

# ADULT EDUCATION IN ESTONIA 2011

## QUESTIONNAIRE

PART A. INTERVIEWER'S PART .....	2
PART YA. HOUSEHOLD CHARACTERISTICS .....	3
PART YB. HOUSEHOLD RELATIONS .....	4
PART YC. DEMOGRAPHIC DATA .....	5
PART JN. EDUCATIONAL BACKGROUND OF PARENTS .....	6
PART YF. EMPLOYMENT .....	7
PART E. TRAINING FOR THE UNEMPLOYED .....	8
PART YE. FORMAL EDUCATION .....	9
PART G. NON-FORMAL EDUCATION .....	13
PART H. REASONS FOR NOT STUDYING AND THE NEED FOR TRAINING .....	16
PART K. INFORMAL EDUCATION .....	18
PART I. COMPUTER AND LANGUAGE SKILLS .....	19
PART J. CULTURAL ACTIVITIES .....	20
PART A. INTERVIEWER'S PART (CONTINUATION) .....	21

## PART A. INTERVIEWER'S PART

<b>A01</b>	Date of interview
<b>A</b>	_ _  Day
<b>B</b>	_ _  Month
<b>C</b>	_ _ _  Year
<b>A02</b>	Interview's start time
<b>A</b>	_ _  Hour
<b>B</b>	_ _  Minutes
<b>Kviis</b>	Data collection method  1 Face-to-face, electronic version 2 Telephone, electronic version
<b>A03</b>	HOUSEHOLD'S PLACE OF RESIDENCE. Where do You live at the moment? Village/borough/town/city.....
<b>A03AK</b>	Area code  _ _ _ _  <b><i>Filled automatically!</i></b>
<b>Tyypnimi</b>	Settlement type ..... (village/borough/town/city) <b><i>Filled automatically!</i></b>
<b>Tyyp</b>	Settlement type code  _  <b><i>Filled automatically!</i></b>
<b>Valdnimi</b>	Township/city name ..... <b><i>Filled automatically!</i></b>
<b>Vald</b>	Township/city code  _ _ _  <b><i>Filled automatically!</i></b>
<b>MK</b>	County ..... <b><i>Filled automatically!</i></b>
<b>Maakond</b>	County code  _ _  <b><i>Filled automatically!</i></b>

### QUESTIONNAIRE USER'S INSTRUCTIONS:

- THE FIRST COLUMN CONTAINS THE CHARACTERISTIC'S NAME
- THE ROUTINGS WITH DIRECTIONS FOR WHAT QUESTION TO CONTINUE WITH, WHEN THEY ARE NEEDED, CAN BE FOUND IN THE LAST COLUMN OR BEHIND AN ANSWER OPTION
- WHEN NECESSARY, THE ROUTING CAN BE FOUND IN FRONT OF THE QUESTION
- THE TEXT IN *ITALICS* IS ADDITIONAL INFORMATION FOR THE INTERVIEWER
- THE INTERVIEWER MUST READ THE TEXT UP TO THE SENTENCE TERMINATOR: A DOT OR A QUESTION MARK. IF THE DOT OR QUESTION MARK IS AT THE END OF THE ANSWER OPTIONS, THEN THOSE MUST BE READ TO THE RESPONDENT AS WELL.
- WHEN AN ANSWER OPTION HAS THREE DOTS IN FRONT OF IT, THE INTERVIEWER MUST REREAD THE QUESTION BEFORE EVERY ANSWER OPTION.
- THE OPTION "OTHER" MUST BE READ TO THE RESPONDENT IF IT IS NOT CAPITALIZED, AND NOT BE READ WHEN IT IS CAPITALIZED.
- CAPITALIZED TEXT IS MEANT AS ADDITIONAL INFORMATION FOR THE INTERVIEWER AND IT IS NOT READ TO THE RESPONDENT

THE ☼ SIGN INDICATES THAT THE CARD BOOK SHOULD BE USED TO SHOW THE RESPONDENT RESPONSE OPTIONS TO THE QUESTION. THE DATA ENTRY PROGRAMME IN THE LAPTOP USES THE WORD "CARD" TO INDICATE THIS NEED.

## PART YA. HOUSEHOLD CHARACTERISTICS


The first part of the survey concerns the structure of your household and general information about the members of your household. A household is a group of people who live in a common dwelling (at the same address) and share joint financial and/or food resources. Persons included in the household are members of the household. A household may also consist of one member only.

HOUSEHOLD MEMBERS ARE PEOPLE WHO SHARE THE HOUSEHOLD'S EXPENSES, LIVE IN THE COMMON DWELLING AND HOLD NO PERMANENT RESIDENCE ELSEWHERE. TEMPORARILY ABSENT HOUSEHOLD MEMBERS SHOULD BE CONSIDERED MEMBERS IF THEY:

- HAVE NO OTHER MAIN DWELLING, HAVE RETAINED ECONOMIC TIES WITH THE HOUSEHOLD AND THEIR ABSENCE IS NOT SHORTER THAN 1 YEAR.
- ARE CHILDREN ABSENT DUE TO STUDIES OR A PARTNER ABSENT DUE TO WORK.

<b>Y</b>	How many people belong to your household?	_ _
----------	---	-----

Please state the names of your household members.


<b>YX1</b>	<b>Column number</b>	<b>01</b>	<b>02</b>	<b>03</b>	<b>04</b>	<b>05</b>	<b>06</b>	
<b>Y0</b>	First name	.....						
<b>YA1</b>	Please indicate /Y0/'s gender. 1 – male 2 – female	_	_	_	_	_	_	
<b>YA2</b>	Indicate the date of birth of /Y0/ Day Month Year	_ _   _ _   _ _ _	_ _   _ _   _ _ _	_ _   _ _   _ _ _	_ _   _ _   _ _ _	_ _   _ _   _ _ _	_ _   _ _   _ _ _	
<b>YX2</b>	ROUTE QUESTION: Person's current age (A01-YA2)	_ _ _	_ _ _	_ _ _	_ _ _	_ _ _	_ _ _	<=13 → YX4 14 → YA5
<b>YA3</b> 	What is the legal marital status of /Y0/ 1 Single, never been married 2 Married 3 Divorced 4 Widowed?	_	_	_	_	_	_	1,3,4 → YA5
<b>YA4</b>	Does /Y0/ live with his/her legal spouse? 1 Yes 2 No	_	_	_	_	_	_	1 → YA6
<b>YA5</b>	Is /Y0/ married by common law? 1 Yes 2 No	_	_	_	_	_	_	
<b>YX4</b>	ROUTE QUESTION: Person's current age (A01-YA2)	_ _ _	_ _ _	_ _ _	_ _ _	_ _ _	_ _ _	<=14 → YA1, last member YX5

<b>YA6</b> ☀	Is /Y0/ currently... 1 at work 2 unemployed 3 in retirement or early retirement 4 other (homemaker, incapacitated for work, student etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>YX6</b>	ROUTE QUESTION: Person's current age (A01-YA2)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<=15 >=25 → YX5
<b>YA7</b>	Is /Y0/ currently enrolled in a comprehensive school, vocational school or university? 1 Yes 2 No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>YX5</b>	ROUTE QUESTION: Is there only one member in the household? (Y=1) 1 Yes → YD18eu 2 No → Continue with next member, if this is the last member, continue with YB1								

## PART YB. HOUSEHOLD RELATIONS

Next we will ask about relations of kinship in the household to determine your household type. THE RELATIONS HAVE TO BE ASKED BY ROWS. FIRST WRITE DOWN WHO THE SECOND PERSON IS TO THE FIRST, THEN THE THIRD PERSON TO THE FIRST, THE THIRD PERSON TO THE SECOND AND SO ON. THE DATA ENTRY PROGRAMME PROVIDES THE CORRECT NAMES FOR EACH QUESTION.

<b>YB1</b> ☀	Who is /Y0 in column 2 to //Y0 in column 1 /? 01 Spouse or partner 02 Child (incl. adopted) 03 Foster child (incl. partner's or spouse's child who is not a biological child) 04 Parent 05 Foster parent (incl. for partner's/spouse's child who is not a biological child) 06 Grandparent (incl. their partner who is not a biological grandparent) 07 Grandchild (incl. adopted or a spouse's/partner's grandchild who is not a biological grandchild) 08 Daughter/son-in-law (incl. (foster) child's spouse or partner) 09 Mother/father-in-law (incl. spouse's/partner's (foster) parent) 12 Sister/brother (incl. step sister/brother) 10 Other relative or non-relative	→	1	2	3	4	5	6	7	8	9	10	11	
		1	■	■	■	■	■	■	■	■	■	■	■	■
		2		■	■	■	■	■	■	■	■	■	■	■
		3			■	■	■	■	■	■	■	■	■	■
		4				■	■	■	■	■	■	■	■	■
		5					■	■	■	■	■	■	■	■
		6						■	■	■	■	■	■	■
		7							■	■	■	■	■	■
		8								■	■	■	■	■
		9										■	■	■
		10											■	■
		11												■
		12												

<b>YD18eu</b>	How much money is there in your household to be spent in a month usually including all incomes? Say the average sum in euros.  _ _ _ _ _ _ _ _  → YC1 999998 REFUSAL 999999 DO NOT KNOW
<b>YD19eu</b> 	Please indicate which of the following intervals the average monthly net income in your household falls into including all incomes. 1 up to 300 euros 2 301–450 euros 3 451–600 euros 4 601–850 euros 5 851–1100 euros 6 1101–1550 euros 7 1551 euros or more?



## PART YC. DEMOGRAPHIC DATA

Next we will ask about the demographic data.

<b>YC1</b>	What is your nationality?
<b>YC1n</b>	1 Estonian
<b>YC1k</b>	2 Russian
	3 OTHER. SPECIFY..... _ _ _
<b>YC2</b>	What is your citizenship?
<b>YC2n</b>	1 Estonian
<b>YC2k</b>	2 Russian
	3 OTHER. SPECIFY..... _ _ _
<b>YC3</b>	9 Undetermined
<b>YC3</b>	Please indicate the country of your birth ..... _ _ _
<b>YCX</b>	ROUTE QUESTION: If the respondent's country of birth is Estonia → PART JN
<b>YC4</b>	How many years have you lived in Estonia?
	1 A year or less than a year
	2 2 – 10 years, specify how many years exactly?  _ _
	3 More than 10 years

## PART JN. EDUCATIONAL BACKGROUND OF PARENTS

The following questions will touch on the level of education acquired by your parents. Please refer to the period in your life when you were 12–16 years old.


<b>JN23</b> 	What level of education did your father (or male guardian) attain in comprehensive school (high school, gymnasium, basic school)? 1 Secondary education 2 Basic education (inc. incomplete secondary education) 3 Primary education 4 No primary education?
<b>JN24</b> 	What was your father's (or male guardian's) highest completed vocational, occupational or professional education? 1 No vocational, occupational or professional education → JN27 2 Vocational education 3 Vocational secondary education → JN26 4 Professional secondary / technical education → JN26 5 Higher education or Doctorate (previous candidate of sciences)? → JN27

<b>JNX</b>	ROUTE QUESTION: If JN24="don't know" or "refusal" → JN27
<b>JN25</b>	What was the level of education required to enrol? 1 There was no requirement for a previous educational level 2 Basic education was required → JN27
<b>JN26</b>	What was the level of education required to enrol? 1 Basic education was required 2 Secondary education was required
<b>JN27</b> ☀	What level of education did your mother (or female guardian) attain in comprehensive school (high school, gymnasium, basic school)? 1 Secondary education 2 Basic education (inc. incomplete secondary education) 3 Primary education 4 No primary education?
<b>JN28</b> ☀	What was your mother's (or female guardian's) highest completed vocational, occupational or professional education? 1 No vocational, occupational or professional education → PART YF 2 Vocational education 3 Vocational secondary education → JN30 4 Professional secondary / technical education → JN30 5 Higher education or Doctorate (previous candidate of sciences)? → PART YF
<b>JNY</b>	ROUTE QUESTION: If JN28="don't know" or "refusal" → YF1
<b>JN29</b>	What was the level of education required to enrol? 1 There was no requirement for a previous educational level 2 Basic education was required → PART YF
<b>JN30</b>	What was the level of education required to enrol? 1 Basic education was required 2 Secondary education was required

## PART YF. EMPLOYMENT

We will now inquire about your every day working life.

<b>YF1</b> ☀	Which of the following describes your status best at this moment? <i>NB! Absence from work due to pregnancy or maternity leave, illness, injury, etc. should be regarded as working. Odd jobs are also considered work!</i> 1 Full-time at work 2 Part-time at work 3 Unemployed person → E01 4 Pupil, student, further training, unpaid work experience → E01 5 In retirement or early retirement or has given up business → E01 6 Permanently disabled → E01 7 In compulsory military or community service → E01 8 Fulfilling domestic tasks → E01 9 Other inactive? → E01
<b>YF2</b>	Please indicate the full name of the enterprise /institution where you are currently employed.. .....
<b>YF3</b> <b>YF3n</b> <b>YF3k</b>	What is the main economic activity of this enterprise/institution? .....
<b>YF4</b>	CLASS DESCRIPTION. FILLED AUTOMATICALLY! .....
<b>YF4</b>	Do you work in a local unit of this enterprise/institution that has a different address? 1 Yes → YF6            2 No
<b>YF5</b>	Do you work in a local unit of this enterprise/institution that has a different field of activity? 1 Yes            2 No → YF8




<b>YF6</b>	Please indicate the full name of local unit where you are currently employed .....
<b>YF7</b> <b>YF7n</b> <b>YF7k</b>	What is the main economic activity of this branch ..... CLASS DESCRIPTION. FILLED AUTOMATICALLY! .....  _ _ _
<b>YF8</b>	What is your occupation? Please indicate your occupational title .....
<b>YF9</b> <b>YF9n</b> <b>YF9k</b>	Please describe the main tasks of your job ..... CLASS DESCRIPTION. FILLED AUTOMATICALLY! .....  _ _ _ _
<b>YF10</b>  <b>YF10m</b>	Which of the following groups do you belong to? Are you an ... 1 employee 2 employer with employee(s), farmer with paid employees → YF12 3 sole proprietor, farmer without salaried labour force, freelancer → D20 4 unpaid family worker? → D20 5 OTHER. SPECIFY.....
<b>YF11</b>	Is it a permanent or temporary job?  1 Permanent job 2 Temporary job
<b>YF12</b> <b>YF12a</b>	How many employees are there in this <u>enterprise/institution/local unit (incl. the respondent)</u> ? 1 1 to 10 → Specify?  _ _    4 50 to 249 2 11 to 19   5 250 or more 3 20 to 49   6 Do not know exactly, but more than 10
<b>D20</b>	When did your current employment commence?  Year  _ _ _ _
<b>DX</b>	ROUTE QUESTION: IF YF10=3 or 4 → PART E
<b>D11</b>	Are you aware whether your enterprise organises appraisal interviews to identify the training need of the employees?  1 Yes, regularly, at least once a year 2 Yes, but quite randomly, more rarely than once a year for sure 3 For the best of my knowledge, it does not


## PART E. TRAINING FOR THE UNEMPLOYED

<b>E01</b>	Please state whether you have been registered as an unemployed person in Unemployment Insurance Fund during the past two years?  1 Yes 2 No → PART YE
<b>E02</b>	Have you participated in the labour market trainings offered by Unemployment Insurance Funding the last 12 months?  1 Yes → E05 3 No





<b>YE2</b>	In what year did you graduate with this level of education?  _ _ _ _
<b>YE3</b> 	What is your highest completed vocational, occupational or professional education? 1 No vocational, occupational or professional education → F03 2 Vocational education → YE5 3 Vocational secondary education → YE5 4 Professional secondary / technical education → YE5 5 Higher education 6 Doctor's degree (previous candidate of sciences)? → YE5
<b>YE4</b> 	What kind of higher education do you hold? 1 Professional higher education 2 Applied higher education, diploma study 3 Bachelor's degree 4 Higher education obtained before 1992 5 Master's degree (incl. integrated bachelor's and master's studies)
<b>YE5</b>	Please indicate the full name of the school you completed .....
<b>YE6</b> <b>YE6n</b> <b>YE6k</b>	What was your field of specialization? ..... CLASS DESCRIPTION. FILLED AUTOMATICALLY! .....  _ _ _
<b>YE7</b>	In what year did You graduate from this school?  _ _ _ _
<b>YX6</b>	ROUTE QUESTION: IF YE3=2 → YE8 IF YE3=3 OR YE3=4 → YE10 IF YE3=5 → F03 IF YE3=6 → F03
<b>YE8</b>	What was the level of education required to enrol? 1 There was no requirement for a previous educational level or 2 Basic education was required
<b>YE9</b>	Did you receive a comprehensive education with the vocation? Were you granted... 1 just the vocation 2 a basic education along with the vocation 3 a secondary education along with the vocation? → F03
<b>YE10</b>	What was the level of education required to enrol? 1 Basic education was required or 2 Secondary education was required
<b>F03</b>	Is your highest level of education attested by a diploma or a certificate? 1 Yes 2 The procedure is on-going 3 No
<b>F04</b>	Have you ever commenced studies on the higher level than the acquired education, but were forced to quit? 1 Yes 2 No → F01
<b>F05</b> 	What kind of level of education was it? <i>NB! In-service training (e.g. professional training, informal education, etc.) and other self-development are not taken into account.</i> 1 Primary education → F01 2 Basic education → F01 3 General secondary education → F01 4 Vocational education → F05a 5 Secondary vocational education → F05c 6 Professional secondary / technical education → F05c 7 Professional higher education, Diploma study → F01 8 Higher education: Bachelor's or Master's degree → F01 9 Doctorate → F01


<b>F05a</b>	What was the level of education required to enrol? 1 There was no requirement for a previous educational level or 2 Basic education was required
<b>F05b</b>	Did you receive a comprehensive education with the vocation? Were you granted... 1 just the vocation 2 a basic education along with the vocation 3 a secondary education along with the vocation?
<b>F05c</b>	What was the level of education required to enrol? 1 Basic education was required or 2 Secondary education was required
<b>F01</b>	Have you in the last 12 months looked for any information concerning learning possibilities? 1 Yes 2 No → F06
<b>F02</b>	Did you find any information on learning possibilities? 1 Yes 2 No → F06
<b>F02a</b> 	Where did you find information on learning possibilities? <i>Mark all that apply.</i> 1 From the Internet 2 From a member of the family, colleague, friend, acquaintance 3 From your employer 4 From Estonian Unemployment Insurance Fund or career guidance provider 5 From vocational schools, higher education institutions (including free education schools), training companies 6 From mass media (television, radio, print, newspaper) 7 From books 8 OTHER SOURCE
<b>F06</b>	Have you studied in a general educational school, vocational school or university in the past 12 months? 1 Yes 2 No → G0X



## TABLE OF STUDIES





Next we will ask about your studies in formal education. Studies in formal education enables to obtain basic, secondary, vocational education or higher education. Formal education ends with a certificate or a diploma.

PLEASE FILL IN THE TABLE WITH THE DETAILS CONCERNING EDUCATION UNDERTAKEN IN THE PAST 12 MONTHS, STARTING FROM THE LAST ONE. IF THE RESPONDENT UNDERTOOK MORE THAN THREE DIFFERENT STUDY PROGRAMMES, WRITE DOWN THE DETAILS CONCERNING THE LAST THREE OF THEM.

NB! Different level of education and school as well as the field of study/profession within the same level of education/degree are to be considered as separate studies. E.g. if you have changed your area of specialization during your Bachelor's study, both specialities are to be marked as separate studies.

		1 study	2 study	3 study
<b>F07</b> 	What level of education have/are you acquired/acquiring? ( <i>If several studies were commenced in the last 12 months, start with the last one.</i> ) 1 From 1 <sup>st</sup> to 6 <sup>th</sup> grade → F12 2 From 7 <sup>th</sup> to 9 <sup>th</sup> grade → F12 3 Secondary education from 10 <sup>th</sup> to 12 <sup>th</sup> grade → F12 4 Vocational education or secondary vocational education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	5 Professional higher education 6 Bachelor's degree 7 Master's degree 8 Doctorate			
<b>F08</b>	What was/is your field of studies?	Field of study  ..... □□□□	Field of study  ..... □□□□	Field of study  ..... □□□□
<b>FX</b>	ROUTE QUESTION: If F07=4 → F07a If F07=5, 6, 7, 8 → F12			
<b>F07a</b>	What was the level of education required to enrol?  1 There was no requirement for a previous educational level → F12 2 Basic education was required → F07b 3 Secondary education was required → F12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>F07b</b>	Do you receive a comprehensive education with the vocation? Are you granted...  1 just the vocation 2 a secondary education along with the vocation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>F12</b>	Which was/is the main method of learning?  1 Direct learning with an aid of a teacher or professor 2 e-Learning 3 Other distance learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>F11</b>	 What were/are the reasons for your study? <i>Mark all that apply.</i>  1 To do my job better or to improve career prospects 2 To be less likely to lose my job 3 To increase my possibilities of getting a job or changing a job/profession 4 To obtain a profession 5 To acquire knowledge/skills in order to start my own business 6 I was obliged to study 7 To acquire knowledge/skills which can be used in everyday life 8 To improve existing skills/knowledge in the field of my interest 9 To obtain a certificate/diploma 10 To meet new people/for fun 11 OTHER REASON	.....	.....	.....
<b>F17</b>	 Did/are you attend/attending the classes during your working hours (including during paid			

	holiday)? 1 Only during working hours 2 Mostly during working hours 3 Mostly during out of working hours 4 Only during out of working hours 5 Did not have a job at that time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>F14</b>				
<b>A</b>	What was/is the total number of study weeks in your academic year?	__ weeks	__ weeks	__ weeks
<b>B</b>	What is the total number of study hours per week? (excluding the time spent on homework)	__ hours	__ hours	__ hours
<b>F19</b> 	Please indicate which of the following cases describes best the payment for exam fees, expenses for your studies, technical study means etc. 1 Fully paid by yourself → F20 2 Partly paid by yourself and partly paid by somebody else → F19a 3 Fully paid by somebody else → F19a 4 You paid/pay for the study, but you don't know if this was in-full or in-part payment and if anybody else also paid for your study → F20 5 There are/was no expenses regarding my studies → F21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>F19a</b> 	Please indicate who paid in-part or in-full for the expenses regarding your studies. <i>Mark all that apply.</i> 1 Your employer (or prospective employer if such agreement is concluded) → F21 2 Estonian Unemployment Insurance Fund → F21 3 Public institution → F21 4 A household member or a relative → F20 5 Somebody else (e.g. friend) → F21	.....	.....	.....
<b>FY</b>	ROUTE QUESTION: If F19=2 → F20			
<b>F20</b>	Please state the total amount of money you or your family member or your household member have spent in the last 12 months in order to pay for your tuition or examination fees or technical study means or other study-related expenses.	_____ euros	_____ euros	_____ euros
<b>F21</b> 	How much have you used the skills or knowledge that you aquired from the study? 1 A lot 2 A fair amount 3 Very little 4 Not at all	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>F27</b> 	To what extent you found your studies useful? <i>Mark all that apply.</i> It enabled me to... 1 get a new job 2 get a promotion 3 receive a salary rise 4 get new work tasks 5 perform better in present job 6 satisfy personal needs, example meet new people, raise self-esteem, educate myself etc.	.....	.....	.....


	7 I have not received any benefit yet 8 I do not expect to receive any benefit 9 OTHER BENEFIT			
--	--	--	--	--

## PART G. NON-FORMAL EDUCATION

Now we are going to talk about in-service training education (e.g. professional training, training for the unemployed, etc.) undertaken in the last 12 months. ***Studies in a general education school, vocational school or in the institution of higher education were mentioned before and are not taken into account here.***


**NB! Private lessons, seminars, courses, workshops and training at the workplace are all considered to be the types of in-service training.**




<b>G0X</b>	<b>Please state whether you have participated in a training course in the last 12 months (for work-related or non-work related reasons). NB! Courses, private lessons, seminars, workshops and training at the workplace are the types of in-service training.</b>		Yes	No
	a)	Courses, e.g. a language course, courses for unemployed, computer courses	1	2
	b)	Seminars, conferences or workshops, for example, seminars on health, economic conference, an international workshop for young scientists etc.	1	2
	c)	Private lessons - considered to be the type of training only if they were not undertaken with the sole aim to catch up with the studies in the formal education system, i.e. if they were not the formal education catch-up lessons. Private lesson is conducted by a teacher or other professional who gets paid for this. Private lessons provided by a friend, family member or colleague should be excluded. <i>For example: piano lessons</i>	1	2
	d)	On-the-job training (guided training or training at the workplace) — purposeful training right at the workplace that has been planned in cooperation with the employer and aimed at acquiring new skills and knowledge, e.g. implementation of new work techniques, becoming acquainted with a new technology, etc.	1	2
<b>G02</b>	In how many training activities (for work-related or non-work related reasons) did you participate in the last 12 months? <i>If the respondent has not taken part in any kind of non-formal education activities, then continue with PART H.</i>			
	Number of training activities __ _			
<b>G03</b>	Please name all the trainings you have participated in in the last 12 months, and specify the type of each training (seminar, course, private lesson etc.) as well as if the training was job related or no.			
	Training topic/ field of training (title)	Training type	Was it job related activity?	
		a) course b) seminar / workshop c) guided on the job training d) private lesson e) other, SPECIFY	<b>Yes</b>	<b>No</b>
	01 .....  __ __ __	__  .....	1	2
	02 .....  __ __ __	__  .....	1	2
03 .....  __ __ __	__  .....	1	2	

	04 .....  _ _ _	_  ..... 05 .....  _ _ _	_  ..... 06 .....  _ _ _	1 07 .....  _ _ _	2 08 .....  _ _ _
	09 .....  _ _ _	_  ..... 10 .....  _ _ _	_  ..... 1 07 .....  _ _ _	2 08 .....  _ _ _	2 08 .....  _ _ _
<b>G04</b>	Did at least one of these training activities take place during paid working hours (including paid leave)?				
	1 Yes 2 No				
<b>G05</b> 	Did your employer or prospective employer paid partially or fully for some of the training activities mentioned in previous question?				
	1 Yes 2 No / I did not have a job at that time 3 Training activities were free of charge				

## TABLE OF NON-FORMAL EDUCATION ACTIVITIES

Next we will talk about the training activities you have participated in the last 12 months and what you already mentioned in the previous question (G03). Please choose among these three training activities and answer the following questions in view of these three in-service training.

		1 training	2 training	3 training
<b>G01</b>	The title of training (from the question G03) THE NUMBER OF THE ANSWER 01-10	_ _	_ _	_ _
<b>G06</b>	What was the main method of learning? 1 Direct learning with an aid of a teacher or professor 2 e-Learning 3 Other distance learning	_	_	_
<b>G07</b> 	What were the reasons for participating in this training activity? <i>Mark all that apply.</i> 1 To do my job better or to improve career prospects 2 To be less likely to lose my job 3 To increase my possibilities of getting a job or changing a job/profession 4 To acquire knowledge/skills in order to start my own business 5 I was obliged to study 6 To acquire knowledge/skills which can be used in everyday life 7 To improve existing skills/knowledge in the			

	field of my interest 8 To obtain a certificate/diploma 9 To meet new people/for fun 10 OTHER REASON			
<b>G08</b> 	Did you attend the training activity during your working hours (including during paid leave)? 1 Only during working hours 2 Mostly during working hours 3 Mostly during out of working hours 4 Only during out of working hours 5 Did not have a job at that time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>G19</b>	What was the total number of instruction hours? <i>NB! If the training started earlier than in the last 12 months, or continues the week after the interview, then consider only the time of the last 12 months. 1 hour=60 minutes</i>	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours
<b>G21</b> 	Who was the provider of the training? 1 Employer or prospective employer 2 General education school, vocational school, institution of higher education 3 Training institution (including private training companies) 4 Private enterprises whose principal activity is not training (e.g. suppliers of equipment) 5 Associations of employers, chambers of commerce 6 Professional associations 7 Other non-profit organizations 8 Private person/ self-employed persons (e.g. student, who gives private lessons) 9 Institutions whose principal activity is not training (e.g. libraries, museums, ministries) 10 Other training providers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>G09</b>	Did participation in this training activity lead to a certificate or a diploma?  1 Yes 2 No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>G10</b> 	Please indicate which of the following cases describes best the payment for exam fees, expenses for the training, technical study means etc.  1 Fully paid by yourself → G15 2 Partly paid by yourself and partly paid by somebody else → G11 3 Fully paid by somebody else → G11 4 You paid for the training, but you don't know if this was in-full or in-part payment and if anybody else also paid for your training → G15 5 There were no expenses regarding my	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	training → G24			
<b>G11</b> ☀	Who paid for the training activity? <i>Mark all that apply.</i>  1 Your employer (or prospective employer if such agreement is concluded) → G24 2 Estonian Unemployment Insurance Fund → G24 3 Public institution → G24 4 A household member or a relative → G15 5 Somebody else (e.g. friend) → G24	.....	.....	.....
<b>GX</b>	ROUTE QUESTION: If G10=2 → G15			
<b>G15</b>	Please state the total amount of money you or your household member or your relative has spent in the last 12 months in order to pay all the training fees.	_____ euros	_____ euros	_____ euros
<b>G24</b> ☀	How much have you used the skills or knowledge that you acquired from the training? 1 A lot 2 A fair amount 3 Very little 4 Not at all	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>G17</b> ☀	To what extent you find the training useful? <i>Mark all that apply.</i> It enabled me to... 1 get a new job 2 get a promotion 3 receive a salary rise 4 get new work tasks 5 perform better in present job 6 satisfy personal needs, example meet new people, raise self-esteem, educate myself etc. 7 I have not received any benefit yet 8 I do not expect to receive any benefit 9 OTHER BENEFIT	.....	.....	.....



## PART H. REASONS FOR NOT STUDYING AND THE NEED FOR TRAINING



The following questions will concern your interest towards studying and trainings.

IN CASE THE RESPONDENT ATTENDED A SCHOOL OR PARTICIPATED IN A TRAINING IN THE LAST 12 MONTHS → H06, IF NOT, THEN → H01

<b>H01</b>	Have you been thinking of commencing studies at school or participating in in-service training in the last 12 months? 1 Yes → H04 2 No
------------	--




<p><b>H02</b></p> <p>Question for those who have not studied and did not want to study</p> 	<p>Does any of the following reasons explain your unwillingness to study or participate in a training?</p> <table border="1" data-bbox="312 246 1337 734"> <thead> <tr> <th>Reasons</th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>a) I could not meet the entrance requirements</td> <td>1</td> <td>2</td> </tr> <tr> <td>b) Training/studying was too expensive for me</td> <td>1</td> <td>2</td> </tr> <tr> <td>c) My employer did not support my wish to participate in a training</td> <td>1</td> <td>2</td> </tr> <tr> <td>d) The time of the training/studies did not suit my working hours</td> <td>1</td> <td>2</td> </tr> <tr> <td>e) There was no training/study courses available in my homeplace</td> <td>1</td> <td>2</td> </tr> <tr> <td>f) I did not have a computer or Internet for e-learning or distance learning</td> <td>1</td> <td>2</td> </tr> <tr> <td>g) Due to my home life / family duties I did not have time to study</td> <td>1</td> <td>2</td> </tr> <tr> <td>h) I am far too old to study</td> <td>1</td> <td>2</td> </tr> <tr> <td>i) Due to health problems</td> <td>1</td> <td>2</td> </tr> <tr> <td>j) Due to other personal reasons</td> <td>1</td> <td>2</td> </tr> <tr> <td>k) There was no training/speciality in the field of my interest</td> <td>1</td> <td>2</td> </tr> </tbody> </table> <p>IF ALL ANSWERED 2 → K01</p>	Reasons	Yes	No	a) I could not meet the entrance requirements	1	2	b) Training/studying was too expensive for me	1	2	c) My employer did not support my wish to participate in a training	1	2	d) The time of the training/studies did not suit my working hours	1	2	e) There was no training/study courses available in my homeplace	1	2	f) I did not have a computer or Internet for e-learning or distance learning	1	2	g) Due to my home life / family duties I did not have time to study	1	2	h) I am far too old to study	1	2	i) Due to health problems	1	2	j) Due to other personal reasons	1	2	k) There was no training/speciality in the field of my interest	1	2
Reasons	Yes	No																																			
a) I could not meet the entrance requirements	1	2																																			
b) Training/studying was too expensive for me	1	2																																			
c) My employer did not support my wish to participate in a training	1	2																																			
d) The time of the training/studies did not suit my working hours	1	2																																			
e) There was no training/study courses available in my homeplace	1	2																																			
f) I did not have a computer or Internet for e-learning or distance learning	1	2																																			
g) Due to my home life / family duties I did not have time to study	1	2																																			
h) I am far too old to study	1	2																																			
i) Due to health problems	1	2																																			
j) Due to other personal reasons	1	2																																			
k) There was no training/speciality in the field of my interest	1	2																																			
<p><b>H03</b></p>	<p>Which one of the reasons mentioned is the most important to you?</p> <p>    → K01</p>																																				
<p><b>H04</b></p> <p>Question for those who did not study, but who wished to study</p> 	<p>Does any of the following reasons explain why you did not go to school or did not participate in a training?</p> <table border="1" data-bbox="312 936 1337 1424"> <thead> <tr> <th>Reasons</th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>a) I could not meet the entrance requirements</td> <td>1</td> <td>2</td> </tr> <tr> <td>b) Training/studying was too expensive for me</td> <td>1</td> <td>2</td> </tr> <tr> <td>c) My employer did not support my wish to participate in a training</td> <td>1</td> <td>2</td> </tr> <tr> <td>d) The time of the training/studies did not suit my working hours</td> <td>1</td> <td>2</td> </tr> <tr> <td>e) There was no training/study courses available in my homeplace</td> <td>1</td> <td>2</td> </tr> <tr> <td>f) I did not have a computer or Internet for e-learning or distance learning</td> <td>1</td> <td>2</td> </tr> <tr> <td>g) Due to my home life / family duties I did not have time to study</td> <td>1</td> <td>2</td> </tr> <tr> <td>h) I am far too old to study</td> <td>1</td> <td>2</td> </tr> <tr> <td>i) Due to health problems</td> <td>1</td> <td>2</td> </tr> <tr> <td>j) Due to other personal reasons</td> <td>1</td> <td>2</td> </tr> <tr> <td>k) There was no training/speciality in the field of my interest</td> <td>1</td> <td>2</td> </tr> </tbody> </table> <p>IF ALL ANSWERED 2 → K01</p>	Reasons	Yes	No	a) I could not meet the entrance requirements	1	2	b) Training/studying was too expensive for me	1	2	c) My employer did not support my wish to participate in a training	1	2	d) The time of the training/studies did not suit my working hours	1	2	e) There was no training/study courses available in my homeplace	1	2	f) I did not have a computer or Internet for e-learning or distance learning	1	2	g) Due to my home life / family duties I did not have time to study	1	2	h) I am far too old to study	1	2	i) Due to health problems	1	2	j) Due to other personal reasons	1	2	k) There was no training/speciality in the field of my interest	1	2
Reasons	Yes	No																																			
a) I could not meet the entrance requirements	1	2																																			
b) Training/studying was too expensive for me	1	2																																			
c) My employer did not support my wish to participate in a training	1	2																																			
d) The time of the training/studies did not suit my working hours	1	2																																			
e) There was no training/study courses available in my homeplace	1	2																																			
f) I did not have a computer or Internet for e-learning or distance learning	1	2																																			
g) Due to my home life / family duties I did not have time to study	1	2																																			
h) I am far too old to study	1	2																																			
i) Due to health problems	1	2																																			
j) Due to other personal reasons	1	2																																			
k) There was no training/speciality in the field of my interest	1	2																																			
<p><b>H05</b></p>	<p>Which one of the reasons mentioned is the most important to you?</p> <p>    → K01</p>																																				
<p><b>H06</b></p>	<p>You mentioned earlier that you attended a school or training in the last 12 months. Would you be interested in obtaining another speciality, going to school or attending any other training courses?</p> <p>1 Yes 2 No → H09</p>																																				

<b>H07</b>  Question for those ones who have studied and who wanted to study more/continue 	Does any of the following reasons explain why you did not study other speciality, go to other school or attend other training courses?		
	Reasons	Yes	No
	a) I could not meet the entrance requirements	1	2
	b) Training/studying was too expensive for me	1	2
	c) My employer did not support my wish to participate in a training	1	2
	d) The time of the training/studies did not suit my working hours	1	2
	e) There was no training/study courses available in my homeplace	1	2
	f) I did not have a computer or Internet for e-learning or distance learning	1	2
	g) Due to my home life / family duties I did not have time to study	1	2
	h) I am far too old to study	1	2
	i) Due to health problems	1	2
	j) Due to other personal reasons	1	2
	k) There was no training/speciality in the field of my interest	1	2
IF ALL ANSWERED 2 → K01			
<b>H08</b>	Which one of the reasons mentioned is the most important to you?        → K01		
<b>H09</b>  Question for those who studied but did not wish to study more 	Does any of the following reasons explain your unwillingness to participate in more education and training?		
	Reasons	Yes	No
	a) I could not meet the entrance requirements	1	2
	b) Training/studying was too expensive for me	1	2
	c) My employer did not support my wish to participate in a training	1	2
	d) The time of the training/studies did not suit my working hours	1	2
	e) There was no training/study courses available in my homeplace	1	2
	f) I did not have a computer or Internet for e-learning or distance learning	1	2
	g) Due to my home life / family duties I did not have time to study	1	2
	h) I am far too old to study	1	2
	i) Due to health problems	1	2
	j) Due to other personal reasons	1	2
	k) There was no training/speciality in the field of my interest	1	2
IF ALL ANSWERED 2 → K01			
<b>H10</b>	Which one of the reasons mentioned above was the most important to you?  		

## PART K. INFORMAL EDUCATION



Before we talked about formal education and non-formal education (training, courses, seminars). Now we would like to know, whether you have improved your knowledge or skills in some other way in the last 12 months, for example read some literature in your field of interest, watched educational films or documentaries, listened to Night University (a radio show) lectures. This kind of learning activity is less structured and organized and does not provide you with a certificate or diploma.

<b>K01</b>	Please tell, whether you in the last 12 months have consciously and purposefully tried to learn anything at work or during your free time to improve your knowledge or skills? 1 Yes, I have tried to improve my knowledge and skills in one field 2 Yes, I have tried to improve my knowledge and skills in at least two fields 3 No → Part I
------------	---

<b>K02</b>	In what field did you try to improve your knowledge or skills lately?	1 activity	2 activity
		.....  _ _ _	.....  _ _ _
<b>K03</b>	Why did you improve your knowledge or skills in this field? 1 Due to job related reasons 2 Due to personal reasons (non-job related)	_	_
<b>K04</b> 	How did you acquire knowledge or skills in this field? 1 By learning from a family member, colleague, friend, acquaintance 2 By reading books, magazines, newspapers or other printed material 3 By using a computer or Internet 4 By watching TV, video materials or by listening to a radio 5 In other way, SPECIFY.....	_  .....	_  .....

## PART I. COMPUTER AND LANGUAGE SKILLS

Next questions are about computer and language skills.

<b>I01</b> 	Which of the following computer related activities have you carried out? <i>Mark all that apply.</i>  1 I have never used a computer → I03 2 Copying or moving a file or folder 3 Using copy and paste tools to duplicate or move information within a document 4 Using basic arithmetic formulas in a spreadsheet, e.g. EXCEL 5 Compressing or zipping files 6 Connecting and installing new devices, e.g. a modem 7 Writing a computer program using a specialised programming language 8 Transferring files between computer or other electronic devices (e.g. digital camera, iPhone) 9 Managing a software application settings 10 Creating electronic presentations, e.g. PowerPoint 11 Installing a new or replacing an old operating system
<b>I02</b> 	Please select all appropriate answers that best describe your ability to use the Internet.  1 I have never used Internet 2 I have looked for information using a search engine like Google or Neti 3 I have sent e-mails with attached files (e.g. pictures) 4 I have posted messages to chatrooms, online forums, I have sent real-time messages to other Internet users (e.g. MSN) 5 I have made phone calls via Internet (Skype) / video calls (with a webcam) 6 I have shared files with other people, e.g. pictures, music, films etc. 7 I have created a webpage 8 I have uploaded texts, pictures, videos, music etc to websites 9 I have modified the security settings of Internet browsers
<b>I03</b>	What is your mother tongue(s)? <i>NB! Mother tongue(s) is (are) the first language(s) that are spoken in the early childhood. One person may have more than one mother tongue.</i>  1..... _ _  2..... _ _
<b>I04</b> <b>A</b>	Can you speak any foreign language? 1 Yes 2 No → PART J

<b>B</b>	What other languages do you speak?
	1..... _ _
	2..... _ _
	3..... _ _
	4..... _ _
	5..... _ _
	6..... _ _
	7..... _ _
<b>IX</b>	ROUTE QUESTION: If respondent knows 1-2 foreign languages, then → I06.
<b>I05</b>	Which two of these foreign languages (question I04) are you most fluent in? 1..... _ _  2..... _ _
<b>I06</b>	Please choose one answer that explains your language skills, mentioned in the previous question (I05), the most. <i>NB! Choose only one answer for one language.</i> A. First foreign language 1 I understand and I can use the most common everyday expressions. 2 I can understand the essential part of clear language and I can write simple text. I can describe experiences and events and I can communicate fairly fluently. 3 I understand complex texts and I can use synonyms. I master the language almost completely.  B. Second foreign language 1 I understand and I can use the most common everyday expressions. 2 I can understand the essential part of clear language and I can write simple text. I can describe experiences and events and I can communicate fairly fluently. 3 I understand complex texts and I can use synonyms. I master the language almost completely.

## PART J. CULTURAL ACTIVITIES

The last questions of this questionnaire concern your participation in cultural events, contact with the media and cultural extracurricular activities.

<b>J01</b>	Please state how many times <b>in the last 12 months</b> have you visited ... <i>Consider participation only as a spectator!</i>	Not even once	1–6 times	More than 6 times
<b>A</b>	theatre performances, concerts, operas, ballets or dance shows?	1	2	3
<b>B</b>	cinema?	1	2	3
<b>C</b>	museums, art exhibitions or historical memorials?	1	2	3
<b>D</b>	sport competitions/events?	1	2	3
<b>J02</b> ☀	In the last 12 months, how often did you read newspapers (papers or Internet)? 1 Every day or almost every day 2 At least once a week, but not every day 3 At least once a month, but not every week 4 Less than a month 5 Never			
<b>J03</b>	In the last 12 months, have you read books as a leisure activity (reading compulsory and work- or study-related literature is not taken into account)?  1 Yes 2 No → QUESTIONNAIRE ENDS HERE			

<b>J04</b>	How many books have you read?  1 Less than 5 books 2 5–10 books 3 More than 10 books
------------	--

**PART A. INTERVIEWER’S PART (CONTINUATION)**

<b>A04</b>	INTERVIEW END TIME  <b>A</b> I ___ I ___ I HOUR  <b>B</b> I ___ I ___ I MINUTES
<b>A05</b>	LANGUAGE OF THE INTERVIEW  1 Estonian 2 Russian
<b>A06</b>	THE OVERALL ATTITUDE OF THE RESPONDENT CAN BE ASSESSED AS  1 Very good 2 Good 3 Satisfactory 4 Bad 5 Very bad

**A07 COMMENTS ON THE INTERVIEW [STATE ALL THE DISTRACTING CIRCUMSTANCES]**

.....

.....

.....

.....

.....