eurostat
EUROPEAN COMMISSION

**ADULT EDUCATION SURVEY
2016 DATA COLLECTION**

MENU

Important foreword

This model questionnaire is proposed by Eurostat in order to help participants to build their own national questionnaires to properly collect the 2016 AES content:

* It is only a **suggestion made as a starting point** and should not be seen as a definite tool to be translated directly from English to any national language;

* One to one translation is not always relevant due to national specificities, therefore each country should chose the most appropriate translation, taking into account those specificities.

		1.0 General information		
Question No.	**Variable Name**	**QUESTIONS/ANSWERS**		**FILTER**
1	**COUNTRY**	**Country of residence**		
			ISO 2-digits	
2	**REGION**	**Region of residence**		
			NUTS level 2 code	
3	**DEG_URB**	**Degree of urbanisation of the area the household lives in**		
		- Cities……………………………………………………	1	
		- Towns and suburbs……………………………………	2	
		- Rural areas…………………………...…………………	3	
4	**REFYEAR**	**Year of interview**		
			4-digits	
5	**REFMONTH**	**Month of interview**		
			2-digits	
6	**INTMETHOD**	**Data collection method**		
		- Postal, non electronic version………………………..	10	
		- Postal, electronic version……………………………..	11	
		- Face-to-face, non electronic version………………..	20	
		- Face-to-face, electronic version…………………….	21	
		- Telephone, non electronic version………………….	30	
		- Telephone, electronic version………………………..	31	
		- Use of internet………………………………………..	40	
		- Mixed mode collection (e.g.: both postal and face-to-face interview)…………………………………………	50	

1.1 Information on the household

Question No.	Variable Name	QUESTIONS/ANSWERS		FILTER
	(HHNBPERS)	**How many people live in this household (including you)?**		
7	**HHNBPERS_tot**	Total number..		
			1-98	
		- No answer……………………………………..	-1	
8	**HHNBPERS_0_13**	0-13 years old..		
			0-98	
		- No answer……………………………………..	-1	
9	**HHNBPERS_14_24**	14-24 years old...		
			0-98	
		- No answer……………………………………..	-1	
10	**HHNBPERS_25plus**	25 years-old and older (including the respondent).............		
			1-98	
		- No answer……………………………………..	-1	

Question No.	Variable Name	QUESTIONS/ANSWERS		FILTER
11	**HHTYPE**	**What is the type of your household?**		
		- One-person household.....................................	10	
		- Lone parent with child(ren) aged less than 25..................	21	
		- Couple without child(ren) aged less than 25....................	22	
		- Couple with child(ren) aged less than 25........................	23	
		- Couple or lone parent with child(ren) aged less than 25 and other people living in household……………..….	24	
		- Other..	30	
		- No answer..	-1	

Note: *The type refers to the composition of the household.*
Examples:
− if a couple has one child aged 24 who lives in another city, the couple are a household of type 22.
− if a married couple live together with a sibling of one of them, the household is of type 30.
− if the married couple also have a child aged 4, the household is of type 24.

Ques tion No.	Variable Name	QUESTIONS/ANSWERS		FILTER
		1.2 Information on the individual		
		1.2.1 Demographic background		
12	**SEX**	**Sex**		
		- Male……………………………………………………	1	
		- Female……………………………………………………	2	
		Year and Month of birth		
13	**BIRTHYEAR**	**What is your year of birth?**		
			4-digits	
14	**BIRTHMONTH**	**What is your month of birth?**		
			2-digits	
15	**CITIZEN**	**What is your citizenship?**		
		- Same as country of residence (1. COUNTRY)…………	0	
		- Citizenship…………………………………………………	ISO 2-digits	
		- No answer…………………………………………………	-1	
16	**BIRTHPLACE**	**What is your country of birth?**		
		- Born in this country...	0	
		- Country of birth……………………………………………	ISO 2-digits	
		- No answer…………………………………………………	-1	
		Note*: Even if the country of birth is the country where the survey takes place, it should still be reported. Note that there are several cases that can be taken into account when coding, depending on the choice made for the boundaries (current boundaries or boundaries at the time of birth) - see the survey guidelines for further details*		
17	**RESTIME**	**How many years have you been living in this country?**		BIRTHPLACE ≠ 0
		- Been in this country for 1 year and less…...……………	1	
		- Number of years for person who has been in this country for 2 to 10 years…….………………………	2-10	
		- Been in this country for more than 10 years……………	11	
		- No answer……………………………………………………	-1	
		- Not applicable (BIRTHPLACE = 0)…………………………	-2	
18	**MARSTADEFACTO**	**What is your de facto marital status? (Are you living in a consensual union?)**		
		- Person living in a consensual union…………...…………	1	
		- Person not living in a consensual union………...………	2	
		- No answer……………………………………………………	-1	
		Note*: This variable integrates both concepts 'legal marital status' and 'consensual union'. The combination of the two concepts still enables to know whether the respondents live in a partnership and in the same household as their partner. Consensual union is hereby considered a couple who has usual residence in the same household, either married or in a legal partnership or not. What we want to collect through the variable is 'the cohabitation' status.*		

		1.2 Information on the individual		
		1.2.2 Education and training successfully completed		

Question No.	Variable Name	QUESTIONS/ANSWERS		FILTER
19	HATLEVEL	**What is your highest level of education or training successfully completed?** **(in case of several degrees at the same level, report the characteristics of the most recent one)**		
		- No formal education or below ISCED 1………………………	000	
		- ISCED 1……………………………………………………	100	
		- ISCED 2 (including ISCED 3 programmes of duration less than 2 years)……………………………………..	200	
		- ISCED 3 programme duration of 2 years and more, sequential (i.e. access to next ISCED 3 programmes only)…………………………………………………	302	
		- ISCED 3 programme duration of 2 years and more, terminal or access to ISCED 4 programmes only…………………………..................................	303	
		- ISCED 3 with access to ISCED 5, 6 or 7…………………	304	
		- ISCED 3 programme of duration of 2 years and more, without possible distinction of access to other ISCED levels………………………………………………..	300	
		- ISCED 4………………………………………………….…	400	
		- ISCED 5……..…………………………………….........…	500	
		- ISCED 6……………………………………………....……	600	
		- ISCED 7…………………………………………….........…	700	
		- ISCED 8……………………………………………….....…	800	
		- No answer……………………………………………..……	-1	

Question No.	Variable Name	QUESTIONS/ANSWERS		FILTER
20	HATFIELD	**What is the field of your highest level of education or training successfully completed?**		HATLEVEL = 300 to 800
		- Generic programmes and qualifications….........................	00	
		- Education...	01	
		- Arts and humanities...	02	
		- Social sciences, journalism and information…..................	03	
		- Business, administration and law......................................	04	
		- Natural sciences, mathematics and statistics...................	05	
		- Information and Communication Technologies.................	06	
		- Engineering, manufacturing and construction..................	07	
		- Agriculture, forestry, fisheries and veterinary...................	08	
		- Health and welfare..	09	
		- Services..	10	
		- Unknown…………………………………………………	99	
		- No answer..	-1	
		- Not applicable (HATLEVEL ≠ 300 to 800)………………	-2	
		- Fields coded at a detailed level on 4 digits on an optional basis…………..................................……………	0011-1041, 9999	

21	HATYEAR	What year did you complete your highest level of education or training?					HATLEVEL ≠ 000, -1
		- The four digits of the year when highest level of education or training was successfully completed…………………..………………………..		4-digits			
		- No answer ……………………………………………....		-1			
		- Not applicable (HATLEVEL = 000,-1)……..………...….		-2			
Note*: If the individual has more than one degree at this level, the year entered is the earliest year of graduation.*							

22	HATVOC	What is the orientation of your highest level of education or training successfully completed, i.e. general or vocational education?			HATLEVEL = 300 to 400 and (REFYEAR-HATYEAR) ≤ 20
		- General education………………………………………...		1	
		- Vocational education ………….……………………….…		2	
		- No answer…………………………………………..………		-1	
		- Not applicable (HATLEVEL ≠ 300 to 400 or (REFYEAR-HATYEAR) > 20)………………….........		-2	

		1.2 Information on the individual		
		1.2.3 Not completed education and training		

Ques tion No.	Variable Name	QUESTIONS/ANSWERS		FILTER
23	DROPEDUC	**Is there any educational programme that you started but then stopped without completing? (in case of several programmes abandoned, report the programme with the highest level)**		HATLEVEL ≠ 000, -1 and (REFYEAR - HATYEAR) ≤ 20
		- Yes……………………………………………………………	1	
		- No……………………………………………………………	2	
		- No answer…………………………………………………	-1	
		- Not applicable (HATLEVEL = 000, -1 or (REFYEAR-HATYEAR) > 20)…...	-2	

24	DROPEDUCLEVEL	**What was the level of this programme?**		DROPEDUC = 1
		- ISCED 1……………………………………………………	100	
		- ISCED 2 (including ISCED 3 programmes of duration less than 2 years)…………..………………………….	200	
		- ISCED 3 programme duration of 2 years and more, sequential (i.e. access to next ISCED 3 programmes only)………………....…………………………………	302	
		- ISCED 3 programme duration of 2 years and more, terminal or access to ISCED 4 programmes only)………………….……...................................	303	
		- ISCED 3 with access to ISCED 5, 6 or 7…………………	304	
		- ISCED 3 programme of duration of 2 years and more, without possible distinction of access to other ISCED levels)……………………………………………………	300	
		- ISCED 4……………………………………………………	400	
		- ISCED 5……………………………………………………	500	
		- ISCED 6……………………………………………………	600	
		- ISCED 7……………………………………………………	700	
		- ISCED 8…………..……………………………………..	800	
		- No answer…………………………………………………	-1	
		- Not applicable (DROPEDUC ≠ 1)…………………………	-2	

25	DROPEDUCVOC	**What was the orientation of this programme, i.e. general or vocational education?**		DROPEDUCLEVEL= 300 to 400 and (REFYEAR-HATYEAR) ≤ 20
		- General education…………………………………………	1	
		- Vocational education ………………………………………	2	
		- No answer…………………………………………………	-1	
		- Not applicable (DROPEDUCLEVEL ≠ 300 to 400 or (REFYEAR- HATYEAR) > 20)………………………….	-2	

1.2 Information on the individual			
1.2.4 Main labour status			

Ques tion No.	Variable Name	QUESTIONS/ANSWERS		FILTER
26	**MAINSTAT**	**Current labour status (based on the main job)**		
		Do you carry out a job or profession, including unpaid work for a family business or holding, an apprenticeship or paid traineeship, etc. ?		
		- Full time…….....…………………………………………	11	
		- Part time….……....……………………………………	12	
		- Unemployed…....…………………………………………	20	
		- Pupil, student, further training, unpaid work experience………….………………………………	31	
		- In retirement or early retirement or has given up business…………….………………………	32	
		- Permanently disabled…………….…………………	33	
		- In compulsory military service……....……………	34	
		- Fulfilling domestic tasks……….……..………………	35	
		- Other inactive person……….……..………………	36	
		- No answer…………………………………………	-1	
Note: *The distinction between full-time and part-time work should be made on the basis of a spontaneous answer given by the respondent. It is impossible to establish a more exact distinction between part-time and full-time work, due to variations in working hours between Member States and also between branches of industry.*				

Ques tion No.	Variable Name	QUESTIONS/ANSWERS		FILTER
27	**EMP12M**	**Did you carry out a job or profession at any time during the last 12 months, including unpaid work for a family business or holding, an apprenticeship or paid traineeship, etc...) ?**		MAINSTAT = 20 to 36
		- Yes………………………………………………………	1	
		- No…………………………………………………….…	2	
		- No answer…………………………………………………	-1	
		- Not applicable (MAINSTAT = 11, 12, -1)…......................	-2	

		1.2.5 Characteristics of the main job		

Question No.	Variable Name	QUESTIONS/ANSWERS		FILTER
28	JOBSTAT	**What is your professional status (based on the main job)?**		MAINSTAT = 11, 12
		- Self-employed with employees……………………………	11	
		- Self-employed without employees………..………………	12	
		- Employee with a permanent job or work contract of unlimited duration……….………………………………..	21	
		- Employee with temporary job or work contract of limited duration…………………………………………....	22	
		- Family worker……………………………………………	30	
		- No answer………………………………………………	-1	
		- Not applicable (MAINSTAT ≠ 11,12)…………………………	-2	

29	JOBISCO	**What is your occupation (based on the main job)?** O C		MAINSTAT = 11, 12
		- ISCO-08 coded at 2-digit level …………..……..………	4-digit code	
		- No answer ………………………………………………	-1	
		- Not applicable (MAINSTAT ≠ 11,12)………………………	-2	

30	LOCNACE	**What is the economic activity of the local unit where you are employed?**		MAINSTAT = 11, 12
		- NACE Rev. 2 coded at 2-digit level………..……..………	3-digit code	
		- No answer ………………………………………………	-1	
		- Not applicable (MAINSTAT ≠ 11,12)………………………	-2	
Note: *The economic activity of the enterprise can serve as a proxy for economic activity of the local unit when information about the latter cannot be collected or is not available.*				

31	LOCSIZEFIRM	**How many people are working at the local unit where you are employed?**		JOBSTAT = 11, 21, 22, 30
		- 1 to 9 people ………………...…………….....……………	1	
		- 10 to 19 people……………………………………………	2	
		- 20 to 49 people……………………………………………	3	
		- 50 to 249 people…………………………………………	4	
		- 250 or more people………………………………………	5	
		- Not known precisely but 10 or more people……………	7	
		- No answer ………………………………………………	-1	
		- Not applicable (JOBSTAT ≠ 11, 21, 22, 30)…..…………	-2	

32	JOBTIME	**What year did you start working in your current main job?**		MAINSTAT = 11, 12
		- 4 digits of the year concerned………..……..…………..	4-digits	
		- No answer ………………………………………………	-1	
		- Not applicable (MAINSTAT ≠ 11, 12)……..………………	-2	

Ques tion No.	Variable Name	QUESTIONS/ANSWERS			FILTER
		1.2 Information on the individual			
		1.2.6 Parental education and country of origin			
33	**HATFATHER**	**What is the highest level of education/training successfully completed by your father (male guardian)?**			
		- At most lower secondary…....………………………………		1	
		- Upper secondary…………....………………………………		2	
		- Tertiary……………....………………………………………		3	
		- No answer……………....……………………………………		-1	
		- Not applicable (father unknown)……………………………		-2	
34	**HATMOTHER**	**What is the highest level of education/training successfully completed by your mother (female guardian)**			
		- At most lower secondary…....………………………………		1	
		- Upper secondary…………....………………………………		2	
		- Tertiary……………....………………………………………		3	
		- No answer……………....……………………………………		-1	
		- Not applicable (mother unknown)…………………………		-2	
35	**BIRTHFATHER**	**What is your father's country of birth (male guardian)?**			
		- Born in this country..		0	
		- Country of birth……………………………………………		ISO 2-digits	
		- No answer………………………………………………………		-1	
		- Not applicable (father unknown)……………………………		-2	
36	**BIRTHMOTHER**	**What is your mother's country of birth (female guardian)?**			
		- Born in this country..		0	
		- Country of birth……………………………………………		ISO 2-digits	
		- No answer………………………………………………………		-1	
		- Not applicable (mother unknown)……………………………		-2	

Note: *Even if the country of birth is the country where the survey takes place, it should still be reported.*
Note that there are several cases that can be taken into account when coding, depending on the choice made for the boundaries (current boundaries or boundaries at the time of birth) - see the survey guidelines for further details

Ques tion No.	Variable Name	QUESTIONS/ANSWERS		FILTER
**1.3 Access to information about learning possibilities and guidance**				
37	**SEEKINFO**	**During the last 12 months, have you looked for any information concerning learning possibilities (either on formal or non-formal education and training)?**		
		- Yes……………………………………………………………	1	
		- No……………………………………………………………	2	
		- No answer…………………………………………………	-1	
38	**GUIDEINST**	**During the last 12 months, have you received any information or advice/help on learning possibilities from institutions/organisations (include all types of services and all modes of service received: face to face, internet, mail, phone, fax, posters, leaflet, etc.)?**		
	GUIDEINST_1	- Yes, I received free of charge information or advice/help on learning opportunities from institutions/organisations…………………………………	(*)	
	GUIDEINST_2	- Yes, I paid for information or advice/help on learning opportunities from institutions/organisations…………...	(*)	
	GUIDEINST_3	- No, I did not receive any information or advice/help on learning opportunities from institutions/organisations...	(*)	
	GUIDEINST	- At least one of the items above selected…………………	1	
		- No answer…………………………………………………	-1	
**Alternative optional questions in order to help the respondent to give the proper answers for guidance** **(NOT TO BE TRANSMITTED TO EUROSTAT)**				
38a	**GUIDEINSTA**	**During the last 12 months, have you received any information or advice/help on learning possibilities from institutions/organisations?**		
		- Yes…………………………………………………………	1	
		- No…………………………………………………………	2	
		- No answer…………………………………………………	-1	
38b	**GUIDEINSTB**	**Was the information or advice/help on learning possibilities that you received from institutions/organisations free of charge ?**		GUIDEINSTA = 1
		- Yes…………………………………………………………	1	
		- No…………………………………………………………	2	
		- No answer…………………………………………………	-1	

The variable GUIDEINST can then be derived this way:
GUIDEINST_1 = (GUIDEINSTA = 1 and GUIDEINSTB=1)
GUIDEINST_2 = (GUIDEINSTA = 1 and GUIDEINSTB=2)
GUIDEINST_3 = (GUIDEINSTA = 2)
GUIDEINST = -1 when (GUIDEINSTA = -1 or GUIDEINSTB = -1)

39	GUIDESOURCE	Did you receive this free of charge information or advice/help on learning possibilities from any of the following institutions/organisations? *(mark all that apply)*		GUIDEINST_1 = 1
	GUIDESOURCE_1	From education or training institutions (school, college, university, VET centre, institution for adult learning, validation centre)	(**)	
	GUIDESOURCE_2	From employment services	(**)	
	GUIDESOURCE_3	From employer or employer organisations	(**)	
	GUIDESOURCE_4	From trade unions or work council	(**)	
	GUIDESOURCE_5	From other institutions/organisations providing free information or advice/help on learning opportunities (other than mentioned before)	(**)	
	GUIDESOURCE	- At least one of the items above selected…………………… - No answer…………………………………………………… - Not applicable (GUIDEINST_1 ≠ 1)…………………………	1 -1 -2	
Note: the question is focused on free of charge information or advice/help only				

40	GUIDETYPE	Which type of free information or advice/help concerning learning possibilities was it? *(mark all that apply)*		GUIDEINST_1 = 1
	GUIDETYPE_1	Information or advice/help on learning possibilities	(**)	
	GUIDETYPE_2	Assessment of skills and competences through tests, skills audits or interviews	(**)	
	GUIDETYPE_3	Information or advice/help on procedure for validation/recognition of skills, competences or prior learning	(**)	
	GUIDETYPE_4	Other type of information or advice/help	(**)	
	GUIDETYPE	- At least one of the items above selected…………………… - No answer…………………………………………………… - Not applicable (GUIDEINST_1 ≠ 1)…………………………	1 -1 -2	
Note: the question is focused on free of charge information or advice/help only				

41	GUIDEMODE	In which way did you receive this free information or advice/help on learning possibilities? *(mark all that apply)*		GUIDEINST_1 = 1
	GUIDEMODE_1	Face-to-face interaction	(**)	
	GUIDEMODE_2	Interaction with a person through internet, phone, e-mail or any other media	(**)	
	GUIDEMODE_3	Interaction with a computer based application for information or advice/help (including online self-assessment tools)	(**)	
	GUIDEMODE_4	No interaction, only information through dedicated material (books, posters, websites, leaflet, TV programme, etc.)	(**)	
	GUIDEMODE	- None of the items above……………………………………… - At least one of the items above selected…………………… - No answer…………………………………………………… - Not applicable (GUIDEINST_1 ≠ 1)…………………………	0 1 -1 -2	
Note: the question is focused on free of charge information or advice/help only				

Note: symbol (*) indicates the variable should be coded 1 if selected, 2 if not selected and -1 if no answer
symbol (**) indicates the variable should be coded 1 if selected, 2 if not selected, -1 if no answer and -2 if not applicable

Ques tion No.	Variable Name	QUESTIONS/ANSWERS		FILTER
42	FED	**During the last 12 months, that is since <<month, year>> have you been a student or apprentice in formal education or training?**		
		- Yes……………………………………………………	1	
		- No……………………………………………………	2	
**Note:** *The question(s) for this variable should be phrased by countries in a way that the concept of education designed to lead to achievement included in the National Framework of Qualifications is described as fully as possible. The phrasing can be for example:* *During the last 12 months, that is since <<month, year>>, have you been studying towards a qualification?   1.YES 2. NO*

43	FEDNUM	**In how many formal education or training activities did you participate in during the last 12 months?**		
		- None (FED = 2)……………………………………	0	
		- Number of activities………………………………	1-99	
**Note:** *all activities that happened during the last 12 months should be counted, not only the most recent ones (in the previous 2011 AES questionnaire, the number was limited to 3)*

44	FEDNAME	**What is the name of the most recent formal education or training activity that you participated in during the last 12 months?**		FEDNUM ≥ 1
		- Name of the activity………………………………		
**Note:** *The variable FEDNAME is not in the regulation or code book. It is intended to help in the data collection process.*

45	FEDSTARTYEAR	**What year did FEDNAME start?**		FEDNUM ≥ 1
		- The four digits of the year when the most recent formal education or training started…………………..............	4 digits	
		- No answer …………………………………………...	-1	
		- Not applicable (FEDNUM=0)……..……...............……	-2	

46	FEDSTARTMONTH	**What month did FEDNAME start?**		FEDNUM ≥ 1
		- The month when the most recent formal education or training activity started..	01-12	
		- No answer …………………………………………..	-1	
		- Not applicable (FEDNUM = 0)………………………….	-2	

47	FEDLEVEL	What was the level of FEDNAME?		FEDNUM ≥ 1
		- ISCED 1……………………………………………	100	
		- ISCED 2 (including ISCED 3 programmes of duration less than 2 years)……………….……..……….……	200	
		- ISCED 3 programme duration of 2 years and more, sequential (i.e. access to next ISCED 3 programmes only)……………………………………………..	302	
		- ISCED 3 programme duration of 2 years and more, terminal or access to ISCED 4 programmes only........	303	
		- ISCED 3 with access to ISCED 5, 6 or 7……..………	304	
		- ISCED 3 programme of duration of 2 years and more, without possible distinction of access to other ISCED levels……………………………………..............	300	
		- ISCED 4………………………………………………	400	
		- ISCED 5……………………………………….………	500	
		- ISCED 6……………………………………………....	600	
		- ISCED 7………………………………………….…..	700	
		- ISCED 8………………………………………………	800	
		- No answer ……………………………………….…	-1	
		- Not applicable (FEDNUM = 0)………….............…	-2	

48	FEDCOMP	Have you completed FEDNAME?		FEDNUM ≥ 1
		- No, I dropped out before the expected end………………	1	
		- No, it is still on-going……………………………………	2	
		- Yes, I completed it………………………………………	3	
		- No answer…………………………………………….…	-1	
		- Not applicable (FEDNUM = 0)……………………….…	-2	

49	FEDFIELD	What was the field of FEDNAME?		FEDNUM ≥ 1 and FEDLEVEL = 300 to 800
		- Generic programmes and qualifications….........................	00	
		- Education..	01	
		- Arts and humanities...	02	
		- Social sciences, journalism and information…..................	03	
		- Business, administration and law......................................	04	
		- Natural sciences, mathematics and statistics...................	05	
		- Information and Communication Technologies................	06	
		- Engineering, manufacturing and construction..................	07	
		- Agriculture, forestry, fisheries and veterinary...................	08	
		- Health and welfare...	09	
		- Services..	10	
		- Unknown..	99	
		- No answer..	-1	
		- Not applicable (FEDNUM = 0 or FEDLEVEL ≠ 300 to 800)…………................................………………	-2	
		- Fields coded at a detailed level on 4 digits on an optional basis…………...........................……………	0011-1041, 9999	

50	FEDVOC	What was the orientation of FEDNAME?		FEDLEVEL = 300 to 400
		- General education………………………………………	1	
		- Vocational education……………………………………	2	
		- No answer………………………………………………	-1	
		- Not applicable (FEDLEV ≠ 300 to 400)…………………	-2	

51	**FEDDIST**	**Was FEDNAME organised mainly as distance learning?**		FEDNUM ≥ 1
		- Yes…………………………………………………………	1	
		- No……………………………………………………………	2	
		- No answer…………………………………………………	-1	
		- Not applicable (FEDNUM = 0)…………………………	-2	

Note: in order to clarify the word 'mainly', the interviewer could tell the respondent they should consider the learning was mainly organised as an online course when this particular mode of learning was used at least for 50 % of the instruction hours.

52	**FEDDISTOL**	**Was this distance learning for FEDNAME mainly organised as an online course?**		FEDDIST = 1
		- Yes…………………………………………………………	1	
		- No……………………………………………………………	2	
		- No answer…………………………………………………	-1	
		- Not applicable (FEDDIST ≠ 1)…………………………	-2	

Note: in order to clarify the word 'mainly', the interviewer could tell the respondent they should consider the learning was mainly organised as distance learning when this particular mode of learning was used at least for 50 % of the instruction hours.

53	**FEDOERA**	**Have you used online educational resources in FEDNAME (for instance audio-visual materials, online learning software, electronic textbooks, etc.)?**		FEDNUM ≥ 1
		- Very frequently…………………………………………	1	
		- Frequently…………………………………………………	2	
		- Sometimes………………………………………………	3	
		- Never...……………………………………………………	4	
		- No answer…………………………………………………	-1	
		- Not applicable (FEDNUM = 0)…………………………	-2	

54	**FEDOERB**	**Did you interact with other people (e.g. teachers, learners) through educational websites/portals for FEDNAME?**		FEDNUM ≥ 1
		- Yes…………………………………………………………	1	
		- No……………………………………………………………	2	
		- No answer…………………………………………………	-1	
		- Not applicable (FEDNUM = 0)…………………………	-2	

55	**FEDREASON**	**What were the reasons for participating in FEDNAME? (mark all that apply)**		FEDNUM ≥ 1
	FEDREASON_01a	To do my job better	(**)	
	FEDREASON_01b	To improve my career prospects	(**)	
	FEDREASON_02	To be less likely to lose my job	(**)	
	FEDREASON_03	To increase my possibilities of getting a job, or changing a job/profession	(**)	
	FEDREASON_04	To start my own business	(**)	
	FEDREASON_05	I was obliged to participate	(**)	
	FEDREASON_06	To get knowledge/skills useful in my everyday life	(**)	
	FEDREASON_07	To increase my knowledge/skills on a subject that interests me	(**)	
	FEDREASON_08	To obtain a certificate	(**)	
	FEDREASON_09	To meet new people/for fun	(**)	
	FEDREASON	- None of the items above…………………………………	0	
		- At least one of the items above selected…………………	1	
		- No answer…………………………………………	-1	
		- Not applicable (FEDNUM = 0)…………………………	-2	

Note: symbol (**) indicates the variable should be coded 1 if selected, 2 if not selected, -1 if no answer and -2 if not applicable

56	**FEDWORKTIME**	**Did FEDNAME take place during paid working hours (including paid leave or recuperation)?**		FEDNUM ≥ 1
		- Only during paid working hours……………………………	1	
		- Mostly during paid working hours…………………………	2	
		- Mostly outside paid working hours…………………………	3	
		- Only outside paid working hours…………………………	4	
		- Not working at that time………………………………………	5	
		- No answer……………………………………………………	-1	
		- Not applicable (FEDNUM = 0)………………………………	-2	

Note: *This question refers to the degree that the activity takes place during paid working hours meaning that the working hours are used to attend the activity instead of working. It also includes the case where a number of working hours are being replaced by the learning activity even if the activity itself takes place outside normal working time of the respondent.*
In case when 50% of the activity took place during paid working hours and 50% outside, this activity should be classified as "mostly during paid working hours". If the learning activity takes place outside working time and the respondent has received payment for the hours or additional leisure hours, the activity should be coded as "only during paid working hours". The answer should only reflect the participation in the course itself and not homework. - Self-employed should be treated as employed - Contributing family workers (those workers who hold a 'self-employment' job in a market-oriented establishment operated by a related person living in the same household), who cannot be regarded as partners, voluntary social workers and others working without being paid but attending a course within that area should be coded as "only outside paid hours", as there are no paid working hours. - If in the time of attending formal education the respondent does not have a job during the full period of the course (during a reference period), there will be two periods of the course: the period where the person is in a job and the period where the person is not in job. The answer and coding should reflect the situation in the longest period of the course (again within the reference period).

57	**FEDNBHOURS**	**How many instruction hours did you receive for FEDNAME during the last 12 months?**		FEDNUM ≥ 1
		- Total number of instruction hours of the most recent formal education or training activity………………………	1-9999	
		- No answer………………………………………………………	-1	
		- Not applicable (FEDNUM = 0)………………………………	-2	
	Alternative optional questions in order to help the respondent to give the total number of instruction hours **(NOT TO BE TRANSMITTED TO EUROSTAT)**			
57a	**FEDNBWEEKS** (optional)	**Number of weeks**		FEDNUM ≥ 1
			1-52	
		- No answer………………………………………………………	-1	
		- Not applicable (FEDNUM = 0)………………………………	-2	
57b	**FEDDURPERWEEK** (optional)	**Average number of instruction hours per week**		FEDNUM ≥ 1
			1-98	
		- No answer………………………………………………………	-1	
		- Not applicable (FEDNUM = 0)………………………………	-2	

58	**FEDPAID**	**Which one of the following cases best describes the payment for tuition, registration, exam fees, and expenses for books or technical study means, regarding your studies for FEDNAME?**		FEDNUM ≥ 1
		- Fully paid by yourself……………………………………………	1	
		- Partly paid by yourself and partly paid by somebody else…………....……………………………………………	2	
		- Fully paid by somebody else………………………………	3	
		- Free activity………….………………………………………	4	
		- You don't know…...…………	5	
		- No answer………..……………………………………………	-1	
		- Not applicable (FEDNUM = 0)………………………………	-2	

59	FEDPAIDBY	**Which one of the following entities paid in-part or in-full for tuition, registration, exam fees, and expenses for books or technical study means, regarding your studies for FEDNAME? (mark all that apply)**		FEDNUM ≥ 1 and (FEDPAID = 2 or 3)
	FEDPAIDBY_1	Employer or prospective employer	(**)	
	FEDPAIDBY_2	Public employment services	(**)	
	FEDPAIDBY_3	Other public institutions	(**)	
	FEDPAIDBY_4	A household member or a relative	(**)	
	FEDPAIDBY	- None of the items above………………………………	0	
		- At least one of the items above selected…………………	1	
		- No answer……………………………………………	-1	
		- Not applicable (FEDNUM = 0 or (FEDPAID ≠ 2 and 3))…	-2	

Note: *These questions concern the situation when the direct expenses were fully or party paid by some other party. In case the worker was employed by a member of his/her household and received financial support from the household but as an employee or family worker this should be treated as employer and not household support. In case the respondent was self-employed when participating in education and training and financed the expenses from his/her company sources, that should be coded as employer's support (either full or part).*

*Note that symbol (**) indicates the variable should be coded 1 if selected, 2 if not selected, -1 if no answer and -2 if not applicable.*

60	FEDUSEA	**How much are you currently using the skills or knowledge that you acquired from FEDNAME?**		FEDNUM ≥ 1
		- A lot……………………………………………………	1	
		- A fair amount…………………………………………	2	
		- Very little……………………………………………	3	
		- Not at all……………………………………………	4	
		- No answer……………………………………………	-1	
		- Not applicable (FEDNUM = 0)……………………………	-2	

61	FEDUSEB	**How much are you expecting to use the skills or knowledge that you acquired from FEDNAME?**		FEDNUM ≥ 1
		- A lot……………………………………………………	1	
		- A fair amount…………………………………………	2	
		- Very little……………………………………………	3	
		- Not at all……………………………………………	4	
		- No answer……………………………………………	-1	
		- Not applicable (FEDNUM = 0)……………………………	-2	

62	FEDOUTCOME	**Have the new skills/knowledge acquired through FEDNAME helped you in any of the following ways? (mark all that apply)**		FEDNUM ≥ 1
	FEDOUTCOME_1	Getting a (new) job	(**)	
	FEDOUTCOME_3	Higher salary/wages	(**)	
	FEDOUTCOME_2	Promotion in the job	(**)	
	FEDOUTCOME_4	New tasks	(**)	
	FEDOUTCOME_5	Better performance in present job	(**)	
	FEDOUTCOME_6	Personal-related reasons (meet other people, refresh your skills on general subjects, etc.)	(**)	
	FEDOUTCOME_7	No outcome yet	(**)	
	FEDOUTCOME	- None of the items above………………………………	0	
		- At least one of the items above selected…………………	1	
		- No answer……………………………………………	-1	
		- Not applicable (FEDNUM = 0)……………………………	-2	

Note: symbol (**) indicates the variable should be coded 1 if selected, 2 if not selected, -1 if no answer and -2 if not applicable

		1.4. Participation in education and training		
		1.4.2 Non-formal education		

Question No.	Variable Name	QUESTIONS/ANSWERS		FILTER
	(NFE)	**Activities in which the respondent participated during the last 12 months with the intention to improve knowledge or skills in any area (including hobbies) either in leisure time or in working time.** **This includes completed and ongoing activities.**		
63	**NFECOURSE**	**a. During the last 12 months have you participated in courses at the workplace or in your free time?** *Examples: language, computer, driving, management, cooking, gardening or painting courses.*		
		- Yes……………………………………………………	1	
		- No……………………………………………………	2	
	NFECOURSENUM	- **How many ?**	1-99	NFECOURSE=1
64	**NFEWORKSHOP**	**b. During the last 12 months have you participated in workshops or seminars at the workplace or in your free time?** *Examples: Data workshop, inspiration day, study day, inspirational workshop, work information seminar, health seminar.*		
		- Yes……………………………………………………	1	
		- No……………………………………………………	2	
	NFEWORSHOPNUM	- **How many ?**	1-99	NFEWORKSHOP=1
65	**NFEGUIDEDJT**	**c. During the last 12 months have you participated in guided-on-the-job training, which means planned periods of education, instruction or training directly at the workplace, organised by the employer with the aid of a designated teacher/instructor ?** *Examples: Training to operate a new machine or to learn new software (for one or two people).*		
		- Yes……………………………………………………	1	
		- No……………………………………………………	2	
	NFEGUIDEDJTNUM	- **How many ?**	1-99	NFEGUIDEDJT=1
66	**NFELESSON**	**d. During the last 12 months have you participated in private lessons with the aid of a teacher or tutor for whom this is a paid activity?** *Examples: mathematics or piano lessons. A lesson should be included if provided by a professional teacher and excluded if provided by a friend, family member or colleague.*		
		- Yes……………………………………………………	1	
		- No……………………………………………………	2	
	NFELESSONNUM	- **How many ?**	1-99	NFELESSON=1

Note: *Private lessons can even be "formal education" in the case where the national educational system recognises home schooling, as the pupil would participate in institutionalised learning designed to lead to a qualification in the NFQ. In this case they should be reported in the module FED.*

Remarks: *Alternatively, the interviewers can collect the number of non-formal learning activities after each type of non-formal learning activity and sum up the figures to derive **NFENUM**.*
Those four suggested variables for counting are not to be transmitted to Eurostat

67	**NFENUM**	**In how many such non-formal education and training activities have you participated during the last 12 months?**		NFECOURSE = 1 or NFEWORKSHOP = 1 or NFEGUIDEDJT = 1 or NFELESSON = 1
		- Number of activities……………………………………	1-99	
		- None (NFECOURSE = NFEWORKSHOP = NFEGUIDEDJT = NFELESSON = 2)……………………	0	

Remark: *Alternatively,* ***NFENUM = NFECOURSENUM + NFEWORSHOPNUM + NFEGUIDEDJTNUM + NFELESSONNUM***

Note: *The type of activity, the purpose, the indication whether it took place during worktime and the indication whether it was paid by the employer are* ***collected for seven non-formal learning activities***.

	(NFEACT01)	**01 - Identification of the 1st activity**		
68	**NFEACT01_TYPE**	**What was the type of the non-formal learning activity?**		NFENUM ≥ 1
		- Courses…………………………………………………	1	
		- Workshops and seminars………………………………	2	
		- Guided on the job training……………………………	3	
		- Private lessons…………………………………………	4	
		- No answer………………………………………………	-1	
		- Not applicable (NFENUM = 0)…………………………	-2	

69	**NFEACT01_PURP**	**Was the non-formal learning activity mainly job-related?**		NFENUM ≥ 1
		- Mainly job-related…………...…………………………	1	
		- Mainly personal/non-job-related reasons…………………	2	
		- No answer………………………………………………	-1	
		- Not applicable (NFENUM = 0)…………………………	-2	

70	**NFEACT01_WORKTIME**	**Did the non-formal learning activity take place mostly or fully during paid working hours (including paid leave or recuperation)?**		NFENUM ≥ 1
		- Yes………………………………………………………	1	
		- No (including not working at that time)…………………	2	
		- No answer………………………………………………	-1	
		- Not applicable (NFENUM = 0)…………………………	-2	

Note: *This question refers to the degree that the activity takes place during paid working hours meaning that the working hours are used to attend the activity instead of working. It also includes the case where a number of working hours are being replaced by the learning activity even if the activity itself takes place outside normal working time of the respondent.*
In case when 50% of the activity took place during paid working hours and 50% outside, this activity should be classified as "mostly during paid working hours". If the learning activity takes place outside working time and the respondent has received payment for the hours or additional leisure hours, the activity should be coded as "only during paid working hours". The answer should only reflect the participation in the course itself and not homework. - Self-employed should be treated as employed
- Contributing family workers (those workers who hold a 'self-employment' job in a market-oriented establishment operated by a related person living in the same household), who cannot be regarded as partners, voluntary social workers and others working without being paid but attending a course within that area should be coded as "only outside paid hours", as there are no paid working hours. - If in the time of attending non-formal education the respondent does not have a job during the full period of the course (during a reference period), there will be two periods of the course: the period where the person is in a job and the period where the person is not in job. The answer and coding should reflect the situation in the longest period of the course (again within the reference period).

71	NFEACT01_PAIDBY	Did your employer pay partially or fully for the non-formal learning activity?		NFENUM ≥ 1
		- Yes……………………………………………………	1	
		- No (including not working at that time)…………………	2	
		- No answer……………………………………………	-1	
		- Not applicable (NFENUM = 0)…………………………	-2	

Note: *This question concerns the situation when the direct expenses were fully or partly paid by the employer. In case the worker was employed by a member of his/her household and received financial support from the household but as an employee or family worker this should be treated as employer and not household support. In case the respondent was self-employed when participating in education and training and financed the expenses from his/her company sources, that should be coded as employer's support.*

	(NFEACT02)	2 - Identification of the 2nd activity		
72	NFEACT02_TYPE	What was the type of the non-formal learning activity?		NFENUM ≥ 2
		- Courses………………………………………………	1	
		- Workshops and seminars……………………………	2	
		- Guided on the job training…………………………	3	
		- Private lessons………………………………………	4	
		- No answer……………………………………………	-1	
		- Not applicable (NFENUM < 2)………………………	-2	

73	NFEACT02_PURP	Was the non-formal learning activity mainly job-related?		NFENUM ≥ 2
		- Yes……………………………………………………	1	
		- No……………………………………………………	2	
		- No answer……………………………………………	-1	
		- Not applicable (NFENUM < 2)………………………	-2	

74	NFEACT02_WORKTIME	Did the non-formal learning activity take place mostly or fully during paid working hours (including paid leave or recuperation)?		NFENUM ≥ 2
		- Yes……………………………………………………	1	
		- No (including not working at that time)…………………	2	
		- No answer……………………………………………	-1	
		- Not applicable (NFENUM < 2)………………………	-2	

75	NFEACT02_PAIDBY	Did your employer pay partially or fully for the non-formal learning activity?		NFENUM ≥ 2
		- Yes……………………………………………………	1	
		- No (including not working at that time)…………………	2	
		- No answer……………………………………………	-1	
		- Not applicable (NFENUM < 2)………………………	-2	

	(NFEACT03)	3 - Identification of the 3rd activity		
76	NFEACT03_TYPE	**What was the type of the non-formal learning activity?**		NFENUM ≥ 3
		- Courses………………………………………………	1	
		- Workshops and seminars…………………………	2	
		- Guided on the job training………………………	3	
		- Private lessons……………………………………	4	
		- No answer…………………………………………	-1	
		- Not applicable (NFENUM < 3)……………………	-2	

77	NFEACT03_PURP	**Was the non-formal learning activity mainly job-related?**		NFENUM ≥ 3
		- Mainly job-related………….....…………………	1	
		- Mainly personal/non-job-related reasons ………………	2	
		- No answer…………………………………………	-1	
		- Not applicable (NFENUM < 3)……………………	-2	

78	NFEACT03_WORKTIME	**Did the non-formal learning activity take place mostly or fully during paid working hours (including paid leave or recuperation)?**		NFENUM ≥ 3
		- Yes…………………………………………………	1	
		- No (including not working at that time)………………	2	
		- No answer…………………………………………	-1	
		- Not applicable (NFENUM < 3)……………………	-2	

79	NFEACT03_PAIDBY	**Did your employer pay partially or fully for the non-formal learning activity?**		NFENUM ≥ 3
		- Yes…………………………………………………	1	
		- No (including not working at that time)………………	2	
		- No answer…………………………………………	-1	
		- Not applicable (NFENUM < 3)……………………	-2	

	(NFEACT04)	4 - Identification of the 4th activity		
80	NFEACT04_TYPE	**What was the type of the non-formal learning activity?**		NFENUM ≥ 4
		- Courses………………………………………………	1	
		- Workshops and seminars…………………………	2	
		- Guided on the job training………………………	3	
		- Private lessons……………………………………	4	
		- No answer…………………………………………	-1	
		- Not applicable (NFENUM < 4)……………………	-2	

81	NFEACT04_PURP	**Was the non-formal learning activity mainly job-related?**		NFENUM ≥ 4
		- Mainly job-related………….....…………………	1	
		- Mainly personal/non-job-related reasons ………………	2	
		- No answer…………………………………………	-1	
		- Not applicable (NFENUM < 4)……………………	-2	

82	NFEACT04_WORKTIME	**Did the non-formal learning activity take place mostly or fully during paid working hours (including paid leave or recuperation)?**		NFENUM ≥ 4
		- Yes…………………………………………………	1	
		- No (including not working at that time)………………	2	
		- No answer…………………………………………	-1	
		- Not applicable (NFENUM < 4)……………………	-2	

83	NFEACT04_PAIDBY	Did your employer pay partially or fully for the non-formal learning activity?		NFENUM ≥ 4
		- Yes……………………………………………………	1	
		- No (including not working at that time)…………………	2	
		- No answer…………………………………………	-1	
		- Not applicable (NFENUM < 4)…………………………	-2	

	(NFEACT05)	5 - Identification of the 5th activity		
84	NFEACT05_TYPE	What was the type of the non-formal learning activity?		NFENUM ≥ 5
		- Courses……………………………………………	1	
		- Workshops and seminars…………………………	2	
		- Guided on the job training………………………	3	
		- Private lessons…………………………………	4	
		- No answer…………………………………………	-1	
		- Not applicable (NFENUM < 5)…………………………	-2	

85	NFEACT05_PURP	Was the non-formal learning activity mainly job-related?		NFENUM ≥ 5
		- Mainly job-related………….......…………………	1	
		- Mainly personal/non-job-related reasons …………………	2	
		- No answer…………………………………………	-1	
		- Not applicable (NFENUM < 5)…………………………	-2	

86	NFEACT05_WORKTIME	Did the non-formal learning activity take place mostly or fully during paid working hours (including paid leave or recuperation)?		NFENUM ≥ 5
		- Yes……………………………………………………	1	
		- No (including not working at that time)…………………	2	
		- No answer…………………………………………	-1	
		- Not applicable (NFENUM < 5)…………………………	-2	

87	NFEACT05_PAIDBY	Did your employer pay partially or fully for the non-formal learning activity?		NFENUM ≥ 5
		- Yes……………………………………………………	1	
		- No (including not working at that time)…………………	2	
		- No answer…………………………………………	-1	
		- Not applicable (NFENUM < 5)…………………………	-2	

	(NFEACT06)	6 - Identification of the 6th activity		
88	NFEACT06_TYPE	What was the type of the non-formal learning activity?		NFENUM ≥ 6
		- Courses……………………………………………	1	
		- Workshops and seminars…………………………	2	
		- Guided on the job training………………………	3	
		- Private lessons…………………………………	4	
		- No answer…………………………………………	-1	
		- Not applicable (NFENUM < 6)…………………………	-2	

89	NFEACT06_PURP	Was the non-formal learning activity mainly job-related?		NFENUM ≥ 6
		- Mainly job-related………….......…………………	1	
		- Mainly personal/non-job-related reasons…………………	2	
		- No answer…………………………………………	-1	
		- Not applicable (NFENUM < 6)…………………………	-2	

90	NFEACT06_WORKTIME	Did the non-formal learning activity take place mostly or fully during paid working hours (including paid leave or recuperation)?		NFENUM ≥ 6
		- Yes………………………………………………………	1	
		- No (including not working at that time)……………………	2	
		- No answer…………………………………………………	-1	
		- Not applicable (NFENUM < 6)……………………………	-2	

91	NFEACT06_PAIDBY	Did your employer pay partially or fully for the non-formal learning activity?		NFENUM ≥ 6
		- Yes………………………………………………………	1	
		- No (including not working at that time)……………………	2	
		- No answer…………………………………………………	-1	
		- Not applicable (NFENUM < 6)……………………………	-2	

	(NFEACT07)	7 - Identification of the 7th activity		
92	NFEACT07_TYPE	What was the type of the non-formal learning activity?		NFENUM ≥ 7
		- Courses…………………………………………………	1	
		- Workshops and seminars…………………………………	2	
		- Guided on the job training………………………………	3	
		- Private lessons…………………………………………	4	
		- No answer…………………………………………………	-1	
		- Not applicable (NFENUM < 7)……………………………	-2	

93	NFEACT07_PURP	Was the non-formal learning activity mainly job-related?		NFENUM ≥ 7
		- Mainly job-related…………....…………………………	1	
		- Mainly personal/non-job-related reasons ………………	2	
		- No answer…………………………………………………	-1	
		- Not applicable (NFENUM < 7)……………………………	-2	

94	NFEACT07_WORKTIME	Did the non-formal learning activity take place mostly or fully during paid working hours (including paid leave or recuperation)?		NFENUM ≥ 7
		- Yes………………………………………………………	1	
		- No (including not working at that time)……………………	2	
		- No answer…………………………………………………	-1	
		- Not applicable (NFENUM < 7)……………………………	-2	

95	NFEACT07_PAIDBY	Did your employer pay partially or fully for the non-formal learning activity?		NFENUM ≥ 7
		- Yes………………………………………………………	1	
		- No (including not working at that time)……………………	2	
		- No answer…………………………………………………	-1	
		- Not applicable (NFENUM < 7)……………………………	-2	

		1.4 Participation in education and training		

1.4.2 Non-formal education

1.4.2.1 Detailed information concerning randomly selected activities

Note: After listing all the activities the respondent has participated during the last 12 months (a maximum of 7), 2 activities should be randomly selected for further interviewing among them (see 'Survey Guidelines' in AES manual for details on the random selection)

Note: The section below refers to the 1ST RANDOMLY SELECTED ACTIVITY among the activities listed beforehand. The section shall be repeated for the 2nd randomly selected activity. *Variable names shall represent the respective activity (NFERAND2, NFERAND2_TYPE, NFEFIELD2, etc.).*

Question No.	Variable Name	QUESTIONS/ANSWERS		FILTER
		1ST RANDOMLY SELECTED ACTIVITY		
96	NFERAND1	**Code of the 1st randomly selected activity**		NFENUM ≥ 1
		- Identification code of the 1st randomly selected activity……………………………………………………	01-07	
		- Not applicable (NFENUM = 0)……………………………	-2	

Note: *The identification code of the randomly selected activity should coincide with the coding (xx) in the variables NFEACTxx.*

Note: *Like for the formal education and training, an alternative way of collecting details on non-formal learning activities is to give a name to each activity in order to clearly identify the learning activity until the end of the data collection and help the respondent.*

97	NFERAND1_TYPE	**What was the type of the 1st non-formal learning activity?**		NFENUM ≥ 1
		- Courses……………………………………………………	1	
		- Workshops and seminars…………………………………	2	
		- Guided-on-the-job training………………………………	3	
		- Private lessons……………………………………………	4	
		- No answer…………………………………………………	-1	
		- Not applicable (NFENUM = 0)……………………………	-2	

Note: This is not a question per se, but should be automatically coded a *s in NFEACTxx_TYPE*

98	NFEFIELD1	**What was the field of the 1st non-formal learning activity?**		NFENUM ≥ 1
		- Generic programmes and qualifications….........................	00	
		- Education...	01	
		- Arts and humanities..	02	
		- Social sciences, journalism and information……...............	03	
		- Business, administration and law......................................	04	
		- Natural sciences, mathematics and statistics...................	05	
		- Information and Communication Technologies.................	06	
		- Engineering, manufacturing and construction..................	07	
		- Agriculture, forestry, fisheries and veterinary...................	08	
		- Health and welfare..	09	
		- Services...	10	
		- Unknown..	99	
		- No answer…………………………………………………	-1	
		- Not applicable (NFENUM = 0)……………………………	-2	
		- Fields coded at a detailed level on 4 digits on an optional basis…………...	0011-1041, 9999	

99	NFEDIST1	Was the 1st non-formal learning activity organised mainly as distance learning?		NFENUM ≥ 1
		- Yes………………………………………………………	1	
		- No………………………………………………………	2	
		- No answer……………………………………………	-1	
		- Not applicable (NFENUM = 0)…………………..........	-2	

Note: in order to clarify the word 'mainly', the interviewer could tell the respondent they should consider the learning was mainly organised as distance learning when this particular mode of learning was used at least for 50 % of the instruction hours.

100	NFEDISTOL1	Was this distance learning mainly organised as an online course?		NFEDIST1 = 1
		- Yes………………………………………………………	1	
		- No………………………………………………………	2	
		- No answer……………………………………………	-1	
		- Not applicable (NFEDIST1 ≠ 1)……………………	-2	

Note: in order to clarify the word 'mainly', the interviewer could tell the respondent they should consider the learning was mainly organised as online course when this particular mode of learning was used at least for 50 % of the instruction hours.

101	NFEOERA1	Have you used online educational resources for the 1st non-formal learning activity?		NFENUM ≥ 1
		- Yes………………………………………………………	1	
		- No………………………………………………………	2	
		- No answer……………………………………………	-1	
		- Not applicable (NFENUM = 0)……………………	-2	

102	NFEOERB1	Did you interact with other people (e.g. teachers, learners) through educational websites/portals for the 1st non-formal learning activity?		NFENUM ≥ 1
		- Yes………………………………………………………	1	
		- No………………………………………………………	2	
		- No answer……………………………………………	-1	
		- Not applicable (NFENUM = 0)……………………	-2	

103	NFEREASON1	What were the reasons for participating in the 1st non-formal learning activity? (mark all that apply)		NFERAND1 ≠ -2
	NFEREASON1_01a	To do my job better	(**)	Job-related activity
	NFEREASON1_01b	To improve my career prospects	(**)	Job-related activity
	NFEREASON1_02	To be less likely to lose my job	(**)	Job-related activity
	NFEREASON1_03	To increase my possibilities of getting a job, or changing a job/profession	(**)	Job-related activity
	NFEREASON1_04	To start my own business	(**)	Job-related activity
	NFEREASON1_13	Because of organisational and/or technological changes at work	(**)	Job-related activity
	NFEREASON1_11	Required by the employer or by law	(**)	
	NFEREASON1_06	To get knowledge/skills useful in my everyday life	(**)	
	NFEREASON1_07	To increase my knowledge/skills on a subject that interests me	(**)	
	NFEREASON1_08	To obtain a certificate	(**)	
	NFEREASON1_09	To meet new people/for fun	(**)	
	NFEREASON1_10	For health reasons	(**)	
	NFEREASON1_12	To do voluntary work better	(**)	
	NFEREASON1	- None of the items above……………………………	0	
		- At least one of the items above selected…………………	1	
		- No answer……………………………………………	-1	
		- Not applicable (NFERAND1 = -2)…………………………	-2	

Note: symbol (**) indicates the variable should be coded 1 if selected, 2 if not selected, -1 if no answer and -2 if not applicable; Job-related filter: reasons 1a, 1b, 2, 3, 4 and 13 should only be asked if the activity is job-related, that is to say variable NFEACTxx_PURP for the corresponding non-formal learning activity was coded 1.

Note: *Only the hours of instruction should be reported in the NFENBHOURS1 variable. But it may be difficult to get a precise number of hours.* **Alternatively to the variable NFENBHOURS1, the interviewer may ask two separate questions (NFENBWEEKS1 and NFEDURPERWEEK1) to calculate the number of hours of instruction (NFENBHOURS1). Note that the data transmitted will only contain NFENBHOURS1.**
Proposed way of formulating questions for variable NFEVOLUME1:
How many days during the last 12 months did <<the name of the….activity>> comprise? _ _
How many instruction hours per day did <<the name of the….activity>> comprise on average? _ _
This means that <<the name of the….activity>> comprised of YYYY instruction hours during the last 12 months. Is this correct? 1. Yes 2. No – Total number of instruction hours during the last 12 months?------ 3. Don't know
However the way of asking questions for this variable should be decided at national level, depending on how the programmes are usually characterised in the country (as number of hour per week, semester or year, etc.).

104	**NFENBHOURS1**	How many instruction hours did you receive for the 1st non-formal learning activity during the last 12 months?		NFERAND1 ≠ -2
			1-9999	
		- No answer………………………………………	-1	
		- Not applicable (NFERAND1 = -2)…………………	-2	

		Alternative optional questions in order to help the respondent to give the total number of instruction hours **(NOT TO BE TRANSMITTED TO EUROSTAT)**		
104a	**NFENBWEEKS1** (optional)	Number of weeks		NFERAND1 ≠ -2
			1-52	
		- No answer………………………………………	-1	
		- Not applicable (NFERAND1 = -2)…………………	-2	
104b	**NFEDURPERWEEK1** (optional)	Average number of instruction hours per week		NFERAND1 ≠ -2
			1-98	
		- No answer………………………………………	-1	
		- Not applicable (NFERAND1 = -2)…………………	-2	

105	**NFEPROVIDER1**	Who was the provider of the 1st non-formal learning activity?		NFERAND1 ≠ -2
		- Formal education institution………………………………..	1	
		- Non formal education and training institutions……………	2	
		- Commercial institution where ET is not the main activity (e.g. equipment suppliers)………………………	3	
		- Employer………………………………………………..	4	
		- Employers' organisations, chambers of commerce……………………………………………	5	
		- Trade unions……….......………………………………	6	
		- Non-profit associations, e.g. cultural society, political party...................………………………………………..	7	
		- Individuals (e.g. students giving private lessons)…………	8	
		- Non commercial institution where ET is not the main activity (e.g. libraries, museums, ministries)…………………………………..…	9	
		- Other…………………………………….……………..…	10	
		- No answer……………………………………..…………...	-1	
		- Not applicable (NFERAND1 = -2)…………………	-2	

Note: *It can be difficult for the respondent to understand the definition of training provider. Ideally this should be an open question to be post-coded using provided categories. Each country is also recommended to use a national list of providers, which can be coded according to the proposed categories.*
The provider of education is defined as an enterprise/municipality/governmental authority/private person providing the teacher, lecturer or instructor for the learning activity. The place for learning activity or the organisation/enterprise that paid for the learning activity should consequently not be stated.

106	NFECERT1	Does the 1st non-formal learning activity lead to a certificate? If yes, was this certificate required by employer or professional body for the execution of current or planned activity as employer or employee?		NFERAND1 ≠ -2
		Yes, required by the employer or a professional body or by law…………………………….…………………	1	
		Yes, not required by the employer or a professional body or by law…………………………………………..	2	
		No (acknowledgement of attendance)……………………	3	
		No answer…………………………………..………….……	-1	
		Not applicable (NFERAND1 = -2)…………………………	-2	

107	NFEPAID1	Which one of the following cases best describes the payment for tuition, registration, exam fees, and expenses for books or technical study means, regarding your studies in the 1st activity?		NFERAND1 ≠ -2
		Fully paid by yourself……………………………………	1	
		Partly paid by yourself and partly paid by somebody else………………………………………………………	2	
		Fully paid by somebody else……………………………	3	
		Free activity………….........………………………….…	4	
		You don't know..……………………………………….…	5	
		No answer…………………………………..………….……	-1	
		Not applicable (NFERAND1 = -2)…………………..……	-2	

108	NFEPAIDBY1	Which one of the following entities paid in-part or in-full for tuition, registration, exam fees, and expenses for books or technical study means, regarding your studies for the 1st non-formal learning activity? (mark all that apply)		NFERAND1 ≠ -2 and (NFEPAID1 = 2 or 3)
	NFEPAIDBY1_1	Employer or prospective employer	(**)	
	NFEPAIDBY1_2	Public employment services	(**)	
	NFEPAIDBY1_3	Other public institutions	(**)	
	NFEPAIDBY1_4	A household member or a relative	(**)	
	NFEPAIDBY1	None of the items above……………………………………	0	
		At least one of the items above selected…………………	1	
		No answer…………………………………..………….……	-1	
		Not applicable (NFERAND1 = -2 or (NFEPAID1 ≠ 2 or 3))………………………………………………………	-2	

Note: *These questions concern the situation when the direct expenses were fully or partly paid by some other party. In case the worker was employed by a member of his/her household and received financial support from the household but as an employee or family worker this should be treated as employer and not household support. In case the respondent was self-employed when participating in education and training and financed the expenses from his/her company sources, that should be coded as employer's support (either full or part).*

*Note that symbol (**) indicates the variable should be coded 1 if selected, 2 if not selected, -1 if no answer and -2 if not applicable.*

109	NFEPAIDVAL1	How much did you personally or any member of your household or relative pay for tuition, registration, exam fees, and expenses for books or technical study means, regarding your studies for the 1st non-formal learning activity?		NFEPAID1 = 1 or NFEPAID1 = 2 or (NFEPAID1 = 3 and NFEPAIDBY1_4 = 1)
			in Euros	
		No answer…………………………………..………….……	-1	
		Not applicable [NFEPAID1 ≠ 1 and NFEPAID1 ≠ 2 and (NFEPAID1 = 3 and NFEPAIDBY1_4 ≠ 1)] or [NFEPAID1 = 4 or 5]…………………………………	-2	

Note: All costs should be included, even those that were paid prior to the beginning of the training (for those cases when the payment is done at enrolment, long before the beginning of the training). In case of learning activities of long duration, costs should only refer to those parts of learning activities that took place within the last 12 months.

110	**NFEUSEA1**	**How much are you currently using the skills or knowledge that you acquired from the 1st non-formal learning activity?**		NFERAND1 ≠ -2
		- A lot…………………………………………………	1	
		- A fair amount…………………………………………	2	
		- Very little……………………………………………	3	
		- Not at all………………………………………….....	4	
		- No answer……………………………………………	-1	
		- Not applicable (NFERAND1 = -2)…………………….....	-2	

111	**NFEUSEB1**	**How much are you expecting to use the skills or knowledge that you acquired from the 1st non-formal learning activity?**		NFERAND1 ≠ -2
		- A lot…………………………………………………	1	
		- A fair amount…………………………………………	2	
		- Very little……………………………………………	3	
		- Not at all………………………………………….....	4	
		- No answer……………………………………………	-1	
		- Not applicable (NFERAND1 = -2)…………………….....	-2	

112	**NFEOUTCOME1**	**Have the new skills/knowledge acquired through the 1st non-formal learning activity helped you in any of the following ways? (mark all that apply)**		NFERAND1 ≠ -2
	NFEOUTCOME1_1	Getting a (new) job	(**)	
	NFEOUTCOME1_3	Higher salary/wages	(**)	
	NFEOUTCOME1_2	Promotion in the job	(**)	
	NFEOUTCOME1_4	New tasks	(**)	
	NFEOUTCOME1_5	Better performance in present job	(**)	
	NFEOUTCOME1_6	Personal-related reasons (meet other people, refresh your skills on general subjects etc.)	(**)	
	NFEOUTCOME1_7	No outcome yet	(**)	
	NFEOUTCOME1	- None of the items above…………………………………	0	
		- At least one of the items above selected…………………	1	
		- No answer……………………………………………	-1	
		- Not applicable (NFERAND1 = -2)……………………..	-2	
Note: symbol (**) indicates the variable should be coded 1 if selected, 2 if not selected, -1 if no answer and -2 if not applicable					

1.5 Difficulties in participation in education

Ques tion No.	Variable Name	QUESTIONS/ANSWERS		FILTER
	(DIFFICULTY)	DIFFICULTIES RELATED TO PARTICIPATION (OR MORE PARTICIPATION) IN EDUCATION AND TRAINING DURING THE LAST 12 MONTHS		
	(NEED)	NO NEED FOR (FURTHER) EDUCATION AND TRAINING		

Note: *We are interested to allocate the respondent in one of the four categories/groups below in order to analyse the difficulties that he/she faced to participate in education and training during the last 12 months.*

Alternatively to asking the respondent directly to allocate himself/herself to one of the four categories defined in the variable DIFFICULTY and NEED of the Commission Regulation, the interviewer should propose the questions DIFFICULTY_A or DIFFICULTY_B and subsequently the questions NEEDA and NEEDB depending on the answers to questions on participation in education and training asked earlier on during the interview. The derived codes are given below

		Participation in education and training either formal or non-formal		
113	DIFFICULTY_A	Previously in the questionnaire you stated that during the last 12 months you participated in education and training. Would you have liked to participate even more in such activities?		FED = 1 or NFECOURSE = 1 or NFEWORKSHOP = 1 or NFEGUIDEDJT = 1 or NFELESSON = 1
		- Yes [*Group 2*]…………………………..…………	1	**=> DIFFICULTY = 2**
		- No [*Group 1*]…………………………………………	2	**=> DIFFICULTY = 1**
		- No answer……………………………………………	-1	
114	NEEDA	You answered no to the previous question. Is it because you did not need additional education and training?		DIFFICULTY = 1
		- Yes……….......……………………………………	1	**=> NEED = 1**
		- No...	2	**=> NEED = 2**
		- No answer……………………………………………	-1	**=> NEED = -1**
		- Not applicable (DIFFICULTY ≠ 1)…………………	-2	**=> NEED = -2**
		No participation in formal nor in non-formal education and training		
115	DIFFICULTY_B	Previously in the questionnaire you stated that during the last 12 months you did not participate in any kind of education or training. Despite this, would you have liked to participate in such activities?		FED = 2 and NFECOURSE = 2 and NFEWORKSHOP = 2 and NFEGUIDEDJT = 2 and NFELESSON = 2
		- Yes [*Group 4*]…………………………..…………	1	**=> DIFFICULTY = 4**
		- No [*Group 3*]…………………………………………	2	**=> DIFFICULTY = 3**
		- No answer……………………………………………	-1	
116	NEEDB	You answered no to the previous question. Is it because you did not need education and training?		DIFFICULTY = 3
		- Yes……….......……………………………………	1	**=> NEED = 1**
		- No...	2	**=> NEED = 2**
		- No answer……………………………………………	-1	**=> NEED = -1**
		- Not applicable (DIFFICULTY ≠ 3)…………………	-2	**=> NEED = -2**

<table>
<tr><td colspan="5">For those who participated and wanted to participate more (Group 2) and those who did not participate but wanted to (Group 4) and those who answered 'No' to NEED</td></tr>
<tr><td colspan="5">Note: <i>Interviewers SHOULD then list the possible reasons before the respondent replies to the following question. The list of reasons/difficulties could be presented to the respondent.</i></td></tr>
<tr><td>117</td><td>DIFFTYPE</td><td colspan="2">Which of the following obstacles prevented you from participating in education and training? (mark all that apply)</td><td>(DIFFICULTY = 2 or 4) or (NEED = 2)</td></tr>
<tr><td></td><td>DIFFTYPE_01</td><td>Difficulty 01 - Prerequisites</td><td>(**)</td><td></td></tr>
<tr><td></td><td>DIFFTYPE_02</td><td>Difficulty 02 - Cost</td><td>(**)</td><td></td></tr>
<tr><td></td><td>DIFFTYPE_03</td><td>Difficulty 03 - Lack of employer support or lack of public services support</td><td>(**)</td><td></td></tr>
<tr><td></td><td>DIFFTYPE_04</td><td>Difficulty 04 - Schedule</td><td>(**)</td><td></td></tr>
<tr><td></td><td>DIFFTYPE_05</td><td>Difficulty 05 - Distance</td><td>(**)</td><td></td></tr>
<tr><td></td><td>DIFFTYPE_06</td><td>Difficulty 06 - No access to a computer or internet</td><td>(**)</td><td></td></tr>
<tr><td></td><td>DIFFTYPE_07</td><td>Difficulty 07 - Family responsibilities</td><td>(**)</td><td></td></tr>
<tr><td></td><td>DIFFTYPE_08a</td><td>Difficulty 08a - Health</td><td>(**)</td><td></td></tr>
<tr><td></td><td>DIFFTYPE_08b</td><td>Difficulty 08b - Age</td><td>(**)</td><td></td></tr>
<tr><td></td><td>DIFFTYPE_09</td><td>Difficulty 09 - Other personal reasons</td><td>(**)</td><td></td></tr>
<tr><td></td><td>DIFFTYPE_10</td><td>Difficulty 10 - No suitable education or training activity (offer)</td><td>(**)</td><td></td></tr>
<tr><td></td><td>DIFFTYPE_12</td><td>Difficulty 12 - Negative previous learning experience</td><td>(**)</td><td></td></tr>
<tr><td></td><td rowspan="4">DIFFTYPE</td><td>- None of the items above</td><td>0</td><td></td></tr>
<tr><td></td><td>- At least one of the items above selected</td><td>1</td><td></td></tr>
<tr><td></td><td>- No answer</td><td>-1</td><td></td></tr>
<tr><td></td><td>- Not applicable (DIFFICULTY ≠ 2 or 4 and NEED ≠ 2)</td><td>-2</td><td></td></tr>
<tr><td colspan="5">Note: <i>Category "you did not have the prerequisite" concerns mainly entrance requirements which are imposed by the provider and not the attitudinal barrier.
Symbol (**) indicates the variable should be coded 1 if selected, 2 if not selected, -1 if no answer and -2 if not applicable.</i></td></tr>
</table>

<table>
<tr><td>118</td><td>DIFFMAIN</td><td colspan="2">Among the obstacles that you mentioned previously, which one was the most important?</td><td>(DIFFICULTY = 2 or 4) or (NEED = 2)</td></tr>
<tr><td></td><td></td><td>- Code of the difficulty from 01 to 12 as in the variable DIFFTYPE)</td><td>3 digits</td><td></td></tr>
<tr><td></td><td></td><td>- No answer</td><td>-1</td><td></td></tr>
<tr><td></td><td></td><td>- Not applicable (DIFFICULTY ≠ 2 or 4 and NEED ≠ 2)</td><td>-2</td><td></td></tr>
</table>

		1.6 Informal learning	

Ques tion No.	Variable Name	QUESTIONS/ANSWERS		FILTER
	(INF)	**During the last 12 months, apart from the activities mentioned earlier, have you <u>deliberately</u> tried to learn anything at work or during your free time to improve your knowledge or skills through any of the following means?**		
119	**INFFAMILY**	**Learning from a family member, a friend or colleague**		
		- Yes…………….............……………………………	1	
		- No……………………………………………………	2	
120	**INFMATERIAL**	**Learning by using printed material (books, professional magazines, etc.)**		
		- Yes…………….............……………………………	1	
		- No……………………………………………………	2	
121	**INFCOMPUTER**	**Learning by using computers (online or offline)**		
		- Yes…………….............……………………………	1	
		- No……………………………………………………	2	
122	**INFMEDIA**	**Learning through television/radio/video**		
		- Yes…………….............……………………………	1	
		- No……………………………………………………	2	
123	**INFMUSEUM**	**Learning by guided tours in museums, historical or natural or industrial sites**		
		- Yes…………….............……………………………	1	
		- No……………………………………………………	2	
124	**INFLIBRARIES**	**Learning by visiting learning centres (including libraries)**		
		- Yes…………….............……………………………	1	
		- No……………………………………………………	2	
	INF	- Yes…………….............……………………………	1	
	INF	- No……………………………………………………	2	
Note : the variable **INF** is coded 1- Yes if at least one of the 6 informal categories is coded 1- Yes				

Question No.	Variable Name	QUESTIONS/ANSWERS				FILTER
125	LANGMOTHER	**Which language(s) is (are) your mother tongue(s)?**				
		1st language……………………………………………				
			ISO 3-digits			
		2nd language……………………………………………				
			ISO 3-digits			
		None……………………………………………………	000			
Note: *Mother tongue ('first language in some countries') refers to language spoken at home as a child. More information is available in the interview guidelines*						

Question No.	Variable Name	QUESTIONS/ANSWERS				FILTER
126	LANGUSED	**How many languages can you use, except you mother tongue(s)?**				
		- Number of other languages ………………..…………………	0-99			
		- No answer…………………………………………………	-1			
		List all the languages you can use except your mother tongue(s) (ranked by skills level in language)				
127	LANGUSED_1	Language 1……………………………………………				
			ISO 3-digits			
		- None……………………………………………………	000			
128	LANGUSED_2	Language 2……………………………………………				
			ISO 3-digits			
		- None……………………………………………………	000			
129	LANGUSED_3	Language 3……………………………………………				
			ISO 3-digits			
		- None……………………………………………………	000			
130	LANGUSED_4	Language 4……………………………………………				
			ISO 3-digits			
		- None……………………………………………………	000			
131	LANGUSED_5	Language 5……………………………………………				
			ISO 3-digits			
		- None……………………………………………………	000			
132	LANGUSED_6	Language 6……………………………………………				
			ISO 3-digits			
		- None……………………………………………………	000			
133	LANGUSED_7	Language 7……………………………………………				
			ISO 3-digits			
		- None……………………………………………………	000			
Note: *ALL LANGUAGES ARE CONSIDERED HERE*						

Question No.	Variable Name	QUESTIONS/ANSWERS				FILTER
134	LANGBEST1	**Which of the languages you mentioned before (excluding mother tongue) do you know best?**				LANGUSED ≠ 0, -1
		- Best known foreign language………………………………	ISO 3-digits			
		- No answer………………….………………………………	-1			
		- Not applicable (LANGUSED = 0, -1)…………………………	-2			

135	LANGLEVEL1	Which one of the following cases best describes your knowledge about the first best known language you mentioned before (excluding mother tongue)?		LANGBEST1 ≠ -1, -2
		- I only understand and can use a few words and phrases…	0	
		- I can understand and use the most common everyday expressions. I use the language in relation to familiar things and situations..…….................................………	1	
		- I can understand the essential of clear language and produce simple text. I can describe experiences and events and communicate fairly fluently….....…………	2	
		- I can understand a wide range of demanding texts and use the language flexibly. I master the language almost completely……………………………………………..	3	
		- No answer……………………..………………………	-1	
		- Not applicable (LANGBEST1 = -1, -2)………………	-2	

136	LANGBEST2	Which of the languages you mentioned before (excluding mother tongue) do you know second best?				LANGUSED ≠ 0, 1, -1
		- 2nd best known foreign language…………………………	ISO 3-digits			
		- No answer……………………..…………………………	-1			
		- Not applicable (LANGUSED = 0, 1, -1)………………	-2			

137	LANGLEVEL2	Which one of the following cases best describes your knowledge about the second best language you mentioned before (excluding mother tongue)?		LANGBEST2 ≠ -1, -2
		- I only understand and can use a few words and phrases…	0	
		- I can understand and use the most common everyday expressions. I use the language in relation to familiar things and situations..……................................	1	
		- I can understand the essential of clear language and produce simple text. I can describe experiences and events and communicate fairly fluently….....…………	2	
		- I can understand a wide range of demanding texts and use the language flexibly. I master the language almost completely……………………………………………..	3	
		- No answer……………………..………………………	-1	
		- Not applicable (LANGBEST2 = -1, -2)………………	-2	

1.8 Income of the household

Question No.	Variable Name	QUESTIONS / ANSWERS		FILTER
END	**HHINCOME**	**Net monthly income of the household**		
	Remark : recommendation to ask the question at the very end of the questionnaire in order to avoid an interview refusal	- Below 1st quintile...	1	
		- Between 1st quintile and 2nd quintile..................	2	
		- Between 2nd quintile and 3rd quintile................	3	
		- Between 3rd quintile and 4th quintile..................	4	
		- 4th quintile and above...	5	
		- No answer..	-1	

Note: *Net income means amounts as the household receives them, which is normally after deduction of tax and contributions to social insurance and pensions, and thus represents the amount available for consumption.*
Further explanations in the context of core variables are provided in the AES manual. AES coordinators can also contact national coordinators for the implementation of core variables for any further questions/clarifications on core variables