLY EDUCATION AT Q7b.

INCLUDE ALL ITEMS FOR ALL AUDIENCES BUT SORT QUALIFICATIONS ACCORDING TO AUDIENCE SHOWING THE AUDIENCE SPECIFIC ITEMS AT THE TOP OF THE LIST (AUDIENCES SHOWN IN BRACKETS)

Q16a Q16b

Nursery nursing/nursing		
BTEC in Nursery Nursing – Level 2	1	1
Nursery Nursing – Diploma/National level 3	2	2
Nursing Qualification Degree – Level 4	3	3
Certificate in Nursery Management Skills NAMCW	4	4
Early childcare/Early years		
Certificate in Caring for Children CACHE – Level 1	5	5
Early years/childcare – practice/education/childhood studies – level 2 (BTEC/NVQ/progression/award/Diploma/certificate)	6	6
Caring for children/NVQ in Early Years Care/Childcare/3240/Foundation award – Level 2 – (CACHE/City and Guilds/EdExcel/OV)	7	7
National Certificate in Early Years/Early Childhood Studies – Level 3 – (BTEC/National diploma/Higher National Certificate/intermediate award)	8	8
NVQ in Early Years/Childcare and Education/work with children and Young People – Level 3 (Certificate of Professional Development) (CACHE/City and Guilds/EdExcel/OV)	9	9
Advanced Award in Working with Children National Open College Network – Level 3	10	10
Advanced Diploma in Childcare Education – level 4 -CACHE/PPA/PLA	11	11
Advanced Certificate in Childcare & Education NAMCW	12	12
Playwork		
Playwork with Children over 5 EMFEC – Level 1	13	13
Play work/ NVQ in Playwork/ Take 10 for Play – Level 2 (Intermediate/certificate/National Centre for Playwork education) City & Guilds/CACHE/EdExcel/OV –	14	14
NVQ in Playwork – Take 10 for Play/Diploma in Playwork City & Guilds/CACHE/EdExcel/OV – Level 3	15	15
Advanced Certificate in Playgroup Practice – Level 3	16	16
Playwork (Playwork/advanced certificate) – Level 3	17	17

	Q16a	Q16b
NVQ play work/L4 Play work Development – Level 4 – City and Guilds/CACHE/EdExcel	18	18
Playworker Certificate City and Guilds/CAC/HE/EdExcel	19	19
Pre-school		
Pre-school Practice (introduction/certificate)	20	20
NVQ/Certificate (pre-school/pre-school practice/ babies) – level 2	21	21
Certificate in working with under 2's PLA – level 2	22	22
Diploma in Pre-school Practice – Level 3 – CACHE/PPA/PLA	23	23
Degree		
Degree (PGCE/Bed/Early Childhood Studies) – level 4	24	24
Diploma in Social Work/other professional social work qualification Degree – Level 4	25	25
Education		
Certificate in Education – level 3 – OCN	26	26
S/NVQ in Group care and education – Level 3 – CACHE/CEYA	27	27
Diploma in Childcare & Education – Level 3 – CACHE	28	28
Diploma in Higher Education in Playwork Universities of Northumbria, Leeds, Metropolitan, London, Plymouth, Birmingham – Level 4	29	29
Childminding		
ICP-Introduction to Childminding Practice module CACHE – ICP unit Level 3	30	30
DCP – Developing Childminding Practice module CACHE – DCP unit Level 3	31	31
ECP – Extending Childminding Practice module CACHE – ECP unit Level 3	32	32
Certificate in Childminding Practice CACHE – Level 3	33	33
Management		
Management Qualification Undergraduate-BSc/BA – Degree – Level 4	34	34
Management Qualification Postgraduate-eg.MBA Degree – Level 5	35	35

Q16a Q16b

Montessori		
Certificate in Education (Montessori) – level 2	36	36
Diploma in Education (Montessori) – level 3	37	37
Diploma/Advanced Diploma in Education (including Montessori) – level 4	38	38
Other		
Foundation – Level 1 CACHE/PPA	39	39
Certificate NCFE– Level 2	40	40
NVQ Assessor Level 2	41	41
NVQ Assessor Level 2 and Level 3	42	42
S/NVQ City and Guilds/CAC/HE/EdExcel/OU – Level 4	43	43
No relevant qualification	44	44
Overseas qualifications	45	45
Other – Level 1 (PLEASE SPECIFY)	46	46
Other – Level 2 (PLEASE SPECIFY)	47	47
Other – Level 3 (PLEASE SPECIFY)	48	48
Other – Level 4 (PLEASE SPECIFY)	49	49
Other – Level 5 (PLEASE SPECIFY)	50	50
Any Other (PLEASE SPECIFY)	51	51
Don't know	52	52

CHECK THAT Q16A/Q16B NOT GREATER THAN Q7B

ASK ALL

Q17. **Thinking of your paid staff as a whole, do you think the amount of childcare training received in the last year is . . .?** READ OUT. REVERSE ORDER
SINGLE CODE ONLY

About right	1
Too much	2
Too little	3
Don't know	4

ASK ALL

Q18. **Does your organisation have a written training plan?** SINGLE CODE ONLY

Yes	1
No	2
Don't know	3

Q19.a **Does your organisation have a training budget?** SINGLE CODE ONLY

Yes	1
No	2
Don't know	3

ASK IF YES (CODE 1) AT Q19a

Q19.b **Approximately, how much was spent on training for paid staff last year?**
PROMPT **This does not include any grants received**

ENTER AMOUNT IN POUNDS

STAFF RECRUITMENT

ASK ALL

Q20.a **When you were/the senior manager was appointed, were you/was s/he required to have any qualifications relevant to working with children or young people?** SINGLE CODE ONLY

Yes	1
No	2
Don't know	3
Can't remember	4

ASK IF NO AT Q20a. OTHERS GO TO Q21

Q20.b **Were you/they required to work towards a qualification relevant to working with children or young people?** SINGLE CODE ONLY

Yes	1
No	2
Don't know	3
Can't remember	4

NO Q21

ASK ALL THOSE WITH ANY AT Q7a

- Q22.a **How many supervisory staff (those who are qualified to supervise a group of children on their own, whether or not they supervise staff) have you recruited in the past 12 months? Please include any staff that were recruited but have already left.**

ASK ALL THOSE WITH ANY AT Q7B

- Q22.b **And how many other paid childcare staff (those not qualified to a group of supervise children on their own whether or not they supervise staff) have you recruited in the past 12 months?**

(a) ENTER NUMBER

(b) ENTER NUMBER

ASK ALL

- Q23. **Which of the following methods, if any, do you use for recruiting staff?**

READ OUT ROTATE ORDER. MULTICODE OK

Adverts in local press	1
Word of mouth	2
Parents of children catered for	3
Colleges	4
Open days	7
Recruitment fairs	8
Jobcentre/New Deal scheme	5
LEA/Local Authority/Council jobs bulletin	6
Ad hoc CVs/applications sent to you	9
Adverts at school/on-site	10
National press	11
The Internet	12
Other (PLEASE SPECIFY)	13
None of these	14
Don't know	13

Q24.a **To what extent, if at all, have you experienced any difficulties recruiting paid childcare staff over the last 12 months? (This includes supervisory staff and paid other childcare staff)**

READ OUT. REVERSE ORDER. SINGLE CODE ONLY

A great deal	1	
A fair amount	2	GO TO Q24b
Not very much	3	
Not at all	4	CONTINUE TO Q25
Don't know	5	
Not applicable/have not tried to recruit	<u>6</u>	

ASK IF CODE 1, 2 AT Q24a.

Q24.b **Which types of staff have you had difficulty recruiting?** READ OUT.

MULTICODE OK

INTERVIEW NOTE: CLARIFY IF NECESSARY

Supervisor (Those qualified to supervise a group of children on their own, whether or not they supervise other staff)	1
Other childcare staff (those not qualified to supervise a group of children on their own)	2
Senior Manager	3
Support staff for children with special needs	4
Supply staff	5
Other (PLEASE SPECIFY)	6

Q24.c **What were the difficulties that you encountered?** DO NOT PROMPT.
 PROBE FULLY. MULTICODE OK

Too few applicants	1
No qualified applicants	2
Too few applicants with the right experience	3
Provider couldn't afford wages required by applicant	4
Competition from other childcare/ early education establishments	5
Competition from other types of work	6
Cost of living in the area is too high	7
Finding temporary cover	8
Candidates wanting to work different hours to those offered	9
Other (PLEASE SPECIFY)	7

ASK ALL

Q25. **How many paid childcare staff, not including agency, freelance or supply staff have left your employment in the past 12 months?**

ENTER NUMBER

ENTER NUMBER

1 minute

ASK IF Q25 NOT EQUAL TO 0, OTHERS GO TO FILTER AT Q27

Q26. **As far as you are aware, of those who have left your employment in the past 12 months.** READ OUT

- A **How many have got other jobs within the childcare or early education sector** RECORD DON'T KNOW AS ZERO
- B **How many have got other jobs outside the childcare or early education sector** RECORD DON'T KNOW AS ZERO
- C **How many didn't obtain another job** RECORD DON'T KNOW AS ZERO

CHECK THAT A + B + C = TOTAL AT Q25. IF NOT CHECK, AND IF NECESSARY RECORD TOTAL OF DON'T KNOWS

CHECK THAT Q26 A-C + DKs = TOTAL AT Q25

BUSINESS MANAGEMENT

ASK ALL EXCEPT PRIMARY SCHOOLS

Q27. **What group, organisation or individual owns or manages the provision?**

MULTICODE OK

Owner-manager	1
Part of a group/chain	2
Voluntary/Community group	3
College/HE	4
Local authority only	5
Jointly managed scheme with Local Authority	6
School	7
Employer	8
Hospital	9
Retail (supermarket/creche)	10
Church/religious group	11
Other (PLEASE SPECIFY)	12
Don't know	13

ASK CHILDCARERS ONLY. EARLY EDUCATION SETTINGS GO TO Q31

Q28. **How long has this provision been operating?** SINGLE CODE ONLY

Less than 1 year	1
1 year	2
2 years	3
3 to 4 years	4
5 years or more	5

ASK ALL CHILDCARE PROVIDERS. EARLY YEARS PROVIDERS GO TO Q31

Q29.a **Does your organisation have a written business plan?** SINGLE CODE ONLY

IF YES (CODE 1) AT Q29a AND IF (CODE 3-5) AT Q28

	Q29a Written Plan	Q29b Updated
Yes	1	1
No	2	2
Don't know	3	3

ASK ALL

Q30. **Has this provision, in the last 12 months, made a profit, just covered its costs or operated at a loss?** SINGLE CODE ONLY

Yes – making a profit	1
Yes – covering costs	2
No – operating at a loss	3
Don't know	4

ASK ALL

Q31. **Finally, would you be happy to be recontacted by the Department for Education and Skills or by researchers working on their behalf for the purposes of further research?**

Yes	1
No	2
Don't know	3

Q33. **Can I just confirm that the name of this early years provision is:**
READ OUT FROM SAMPLE

1

And that your postcode is: READ OUT FROM SAMPLE

Please could you tell me your name?

ALL WHO SAID YES AT Q31 (CODE 1)

Please can I check your address?

THANK RESPONDENT AND CLOSE

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