



**IPA 2009**

**ADULT EDUCATION SURVEY  
AES**

*Methodological and organizational instruction*

*Belgrade, August 2011.*

## **Introduction**

Statistical Office of the Republic of Serbia in the scope of the project IPA2009 Multi-beneficiary Statistical Cooperation Programme, No. 60702.2009.004-2010.402 conducts for the first time in 2011 in the Republic of Serbia the Adult Education Survey. The Survey is conducted according to the unique methodology, prescribed by the Eurostat.

The Adult Education Survey is the survey directed towards individuals/persons aged 25-64 living in private households and it is designed in order to provide information on participation of these persons in education and trainings (life-long learning). The Survey is conducted on the sample of selected households.

## **The aim of the Adult Education Survey**

The basic aim of the Adult Education Survey is obtaining of data on participation and non-participation of adults in education and trainings; features of the education/trainings in which they participate; information on personal estimation of knowledge and skills, as use of foreign languages, computers and similar; participation in cultural activities, political parties, professional associations, religious organizations, labour unions, recreation groups, charities as well as obtaining of data on basic socio-demographic characteristics.

Obtained data will provide analysis of state in the field of life-long learning, decision making that are necessary for this field as well as comparability of the obtained data with data from the other countries.

Up to now the only data source on adult education were data from the Labour Force Survey.

## **The observation unit and the unit of surveying -**

**The unit of selection and the observation unit** in the Survey is a household selected in the sample.

**A household** is considered to be every family and other community of persons living together and spending together their incomes for taking care of their basic life needs (food, dwelling, etc.), disregarding whether, in the time of surveying, these persons are permanently in the place where the household is settled or outside that place.

**The unit of surveying** is the following member of the selected household:

Person aged 25-64 years living in the selected household. In the households where more than one person aged 25-64 years live a respondent for this survey should be selected on the basis of the date of birth (the respondent should be person which will first have a birthday).

## **Sample**

The basic set make all households on the territory of the Republic of Serbia. Sample for selection of the frame is formed based on the lists of households enumerated in the Census 2002. That list includes households whose members live a year or longer in the Republic of Serbia. Excluded are all households which all members are abroad longer than a year, collective households, as well as diplomatic and consular representatives. From the frame for selection are excluded also households in enumeration circles which have less than 20 households. The survey's sample is three-phase stratified. The first level are enumeration circles, the second households and the third individual.

The stratification of the enumeration circles has been made according to the territory and type of settlement.

The total size of the sample is 5000 households in the Republic of Serbia. Number of selected enumeration circles is 1000 and in each of them 5 households have been selected.

## **Observation period**

The observation period for questions in modules Data on a household, Personal data, Languages and Information-communication technologies is a moment of the Survey's conduction. The observation period for other modules is the period from 12 months to the Survey's conduction.

## **Data collection-field work**

For the needs of this survey the surveying shall be done in two ways: one part of household will be contacted by the phone (phone survey), and the other part of household will be visited by interviewers and respondents will be surveyed by the method "face to face". In both cases the interviewer will use an electronic application where he/she will enter answers to questions from the questionnaire.

The telephone survey is conducted in August and September and the field survey by the "face to face" method in the period from September to December 2011.

## **Data secrecy**

For all participants in the Survey it is important to know that individual data which relate to persons and household and which have been obtained by the Survey present an official secret and that they are obliged to keep the data secret. The special care should be taken to the fact that no person, except those who are officially authorized, have any access to the obtained data. The acquired knowledge on the surveyed households and persons should be kept in the strict secrecy.

The secrecy of the individual data on households and persons has been guaranteed by regulations of the Art. 27 of the Law on Statistical Surveys ("Official Herald of RS" nos. 83/92, 53/93, 67/93, 48/94 and 101/2005). Results will be published in the aggregated form, by which the secrecy of the collected data will be fully protected.

### **Associates in the survey, tasks and responsibilities**

Work on conduction of the Adult Education Survey and organization of the complete field work require engagement of a big number of associates with different tasks and responsibilities. All participants have clearly defined and timely determined tasks and responsibilities.

During the field work in the survey will be engaged: methodologists-instructors, supervisors-controllers and interviewers.

#### **Duties of the methodologist – instructor:**

- to examine existing experiences from similar conducted surveys (above all from the Labour Force Survey);
- to create and adapt the questionnaire and prepare instruction for filling in the questionnaire;
- to conduct the training of supervisors – controllers and interviewers;
- to respond to all asked questions during the training, as well as to provide interpretation of disputed questions due to uniform solving of problems, occurred during the Survey;
- to provide help to supervisors- controllers during the field work in order to notice problems which the controllers can not solve by themselves.

#### **Duties of controllers – supervisors are the following:**

- to compulsory attend the training;
- to know completely all instructions and forms, indispensable for conduction of the survey, and especially to know procedure of the surveying and filling in the A00 questionnaire;
- to prepare and organize conduction of the telephone survey and the field survey and to take care of dynamics of the surveying;
- to communicate on a regular basis with the interviewers and to help them in preventing the possible problems;
- to solve all problems that interviewers come across during the telephone survey and during the field work, and according to the need, to contact instructors;
- to take care that all households selected in the sample for the telephone respectively field survey be contacted by the phone respectively visited by the interviewer;
- to, if he/she discovers that there are some lacks, order to the interviewer to make a telephone call again or to return into the certain household and complete the questionnaire.

### **Duties of the interviewers:**

- to attend the complete instruction and to come ready to the instruction, respectively to study obtained material in advance (questionnaire, instruction);
- to get well acquainted with an application that is being used during the surveying;
- to, when they complete the training, fill in one questionnaire in their or other household, in order to, possibly directly before beginning of work, ask additional questions, in order to timely remove all hesitations
- to cooperate on a regular basis with the supervisor – controller as well as to ask for help if some problem occurs;
- to complete surveying in predicted time limit;
- to keep all obtained data on surveyed households and persons as an official secret.

### **Instruments for conduction of the survey**

Following methodological instruments have been established for conduction of the Adult Education Survey:

1. Questionnaire (AES),
2. Methodological and organizational instruction,
3. List of households, selected in the sample.

The questionnaire consists of nine modules. In the first part of the questionnaire, respectively in the module Data on the household, data on all members of the household are being collected, while other parts of the questionnaire-modules relate to one member of the household aged from 24 to 64.

Way of responding on each question is defined in the questionnaire itself-whether only one or several answers should be given, or the answer should be written in textually, as well as which questions should be asked to the concrete respondent.

The first module (Data on household) contains questions on a household: structure of the household according to the household members' age, members' working status, net monthly incomes of the household;

The second module (Personal data) contains respondent's demographical characteristics, data on successfully completed education/trainings, not completed education/trainings, basic data on working status and characteristics of the main job, on parents' education;

The third module (Access to information about possibilities of learning) contains data on availability of information on possibilities of learning to the respondent;

The fourth module (Participation in education and/or trainings) contains data on participation in formal and informal education/trainings.

The fifth module (Difficulties in participation in education) contains data on reasons for non- participation in education and/or trainings;

The sixth module (non-formal learning) contains data on respondent's participation in some form of informal learning;

The seventh module (Information-communication technologies) contains data on basic operations that the respondent does on the computer;

The eight module (Languages) contains data on the respondent's mother tongue and foreign languages which he/she uses;

The ninth module (Participation in culture) contains data on respondents' participation in cultural events, reading of press and books and participation in political parties, professional associations, religious organizations, trade unions, recreation groups, charities.

### **Selection of the interviewers**

The interviewers are the basic carriers of the field work during the Survey's conduction. Starting from their comprehension of the Survey's importance, acquaintance with the procedure and the way of surveying, as well as knowing the essence of the questions asked in the questionnaire and their interpretation in the process of surveying depends to a great extent whether the survey will be successful. Besides, response and receipt in the household depends to a great extent from their persistence and devotion. Because of that, while determining persons for the interviewers, the care should be taken about their abilities and qualification. Those who should be selected as interviewers are persons who will be completely able to master the methodology and the questionnaire's contents, what is the prerequisite to complete successfully the entrusted task.

### **INSTRUCTION FOR THE INTERVIEWERS**

In this survey, you will perform the interviewing in one of the two ways: a number of households shall be contacted by phone (phone survey), and a number of households shall be visited by the interviewers and the respondents shall be interviewed by the "face to face" method. In both cases the interviewer will have at disposal an electronic application where answers to the questions will be entered.

The interviewers have the most important roll in data collection and the final result of this Survey depends on how they will conduct the Survey. Hence, the success depends on the interviewers' quality of work.

The interviewer and the respondent don't know each other and therefore one of the most important tasks of the interviewers is to establish a good relationship with the respondents, disregarding whether he/she has the telephone contact or a direct communication. The first respondent's impression about you will make effect on his/hers willingness to participate in the Survey. Do your best to, while visiting the household, look neat and to be kind when presenting yourself.

While meeting the respondent, the first thing you have to do is to introduce yourself, to say your name and surname, organization which you work for, the Survey's aims, as well as to say what you want the respondent to do for you.

Advice to the interviewer is to avoid long discussions on issues that do not relate to the Survey, and which could take much of his/her time.

After you establish relationship with the respondent, ask questions slowly and clearly so that the respondent could understand the question. After you ask the question make a break and give a little time to the respondent to think it over. If the respondent thinks that you are pushing him/her or don't allow him/her to form opinion of his/her own, he/she can answer with "Don't know" or give the incorrect answer or in the worst case quit from the further interviewing.

Concretely, in order to perform the Survey successfully, you need to:

- Do your best to you, too, understand the right aim of the Survey, as well as each question.
  - To bear in mind that survey has to take the optimal time to the respondent. Don't talk and stay too long, but also don't push the respondent.
  - Put the questions exactly in the way they are written and in the order the questions are formulated in the questionnaire. Do not change the order of the questions.
  - Ask all questions the concrete respondent have to give answers to.
  - Do not suggest in any case answers to the questions.
  - Do not leave the question without the answer.
  - Enter the answer only after the respondent has given the answer.
  - Check the whole questionnaire before you go from the household in order to be sure that it is correctly filled in.
- ☒ Express gratitude to the respondent on cooperation and that he/she set aside time for the interview. Leave the open opportunity for future interviews. Avoid to stay too long in the respondent's household even though they are very kind and hospitable.

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## MANUAL FOR COMPLETING THE QUESTIONNAIRE

### MODULE 1.0. GENERAL INFORMATION

In application which each interviewer uses for entering the answers on questions from questionnaire, both answers from question 1 **COUNTRY** (respondent's country of residence) and question 4 **REFYEAR** (reference year of the survey) are already entered.

Based on information obtained in the sample plan that should be implemented, the interviewer should enter data on region of residence and type of settlement where the respondent lives:

#### **2 REGION Information on the region which residence of the respondent belongs to**

**Code 1** mark if residence of the respondent belongs to the Belgrade region

**Code 2** mark if residence of the respondent belongs to the Region of Vojvodina

**Code 3** mark if residence of the respondent belongs to the Region of Šumadija and West Serbia

**Code 4** mark if residence of the respondent belongs to the Region of South and East Serbia

**3 DEG\_URB Information on the type of settlement where respondent lives in**

**Code 1** mark for urban settlement

**Code 2** mark for other

**5 REFMONTH Month in which the Survey is being conducted**

Month in which the Survey is conducted turn into the number; hence the August will be 08, September 09, October 10, November 11 and December 12.

**6 INTMETHOD The method of data collection**

**Code 21** mark when data are collected through direct contact with respondent (electronic version)

**Code 31** mark when data are collected by telephone (electronic version).

**7 INTLANG Language in which the interview is being conducted**

Enter the language on which the interview is conducted.

**MODULE 1.1. INFORMATION ON THE HOUSEHOLD**

This module collects the basic information about structure and type of the respondent's household.

**8-13 HHNBERS How many members are there in your household?**

First of all, ask the respondent how many members (including himself) live in his/hers household, and then ask about their age. In the right fields write in how many members aged 0-4, 5-13, 14-15, 16-24, 25-64 and 65 years and more live in the household. Keep in mind that the number of persons aged 25-64 years needs to include the respondent as well.

**14 HHTYPE Type of the household?**

When defining the type of the household we need to take into account all members living in that household and particularly whether there are any children aged less than 25.

By "child" we consider an own born child, stepson/stepdaughter or adopted child living in the household with one or both parents who does not have partner of his own or child of his own in that household. By "couple" we consider a married couple (in formal/legal marriage) and a couple living in the consensual union.

**Code 10** mark for a one-person household.

**Code 21** mark for a lone parent with child/children aged less than 25



**Code 22** mark for a couple without child/children aged less than 25

**Code 23** mark for a couple with child/children aged less than 25

**Code 24** mark for a couple with child/children aged less than 25 and other persons living in the household.

**Code 30** mark for other type of household

**Example:** If the couple has one child aged 24 living in another place (is not member of the same household) type of the household will be 22; If the couple lives with relatives (brothers, sisters and parents) and has no children, type of the household will be 30; If this couple also has a 4 years old child, type of the household will be 24.

#### **HHLABOUR Labour status of household members**

**15 HHLABOUR \_EMP How many members of your household aged 16-64 years have a job?**

**16 HHLABOUR \_NEMP How many members of your household aged 16-64 years are unemployed or working inactive?**

The aim of these two questions is to determine the composition of the household according to employment status of all members of the household aged 16-64. They may be employed, unemployed or working inactive.

In response to the question 15 write in the number of household members which are employed.

In this survey, employed persons, beside persons that have job, are considered to be also persons who are formally unemployed if they perform some job (at least one hour) with aim to obtain means for living. That means that formally unemployed or working inactive persons (persons without job, pensioners, students, housewives, etc.) that perform some paid work are considered to be employed, disregarding their formal status.

To the question 16 enter the number of household members which are unemployed or inactive.

Unemployed persons are considered to be all persons that undertake active steps with aim to find the job and that are able to start working in 2 weeks from the moment when the job was offered to them.

Working inactive persons are considered to be all persons that are not classified into employed or unemployed.

As the answer to the question 16 write in the number of household members which are unemployed or working inactive.

Keep in mind the age limit to which these questions relate (from 16 to 64 years).

**17 HHINCOME What is approximate total net monthly income of your household?**

Monthly net income of the household comprises the incomes earned by all members living in the household during the survey (after tax and contribution deduction). The total income should include earnings from the work of all household members, and also the amount of pensions, grants, unemployment compensation, social assistance, income from the issuance of real estate, equipment, machines, and the other revenues that members of the household received in the month preceding the survey.

Depending on the answer, revenue must fall into one of the offered groups that are marked with codes 1 to 10.

**Code 0** is marked if the respondent does not want to answer.

## **MODULE 1.2. INFORMATION ON THE INDIVIDUAL**

The questions in this and following modules are related to the respondent. The respondent in this survey is a person aged 25-64 that lives in a selected household. In household where there is more than one person aged 25-64, the respondent to this question should be selected based on the date of birth (the respondent should be the person who will first have a birthday).

### **1.2.1. DEMOGRAPHIC CHARACTERISTICS**

#### **18 SEX Sex**

**Code 1** mark for male

**Code 2** mark for female

#### **19 BIRTHYEAR Year of birth**

#### **20 BIRTHMONTH Month of birth**

You need to write in a year and month of birth of the respondent in the appropriate fields. For a person who does not know the exact date of birth, year of birth should be determined based on some historical circumstances that accompanied the life of the respondent.

When entering the month of birth, turn months into numbers, so that January will be 01, February 02, March 03, etc.

#### **21 BIRTHPLACE Country of birth**

**Code 0** mark for a person born in the Republic of Serbia .

For a person who was not born in the Republic of Serbia, write in the current name of the country where the person was born.

For a person born in the former Yugoslav Republics, write in the present name of the country where the person was born (e.g. Montenegro, Croatia, Bosnia and Herzegovina, Macedonia etc)

In case when person does not know or is unsure about the country of birth, the country of birth should be recorded in the state where his/her mother had a permanent residence or permanent dwelling at the time when the person was born.

#### **22 RESTIME Years of living in the Republic of Serbia?**

This question should be asked only to respondents who were not born in the Republic of Serbia.

**Code 1** mark for a person who has been residing in the RS for 1 year and less

For persons who have been residing in Serbia for more than a year enter the code as follows:

**Code 2** mark for a person who has been residing in Serbia 1 to 2 years

**Code 3** mark for a person who has been residing in Serbia 2 to 3 years

**Code 4**, mark for a person who has been residing in Serbia 3 to 4 years and more

**Code 10** mark for a person who has been residing in Serbia 9 to 10 years

**Code 11** mark for a person who has been residing in Serbia for more than 10 years.

### **23 CITIZEN Citizenship**

**Code 0** mark for a person who is a citizen of the Republic of Serbia. For a person who, beside Serbian, has a citizenship of another country, and has a residence on the territory of the Republic of Serbia, the code should be 0.

For a person who is a citizen of another country, write in the name of the country whose nationality the respondent has.

### **24 MARSTA LEGAL Marital status (legal/formal)?**

This question concerns the legal (formal) marital status of the respondent.

**Code 1** mark for a person who has never been married

**Code 2** mark for a person who is married

**Code 3** mark for a widowed and never remarried

**Code 4** mark for a legally separated and never remarried,

**Code 5** mark for a divorced person.

### **25 MARSTA DEFACTO Do you live in the consensual union?**

This question is asked to all respondents except to those who responded to the question 24 that they are married.

**Code 1** mark for a person who lives in the consensual union

**Code 2** mark for a person who does not live in the consensual union.

## **1.2.2. EDUCATION SUCCESSFULLY COMPLETED**

### **26 HATLEVEL The highest level of education successfully completed?**

The highest completed school means the highest completed level of education a person has acquired in the national education system. For respondents who have started some level of education but have not completed it, the highest completed school will be school they had completed before they started that (uncompleted) school.

For example: a person who has completed second class of four-year high school class, has the highest completed full primary school; a person who is currently a student is a secondary school graduate and so on .

**Code 01** mark for a person with no formal education or below 4<sup>th</sup> grade of primary school

**Code 11** mark for a person who has completed 4-7 grades of primary school

**Code 21** mark for a person who has completed primary school (8 grades)

**Code 22** mark for a person who has completed vocational school lasting less than 2 years

**Code 31** mark for a person who has completed a vocational school lasting 2-3 years

**Code 32** mark for a person who has completed 4 years secondary school (general or vocational)

**Code 30** mark (exceptionally) for a person who has completed secondary school but does not know how long it lasted, and therefore cannot be classified in one of the previous levels of education.

**Code 40** mark for a person who has completed specialization after secondary school

**Code 51** mark for a person who has completed a senior (3 y.) high school or first level of faculty according to the valid regulations

**Code 52** mark for a person who has obtained a degree of high school, faculty or academy, as well as for those who have completed specialization and magistrate

**Code 60** mark for a person who has earned academic title of PhD by defending a doctoral dissertation.

**27 HATFIELD Field of education of highest school successfully completed?**

Answer to this question should give all respondents who have completed at least secondary school (all those who have marked code 22 to 60 to the previous question).

The interviewer needs to, based on the highest completed school completed by the respondent, enter one of the following codes that are given according to the classification ISCED/97. He/she should write in the most detailed code areas of education offered. Only one code can be entered for one person. Concerning the code for area/field of education, the first digit represents the broadest level, the second digit represents the detailed level and the third digit represents the most detailed level of the area/field of education and training. For areas/fields of education for which more detailed levels have not been offered, the code of the broadest level should be entered, and for areas for which more detailed levels have been offered, the code of the most detailed level needs to be entered.

For example:

- If the person graduated from college, language school, code of entry for that person should be 222 rather than 200;
- If the person graduated from college, area Computing/IT, code of entry for that person should be 481 rather than 400
- If the person has completed school to use computers, code of entry for that person should be 482 rather than 400
- If the person graduated from college, area biology and environmental science, code of entry for that person should be 420 rather than 400;
- If the person graduated from college, area physical science, code of entry for that person should be 440 rather than 400;
- If the person graduated from college, area mathematics and statistics, code of entry for that person should be 460 rather than 400;

More detailed instructions and education field/area's Codebook are to be found in the attachment. (Annex)

### **28 HATYEAR Year when the highest level of education was successfully completed?**

This question concerns all respondents who, when asked about the highest completed education (q. 26), have a code marked 11-60. The year when the person has obtained the highest level of education is entered. If the person does not know the exact year of acquiring the highest level of education, the assessment should be made.

### **1.2.3. UNCOMPLETED EDUCATION**

Questions about uncompleted education are asked to the respondents that at the question about the highest school completed (que.26) have designated code 11-60, respectively they have completed at least lower primary education (4 grades of primary school) and who completed that school in 1991 and later.

### **36 Have you ever started the level of education higher than the level you stated (question 26) but had not completed it?**

**Code 1** mark for respondents who at the moment of surveying attend some school, faculty or specialization and similar but also for those who had earlier started some higher level of education but they had abandoned it.

**Code 2** mark for respondents who have not started their further education.

### **37 DROPLEVEL Which school have you started but had to abandon it?**

This question should be answered by those who in question 36 answered with YES (Code 1)

**Code 21** mark for persons who have started attending higher grades of primary school (5-8 grade)

**Code 22** mark for persons who have started attending vocational school for a period of 2 years and less

**Code 31** mark for persons who have started attending vocational school for a period of 2-3 years

**Code 32** mark for persons who have started attending secondary school (general or vocational) for a period of 4 years

**Code 30** mark for persons who have started attending secondary school but do not know the duration and therefore cannot be classified in one of the previous level of secondary education

**Code 40** mark for persons who have started attending specialization after secondary school

**Code 51** mark for persons who have started attending college or university (three year) school, or first level of faculty according to the current regulations

**Code 52** mark for persons who have started high school, college, faculty or academy as well as for initiated specialization and magistrate

**Code 60** mark for persons who have started PhD.

#### 1.2.4. INFORMATION ON MAIN LABOUR STATUS

This module collects data on the employment status of respondents. All respondents are answering to questions from this part of questionnaire.

##### **39 MAINSTAT What is your main current labour status?**

When answering this question, a person should state his/hers own opinion on the main status.

This question refers to the current (at the time of the surveying) employment status.

**Code 11** mark a full-time employed person

**Code 12** mark an employed person with working hours shorter than full

**Code 20** mark a person who considers himself/herself unemployed

**Code 31** mark pupils, students, further training persons, volunteers

**Code 32** mark a person who considers himself/herself a pensioner

**Code 33** mark permanently disabled person

**Code 34** mark persons who are in compulsory military service

**Code 35** mark a person who considers himself/herself a housewife, domestic tasks fulfiller

**Code 36** mark other inactive person.

#### 1.2.5. EMPLOYMENT CHARACTERISTICS OF THE MAIN JOB

The answer to questions 40-44 give respondents who marked code 11 or 12 to the question 39, hence those who are employed either full time or less than full time.

Questions refer to the main job or business. If the respondent has several jobs, he/she must decide which is the main job. The main job can be the job that person performs in the company in which he/she has a working booklet, then a job in which he/she spends most of his/her time or a job in which he/she makes the highest wage or profit.

##### **40 JOBSTAT What is your professional status on the main job?**

**Code 11** mark for a person who is self-employed with at least one employee. This code is also entered for the farmers who use help from family members or other persons and pay for their work.

**Code 12** mark for a person that works in his/hers own company, private shop, family holding, also for a person performing independent professional activity or some other job for his/hers own account, but, in carrying out such activity, does not employ any person. This code is also entered for persons who independently find and organize, as a rule, non-registered businesses (e.g. private lessons, translation, child care services, sewing, selling at markets etc...)

**Code 21** mark for a person who works for an employer in any sector of ownership and makes his/her profits in cash and kind, regardless of whether there is a formal contract of employment or he/she works according to the oral agreement for an indefinite period.

**Code 22** mark for a person who has a temporary/part-time job for a definite period

**Code 30** mark for a person who helps another household member in carrying out family business or family holding's management, and is not paid for doing that. This should include: a son or daughter working in a "parent's business" or parent's family holding with no income producing, a wife who helps her husband at work, parents who help children in business etc.

#### **41 JOBISCO What is your occupation?**

The answer is provided by entering the most complete and precise job that person does at the time of the survey. Occupation is primarily determined according to the type of job that a person performs (tasks and main obligation at work) and not according to school and educational attainment that he/she has obtained and independently from the activity of a company where he/she works. The interviewer should not accept general answers as worker, clerk, craftsman and similar but he/she must try to obtain as precise answer as possible.

Occupation is coded according to the Classification of occupations which is comparable to the International Standard Classification of Occupations (ISCO-88). The occupation code is two-digit it has been carried out by statisticians.

Classification of occupations is to be found in the attachment (Annex).

#### **42 LOCNACE What is the activity of your local unit? Or ask: which products or services are provided in your enterprise, company, organization?**

A local unit is considered to be a geographic location where the work is performed, which usually consist of one building, part of a building or multiple buildings. Therefore, the local unit makes one or group of employees in one company (companies) who are geographically located in the same place. It can be a holding, laboratory, shop, garage, bar, tavern, hotel, restaurant, office, warehouse, school, hospital, health station, house etc. where a person works.

The answer is provided by entering as much as full and precise activity that has been carried out in the company (enterprise), institution, cooperative, private store (craft, catering, trade...) in which the respondent works.

If a person works in the organizational unit (plant, sector, service...) whose activity is specifically registered, enter the activity name of that unit.

For a person who works in own holding or performs agricultural business on another's property, enter the predominant activity carried out on the holding.

For a person who independently carries out activities in a form of occupation, enter the more complete description of professional activity which he/she performs (independent artist, freelance translator...). For other persons who

perform an activity in a form of occupation, as precise as possible type of performed work should be entered (street vendor, or recyclable materials collector ...)

Activity is coded according to the Classification of Activities, which is comparable with the classification of the European Union (NACE Rev2). The activity code is two-digit and it has been carried out by statisticians.

Classification of Activities is to be found in the attachment (Annex).

#### **43 LOCSIZEFIRM How many persons working in your local unit?**

This question should not be asked to self-employed with employees (answer 12 to question 40)

The number of persons should be entered, that together with the respondent (including that person) work within the same local unit, and also the number of persons working outside of it, but belong to that local unit and are paid by the same employer (for example: sales representatives, couriers, repairmen, drivers, etc.).

**Code 1** mark for those who work in the local unit which has 1 to 10 employees

**Code 2** mark for those who work in the local unit which has 11 to 19 employees

**Code 3** mark for those who work in the local unit which has 20 to 49 employees

**Code 4** mark for those who work in the local unit which has 50 to 249 employees

**Code 5** mark for those who work in the local unit which has 250 employees or more

**Code 7.** mark for those who work in the local unit which has more than 10 employees, but do not know the exact number.

#### **44 JOBTIME Year in which you started working on your current main job?**

Enter the year in which the respondent started to work at his/hers current main job. When answering this question we should bear in mind that we enter the year when a person began to work at his/hers present job, without a break in continuity.

### **1.2.6. EDUCATION OF THE PARENTS**

Questions 45 and 46 refer to the highest completed education of parents/tutors of the respondent at the time the respondent was a teenager (when he/she was about 16 years old) and not the school they probably completed later.

#### **45 HATFATHER Highest level of school achieved by your father/tutor?**



**Code 1** mark for a person whose father or tutor completed primary school or less

**Code 2** mark for a person whose father or tutor completed any secondary school

**Code 3** mark for a person whose father or tutor completed tertiary (university) education

**46 HATMOTHER Highest level of school achieved by your mother/tutor?**

**Code 1** mark for a person whose mother or tutor completed primary school or less

**Code 2** mark for a person whose mother or tutor completed any secondary school

**Code 3** mark for a person whose mother or tutor completed tertiary (university) education.

**MODULE 1.3. INFORMING REGARDING LEARNING ACTIVITIES**

The questions in this module refer to the period of the last 12 months.

**49 SEEKINFO In the last 12 months, have you been searching for any kind of information about learning activities?**

**Code 1** mark if the respondent has been searching any information about learning activities

**Code 2** mark if the respondent has not been searching any information about learning activities

**50 SEEKFOUND Have you discovered those information?**

This question should be answered by all respondents who have been, in the last 12 months, looking for information about learning activities (code 1 to question 49).

**Code 1** mark if the respondent has found the required information

**Code 2** mark if the respondent has not found the required information

**51 SEEKSOURCE Where have you discovered those information?**

The answer to this question should be given by all respondents who have found the required information (code 1 to question 50)

In answering this question it is possible to mark more than one answer if the respondent has obtained information from various sources.

The respondent could have acquired information about learning activities from: 1. internet 2. family member, neighbour, co-worker 3. employer 4. advisor in National Employment Service 5. in educational institution (school, college etc.) 6. via mass media (TV, radio, newspapers) 7. books, literature or in some other way not listed above.

**MODULE 1.4. PARTICIPATION IN EDUCATION AND TRAINING**

The questions in this module relate to participation or non-participation of respondents in formal and non-formal education/training in the period of the last 12 months.

#### **1.4.1. FORMAL EDUCATION (FE)**

**Formal education** is structured and institutionalized system provided by the state (Ministry of Education and Science). It comprises: determined aim and level of education; established plan and program; established rules for access to higher education level; it takes place in educational institutions that are within the formal education system (schools, colleges, faculty and universities, academies); by completing schools and faculties that are in the formal education system, the degrees and certificates that are recognized by the Ministry of Education are obtained. In our system of formal education, the respondent aged 25-64 may attend specialization after completing high school, studies of the first and second degree (basic vocational or academic, specialization, master's or master degree) or PhD.

**52 FED** During the last 12 months (since the date of the survey) have you attended (as a student or apprentice) any kind of formal education?

**Code 1** mark if the respondent has attended a school, college and so on, and continue with the question 53

**Code 2** mark if not attended any form of FE and go to the question 68.

**53 FEDNUM** In how many formal education activities have you participated during the last 12 months?

This question is answered by all respondents who have answered with YES to the question 52 (code 1)

Write in the number programme of formal education in which the respondent has participated in the last 12 months. This number can be from 1 to 3.

Questions from 54\* to the end of this module are addressed to respondents who have attended or are attending some form of formal education and refer to the **last formal education** attended by the respondent (for those who have attended more than one form).

**54\* FEDNAME** Which school/faculty (section/department) (from the system of formal education) have you attended last during the last 12 months?

Enter as fully as possible the name and section/department of the school which respondent has attended last in the past 12 months.

***When asking next questions, use the name of the school/faculty which respondent have attended or attends, so that respondent who has participated in several programs of FE should not be confused, respectively that he/she knew exactly what the questions relate to.***

**54 FEDLEVEL What has been the level of school which you last attended during the last 12 months?**

**Code 11** mark for a person who has attended the lower grades of primary school (1-4 grades)

**Code 21** mark for a person who has attended the higher grades of primary school (5-8 grades)

**Code 22** mark for a person who has attended a vocational school in a period less than 2 years

**Code 31** mark for a person who has attended a vocational school in a period 2-3 years

**Code 32** mark for a person who has attended secondary school (general or vocational) in a period of 4 years

**Code 30** mark for a person who has attended secondary school but does not know the duration and therefore cannot be classified into one of the previous levels of education

**Code 40** mark for a person who has attended a specialization after secondary school

**Code 51** mark for a person who has attended college or university (three years) school

**Code 52** mark for a person who has attended high school, college, faculty or academy as well as specialization or master studies

**Code 60** mark for a person who has attended PhD.

**55 FEDFIELD Field of education of school which you have last attended during the last 12 months?**

This question should be answered by all respondents who have attended at least secondary school (all those with marked code 22 to 60 to question 54)

Based on the highest school completed attended by the respondents, the interviewer should enter one of the following codes which are given according to the classification ISCED/97. When answering this question the most detailed code of offered areas of education should be entered.

When determining the codes use the instruction given in the question 27.

Codebook for the area-field of education is to be found in the Attachment (Annex).

**56 FEDVOC Has the last school been general or vocational?**

This question should be answered by all respondents who have attended some secondary school or specialization after secondary school (all those with marked code 22 to 40 to question 54)

**Code 1** mark if the respondent has attended a school of general type – gymnasium

**Code 2** mark if the respondent has attended any vocational school.

**57 FEDMETHOD What method of learning has been used as the main one in your last school?**

This question relates to the main method of learning and it is possible to mark 1 answer. If the respondent has used multiple methods, he/she needs to decide on what method is the most commonly used.

**Code 1** mark if the main method has been traditional learning (classroom, direct contact teacher-student, textbooks...)

**Code 2** mark if the main method has been distance learning with using modern methods of learning (on-line, off-line). The distant learning can be similar to the traditional one (curriculum, mentoring etc.) but is implemented through the postal communication of teachers and students or utilizing electronic media and contact with students who do not sit in one classroom

**Code 3** mark if the main method has been combined distance learning using traditional instrumentalities (materials)

### **58 FEDREASON Why have you decided to attend your last school?**

This question can be marked with more than one answer, that is, all the reasons should be marked that relate to why the respondent has decided to attend particular education/school.

These are the reasons related to the job (employment, promotion) and personal reasons: To do his/her job better and/or to improve carrier prospects 1; To be less likely to lose his/her job 2; To increase possibilities of getting or changing a job/profession 3; To start his/her own business 4; He/she was obliged to participate 5; To get knowledge/skills useful in everyday life 6; To increase knowledge/skills on a subject that interests him/her 7; To obtain a certificate 8; To meet new people/For fun 9; Some other reason which is not listed 0.

### **59 FEDWORKTIME Have you attended your last school during paid working hours?**

The question applies only to participation in education and not to the time needed for homework.

**Code 1** mark for a person who has attended school only during paid working hours (working hours were substituted for hours of training) and for a person who has attended training outside paid working hours, but those hours are counted as being at work.

**Code 2** mark for those respondents who have attended school predominantly during paid working hours (mostly during paid working hours, and lesser outside of them). This code should be entered for a person who had the same number of hours of training during and outside paid working hours (e.g. training which lasts for 4 hours a day took place for 2 hours during paid working hours and 2 hours after paid working hours);

**Code 3** mark for those respondents who have attended school mainly outside paid working hours.

**Code 4** mark for those respondents who have attended school entirely outside paid working hours. This code should also be entered for unpaid

family workers in a family business who have had training on the job at which they work (and for which they were not paid);

**Code 5** mark for respondents who have not been working at the time they attended school.

For a person who has attended school for a longer period of time and meanwhile in one period has worked, and in one period has not, while answering this question one should take into account the situation that has lasted longer.

**60 FEDNBHOURS What was the total number of instruction hours of your last attended school during the last 12 months?**

Enter the total number of instruction hours.

If a respondent does not know the answer to this question ask him the following two additional questions (question 60a and 60b) and based on the answers to these questions come up to the total number of instruction hours.

**60a FEDNBWEEKS** (optional) How many weeks has the program lasted?

**60b FEDDURPERWEEK** (optional) How many instruction hours have you had weekly in average?

**61 FEDPAID Have you paid by yourself the costs of your last schooling/education (enrolment, tuition, expenses for books, exam fees)?**

The question refers to the total cost of education – enrolment, tuition, exam fees, books, textbooks and other teaching aids for the last education.

**Code 1** mark if a respondent has fully paid by himself the costs of his last education.

**Code 2** mark if a respondent has partly paid by himself and partly has been paid by someone else.

**Code 3** mark if all costs were fully paid by someone else.

**Code 4** mark if a respondent has fully paid by himself the costs of his education but he/she does not know if this was in-full payment or the costs were granted.

**62 FEDPAIDBY Name who has paid part or full costs for enrolment, tuition, books, exams etc. for your last schooling/education?**

The answer to this question should be given by those who answered to the question 61 that all costs have been partly or fully paid by someone else (code 2 and 3).

It is possible to mark more than one answer, so that all those who paid for the costs could be identified. As potential financiers of education we can name the following ones: An employer or potential employer 1; National Employment Service 2; Other public institutions 3; Member of the household or relative 4.

**Code 5** mark if the respondent does not know who paid the costs.

**Code 0** mark if the costs were paid by none of these persons and services above, but by someone else (e.g. a friend).

For respondents who are self-employed and the costs were paid by the company, code 1 needs to be marked. The same goes for respondents who work in the family business for which they receive compensation.

**63 FEDPAIDVAL In the last 12 months, how much have you personally or any member of your household paid for enrolment, tuition, books, exam fees regarding your last schooling/education?**

Enter the total amount of all costs of education/training attended by the respondent in the last 12 months – in Euros. If the respondent participated in several forms of education, enter the costs for the last one.

**64 FEDUSE How much have you used (or expect to use) knowledge and skills that you've acquired in your last schooling/education?**

**Code 1** mark for those who have used them a lot or think they will use them a lot in the future.

**Code 2** mark for those who have used them in a fair amount or think they will use them in a fair amount

**Code 3** mark for those who have used them very little or think they will use them very little

**Code 4** mark for those who have not used them at all or think they will not use them at all in the future.

**67 FEDOUTCOME Has the new knowledge/skills acquired through your last schooling/education helped you in any of the following ways?**

More than one answer can be marked for this question, that is, all that should be marked in which new knowledge and skills helped respondent in his/her last education.

That can be:

1 Getting a (new) job;

2 Promotion in the job (this answer can be marked for the respondents who have marked the answer 1, 2, 3 or 4 to the question 59)

3 Higher salary/wage (this answer can be marked for the respondents who have marked the answer 1, 2, 3 or 4 to the question 59)

4 New jobs and tasks (this answer can be marked for the respondents who have marked the answer 1, 2, 3 or 4 to the question 59)

5 Better results in present job (this answer can be marked for the respondents who have marked the answer 1, 2, 3 or 4 to the question 59)

6 Personal related reasons (meeting new people, improving general skills, etc.)

**Code 7** should be marked if the respondent says that there are no effects yet (but they are expected to be)

**Code 8** mark the respondents who do not expect any effects of education attended

**Code 0** should be marked if the answer is none of the above.

#### **1.4.2 NON-FORMAL EDUCATION/TRAINING (NFE)**

Non-formal education is an institutionalized learning method which takes place through structured programs and is not part of the formal education system. It is an organized learning process that is intended for training, which should improve the needed abilities for work, and for other activities, as well as for personal development. Non-formal education is usually organized through courses, workshops, seminars, instructions/training at work, and private lessons. In many cases the organizers of non-formal education are colleagues, national universities, employers, commercial institutions, non-profit organizations, etc. That method of education could provide a certificate or degree. Informal education could be related to work, personal development, hobbies, etc.

The respondent should be asked whether he/she have participated in any form of non-formal education in the last 12 months, like courses, workshops/seminars, instructions, private lessons, trainings at work or during spare time with the purpose to improve personal knowledge and skills in any field of education. (hobbies are also included)

The respondents should pay attention that this period encompassed absolved education/training and education/training that is still in process.

**68 NFECOURSE Courses** (*languages courses, computer courses, driving school, management, cooking courses, gardening, painting courses...*)

Courses are planned activities in the learning-process of particular subjects, which are offered by providers. Courses are closely related to the subject and they are provided by several persons who are experts in this particular field of education.

Courses could be theoretical lectures or could be organized as a combination of theoretical and practical approach in real situations or in condition that simulate real situations.

**Code 1** mark if the respondent has participated on a course or is still participating on a course

**Code 2** mark if the respondent did not participate on any courses

**69 NFEWORKSHOP Workshops or seminars**

**Code 1** mark if the respondent has participated in workshops/seminars or is still participating in workshops/seminars

**Code 2** mark if the respondent has not participated in workshops/seminars or does not participate in workshops/seminars at the moment

**70 NFEGUIDEDJT Planned education, instructions or trainings that were organized by the employers in cooperation with instructors** (*training for maintaining a new equipment, for processing new working procedures, for using new software, for security reason at work and health security at work, etc.*) This education type encompasses planned learning or practical experience at work, performed in time when it was determined, where the participation of instructors/lecturers is assumed, and it has been organized by employers.

**Code 1** mark if the respondent has participated or is still participating in such type of education/training organized by the employer

**Code 2** mark if the respondent has not participated in such type of education/training

**71 NFELESSON Private lessons with paid teacher, lecturer** (lessons in mathematics, piano, etc.)

Private lessons encompass planned series of additional learning provided by an expert, which have been taken with the purpose to improve knowledge and skills.

**Code 1** mark if the respondent has taken or is still taking private lessons

**Code 2** mark if the respondent did not take any kind of private lessons

**72 NFENUM In how many forms of non-formal education/training have you participated in during the last 12 months?**

Enter the total number of NFE activities which the respondent has participated in during the last 12 months.

The respondent should state as accurate as possible the name of the training, seminar, workshop or course in which he/she participated (e.g. foreign languages courses, driving lessons, computer courses, typists course, courses for beauty specialist, hairdressers, cooks, tailors, carpenters, car mechanics, etc). The name of the training/course which took place at work should also be stated as accurate as possible.  
On the basis of the listed activities NFE for each of them should (to questions 73-82) be entered the type of that activity, respectively whether it is about course, workshop/seminary, instruction/training at work or private lessons.

**73 NFEACT01\_TYPE Identification of the first activity of informal education**

Enter the name of the first activity as accurate as possible and define the type of the activity:

**Code 1** mark for courses

**Code 2** mark for workshop/seminars

**Code 3** mark for instruction/training at work

**Code 4** mark for private lessons

Do the same for the second, third, forth, etc until the tenth (only possible up to 10) activity/type of informal education (question 74-82).

The questions 83, 84 and 85 are related to the respondents who participated at least in one type of NFE.

**83 NFEPURP10 Has at least one of the mentioned activities been related to job?**

**Code 1** mark if the answer is Yes, or when the respondent participated on the mentioned training for the purpose to improve his/her knowledge, skills and abilities which are related to the performed current job or for the future/potential job he/her will perform, in order to get a higher salary or more promotion possibilities at work.



**Code 2** mark if the answer is No, or when the respondent participated on the mentioned training for personal or social reasons. (hobbies, recreation activity etc.)

**84 FEWORKTIME10 Has at least one of these activities taken place during paid working hours?**

**Code 1** mark if the activity has been organized during the working time

**Code 2** mark if there was not any activity organized during the working time.

**Code 2** mark also for the respondents who are unemployed.

**85 NFEPAIDBY10 Has your employer or potential employer paid you fully or partially for at least one of these activities?**

**Code 1** mark if the answer is YES

**Code 2** mark if the answer is NO. Mark Code 2 also when the respondents are unemployed.

**Code 3** mark when the respondent is not sure whether the employer paid the total amount or only a part of the cost.

**1.4.2.1. DETAILED INFORMATION ABOUT THE RANDOMLY SELECTED NON-FORMAL EDUCATION ACTIVITIES**

In this part of the questionnaire the respondents have to answer on questions about two types of non-formal education in which they participated. For respondents which participated in more than two types of non-formal education choose two activities with the method of random selection and further make the following questions for them.

Questions 86 to 102 are related to the first randomly selected activity.

**86 NFERAND1 Enter the code of the first randomly selected activity**

The code of the activity is the serial number under which the activity is written at the answers to the question 73 until 82 and this code could be from number 01 (for the first above mentioned activity) until number 10 (for the tenth above mentioned activity).

**87 NFERAND1\_TYPE What type is the FIRST randomly selected activity?**

The type of the activity should be taken from the responses to the questions 73-82 where the type is given for all forms of NFE in which the respondent has participated, regardless whether it was a course, seminar/workshop, instruction at work or private lesson.

***When asking question about the first randomly selected activity of NFE use an accurate and exact name for the activity, so that the respondent***

*has a totally clear understanding about the given question. Apply the same advise for asking question about the second activity.*

**88 NFEPURP1 What is the main reason for participating in the first activity?**

**Code 1** mark if the main reason for participation is job-related.

**Code 2** mark if the main reason for participation is mainly related to personal ambitions (not job-related)

Reasons related to the job (professional) are given when the respondent has participated in any type of NFE in order to improve his/her knowledge and abilities for the current or potential future work with the aim to acquire higher incomes or to get the chance for promotion and appreciation.

Personal reason for participating in some types of NFE could be related with the ambition for personal improvement, social appreciation, getting knowledge and skills that are usable for daily life, and for improving knowledge and skills for things for personal reasons, like hobbies, recreation, etc..

**89 NFEFIELD1 Field of education of the first activity?**

The interviewer should according to the information of the NFE education/training enter one of the offered codes which are given according to the classification ISCED/97. When answering this question the most detailed code of the offered fields of education should be entered.

For answering this question use the instruction which is given at questions 27 and 55.

The list of education-field codes is to be found in the attachment (Annex)

**90 NFEMETHOD1 Which method of learning has been used as the main one in the first activity?**

To give answer to this question use the instruction which is given by question 57.

**91 NFEREASON1 Why have you decided to attend this activity?**

To give answer to this question use the instruction which is given by question 58.

**92 NFEWORKTIME1 Has the first activity been organized during paid working hours?**

To give answer to this question use the instruction which is given in the question 59.

**93 NFENBHOURL1 How many instruction-hours has the first activity lasted?**

**93a NFENBWEEL1 How many weeks has that program lasted?**

**93b NFEDURPERWEEK1 How many instruction-hours have you had weekly in average?**

To give answer to this question use the instruction which is given in the question 60.

**94 NFEPROVIDER1 Who has organized the first activity?**

Organiser/provider of education could be a school, college, faculty, corporation, municipality, state authority, non-government organisation, individual who offers education programs, lecturer, teachers, instructors for providing education/training.

**Code 1** mark if the organiser/provider has been an institution of formal education (school, college, faculty, academy etc.)

**Code 2** mark if the organiser/provider is an NFE institution (worker's educational association or national university, various educational centres, school and academies that are not included in the formal education system)

**Code 3** mark if the organiser/provider is a commercial institution which main activity does not belong to the education sector (e.g. manufacturers of machines, equipment etc.)

**Code 4** mark if the organiser/provider is the employer

**Code 5** mark if the organiser is an association (employer group, chamber of commerce, etc.)

**Code 6** mark if the organisers are trade unions and trade organisations

**Code 7** mark if the organiser is a non-profit organisation (non-government organisation, culture unions, etc.)

**Code 8** mark if the organizers are individuals (students and other people, e.g. individuals who give private lessons

**Code 9** mark if the organisers are non-commercial institutions where education is not the core activity (libraries, museums etc.)

**Code 10** mark if the organiser is someone else (someone who is not mentioned in the codes 1 – 9)

**95 NFECERT1 Does the first activity provide a certificate. If yes, is that certificate required by employer for the current or planned work?**

**Code 1** mark if a degree/certificate is obtained after completed training/education and that degree/certificate is required by the employer

**Code 2** mark if a degree/certificate is obtained after completed training/education but that degree/certificate is not required by the employer

**Code 3** mark if a degree/certificate is not obtained after completed training/education.

**96 NFEPaid1 Have you paid the costs for non- formal education by your own?**

To give answer to this question use the instruction given in the question 61.

**97 NFEPAIDBY1 Please state who has paid the costs (partly or totally) for the non-formal education, in which you have participated.**

To give answer to this question use the instruction given in the question 62.

**98 NFEPAIDVAL1 How much have you paid personally or somebody from your household, family or your relative for tuition, registration, exam fees, books,... in regard to the first selected NFE activity?**

To give answer to this question use the instruction given in the question 63.

**99 NFEUSE1 How often have you used (or you expect to use) the knowledge and skills you acquired through the first activity?**

To give answer to this question use the instruction given in the question 64.

**102 NFEOUTCOME1 Has the knowledge/skills you acquired in the first activity helped you in any of the following ways?**

To give answer to this question use the instruction given in the question 67.

The questions 86a to 102a are in relation with the second randomly selected activity of NFE.

While responding to the questions and marking the corresponding answers use the instruction which is given for the first randomly selected activity.

#### **MODULE 1.5. DIFFICULTIES IN PARTICIPATION IN EDUCATION**

The questions of this module are related to the difficulties and obstacles in participation of education and training in the last 12 months.

Regarding responses of the question in the previous modules the respondents should be divided into one of four groups/categories.

Respondents who have participated in any kind of education activity (formal or non-formal), respectively respondents who answered with YES to the question 52 (code 1) or have had at least one answer 1 to the questions 68 to 71 should respond to the following question:

**103 DIFFICULTY\_1\_2 Considering that you have participated in some forms of education in the last 12 months, would you like to have participated in more such activities?**

**Code 1** should be marked for the respondents who have had the desire to participate in more types of education/training (**group 2**)

**Code 2** should be marked for the respondents who have had no desire to participate in more types of education/training (**group 1**)

**Code 3** should be marked for the respondents who don't know

Respondents who did not participate either in formal or in non-formal education, respectively the respondents who have answered to the question 52 with NO (code 2) or answered to all questions from 68 to 71 with NO (code 2) should be asked the following question:

-

**103 DIFFICULTY\_3\_4 Considering that you have not participated in any form of education/training in the last 12 months, would you like to have participated in such activities?**

**Code 1** should be marked for the respondents who have had the desire to participate in education/training (**group 4**)

**Code 2** should be marked for the respondents who have had no desire to participate in education/training (**group 3**)

**Code 3** should be marked for the respondents who have had no idea whether a desire for the participation had existed.

**104 DIFFTYPE1A Are there any particular reasons why you did not want to participate?**

This question should be asked to these respondents who have had not participated in any form of education/training and they also have had no desire to participate. (group 3)

**Code 1** mark if the respondent's response was that there were no reasons for non-participation in education/training and that they have had no need for education/training.

**Code 2** mark if the respondent have had reasons for non-participation.

**105 DIFFTYPE1B Why didn't you have any desire to participate in any education and training?**

This question should be answered by the respondents who had marked the answer 2 to the question 104.

It is possible to mark more than one answer to this question, respectively all reasons which are mentioned and relevant for the decision in non-participating in education/training should be marked. The reasons could be the following ones:

01 The respondent did not meet the conditions for participating in education/training.

02 The costs of the training/trainings were too high.

03 Lack of support by the employer or by the public service.

- 04 The schedule was difficult to organise - because of the overlap between the working hours and the time when the training was performed
- 05 Distance - The location of the training was too far away
- 06 No access to the computer and the internet for distance learning
- 07 Family matters: Did not have time because of family matters
- 08 Health reasons, Years/ Age
- 09 Other personal reasons
- 10 There was no suitable education/training

**Code 0** mark for the respondents who had some other reason, which is not mentioned, for non-participating in education/training..

**106 DIFFMAIN1 Which is the most important reason among the listed ones?**

If the respondent has stated more than one reason regarding the question 105, then he/she should choose the most important one for him/her. While entering the answer use the codes mentioned in the previous question.

The respondents who did not participate in education/training but had desire to take part in it and respondents who had the desire to participate in more activities (group 2 and 4) should be asked the following question:

**107 DIFFTYPE2 What difficulties have prevented you to participate or to more participate in training/education?**

To give answer to this question use the instruction given in the question 105.

**108 DIFFMAIN2 Which is the most important reason among the listed ones?**

To give answer to this question use the instruction given in the question 106.

The question 109 should be answered by the respondents who had participated in formal or non-formal education but they did not wish to participate in more activities (group 1)

**109 DIFFTYPE3A Are there any particular reasons why you did not want to participate in more education/training activities?**

**Code 1** mark for respondents who stated that they had no reason and they had no need for education/training.

**Code 2** mark for respondents who state that there are relevant reasons for non-participating in education/training.

**110 DIFFTYPE3B Why didn't you want to participate in any kind of education/training?**

This question should be put to respondents who answered to the question 109 that there are relevant reasons. To give answer to this question use the instruction in the question 105.

**111 DIFFMAIN3 Which is the most important reason among the listed ones?**

To give answer to this question use the instruction given in the question 106.

**MODULE 1.6. INFORMAL LEARNING**

Informal learning/education is a planned learning process, but it is not structured and organized (is not put into institutional frames). Informal learning encompassed learning activities within the family, at the working place or during the daily life, in the way of self-learning, family or social learning. It takes place through learning activities supported by family members, friends, colleagues, by using printed material (books, specialized technical magazines); computer, material downloaded from the internet, by using various television, radio, video or audio materials. This kind of education and training give the possibility for personal development, improving creativity, personal talent, individual initiative and develops a feeling of greater social responsibility. Further it improves personal knowledge, skills and abilities required in daily life.

It is important to bear in mind that informal learning means intention, respectively planned activity.

Randomly gathered new knowledge in daily life is not considered to be an informal learning activity.

The questions in this module are related to the participation of the respondents in informal learning in the last 12 months.

**112. INF Have you tried to learn something at work or in leisure time by purpose / plan to improve the knowledge and skills during the last 12 months? How many activities have you participated in?**

**Code 1** mark for respondent who participated in one form of informal education

**Code 2** mark for respondent who participated in two or more forms of informal education

**Code 3** mark for respondent who have not participated in any form of informal education

The question 113-118 should be answered by the respondents who participated in some forms of informal education. The respondents who participated only in one form of informal education (code 1) should answer to the questions 113-115. The respondents who participated in two or more forms of informal education (code 2) should answer to the questions 113-118,

but the respondents who participated in more than two programs should choose two most recent types of programmes (from the moment of the survey's beginning).

**113. INFFIELD1 This activity belongs to which field of education?**

To give answer to this question use the instruction given in the question 55. The instruction for choosing the field/codes of education and the Code book for the fields of education are to be found in the attachment.

**114. INFPURP1 What has been the main reason for participating in this activity?**

To give answer to this question use the instruction given in the question 88.

**115. INFMETHOD1 Which of the following methods of learning has been used as the main one in your last informal education activity?**

**Code 1** mark if the respondent's informal learning process was supported by a family member, friend or colleague

**Code 2** mark if the respondent has used printed material (books, professional literature, magazines, etc.)

**Code 3** mark if the respondent has used computer, material from the internet, etc)

**Code 4** mark if the respondent has used TV, radio programs in order to get new knowledge or he/she has used audio and video records in order to learn something new (e.g. learning of foreign language with the use of audio records which are being listened during travelling by car, bus; or watching video records; watching documentaries on TV, etc

To give answer to the questions 116-118 use the instruction given in the questions 113-115.

**116. INFFIELD2 This activity belongs to which field of education?**

**117. INFPURP2 What has been the main reason for participating in this activity?**

**118. INFMETHOD2 Which of the following methods of learning has been used as the main one in your second informal education activity?**

**MODULE 1.7. INFORMATION AND COMMUNICATION TECHNOLOGIES (ICT)**

To give answer to this question the respondent should give a personal estimation of his/her knowledge in computer literacy.

**119. ICTCOMPUTER Which of the following activities did you do on the computer?**



To give answer to this question it is possible to mark more than one answer.

**Code 0** mark if the respondent has never used a computer or when he/she does not have the ability to use any of the mentioned activities.

For the respondents who are regularly using the computer, mark the activities which she/he is able to use on the computer.

- 1 Copying or moving a file or folder
- 2 Using copy and paste tools to duplicate or move information within a document
- 3 Using basic arithmetic formulas in a spreadsheet
- 4 Compressing (or zipping) files
- 5 Connecting and installing new devices, e.g. a modem
- 6 Writing a computer program while using a specialised programming language
- 7 Transferring files between computer and other devices (from digital camera or from/to mobile phone, mp3 / mp4 player)
- 8 Modifying or verifying the configuration parameters of software applications (except internet browsers)
- 9 Creating electronic presentations with presentation software (e.g. slides), including e.g. images, sound, video or charts
- 10 Installing a new or replacing an old operating system

#### **MODULE 1.8. LANGUAGES**

The questions in this module relate to the respondent's personal estimation of knowing and using foreign languages.

##### **121. LANGMOTHER Which language is your mother tongue?**

The mother tongue is defined as the language in which one person has started to speak in his/her childhood. This survey gives a possibility to the respondent to state two mother tongues, when the case is given that the respondent originates from a bilingual family where two languages have been spoken. For respondents which parents died in the early childhood, the mother tongue is the language which was spoken in the environment where the respondent has grown up.

Choose the language from the given list for which the respondent claims that it is his/her mother tongue.

##### **122. LANGUSED How many foreign languages are you able to use?**

**Code 00** Enter this code for the respondents who stated that they do not use any foreign language.

For respondents who stated that they use several foreign languages enter the number of languages used.

If the respondent has stated that he/she is using a foreign or several foreign languages ask him/her to state all languages which he/she uses. (range the languages according to the level of knowledge and importance they have in the international context. (e.g. priority should be given to English, French, German, Spanish, Russian..). It is possible to state up to seven languages.

- |  |
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|  |
|--|
- 123. LANGUSED\_1 First language
  - 124. LANGUSED\_2 Second language
  - 125. LANGUSED\_2 Third language
  - 126. LANGUSED\_4 Fourth language
  - 127. LANGUSED\_5 Fifth language
  - 128. LANGUSED\_6 Sixth language
  - 129. LANGUSED\_7 Seventh language

Enter the languages which the respondent is able to use.  
The code book of languages is to be found in the attachment.

**130. INTLANGBEST1 Which of the foreign languages you mentioned before do you know best?**

Enter the language which the respondent thinks he/she speaks best.  
The Code book is to be found in the attachment.

**131. LANGLEVEL1 How would you best describe your knowledge of this language?**

**Code 1** mark if the respondent stated that he/she understands and uses the most common everyday expressions, that he/she uses the language in familiar things and situations.

**Code 2** mark if the respondent stated that he/she understands the essential of clear language and is able to produce simple text. He/she is able to describe experiences and events and communicate fairly fluently.

**Code 3** mark if the respondent stated that he/she understands a wide range of demanding texts and uses the language flexibly. He/she masters the language almost completely.

**132. NTLANGBEST2 Which of the mentioned languages is the second one in your language knowledge-level?**

This question should be asked to respondents who stated that they know at least two foreign languages.

Enter the language which is stated by the respondent as the second foreign language he/she knows best.

The Code book is to be found in the attachment.

**133. LANGLEVEL2 How would you describe your knowledge of the second foreign language?**

To give answer to this question use the instruction given in the question 131.

**134. OTHERLANG Do you use another language beside your mother tongue which is also used as an official language in the Republic of Serbia?**

On the territory of the Republic of Serbia, where the members of national minorities live, beside Serbian language, there are also in official use, simultaneously with the Serbian language, the languages of the national minorities.

Enter the language which the respondent uses.

**135. OTHERLANGLEVEL How would you best describe your knowledge of this language?**

To give answer to this question use the instruction given in the question 131.

<b>MODULE 1.9. CULTURAL PARTICIPATION</b>
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The questions in this module refer to the period of the last 12 months.

**136. CULTPAR1 How often have you visited theatre, opera or concerts, ballet, etc., in the last 12 months?**

The question refers to the presence on "live" events

**Code 1** mark if the respondent has been 1-6 times in the theatre, opera or on concerts, ballets etc. in the last 12 months

**Code 2** mark if the respondent has been more than 6 times in the theatre, opera or on concerts, ballets etc. in the last 12 months

**Code 3** mark if the respondent has not been on any "live" event.

**137. CULTPAR2 How often have you visited cinema in the last 12 months?**

**Code 1** mark if the respondent has been 1-6 times in the cinema in the last 12 months.

**Code 2** mark if the respondent has been more than 6 times in the cinema in the last 12 months.

**Code 3** mark if the respondent has never been in the cinema.

**138. CULTPAR3 In the last 12 months how often have you visited cultural sites?**

**Code 1** mark if the respondent has visited cultural sites 1-6 times

**Code 2** mark if the respondent has visited cultural sites more than 6 times

**Code 3** mark if the respondent has never visited cultural sites in the last 12 months.

**139. CULTPAR4 How often have you visited sport events in the last 12 months?**

**Code 1** mark if the respondent has been on sport events 1-6 times

**Code 2** mark if the respondent has been on sport events more than 6 times.

**Code 3** mark if the respondent has never been on sports events in the last 12 months.

**140. CULTNEWS How often have you read the newspaper (hardcopy or Internet) in the last 12 months?**

**Code 1** mark if the respondent has read the newspaper daily or almost daily  
**Code 2** mark if the respondent has read the newspaper at least once a week, but not daily  
**Code 3** mark if the respondent has read the newspaper at least once a month (but not weekly)  
**Code 4** mark if the respondent has read the newspaper less than once a month  
**Code 5** mark if the respondent has never read the newspaper in the last 12 months.

**141. CULTBOOK Have you read some books in your spare time in the last 12 months?**

**Code 1** mark if the respondent has read some books in the last 12 months.  
**Code 2** mark if the respondent has not read any books in the last 12 months.

**142. CULTBOOKNUM How many books have you approximately read?**

The answer to this question should be given by respondents which has marked the code 1 on the question 141.

**Code 1** mark if the respondent has read less than 5 books.  
**Code 2** mark if the respondent has read between 5 and 10 books.  
**Code 3** mark if the respondent has read more than 10 books.

**143. SOCIALPAR Have you participated in the following activities in the last 12 months?**

The question refers to the participation of the respondent in political parties, professional associations, religious organizations, trade unions, recreation groups, charity foundations. All mentioned activities should be presented to the respondent and he/she should mark all activities in which he/she has taken part in the last 12 months.