

INITIAL ADULT UPSKILLING SURVEY (2008)	
VARIABLE NAME	VARIABLE LABEL AND CORRESPONDING ITEM IN QUESTIONNAIRE
jobs	respondent id
key	key number
region	region from sample
size	s6. number of employees
sizeband	s6. number of employees (banded)
a1	a1.establishment status
a2	a2. is establishment head office
a3	a3. ownership status
a4	a4.length of time company established
a7	a7.approximate turnover from last full financial year
a7ran	a7 range. approximate turnover from last full financial year (banded)
a8	a8. approximate proportion of total sales in last full financial year accounted
a8ran	a8ran. approximate proportion of total sales in last full financial year account
a9	a9. change in total establishment sales in last year
a10	a10. change in employment at this establishment in the last year
a12	a12. anticipated change in employment at this establishment in the next year
a13aa	a13.reasons for expected increase in employment: increase in turnover
a13ab	a13.reasons for expected increase in employment: move into new business areas /expanding / new products
a13ac	a13.reasons for expected increase in employment: company restructuring
a13ad	a13.reasons for expected increase in employment: introduction of new working practices
a13ae	a13.reasons for expected increase in employment: introduction of new technology
a13af	a13.reasons for expected increase in employment: increase in demand of products
a13ag	a13.reasons for expected increase in employment: replacing staff who have left eg students, part-timers
a13ah	a13.reasons for expected increase in employment: other
a13ai	a13.reasons for expected increase in employment: don't know
a14aa	a14. what are the reasons for this expected decrease in the overall numbers: decrease in turnover
a14ab	a14. what are the reasons for this expected decrease in the overall numbers: withdrawal from business areas
a14ac	a14. what are the reasons for this expected decrease in the overall numbers: company restructuring
a14ad	a14. what are the reasons for this expected decrease in the overall numbers: introduction of new working practices
a14ae	a14. what are the reasons for this expected decrease in the overall numbers: introduction of new technology
a14af	a14. what are the reasons for this expected decrease in the overall numbers: more subcontracting
a14ag	a14. what are the reasons for this expected decrease in the overall numbers: downturn in demand
a14ah	a14. what are the reasons for this expected decrease in the overall numbers: budget cuts

a14ai	a14. what are the reasons for this expected decrease in the overall numbers: other
a14aj	a14. what are the reasons for this expected decrease in the overall numbers: don't know
a15	a15.if recognised trade union at establishment
a16	a16. number of trade unions recognised at establishment
a17	a17. if any unions involved in planning or delivery of training at establishment
b1	b1.primary market for establishment's main product or service
b4	b4. if establishment introduced any new products or services in the last 12 months
b4a	b4a. if any of these products or services were new to establishment
b4b	b4b. if any of these new products or services were new to the market
b5	b5. if establishment introduced any new production processes in the last 12 months
b6	b6. if establishment introduced any new approaches to work organisation in the last 12 months
b7_1	b7_1. if establishment has a business plan that specifies objectives for the coming year
b7_2	b7_2. if establishment has a training plan that specifies in advance the level and type of training your employees will need in the coming year
b7_3	b7_3. if establishment has a budget for training expenditure
c1ap	c1ap. percentage of current workforce that are university graduates
c1pran	c1ap. percentage of current workforce that are university graduates (banded)
c1an	c1an. number of current workforce that are university graduates?
c2aa	c2a. do any of your non-graduates hold the following qualifications?: a levels/as levels
c2ab	c2a. do any of your non-graduates hold the following qualifications?: btec higher national/national
c2ac	c2a. do any of your non-graduates hold the following qualifications?: rsa advanced diploma/certificate
c2ad	c2a. do any of your non-graduates hold the following qualifications?: city & guilds advanced vocational
c2ae	c2a. do any of your non-graduates hold the following qualifications?: completed apprenticeships /Advanced modern apprenticeships
c2af	c2a. do any of your non-graduates hold the following qualifications?: sce higher
c2ag	c2a. do any of your non-graduates hold the following qualifications?: higher education diplomas
c2ah	c2a. do any of your non-graduates hold the following qualifications?: gnvq advanced awards
c2ai	c2a. do any of your non-graduates hold the following qualifications?: ond/onc, btec/soctvec/sqa national
c2aj	c2a. do any of your non-graduates hold the following qualifications?: nvq / svq'
c2ak	c2a. do any of your non-graduates hold the following qualifications?: hnc
c2al	c2a. do any of your non-graduates hold the following qualifications?: ecdl
c2am	c2a. do any of your non-graduates hold the following qualifications?: industry specific
c2an	c2a. do any of your non-graduates hold the following qualifications?: gcse's/o levels
c2ao	c2a. do any of your non-graduates hold the following qualifications?: other
c2ap	c2a. do any of your non-graduates hold the following qualifications?: none
c2aq	c2a. do any of your non-graduates hold the following qualifications?: don't know
c2ar	c2a. do any of your non-graduates hold the following qualifications?: no answer

c2as	c2a. do any of your non-graduates hold the following qualifications?: refused
c2b1p	c2b1p. percentage of current workforce that hold any qualifications level 3 or above
c2bp1	c2bp1. percentage of current workforce that hold any qualifications level 3 or above
c2b1n	c2b1n. number of current workforce that hold any qualifications level 3 or above
c2e	c2e. if people working on an internship or volunteer basis
c2f	c2f. proportion of those working on an internship or volunteer basis that are typically offered paid work with your organisation
coregrp	core group type
core_soc	core group soc code (c3/c3a combined)
c3	c3. soc code of core group
c3a	c3a. soc code of core group
c4	c4. what specifically the core group does
c4a	c4a. if core group also largest group of employees
c5a	c5a. total number of people employed in core group
c5aband	c5a. total number of people employed in core group (banded)
c6	c6. most common level of formal qualification reached by core group
c6a_1	c6a. if any core employees work
c6b_1	c6b_1. number of core employees that work on a part-time basis
c6a_2	c6a. if any core employees work
c6b_2	c6b_2. number of core employees that work on a fixed-term contract
c6a_3	c6a. if any core employees work
c6b_3	c6b_3. number of core employees that work on an internship or volunteer basis
c7a	c7a. if any recruits to core group in last 12 months
c10	c10. level of ease that staff have been recruited to core group in last 12 months
c11a	c11. main reasons for recruitment difficulties: not enough applications
c11b	c11. main reasons for recruitment difficulties: weak technical knowledge and understanding amongst applicants
c11c	c11. main reasons for recruitment difficulties: weak communication and presentation skills
c11d	c11. main reasons for recruitment difficulties: lack of suitable qualifications
c11e	c11. main reasons for recruitment difficulties: lack of commercial understanding
c11f	c11. main reasons for recruitment difficulties: lack of practical work experience
c11g	c11. main reasons for recruitment difficulties: lack of work experience of any kind
c11h	c11. main reasons for recruitment difficulties: not able to pay suitable salary
c11i	c11. main reasons for recruitment difficulties: location of company unattractive
c11j	c11. main reasons for recruitment difficulties: did not advertise widely enough
c11k	c11. main reasons for recruitment difficulties: applicant not happy with process
c11l	c11. main reasons for recruitment difficulties: not an attractive career (incl. unsociable hours, uncomfortable)
c11m	c11. main reasons for recruitment difficulties: competition from others within the same industry
c11n	c11. main reasons for recruitment difficulties: no long term commitment from employees
c11o	c11. main reasons for recruitment difficulties: other
c11p	c11. main reasons for recruitment difficulties: don't know

d1a	d1. if skills needed by core group have changed over last 2-3 years as a result of development of new goods and services
d1b	d1. if skills needed by core group have changed over last 2-3 years as a result of introduction of new working practices
d1c	d1. if skills needed by core group have changed over last 2-3 years as a result of introduction of new technologies or equipment
d1d	d1. if skills needed by core group have changed over last 2-3 years as a result of new legislative or regulatory requirements
d1e	d1. if skills needed by core group have changed over last 2-3 years for other reasons
d1f	d1. no change in skill requirements
d1g	d1. don't know if skills needed by core group have changed over last 2-3 years
d3aa	d3a. if any of core group of employees have: received any training in the last 12 months
d3ab	d3a. if any of core group of employees have: received on-the-job training in the last 12 months
d3ac	d3a. if any of core group of employees have: received off-the-job training in the last 12 months
d3ad	d3a. if any of core group of employees have: had their course fees paid by your company to study in their own time
d3ae	d3a. if any of core group of employees have: received other types of support from your company to study in their own time
d3af	d3a. no answer to questions about training for core group of employees
d3b1p_1	d3b1p_1. percentage of core group of employees receiving any training in the last 12 months
d3b1ran	d3b1ran-1. percentage of core group of employees receiving any training in the last 12 months
d3b1n_1	d3b1n-1. number of core group of employees receiving any training in the last 12 months
d3b1p_2	d3b1p_2. percentage of core group of employees receiving on-the-job training in the last 12 months
v127_a	d3b1ran-2. percentage of core group of employees receiving on-the-job training in the last 12 months
d3b1n_2	d3b1n-2. number of core group of employees receiving on-the-job training in the last 12 months
d3b1p_3	d3b1p_3. percentage of core group of employees receiving off-the-job training in the last 12 months
v130_a	d3b1ran-3. percentage of core group of employees receiving off-the-job training in the last 12 months
d3b1n_3	d3b1n-3. number of core group of employees receiving off-the-job training in the last 12 months
d3b1p_4	d3b1p_4. percentage of core group of employees who have had their course fees paid in the last 12 months
v133_a	d3b1ran-4. percentage of core group of employees who have had their course fees paid in the last 12 months
d3b1n_4	d3b1n-4. number of core group of employees who have had their course fees paid in the last 12 months
d3b1p_5	d3b1p_5. percentage of core group of employees receiving other types of support in the last 12 months

v136_a	d3b1ran-5. percentage of core group of employees receiving other types of support in the last 12 months
d3b1n_5	d3b1n-5. number of core group of employees receiving other types of support in the last 12 months
d4	d4. if establishment has had any involvement with the train to gain programme in the last 2-3 years
d5	d5. number of employees that have received training under train to gain programme
d6	d6. effectiveness of train to gain training
d7	d7. main reason for establishment not getting involved in train to gain
d8	d8. if establishment has had any involvement with the modern apprenticeship programme in the last 2-3 years
d9	d9. number of employees that have received training under the modern apprenticeship programme
d10	d10. effectiveness of training
d11	d11. main reason for your establishment not getting involved with modern apprenticeship programme
d12a	d12. forms of learning introduced for core group of employees: it based learning
d12b	d12. forms of learning introduced for core group of employees: interactive learning
d12c	d12. forms of learning introduced for core group of employees: distance learning
d12d	d12. forms of learning introduced for core group of employees: other
d12e	d12. forms of learning introduced for core group of employees: don't know
d12f	d12. forms of learning introduced for core group of employees: refused
d12g	d12. forms of learning introduced for core group of employees: no answer
d13_1	d13_1. effectiveness of it based learning
d13_2	d13_2. effectiveness of interactive learning
d13_3	d13_3. effectiveness of distance learning
d13_4	d13_4. effectiveness of other form of learning
d14_1	d14_1main benefits of training in establishment to higher productivity or efficiency
d14_2	d14_2main benefits of training in establishment to increased staff retention
d14_3	d14_3main benefits of training in establishment to improved staff attitudes
d14_4	d14_4main benefits of training in establishment to improved career progression
d15_1	d15-1. if used commercial organisations in the last 2-3 years to improve skills or knowledge of core group employees
d15_2	d15-2. if used non-profit making organisations in the last 2-3 years to improve skills or knowledge of core group employees
d15_3	d15-3. if used fe colleges in the last 2-3 years to improve skills or knowledge of core group employees
d15_4	d15-4. if used universities/heis in the last 2-3 years to improve skills or knowledge of core group employees
d15_5	d15-5. if used equipment producers /suppliers in the last 2-3 years to improve skills or knowledge of core group employees
d16	Names of external training providers used in last 2-3 years NOT INCLUDED FOR REASONS OF CONFIDENTIALITY
	e1. skills which need improving amongst employees / core group over next 12 months
e1a	General IT or computing skills

e1b	IT or computing professional skills
e1c	Communication skills
e1d	Customer handling skills
e1e	Team working skills
e1f	Foreign language skills
e1g	Problem-solving skills
e1h	Leadership or supervisory skills
e1i	Numeracy skills
e1j	Literacy skills
e1k	Technical or practical skills
e1l	Product knowledge awareness / commercial development skills
e1m	Legislation knowledge skills
e1n	Other types of skill
e1o	None
e1p	Don't know
	e2. most important improvements required in technical or practical skills
e2a	IT skills
e2b	Product knowledge
e2c	New technology including operating new machinery and equipment
e2d	Ability to adapt, learn and change
e2e	Dealing with new materials
e2f	Problem-solving skills
e2g	Changes in legislation
e2h	Electronics and engineering knowledge
e2i	Technical skills including practical, job specific skills
e2j	Planning/drawing/design
e2k	General skills (unspecified)
e2l	Nothing in particular
e2m	Soft skills
e2n	Increased training (non-specific)
e2o	Software use
e2p	Other
e2q	Don't know
	e3. most important improvements required in general it or computing user skills
e3a	Basic skills / progression (eg Word, Excel, communication skills)
e3b	Company-specific skills (systems, databases and software)
e3c	Design, creative and technical skills
e3d	Programming
e3e	New software /changes to software systems
e3f	General /ongoing/refresher training
e3g	Other
e3h	Don't know
e4a	General IT/computing skills
e4b	Company-specific databases/software

e4c	Updating in new software packages
e4d	Software development / design
e4e	Internet / web-related
e4f	Updating in technology (not specific)
e4g	Other
e4h	Don't know
	e5. most important improvements required in communication skills
e5a	Communication with customers/clients, including customer service
e5b	Team work, internal communication, communicating with colleagues
e5c	Communication (non-specific), including face to face
e5d	Building greater confidence
e5e	Telephone manner
e5f	Use of various technological devices
e5g	Overcome language barriers
e5h	Written communication
e5i	Other
e5j	Don't know
	e6. most important improvements required in leadership or supervisory skills
e6a	Man-management/motivating/delegation/ team-building
e6b	Supervisory skills (non-specific)
e6c	Communication skills / interpersonal skills / passing on of information
e6d	Leadership skills
e6e	General management skills (non-specific)
e6f	Organisational / planning skills
e6g	Working on own initiative
e6h	Training
e6i	Up to date with legislation
e6j	Managing diversity
e6k	Confidence, self/personal development, assertiveness
e6l	Dealing with conflict / difficult situations
e6m	Develop responsibility / role of individual
e6n	Other
e6o	Don't know
	e7. Likelihood of organising different types of training for core group employees
e7_1	On the job training in the work situation
e7_2	On site training carried out off the job (that is away from the immediate work situation) provided by your own organisation
e7_3	On site training carried out off the job (that is away from the immediate work situation) provided by an equipment producer or supplier
e7_4	On site training carried out off the job (that is away from the immediate work situation) provided by any other kind of external training supplier
e7_5	Off site training provided by your own organisation
e7_6	Off site training provided by an equipment producer or supplier
e7_7	Off site training provided by any other kind of external training supplier

e7_8	Paid attendance at conferences, workshops or seminars where primary purpose is training or education
e7_9	Paid time off for employees to attend external courses of training or study
e7_10	Fees paid for employees to study or train in their own time
e7_11	Apprenticeships/NVQs
e7_12	Health and safety / First Aid
e7_13	Technical / practical training
e7_14	New equipment training by manufacturers
e7_15	Inhouse training (non-specific)
e7_16	External training (non-specific)
e7_17	Training (non-specific)
e7_18	Management / supervisory / leadership training
e7_19	Other training
	e7a. unlikely to organise training for employees / core groups in next 12 months
e7aa	Additional training not needed
e7ab	Too costly
e7ac	Not enough time available
e7ad	Recent training has been sufficient
e7ae	Hard to know what type of training would be best
e7af	Don't know
e7ag	Refused
e7ah	No answer
e8	e8. Likelihood of core group acquiring needed skills and knowledge through informal on-the-job learning and information sharing or through self-study
	e9. Likelihood of approaching different types of external organisation to provide training for core group employees
e9_1	Commercial organisations, for example, consultants or private training providers
e9_2	Non-profit making organisations, for example, employer associations, voluntary organisations
e9_3	FE (Further Education) colleges
e9_4	Universities or other Higher Education institutions
e9_5	Parent company
e9_6	Suppliers / manufacturers
e9_7	Health and safety / first aid trainers
e9_8	Sector/job specific training providers
e9_9	Company's own trainers
e9_10	Any and all types
e9_11	Local/central government organisations
e9_12	Other providers
	e10. Reasons for considering using services of commercial training providers
e10a	Good quality/standard of training
e10b	Cost-effective means of learning skills
e10c	Courses offered at convenient times
e10d	Convenient location

e10e	Offer specialist training
e10f	Content of training very suitable
e10g	To get access to technology / equipment
e10h	To gain specific knowledge and skills, eg product knowledge
e10i	To improve standards
e10j	To keep up with new technology
e10k	To keep up with our competitors
e10l	Health and safety reasons
e10m	Lack of in-house knowledge and experience at our establishment
e10n	Training leads to qualifications/certificates
e10o	Suitability of courses / suitable times offered
e10p	Specialist and specific job training
e10q	Experience and knowledge of commercial trainers
e10r	Health and safety reasons
e10s	Cost effective
e10t	Other
	e12. Reasons for considering using training services of FE colleges
e12a	Good quality/standard of training
e12b	Cost-effective means of learning skills
e12c	Courses offered at convenient times
e12d	Convenient location
e12e	Offer specialist training
e12f	Content of training very suitable
e12g	To get access to technology / equipment
e12h	To gain specific knowledge and skills, eg product knowledge
e12i	To improve standards
e12j	To keep up with new technology
e12k	To keep up with our competitors
e12l	Health and safety reasons
e12m	Lack of in-house knowledge and experience at our establishment
e12n	Training leads to qualifications/certificates
e12o	Offer apprenticeship training
e12p	For workers/apprentices to gain more skills
e12q	Training provided and suitable courses
e12r	Have longstanding relationship and partnership with colleges
e12s	Other
	e13. Reasons for considering using training services of universities
e13a	Good quality/standard of training
e13b	Cost-effective means of learning skills
e13c	Courses offered at convenient times
e13d	Convenient location
e13e	Offer specialist training
e13f	Content of training very suitable
e13g	To get access to technology / equipment

e13h	To gain specific knowledge and skills, eg product knowledge
e13i	To improve standards
e13j	To keep up with new technology
e13k	To keep up with our competitors
e13l	Health and safety reasons
e13m	Lack of in-house knowledge and experience at our establishment
e13n	Training leads to qualifications/certificates
e13o	Other
	e.14 Reasons for NOT considering using services of commercial training providers
e14a	No need / not applicable
e14b	Cost/charge too expensive
e14c	They don't provide required training
e14d	We're too specialised
e14e	Training provided in-house (including equipment suppliers, parent company, etc)
e14f	Not enough time
e14g	Nothing suitable available locally
e14h	Bad experiences in the past
e14i	Lack of interested or suitable candidates for training
e14j	Not my decision / decided by Head Office
e14k	Lack of information / haven't looked
e14l	Other
	e15. Reasons for NOT considering using training services of FE colleges
e15a	No need / not applicable
e15b	Cost/charge too expensive
e15c	They don't provide required training
e15d	We're too specialised
e15e	Training provided in-house (including equipment suppliers, parent company, etc)
e15f	Not enough time
e15g	Nothing suitable available locally
e15h	Bad experiences in the past
e15i	Lack of interested or suitable candidates for training
e15j	Not my decision / decided by Head Office
e15k	No need / not applicable
e15l	Cost/charge too expensive
e15m	Other
f1	f1.largest occupational group different from core group?
f1l	f1l. soc code of largest occupational group
f1a	f1a. job description of largest occupational group
	f2. Largest occupational group skills which need improving over next 12 months
f2a	General IT or computing skills
f2b	IT or computing professional skills
f2c	Communication skills
f2d	Customer handling skills

f2e	Team working skills
f2f	Foreign language skills
f2g	Problem-solving skills
f2h	Leadership or supervisory skills
f2i	Numeracy skills
f2j	Literacy skills
f2k	Technical or practical skills
f2l	Soft skills / personal attributes (timekeeping)
f2m	None
f2n	Don't know
	f3. Likelihood of organising training for largest occupational group in next 12 months
f3_1	On the job training in the work situation
f3_2	On site training carried out off the job (that is away from the immediate work situation) provided by your own organisation
f3_3	On site training carried out off the job (that is away from the immediate work situation) provided by an equipment producer or supplier
f3_4	On site training carried out off the job (that is away from the immediate work situation) provided by any other kind of external training supplier
f3_5	Off site training provided by your own organisation
f3_6	Off site training provided by an equipment producer or supplier
f3_7	Off site training provided by any other kind of external training supplier
f3_8	Paid attendance at conferences, workshops or seminars where primary purpose is training or education
f3_9	Paid time off for employees to attend external courses of training or study
f3_10	Fees paid for employees to study or train in their own time
f3_11	Other training
	f4. Likelihood of approaching different types of external organisation to provide training for largest occupational group employees
f4_1	Commercial organisations, for example, consultants or private training providers
f4_2	Non-profit making organisations, for example, employer associations, voluntary organisations
f4_3	FE (Further Education) colleges
f4_4	Universities or other Higher Education institutions
f4_5	Other providers
	f5. Reasons for considering using services of commercial training providers
f5a	Good quality/standard of training
f5b	Cost-effective means of learning skills
f5c	Courses offered at convenient times
f5d	Convenient location
f5e	Offer specialist training
f5f	Content of training very suitable
f5g	To get access to technology / equipment
f5h	To gain specific knowledge and skills, eg product knowledge
f5i	To improve standards

f5j	To keep up with new technology
f5k	To keep up with our competitors
f5l	Health and safety reasons
f5m	Lack of in-house knowledge and experience at our establishment
f5n	Training leads to qualifications/certificates
f5o	Other reasons
	f7. Reasons for considering using training services of FE colleges
f7a	Offer apprenticeship training
f7b	Good quality/standard of training
f7c	Cost-effective means of learning skills
f7d	Courses offered at convenient times
f7e	Convenient location
f7f	Offer specialist training
f7g	Content of training very suitable
f7h	To get access to technology / equipment
f7i	To gain specific knowledge and skills, eg product knowledge
f7j	To improve standards
f7k	To keep up with new technology
f7l	To keep up with our competitors
f7m	Health and safety reasons
f7n	Lack of in-house knowledge and experience at our establishment
f7o	Training leads to qualifications/certificates
f7p	Other reasons
	f8. Reasons for considering using training services of universities
f8a	Good quality/standard of training
f8b	Cost-effective means of learning skills
f8c	Courses offered at convenient times
f8d	Convenient location
f8e	Offer specialist training
f8f	Content of training very suitable
f8g	To get access to technology / equipment
f8h	To gain specific knowledge and skills, eg product knowledge
f8i	To improve standards
f8j	To keep up with new technology
f8k	To keep up with our competitors
f8l	Health and safety reasons
f8m	Lack of in-house knowledge and experience at our establishment
f8n	Training leads to qualifications/certificates
f8o	Other reasons
f8p	No answer
	f9. Reasons for NOT considering using services of commercial training providers
f9a	No need / not applicable
f9b	Cost/charge too expensive

f9c	They don't provide required training
f9d	We're too specialised
f9e	Training provided in-house (including equipment suppliers, parent company, etc)
f9f	Not enough time
f9g	Nothing suitable available locally
f9h	Bad experiences in the past
f9i	Lack of interested or suitable candidates for training
f9j	Not my decision / decided by Head Office
f9k	Lack of information / haven't looked
f9l	Other
	f10. Reasons for NOT considering using training services of FE colleges
f10a	No need / not applicable
f10b	Cost/charge too expensive
f10c	They don't provide required training
f10d	We're too specialised
f10e	Training provided in-house (including equipment suppliers, parent company, etc)
f10f	Not enough time
f10g	Nothing suitable available locally
f10h	Bad experiences in the past
f10i	Lack of interested or suitable candidates for training
f10j	Not my decision / decided by Head Office
f10k	Other
f10l	Don't know
	f11. Use of external training providers for largest occupational group in last 2-3 years
f11_1	Commercial organisations, for example, consultants or private training providers
f11_2	Non-profit making organisations, for example, employer associations, voluntary organisations
f11_3	FE (Further Education) colleges
f11_4	Universities or other Higher Education institutions
f11_5	Other providers
f12	Names of external training providers used in last 2-3 years NOT INCLUDED FOR REASONS OF CONFIDENTIALITY
	g1. Involvements with FE colleges in last 12 months
g1_1	Recruitment
g1_2	Apprenticeship training
g1_3	Training tailor-made for your company or your employees
g1_4	Other training not specifically designed for your company or your employees
g1_5	Involvement in designing their courses or curriculum
g1_6	Advice on technical problem-solving
g1_7	Any other advice or consultancy
	g2. Involvements with commercial training providers in last 12 months
g2_1	Recruitment

g2_2	Training tailor-made for your company or your employees
g2_3	Other training not specifically designed for your company or your employees
g2_4	Involvement in designing their courses or curriculum
g2_5	Advice on technical problem-solving
g2_6	Any other advice or consultancy
	g3. Geographical coverage of commercial training providers with whom firms were involved
g3a	Local
g3b	Operating across wider region
g3c	Operating nationally
g3d	Don't know
	g4. Involvements with universities in last 12 months
g4a	Recruitment
g4b	Sandwich student placements
g4c	Training tailor-made for your company or your employees
g4d	Other training not specifically designed for your company or your employees
g4e	Involvement in designing their courses or curriculum
g4f	Advice on technical problem-solving
g4g	Collaboration on new product development
g4h	Collaboration on development of new production processes
g4i	Collaboration on medium-term research and development
g4j	Any other advice or consultancy
g4k	Don't know
	g5. Involvements with Sector Skills Council in last 12 months
g5a	Direct funding for training
g5b	Support to obtain funding for training
g5c	General advice re training
g5d	Involvement in designing training courses or curricula
g5e	Other
g5f	Don't know
	g6. Involvements with Regional Development Agency in last 12 months
g6a	Direct funding for training
g6b	Advice and support to obtain funding for training
g6c	General advice re training
g6d	Financial support for new product development
g6e	Financial support for development of new production processes
g6f	Financial support on medium-term research and development
g6g	Advice and support to obtain funding for product development, R&D etc
g6h	Advice for business development (not specifically financial)
g6i	Any other advice or consultancy
g6j	Don't know
	h1. Other important skill upgrading needs not discussed before
h1a	Technical and practical courses

h1b	Soft skills
h1c	Health and safety
h1d	To meet legislative requirements
h1e	Management/directors development and training
h1f	Other
h1g	Don't know
h1h	No / none / nothing
FOLLOW-UP ADULT UPSKILLING SURVEY (2009)	
VARIABLE NAME	VARIABLE LABEL AND CORRESPONDING ITEM IN QUESTIONNAIRE
f_region	region
f_sector	sector
f_sic	sic code
f_sscname	ssc
f_rdaname	rda
f_size	size (2008 upskilling survey)
f_sizeband	sizeband (2008 upskilling survey)
f_core	core type
f_coretxt	coretext type of core employees
f_a1	a1. over the past 12 months, has this establishment's total sales...?
f_a2	a2. over the next 12 months, do you expect sales at this establishment to...?
f_a3num	a3. approximately what percentage of your sales were exported in the last 12 mon
f_a3band	a3. approximately what percentage of your sales were exported in the last 12 mon
f_a4num	a4. how many people currently work at this establishment? (numeric)
f_a4band	a4band. how many people currently work at this establishment? (banded)
f_a5	a5. over the past 12 months, has employment at this establishment...?
	a6. Reasons for increase in employment
f_a6_1	Increase in turnover, increased demand for products/services
f_a6_2	Move into new business areas / new products
f_a6_3	Company restructuring
f_a6_4	Introduction of new working practices
f_a6_5	Replacing staff who have left eg students, part-timers
f_a6_6	Short staffed / fill hours needed
f_a6_7	Other
f_a6_8	Don't know
	a7. Reasons for decrease in employment
f_a7_1	Decrease in turnover, reduced demand for products/services
f_a7_2	Natural wastage (people leaving and not being replaced)
f_a7_3	Planned redundancies
f_a7_4	Company restructuring
f_a7_5	Introduction of new technology
f_a7_6	Transfer of production or business activity to other locations
f_a7_7	Budget cuts / loss of funding

f_a7_8	Other
	a8. Occupations most affected by increase in employment
f_a8_1	Managers and senior officials
f_a8_2	Professional occupations
f_a8_3	Associate professional and technical occupations
f_a8_4	Administrative and secretarial occupations
f_a8_5	Skilled trades occupations
f_a8_6	Personal service occupations
f_a8_7	Sales and customer service occupations
f_a8_8	Process, plant and machine occupations
f_a8_9	Elementary occupations
f_a8_10	Other
f_a8_11	Don't know
	a9. Occupations most affected by decrease in employment
f_a9_1	Managers and senior officials
f_a9_2	Professional occupations
f_a9_3	Associate professional and technical occupations
f_a9_4	Administrative and secretarial occupations
f_a9_5	Skilled trades occupations
f_a9_6	Personal service occupations
f_a9_7	Sales and customer service occupations
f_a9_8	Process, plant and machine occupations
f_a9_9	Elementary occupations
f_a9_10	Across the board
f_a9_11	Other
f_a9_12	Don't know
f_a9a	a9a. have you made any planned redundancies in the last 12 months?
f_a9b	a9b. did you make use of the response to redundancy programme?
f_a10a	a10a. have you employed any apprentice trainees in the last 2-3 years?
f_a10b	a10b. have any of your apprentice trainees been made redundant in the last 12 months?
f_a10c	a10c. did you make use of the apprentice brokering system to try and ensure that they completed their training?
f_a11	a11. and over the next 12 months do you expect total employment to...?
	a12. Reasons for expected increase in employment
f_a12_1	Increase in turnover, increased demand for products/services
f_a12_2	Move into new business areas / new products
f_a12_3	Company restructuring
f_a12_4	Introduction of new working practices
f_a12_5	Replacing part-time staff who have left, eg students
f_a12_6	Replacing full-time staff who have left
f_a12_7	Other
f_a12_8	Don't know
	a12. Reasons for expected decrease in employment

f_a13_1	Decrease in turnover, reduced demand for products/services
f_a13_2	Withdrawal from business areas
f_a13_3	Company restructuring
f_a13_4	Introduction of new working practices
f_a13_5	Save money
f_a13_6	Other
f_a15	a15 number of core employees (numeric)
f_a15band	a15 number of core employees (banded)
f_b1	b1. have any core employees been recruited to your establishment in the last 12 months?
f_b2	b2. how easy has it been to recruit staff in that period?
	b3. Main reasons for recruitment difficulties
f_b3_1	Not enough applications
f_b3_2	Weak technical knowledge and understanding amongst applicants
f_b3_3	Weak communication and presentation skills
f_b3_4	Lack of suitable qualifications
f_b3_5	Lack of practical work experience amongst applicants
f_b3_6	Lack of work experience of any kind amongst applicants
f_b3_7	Not able to pay suitable salary
f_b3_8	Location of company unattractive to job-seekers
f_b3_9	Did not advertise widely enough
f_b3_10	Other
f_b4	b4. have your recruitment criteria for core employees changed in the last 12 months?
	b5. Nature of changes in recruitment criteria
f_b5_1	Require higher levels of formal qualifications
f_b5_2	Require higher levels of technical knowledge and understanding
f_b5_3	Require higher levels of communication and presentation skills
f_b5_4	Require more practical work experience
f_b5_5	Regulatory requirements (incl more references, paperwork)
f_b5_6	Other
f_b5a_1	b5a_1. have you provided the following type of training in the last 12 months?:
f_b5b_1	b5b_1. and how does this compare to the previous year in terms of the amount of this type of training that you provided?
f_b5a_2	b5a_2. have you provided the following type of training in the last 12 months?:
f_b5b_2	b5b_2. and how does this compare to the previous year in terms of the amount of this type of training that you provided?
f_b5a_3	b5a_3. have you provided the following type of training in the last 12 months?:
f_b5b_3	b5b_3. and how does this compare to the previous year in terms of the amount of this type of training that you provided?
f_b5a_4	b5a_4. have you provided the following type of training in the last 12 months?:
f_b5b_4	b5b_4. and how does this compare to the previous year in terms of the amount of this type of training that you provided?
f_b5a_5	b5a_5. have you provided the following type of training in the last 12 months?:

f_b5b_5	b5b_5. and how does this compare to the previous year in terms of the amount of this type of training that you provided?
f_b5c_4	b5c_4. were any of these new skills needed to cover gaps left by redundancies?:
f_b6_1	b6_1. at your establishment, do you have?: a training plan that specifies in advance the level and type of training your employees will need in the coming year
f_b6_2	b6_2. at your establishment, do you have?: a budget for training expenditure
f_b6_3	b6_3. at your establishment, do you have?: neither
f_b6_4	b6_4. at your establishment, do you have?: don't know
f_b7	b7. over the past 12 months, has the training budget for this establishment...?
f_b8	b8. has it increased by...?
f_b9	b9. has it decreased by...?
f_b10	b10. over the past 12 months, has spending on training at this establishment...?
f_b11	b11. has it increased by...?
f_b12	b12. has it decreased by...?
	b15. Skills developed if training expenditure increased
f_b15_1	General IT or computing user skills
f_b15_2	IT or computing professional skills
f_b15_3	Technical or practical skills
f_b15_4	Communication skills
f_b15_5	Customer handling or sales skills
f_b15_6	Problem solving skills
f_b15_7	Leadership or supervisory skills
f_b15_8	Self-planning skills
f_b15_9	Foreign language skills
f_b15_10	Numeracy skills
f_b15_11	Regulatory /legislative
f_b15_12	Other
f_b15_13	None
	b16. Improvements in performance expected from increased spending on training
f_b16_1	Improved efficiency / cut costs
f_b16_2	Higher profitability
f_b16_3	Increased market share
f_b16_4	Development of new goods or services
f_b16_5	Better quality goods or services
f_b16_6	Better understanding of customer requirements
f_b16_7	Reduced labour turnover
f_b16_8	Employees more self-reliant (less supervision needed)
f_b16_9	Better management
f_b16_10	Improved communication
f_b16_11	Other
f_b16_12	None
f_b16_13	Don't Know
	b17. Skill areas affected by cutbacks in training in last 12 months
f_b17_1	General IT or computing user skills

f_b17_2	IT or computing professional skills
f_b17_3	Technical or practical skills
f_b17_4	Communication skills
f_b17_5	Presentation skills
f_b17_6	Customer handling or sales skills
f_b17_7	Problem solving skills
f_b17_8	Leadership or supervisory skills
f_b17_9	Team working skills
f_b17_10	Self-planning skills
f_b17_11	Ability to work in self-reliant manner (less supervision needed)
f_b17_12	Foreign language skills
f_b17_13	Numeracy skills
f_b17_14	Literacy skills
f_b17_15	Other
f_b17_16	None
f_b17_17	Don't Know
	b18. Skill areas would have liked to carry out training if training not cut back in last 12 months
f_b18_1	General IT or computing user skills
f_b18_2	IT or computing professional skills
f_b18_3	Technical or practical skills
f_b18_4	Communication skills
f_b18_5	Presentation skills
f_b18_6	Customer handling or sales skills
f_b18_7	Problem solving skills
f_b18_8	Leadership or supervisory skills
f_b18_9	Team working skills
f_b18_10	Self-planning skills
f_b18_11	Ability to work in self-reliant manner (less supervision needed)
f_b18_12	Foreign language skills
f_b18_13	Numeracy skills
f_b18_14	Literacy skills
f_b18_15	Health and safety
f_b18_16	Other
f_b18_17	None
f_b18_18	Don't Know
	b19. Negative effects on performance of cutbacks in training in last 12 months
f_b19_1	Fewer on-time deliveries
f_b19_2	Fewer new goods or services
f_b19_3	Lower quality of goods or services
f_b19_4	Employees less self-reliant (more supervision needed)
f_b19_5	Low morale / motivation amongst staff
f_b19_6	Other
f_b19_7	None

f_b19_8	Don't Know
f_b22	b22. is there a recognised trade union at your establishment?
f_b23	b23. has this union or any union been involved in planning or delivery of training at your establishment in the last 12 months?
f_b24	b24. how much has union involvement in training changed in the last 12 months?
f_c1_1	c1_1. in the last 12 months have any core employees: received on-the-job training?
f_c2_1	c2_1num. how many of the core employees received this type of training?
f_c2per_1	c2_1percentage. how many of the core employees received this type of training?
f_c2cal_1	c2cal_1. how many of the core employees received this type of training?
f_c1_2	c1_2. in the last 12 months have any core employees: received off-the-job training?
f_c2_2	c2_2num. how many of the core employees received this type of training?
f_c2per_2	c2_2percentage. how many of the core employees received this type of training?
f_c2cal_2	c2cal_2. how many of the core employees received this type of training?
f_c1_3	c1_3. in the last 12 months have any core employees: had their course fees paid?
f_c2_3	c2_3num. how many of the core employees received this type of support?
f_c2per_3	c2_3percentage. how many of the core employees received this type of support?
f_c2cal_3	c2cal_3. how many of the core employees received this type of support?
f_c1_4	c1_4. in the last 12 months have any core employees: received other types of support?
f_c2_4	c2_4num. how many of the core employees received this type of support?
f_c2per_4	c2_4percentage. how many of the core employees received this type of support?
f_c2cal_4	c2cal_4. how many of the core employees received this type of support?
f_c3	c3. referring to the courses for which you paid fees for employees to study in their own time?
f_c4	c4. referring to the courses for which you provided other types of support for employees to study in their own time?
f_c4a	c4a. are you aware of any employees who are studying or training in their own time without receiving financial support or other support from you?
f_c4b	c4b. roughly how many employees are studying or training in their own time without receiving financial support or other support from you?
f_c5	c5. has your establishment had any involvement with the train to gain programme in the last 12 months?
f_c6	c6. how many core employees have received training under the train to gain programme in the last 12 months?
f_c7	c7. how many employees in other occupations, excluding core employees, have received training under the train to gain programme in the last 12 months?
	c8a. how important were the following considerations in deciding to get involved with train to gain?
f_c8a_1	Opportunities for employees to improve basic skills (eg, literacy, numeracy)
f_c8a_2	Opportunities for employees to learn new skills equivalent to NVQ level 2
f_c8a_3	New opportunities for employees who already have NVQ level 2 to learn new skills
f_c8a_4	New opportunities for employees to learn new skills equivalent to NVQ level 3
f_c8b	Funding available for "bite-size" training, that is, short courses (for example, in business improvement techniques)

f_c9	c9. how many core employees have received training under the (modern) apprenticeship programme in the last 12 months?
f_c10	c10. how many employees, excluding core employees, have received training under the (modern) apprenticeship programme in the last 12 months?
f_c11	c11. excluding modern apprenticeships, how many core employees have received training in the last 12 months to meet standards set by the scottish social services council?
f_c12	c12. excluding modern apprenticeships, how many core employees have received training using other government-funded programme in the last 12 months?
f_c13_1	c13_1. what government-funded programme was involved?: voluntary sector development fund
f_c13_2	c13_2. what government-funded programme was involved?: ila independent learning
f_c13_3	c13_3. what government-funded programme was involved?: other
f_c13_4	c13_4. what government-funded programme was involved?: don't know
f_c14	c14. excluding modern apprenticeships, how many employees in other occupations, how many employees in other occupations, excluding core employees, have received training under government-funded programmes in the last 12 months?
	c15. In the last 12 months, have you used any of the following kinds of external training provider to try and improve the skills or knowledge of your core employees?
f_c15_1	Commercial organisations, for example, consultants or private training providers
f_c15_2	Non-profit making organisations, for example, employer associations, voluntary organisations
f_c15_3	FE (Further Education) colleges
f_c15_4	Universities or other Higher Education institutions
f_c15_5	Equipment producers /suppliers
	c16. In the last 12 months, have you used any of the following kinds of external training provider to try and improve the skills or knowledge of employees in other occupations, excluding core employees?
f_c16_1	Commercial organisations, for example, consultants or private training providers
f_c16_2	Non-profit making organisations, for example, employer associations, voluntary organisations
f_c16_3	FE (Further Education) colleges
f_c16_4	Universities or other Higher Education institutions
f_c16_5	Equipment producers /suppliers
	c17. in the last 12 months have you had any contact with your sector skills council for the following purposes?
f_c17_1	Direct funding for training
f_c17_2	Support to obtain funding for training
f_c17_3	General advice re training
f_c17_4	Involvement in designing training courses or curricula
f_c17_5	Something else
f_c17_6	No contact
	c18. in the last 12 months have you had any contact with your regional development agency for the following purposes?
f_c18_1	Direct funding for training
f_c18_2	Advice and support to obtain funding for training

f_c18_3	General advice re training
f_c18_4	Financial support for new product development
f_c18_5	Financial support for development of new production processes
f_c18_6	Financial support on medium-term research and development
f_c18_7	Advice and support to obtain funding for product development, R&D etc
f_c18_8	Any other advice or consultancy
f_c18_9	No answer
f_d1a	d1a. in the last 12 months have you pulled out of any geographical market areas
f_d1b_1	d1b_1. what market areas were involved? : other parts of the uk
f_d1b_2	d1b_2. what market areas were involved? : middle east
f_d1b_3	d1b_3. what market areas were involved? : africa
f_d1b_4	d1b_4. what market areas were involved? : south america
f_d1bverb	d1b what market areas were involved? (verbatim)
f_d1c	d1c. have you in fact moved in to new geographical market areas which you didn't previously operate in?
f_d1d_1	d1d_1. which market areas were involved? : other parts of the uk
f_d1d_2	d1d_2. which market areas were involved? : western europe
f_d1d_3	d1d_3. which market areas were involved? : eastern europe
f_d1d_4	d1d_4. which market areas were involved? : middle east
f_d1d_5	d1d_5. which market areas were involved? : asia
f_d1d_6	d1d_6. which market areas were involved? : africa
f_d1d_7	d1d_7. which market areas were involved? : north america
f_d1d_8	d1d_8. which market areas were involved? : south america
f_d1d_9	d1d_9. which market areas were involved? : don't know
f_d1dverb	d1d which market areas were involved? (verbatim)
f_d2a	d2a. in the last 12 months have you stopped supplying any products or services which you used to offer?
f_d2bverb	d2b what products or services have you stopped supplying? (verbatim)
f_d3	d3. did your establishment introduce any new products or services in the last 12 months?
f_d4	d4. were any of these new products or services new to your establishment?
f_d5	d5. and were any of these products or services new to your market, ie, did your establishment introduce them to the market before your competitors?
f_d6	d6. did your establishment introduce any new production processes in the last 12 months?
f_d7	d7. did your establishment introduce any new approaches to work organisation in the last 12 months?
f_d8	d8. in the last 12 months has your firm made any significant changes in business strategy as a response to the recession?
f_d8b_1	Downsizing, redundancies (incl stopped recruiting)
f_d8b_2	Cut overheads, costs, expenditure
f_d8b_3	Cut prices
f_d8b_4	Staff/management restructure, other restructuring
f_d8b_5	Increased marketing/advertising (incl in-store promotions)

f_d8b_6	More sales focussed, chasing business (incl offering after sales service)
f_d8b_7	Focus on core products, profitable parts
f_d8b_8	Increased staff training
f_d8b_9	Reduced working hours/week
f_d8b_10	Reduced work outsourced, use of agency staff
f_d8b_11	New website, more electronic marketing
f_d8b_12	New business plan
f_d8b_13	Chasing more public sector work
f_d8b_14	More fundraising, different sources of fundraising
f_d8b_15	Company merger or takeover
f_d8b_16	Reduced or adjusted staff salaries (incl pay freezes)
f_d8b_17	Longer opening hours/days
f_d8b_18	Changed or adjusted working hours/patterns
f_d8b_19	Offered new products or services
f_d8b_20	Other
f_d8b_21	Don't know
f_d8bverb	Verbatim responses