

Economically Active Population Survey

**Module on
education/training
received in the last twelve
months.**

Second quarter 2003

Madrid, June 2004

1. Background

The Community Labour Force Survey (LFS) is performed co-ordinately throughout the scope of the European Union, in accordance with the terms envisaged in Council Regulation 577/98 concerning the organisation of a sample survey on economically active population in the Community (Official Journal of the European Communities L-77, of March 14th).

In the case of Spain, the LFS is included in the Economically Active Population Survey (EAPS). EAPS data has been adapted to the aforementioned regulation as from the first quarter of 1999.

This regulation states that in the second quarters of each year, the LFS should include a series of questions on specific issues linked to the labour market.

In the second quarter of 2003 the subject investigated is that of *education/training courses (official and unofficial) received in the last twelve months* and regularly analysing progress in the subject according to that indicated in Commission Regulation 1313/2002 of July 19th 2002. Questions are intended for persons aged 16 or older.

2. Design of the survey and fieldwork

The ad hoc module of education/training courses received in the last twelve months has been carried out along with the EAPS for the second quarter 2003, such that its sample design matches that of the EAPS. The most important features thereof are described below (for more details you can consult the National Statistics Institute *EAPS publications. Technical Manual* and *EAPS. Description of the survey, definitions and instructions for completing the questionnaire*).

The EAPS is a continuous quarterly sample survey that deals with the whole country. It is aimed at the population residing in main family dwellings, in other words, those used as the regular, permanent dwelling during most of the year. Group dwellings (hospitals, nursing homes, barracks, convents...) and secondary or seasonal dwellings are not considered in the survey

The survey uses a stratified two-stage sampling, census sections being the first stage units and the family dwellings being the second stage units. Everybody living in the chosen dwellings is interviewed.

Sample size is 3,497 sections. on average, 18 dwellings are interviewed per section, which implies 65,000 dwellings per quarter.

The sample has been spatially distributed following a compromise allocation between proportional and uniform allocation, aimed at providing estimates by provinces (NUTS 3) and by autonomous communities (NUTS 2).

Conversely, the sample is distributed uniformly over the thirteen weeks that compose each quarter, interviewing approximately 5,000 dwellings a week.

The sections sample is divided into 6 subsamples called rotation shifts and every quarter the dwellings of one rotation shift are replaced; with this mechanism each family is interviewed for six consecutive quarters and is replaced by another family of the same section at the end of the six-quarter period.

The fieldwork is performed by the interviewers that the National Statistics Institute has in each one of its 52 delegations. The first interview is in person, and the second and following are by telephone, unless the family does not have a telephone or prefers interviews in person. All the interviews are performed with a laptop or desktop computer. At the delegation there is a weekly work system that basically has the following sequence:

- Week for interview
- Week for revision and refinement
- Week for sending the questionnaires to the Central services(by teleprocessing)

Each of the 52 Provincial Delegations was sent the electronic questionnaire application including the questions for the module in December 2002.

The internet link was established in January 2003 for said Delegations to consult the instructions for completing the module.

Fieldwork was performed between April 7th and July 5th 2003, with the reference period being between March 31st and June 28th of that same year.

The sample size and the lack of response are presented in table 1.

Table 1. Sample size and lack of response by order of interview

	Total		First interview		Second to sixth Interview	
	Absolute value	Percentage	Absolute value	Percentage	Absolute value	Percentage
Initial sample	63,913	100.00	10,813	100.00	53,100	100.00
Refusals	2,147	3.36	982	9.08	1,165	2.19
Absences	2,915	4.56	753	6.96	2,162	4.07
Unavailable	282	0.44	4	0.04	278	0.52
Total lack of Response	5,344	8.36	1,739	16.08	3,605	6.79
Original sample Interviewed	58,569	91.64	9,074	83.92	49,495	93.21

In line with the processing of events during fieldwork applied in the EAPS, the 982 households who refused to answer during the first interview were replaced by other households, who were selected randomly from the same sections. The final sample of interviewees amounted to 59,551 households (58,569 original households and 982 substituted households who refused to participate in the first interview). Its composition is shown in Table 2.

Table 2. Sample interviewed by interview order.

	Total		First interview		Second to sixth Interview	
	Absolute value	Percentage	Absolute value	Percentage	Absolute value	Percentage
Sample interviewed	59,551	100.00	10,056	100.00	50,831	100.00
Original sample	58,569	98.35	9,074	90.23	50,831	100.00
Substituted refusals	982	1.65	982	9.77	0	0.00

On the other hand, the final sample from which the estimates are obtained exceeds the 59,551 households that appear in Table 2; this is due to the fact that during automatic treatment of the information is copied of households from the previous quarter (in this case the first quarter of 2003) that have been absent, that have refused or that have been unavailable during the second quarter but which were interviewed during the first quarter. The object of this procedure is to

reduce the bias that may occur in the estimates due to the lack of response. Table 3 shows the final sample according to interview number.

Table 3. Final sample by interview number

	Total		First interview		Second to sixth Interview	
	Absolute value	Percentage	Absolute value	Percentage	Absolute value	Percentage
Final sample	60,887	100.00	10,056	100.00	50,831	100.00
Sample interviewed	59,551	97.81	10,056	100.00	49,495	97.37
Duplicated households	1,336	2.19	0	0.00	1,336	2.63

3. Questionnaire

Questionnaire for the module of the 2nd quarter of 2003 of the Economically Active Population Survey

Module filter: the module will be answered by persons aged 16 and over.

M. Education/training courses received in the last twelve months

At the beginning of the interview we have spoken about finished studies and training in the last four weeks. Now, to finish the interview, I will ask you a series of questions also about education or training referring to the last twelve months (from of 2002 to of 2003).

If B5 has covered any official educational courses, except for first, second and third cycle university studies, that is, if the first 2 digits of B5 are 11, 12, 13, 22, 23, 32, 33, 34, 36, 51, 52 or 56, then go to the note above question 3.

Lets start by talking about official education, that is, education that is officially approved by the Ministry of Education, Culture and Sports

1 Have you studied any official education courses in the last twelve months?

Yes	1
No	6 Go to the note above question 3

2 What were those studies and what sector do they belong to?

Select

Now we will discuss education/training courses taught outside the official educational system. We only refer to courses in which there is a teacher or a tutor giving the class or performing a follow-up on the student's learning, and these can be courses with attendance required, distance learning or correspondence courses.

3 Have you received any courses given by an academy, by the Official Languages School, sponsored by your workplace, aimed at the unemployed, or have you attended seminars, conferences, private lessons, or have you studied a masters degree?

Yes	1
No	6 Go to 14

4 How many courses have you attended in the last twelve months?

One	1 Go to 6
Two	2 Go to 6
Three	3 Go to 6
More than three	4

5 Could you indicate the total number of hours all these courses have involved?

No. of hours.....

6 How many hours did the course last?

(If you have taken several courses, refer to the most recent one (Course 1))

No. of hours
.....

If M4=1, go to the box above question 9

7 How many hours did the second most recent course last (Course 2)?

No. of hours
.....

If M4=2, go to the box above question 9

8 How many hours did the third most recent course last (Course 3)?

No. of hours
.....

If M4=1 choose an option from question 9 under the column corresponding to Course 1; then go to question 10

If M4=2 choose an option from question 9 under each one of the columns corresponding to Course 1 and Course 2; then go to question 10

If M4=3 or 4, choose an option under each column; then go to question 10

9 What were your main reasons for taking said course(s)?

	Course 1	Course 2	Course 3
Work-related reasons	1	1	1
Out of personal interest	2	2	2
Other reasons	3	3	3

10 What were the courses about?

(If you have taken several courses, refer to the most recent one (Course 1))

Select

If M4=1, go to the box above question 13

11 What was the second most recent course about (Course 2)?

Select

If M4=2, go to the box above question 13

12 What was the third most recent course about (Course 3)?

Select

If M4=1 choose an option from question 13 under the column corresponding to Course 1; then go to question 14

If M4=2 choose an option from question 13 under each one of the columns corresponding to Course 1 and Course 2; then go to question 14

If M4=3 or 4, choose an option from question 13 under each column; then go to question 14

13 Did any part of that course (or courses) take place within working hours?

	Course 1	Course 2	Course 3
The entire course was within working hours	1	1	1
The most part within working hours	2	2	2
The most part outside working hours	3	3	3
The entire course was outside working hours	4	4	4
Was not working at the time	5	5	5

14 Apart from the courses mentioned above, did you use at any time within the last twelve months any of the following self-teaching methods?

(1=Yes, 2=No, 3=Don't know)

Self-teaching based on printed material (specialised books and magazines, etc.)

Self-teaching based on videos or tapes without using a computer

Self-teaching based on the computer and via Internet

Visits to facilities designed for transmitting educational content
(libraries, cultural centres, museums, exhibitions, etc.)

4. Instructions to complete the questionnaire

Module on education/training received within the last twelve months (Survey on Economically Active Population for the second quarter of 2003)

AN INTRODUCTION

A series of questions on specific subjects of the labour market are introduced in the Economically Active Population Survey the second quarters for each year. These questions are included in what is called *Ad hoc module* and they are performed in coordination with the Labour Force Surveys in other countries of the European Union, according to that indicated in Regulation 577/98 of the Council on the organisation of a sample survey on the economically active population of the Community (Official Journal of the European Communities L-77, March 14).

For the second quarter of the year 2003, the subject to be researched is that of *education/training courses received in the last twelve months*.

These life-long training courses have become the basic object of employment policies in all the member countries. The study of these will allow developing strategies that help the population to acquire and/or update the knowledge necessary to be able to face the economic and social changes that occur.

In this way, the Member States should establish national objectives for participation in courses of education/training (of official and non-official education) and regularly analyse progress in this matter.

B POPULATION SCOPE

The module is aimed at persons aged 16 and over.

C INSTRUCTIONS TO COMPLETE THE QUESTIONNAIRE

The printed version of the questionnaire is included in the annex. The instructions for filling out the questionnaire are detailed below.

The inbound flows of the module will depend on what the interviewee has answered in Section B on education and training. The instructions for question 1 detail all the cases, although only for information purposes since the flow is directed automatically by the EAPS-PEN application and therefore the interviewer does not have to decide which question to start with.

Before question 1, the interviewee must be read the following text:

"Lets start by talking about official education, that is, education that is officially approved by the Ministry of Education, Culture and Sports".

1.- Have you studied any official education courses in the last twelve months?

Yes	1	
No	6	<i>Go to the note above 3</i>

By "official education" we understand studies that are officially approved by the Ministry of Education, Culture and Sports, the successful completion of which is validated with an academic diploma or title that is valid all over Spain **and which allows in most cases to access higher level studies within the same educational system.**

Studies from the Official Languages School are not considered part of official education, thus being included in question number 3.

People who in B5 answered that they have followed some official education course in the last four weeks, except for first year, second year or third year university studies, i.e. if the 2 first digits of B5 are 11, 12, 13, 22, 23, 32, 33, 34, 36, 51, 52 or 56, they will not answer this question but instead they shall go to the note above question 3. The reason is that they shall always answer for the highest level course and if they have answered for an official education course in the last four weeks (in B5), it is assumed that it is of a higher level (or equal) than any that may have been taken in the last 12 months (assuming that it is a different course). If the courses taken in the last four weeks and in the last twelve months were different but of the same level, the most recent one would be coded, that is, the one taken in the last four weeks. Therefore, in all cases in which an official education course has been assigned in B5, this will prevail upon another possible course that may have been performed in the last twelve months.

Those who answered in B5 that they followed courses of official education but which correspond to first year, second year or third year university degrees (the 2 first digits of B5=54, 55 or 61) will receive separate treatment. For these people, as for the rest that studied official education, the studies of the highest level will always be assigned, and if there were several at the same level, the most recent one should be chosen. Therefore, in principle, it would not be necessary to ask them the first 2 questions, but due to Eurostat demands, in these cases it is necessary to know the studies segment to 3 digits, and the third digit cannot be deduced from the information obtained in B5. The actions to be performed in this case are as follows: In question 1 a number 1 is pre-assigned and in question 2 the studies (first digit) are pre-assigned, so the sector should be assigned (3 last digits). This means that it is not necessary to ask question 1 to the interviewee, since the application will automatically select the appropriate option. The text above M1 will not have to be read to the interviewee, either.

Question M1, therefore, will have to be answered by persons 16 years of age and over who in B5 stated that in the last four weeks they have studied some non-official course, that is, when the first 2 digits of B5 are some of the following: 21, 31, 35, 41, 53, 57, 58, 91, 92, 93. It will also be answered by those who did not follow any course in the last 4 weeks, that is, B4=3, or by those who in B4 answered 1 or 2, that is, who received some course or were on holidays during the last four weeks but in B5 have only used

graphics or character recognition, leaving the codification for later, so that the EAPS-PEN application cannot distinguish whether it is official or non-official education.

2.- What were those studies and what sector do they belong to?

Select.....

In the space reserved for this answer, please detail the type of studies followed (to 1 digit) in the last twelve months and the sector they belong to (to 3 digits).

Study classification to one digit (included in laptops for this question) is the following:

1. Primary education
2. Obligatory secondary education
3. Post-secondary education, Post-secondary non-higher education
4. F. P. Intermediate Level and equivalent
5. Social Guarantee Programmes
6. F. P. Higher education, VT II and equivalent
7. First year, second year University Education and equivalent
8. Doctorate, specialisation studies for University Students (not considering postgraduate or masters courses)

The fourth heading will also include "Training cycles for Intermediate Plastic Arts and Design", "Intermediate Education of Sport Technicians", "Common Courses for Applied Arts and Artistic Professions (the first three courses)", "Agricultural Training", "Military Training (Troop Training)", "Civil Guard (Basic Scale)".

The fifth heading, Social Guarantee Programmes, will include the programmes taught to students who have not obtained the qualification in Obligatory Secondary Education with the aim of providing a basic professional training that will allow them to enter the labour market.

Only persons under 23 years of age can access Social Guarantee Programmes, so for this question heading 5 will be chosen by persons who are currently a maximum of 25 years old (that is, those who twelve months ago were up to 24 years old, since they could have started the course when they were 23 and during the course become 24).

The sixth heading will also include "Advanced Art and Design Education", "Advanced Education of Sport Technicians", "Specialty courses for Applied Arts and Artistic Professions (the last two courses)", "Military education for incorporation into the Ranks of NCO in the Armed Forces and Civil Guard", "Commercial Aeroplane Pilot".

The seventh heading will also include University Titles, "Advanced Studies in Conservation and Restoration of Cultural Assets", "Advanced Ceramics Studies", "Military education for incorporation into the Ranks of Officer in the Armed Forces and

Civil Guard", "Airline Transport Pilot", "Tourism Studies", "Advanced Studies in Design", "Drama", "Advanced Level Music", "Advanced Level Dance".

The eighth heading also includes "Specialisation courses in Medicine, Pharmaceutics, Biology, Chemistry, Psychology (MIR (medical intern), FIR (pharmaceutical intern), BIR (biology intern), QIR (chemistry intern), PIR (psychology intern))", "Professional qualification for Didactic Specialisation"/Teacher Training Course (CAP), Specialisation courses for Nurses (gynaecology, etc...).

The sixth and seventh headings **WILL NOT INCLUDE** postgraduate studies (masters) from Universities or private centres. These will be included in question No. 3.

The coding will be performed in the same manner as that of question B5, such that if two or more different courses have been studied, it is the highest level course, or the most recent, which will be recorded.

As noted in the indications on the previous question, for those persons who in B5 indicated that they studied University Studies in the last four weeks, the first digit of this question is pre-assigned, such that if the first 2 digits of B5 were 54 or 55 (first year or first and second year university studies) a 7 will be assigned in the new classification (first and second year university studies or equivalent) and if the first 2 digits were 61 in B5 (third year university studies), an 8 will be assigned in the new classification (doctorate, specialisation studies for university students).

Before asking question number 3, read out the following text:

"Now we will discuss education/training courses taught outside the official educational system. We only refer to courses in which there is a teacher or a tutor giving the class or performing a follow-up on the student's learning, and these can be courses with attendance required, distance learning or correspondence courses."

3. Have you taken any courses taught in academies, by the Official Languages School, sponsored by your workplace, for the unemployed, or have you attended seminars, conferences, private lessons, or have you taken a Masters degree?

Yes	1
No	6 Go to 14

This question researches courses that, even being organised and classified according to certain rules (schedules, duration, contents, etc.), **DO NOT** provide a certificate/diploma/academic title that allows following studies of a higher academic level to that of the person in question. **It must be stressed that these courses always involve the figure of the teacher, speaker, or tutor.**

This heading will include the following types of courses:

- Courses sponsored by companies aimed at their employees.
- Courses from the Official Languages School.

- Courses taught by academies or private centres of any nature (IT, languages, preparation for public exams, driving license, leisure, culture, sports, any specific technical training, etc.)
- Training courses for the unemployed provided by the Public Administration or centres officially approved by the Public Administration (including any Vocational Training course, as well as those taught in Educational Workshops, Trade Schools and Employment Workshops).
- Postgraduate Courses (masters) taught by Universities or other private or public centres.
- Attendance in seminars, conferences, private lessons.
- Distance learning or correspondence courses on a specific subject under tutorial supervision.

4.- How many courses have you studied in the last twelve months?

One	1	<i>Go to 6</i>
Two	2	<i>Go to 6</i>
Three	3	<i>Go to 6</i>
More than three	4	

The corresponding option will be selected.

When the interested party is taking a course consisting of several modules, and each one of these is considered to be independent from the rest, and registration to each one being separate, then the number of courses the person is taking is the same as the number of modules the person has registered for. If, in contrast, the modules cannot be separated and form a single unit, then the person is considered to be taking a single course.

5.- ¿Could you indicate the total number of hours all these courses have involved?

No. hours.....

The total number of hours of all the courses taken in the last twelve months should be recorded. These hours should refer only to the previous twelve months, such that if any of the courses started before then, the hours that should be counted are those of the period indicated, and not of the entire course.

The hours taken into account are those of the lessons and not study time at home or the time used in commuting. The maximum number of hours admitted is of 2000 and if 1000 hours are exceeded, the application shows a warning message.

In case the interviewee cannot specify the total number of hours, he or she will be asked about the starting and ending dates of the course, as well as about any possible interruptions due to holidays or other reasons, which will be subtracted from the total.

Thus, the total number of weeks will be counted and supposing that the week has 5 class days and the day has 5 hours of classes, an approximate calculation can be made. Thus, a person who took a course lasting 1 month and a half, used 6 (weeks) x 5 (days of classes every week) x 5 (daily hours of classes) = 150 hours.

In order not to have to perform these calculations at the time of the interview, an annotation in writing will be allowed that will be subsequently coded.

6.- ¿How many hours did the course last?

(If you have taken several courses, refer to the most recent one (Course 1))

No. hours.....

If M4=1, go to the box above question 9

If you have taken several courses, refer to the most recent one.

As in the previous question, the hours of course in the last twelve months will be counted. If the course started before, the hours corresponding to the previous period will not be taken into account.

The remaining instructions for question 5 are valid for this one.

In the case that only one course has been taken, question 9 will be answered.

7.- ¿How many hours did the second most recent course last (Course 2)?

No. hours.....

If M4=2, go to the box above question 9

To be completed in the same manner as the 2 previous questions.

If the person has not taken more than 2 courses, question 9 will be answered.

8.- ¿How many hours did the third most recent course last (Course 3)?

No. hours.....

To be completed in the same manner as questions 5 to 7.

If more than three courses have been taken, the total of hours registered in questions 6, 7 and 8 must be strictly less than the number of hours registered for question 5; otherwise a message will appear when validating for this to be corrected.

If M4=1 choose an option from question 9 under the column corresponding to Course 1; then go to question 10

If M4=2 choose an option from question 9 under each one of the columns corresponding to Course 1 and Course 2; then go to question 10

If M4=3 or 4, choose an option under each column; then go to question 10

9 What were your main reasons for taking said course(s)?

	Course 1	Course 2	Course 3
Work-related reasons	1	1	1
Reasons of personal interest	2	2	2
Other reasons	3	3	3

Only one option shall be indicated per course; that corresponding to the main reason. Option 3 shall be avoided as much as possible, being chosen only when there is no possibility of choosing any of the first 2 options.

a) Work-related reasons

This heading will include courses that the interviewee undertakes with the purpose of obtaining knowledge, new skills or abilities for his or her **current and future jobs**, or with the aim of increasing his or her salary or to improve his or her prospects and career and promotion opportunities.

b) Reasons of personal interest

This heading will include courses that the interviewee undertakes in order to develop his or her personality (sports, hobbies, entertainment) and activities of any kind that provide personal satisfaction.

Note:

Language and IT courses will be included in one of the two previous headings according to the interviewee's criterion, unless they are sponsored by his or her workplace, in which case they will be included under heading 1 (work-related reasons).

Persons having taken one course will have to fill out the row corresponding to column 1 (course 1), persons who took 2 courses will have to fill out the rows corresponding to columns 1 and 2 (course 1 and course 2) and persons who took 3 or more courses will have to fill out the rows corresponding to the 3 columns (referring to the 3 most recent courses).

In the event that the interviewee has any doubts when selecting any of the three possible codes, the following criteria will be applied:

- If the course (or courses) were taken entirely or for the most part during working hours then choose option 1 (work-related reasons).
- If, on the other hand, the course (or courses) were entirely or for the most part outside working hours then choose any of options 2 or 3 (personal interest or other reasons), although this would not have to be true in certain situations in which the interested party were a student or were unemployed.

As indicated above, this criterion is used only if there are any doubts; otherwise, the interviewee will freely choose one of the options.

10 What were the courses about?

(If you have taken several courses, refer to the most recent one (Course 1))

Select

<i>If M4=1, go to the box above question 13</i>

A code for the classification of study sectors to 3 digits will be chosen which is compatible with non-official education studies.

If M4=1, that is, if the person answered that in the last twelve months they received a non-official education course, then go to question 13, since questions 11 and 12 are for other possible courses they could have taken.

Then there are a series of courses that Eurostat believes convenient to highlight due to the doubts arising in different countries about the correct code that should be applied:

- Courses on textile weaving, embroidering craftwork or textile craftwork with needles, are coded with code 215
- Feng Shui (spiritual beliefs), are coded with code 221
- Basic courses in reading, writing, etc. for immigrants are coded with 222
- Courses in mediation in public conflicts are coded with 313
- Courses in genealogy are coded with 322
- Courses in industrial tailoring, embroidery and textiles are coded with 542
- Courses on body-mind, anti-stress and relaxation therapies (those which do not provide an official qualification) should be coded with 726: "Therapy and rehabilitation"
- Courses on how to educate your children are coded with 761: "Childcare and services for the young" (Studies of Preschool Education teachers and educators are registered with code 143)
- Courses on board games, with 812
- Courses on stamp and coin collecting are coded with 812
- Courses on: yoga, ayurveda, qigong and shiatsu, with 813
- Sewing and cooking courses related to domestic service are coded with 814
- Courses of stress prevention at the workplace are coded with 862

11 What was the second most recent course about (Course 2)?

Select

If M4=2, go to the box above question 13

As in the previous question, the appropriate code will be chosen from the classification of study sectors compatible with non-official education for the second most recent course received.

If only 2 non-official courses were taken, then the person will not answer the following question (which refers to a possible third course) and will go to question 13.

12 What was the third most recent course about (Course 3)?

Select

The sector of studies will be chosen for the third non-official education course received.

If M4=1 choose an option from question 13 under the column corresponding to Course 1; then go to question 14

If M4=2 choose an option from question 13 under each one of the columns corresponding to Course 1 and Course 2; then go to question 14

If M4=3 or 4, choose an option from question 13 under each column; then go to question 15

13 Did any part of that course (or courses) take place within working hours?

	Course 1	Course 2	Course 3
The entire course was within working hours	1	1	1
The most part within working hours	2	2	2
The most part outside working hours	3	3	3
The entire course was outside working hours	4	4	4
Was not working at the time	5	5	5

If the person took a course, then fill out the appropriate row under the first column (course 1). If the person took 2 courses, then fill out the appropriate rows under columns 1 and 2 (course 1 and course 2), and if they took more than 2, then fill out the rows of the 3 columns referring to the 3 most recent courses.

If the interviewee took the course outside of working hours but the company paid for it or compensated the employee with hours off, then assign number 1 or 2.

Housewives, volunteer workers and generally all those persons who, although employed, do not perform any economic activities and are thus considered inactive, even if they take a course relating to such work, shall choose code 5.

14 Apart from the courses mentioned above, did you use any of the following self-learning methods at any time during the last twelve months?

(1=yes, 2=no, 3= does not know)

Self-learning based on printed material (specialised books and magazines, etc.)

Self-learning based on videos or tapes without using a computer

Self-learning based on the computer and via Internet

Visits to facilities designed for transmitting educational content

(libraries, cultural centres, museums, exhibitions, etc.)

It must be stressed that in this question we refer to courses which DO NOT INVOLVE THE FIGURE OF THE TEACHER, SPEAKER, OR TUTOR and are thus based on self-learning. It is thus important to indicate that questions 3 and 14 are complementary regarding coverage of all training **received outside official education**.

This type of education does not require a minimum dedication, therefore the interviewee decides whether he or she has done so or not, independently to the time used.

On the other hand, the interviewee must be read all and each one of the options to this question and one of the 3 possible *answers* (*yes, no, does not know*) must be registered for each one.

Note:

Before validation a code must be chosen for all the questions in which writing or character recognition has been used.

5. Information processing

Once the Central Services receive the questionnaires with the survey information (both the main questionnaire and the ad hoc module), they are processed to obtain the final file and the estimates.

The information from the module is processed following a structure similar to the basic questionnaire in line with the following principles (for further information, check the *EAPS publication. Information processing*):

- It should not interfere in the processing of the basic questionnaire.
- It should follow a general structure, so that the least possible changes are made from one year to the next.
- It should be simultaneous or subsequent to the processing of the basic questionnaire.

In accordance with these principles, the processing stages applicable to the module are as follows:

1.- Monthly treatment

Each month they are filtered by automatic detection and manual correction of the identification variables of the basic EAPS questionnaire; this filtering has been modified during the second quarters of each year so that they are also valid for the ad hoc module.

Thus, the filtering of module's identification variables (quarter, province, section, dwelling and number of persons) is performed alongside that of the basic questionnaire.

2.- Quarterly treatment

Having received the thirteen weeks forming the second quarter of 2003, the usual processing is applied to the basic EAPS questionnaire; having finished the latter, the module variables are then filtered; the software produced by the Subdirector General for Statistical IT called DIA (Automatic Detection and Imputation) is used for this purpose. This software is also applied in filtering the basic file of the survey.

The EAPS file for the second quarter of 2003 has 148,990 registers for persons 16 years of age and over, all of whom have had to answer the module. Furthermore, there are 2,786 registers copied during the quarterly filtering stage from the basic EAPS questionnaire who should have answered the module and which are, logically, blank. Thus the real sample, excluding copied records, amounts to 146,204.

Once the variables are filtered the final file of the ad hoc module is obtained which contains the identification variables, the raising factor, some important variables of the basic file and all the variables of the module. This resulting file is applied an equivalence and is merged with the basic file of the Labour Force Survey (LFS) of the second quarter in order to generate the complete LFS file: the most variable basic LFS variables of the module.

The design of the part of the LFS register corresponding to the module is adapted to that specified in aforementioned Commission Regulation 1566/2001 of July 12th.