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Evaluation of Work-Based Learning Programme 2011-15: Traineeships - Appendices

EVALUATION OF WORK-BASED LEARNING PROGRAMME 2011-15: TRAINEESHIPS

Philip Wilson, York Consulting

Huw Bryer, Old Bell 3

Mark Winterbotham, IFF Research

Rhys Davies, Cardiff University

Views expressed in this report are those of the researcher and not necessarily those of the Welsh Government

For further information please contact:

Siân Williams

Knowledge and Analytical Services

Welsh Government

Cathays Park

Cardiff

CF10 3NQ

Tel: 0300 025 3991

Email: sian.williams50@wales.gsi.gov.uk

CONTENTS:

Appendix A: Methodology

Appendix B: Logic Model

Appendix C: Bibliography

Appendix D: Learner Questionnaire

Appendix E: Employer Questionnaire

Appendix F: ESF Data

Appendix A

Methodology

Methodology

1. The Welsh Government commissioned York Consulting, in association with Old Bell 3, the Cardiff University and IFF Research to carry out an evaluation of the WBL Programme 2011-15. The evaluation commenced in early November 2013 and will continue until November 2015.

2. In summer 2010, the (then) Welsh Assembly Government issued an invitation to tender to deliver its WBL programmes between August 2011 and July 2014 (later extended to March 2015). WBL 2011-15 covers three main areas (as set out in Table A.1), elements of which receive funding from the European Social Fund.

Table A.1: Coverage of the Evaluation

Apprenticeships	<p>Employment-based learning programmes for employed learners, post-compulsory school leaving age, following frameworks that are compliant with the Specification of Apprenticeship Standards for Wales (SASW) and published by the relevant Sector Skills Council. All apprenticeship frameworks include Qualification and Curriculum Framework (QCF) occupational competency and knowledge based qualifications as well as Essential Skills and Employer Rights and Responsibilities</p> <ul style="list-style-type: none"> • Foundation Apprenticeships – are at QCF Level 2 and considered equivalent to five good GCSEs • Apprenticeships – are at QCF Level 3 and considered to be equivalent to two A-level passes • Higher Apprenticeships – are at QCF Level 4 or above (and, in some cases, a knowledge-based
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	<p>qualification such as a Foundation Degree)</p> <ul style="list-style-type: none"> • Flexible Learning – skills training at QCF Levels 2 to 5. Employees aged 19 and over can undertake single qualifications from within Apprenticeship frameworks, to which the Welsh Government will contribute up to 50% of normal funding rates
<p>Traineeships</p>	<p>Traineeships are intended to provide young people aged 16-18 with the skills needed to get a job or progress to learning at a higher level, including an Apprenticeship or Further Education (eligible young people aged 18 may also participate). Traineeships are offered at the following levels:</p> <ul style="list-style-type: none"> • Engagement Traineeship – for youth learners who are assessed as needing to address one or more barriers to further learning or employment and/or need to confirm or contextualise an occupational focus prior to entering further learning or employment; • Level 1 Traineeships – for youth learners who are assessed as being occupationally focused and able to follow a programme of study leading to a Level 1 qualification; • Bridge-to-Employment Traineeships – for youth learners who are assessed as occupationally focused where a progression opportunity is not readily available. This provision is short-term whilst progression is secured. <p>Traineeships include the identification of the barriers faced by the young person; carrying out a work placement, community project or voluntary work; centre-based learning opportunities, to provide the learner with the range of skills they need to progress.</p>

<p>Steps to Employment</p>	<p>This was designed to provide access to training and work placement opportunities for people aged 18 or over who are not in full time education or employment. This was delivered at two levels:</p> <ul style="list-style-type: none"> • Work Focused Learning – for learners who wish to address any barriers to learning or who need to confirm an occupational focus in order to take part in employment, further learning or Routeways to Work. This included work placements, community projects, voluntary work and centre-based learning enabling the learner to achieve qualifications up to and including Level 2 and test knowledge at Level 3; • Routeways to Work – for learners with an occupational focus and who are able to follow a bespoke learning programme, which can take up to eight weeks. The learning programme will align to current or anticipated vacancies in particular businesses or sectors identified by the Department for Work and Pensions and Jobcentre Plus. Where an employer has been identified, the learner will be offered an interview on completion of the training. • Steps to Employment was withdrawn for new entrants on 31 July 2013 and replaced with the Work Ready programme¹.
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¹ Work Ready is available for over 18s receiving benefits. Following a needs assessment, participants receive tailored support either through Learning for Work, a 24-week part time course, or Routeways, providing 10 days training in the skills that employers have said they need.

3. There are a number of other projects related to the WBL programme in that they provide opportunities for young people to gain skills and progress towards employment:
 - Jobs Growth Wales – this is being evaluated separately with the evaluation due to complete in 2015
 - Pathways to Apprenticeship – this is being evaluated separately with the evaluation due to complete in 2015
 - Shared Apprenticeships – an evaluation report was published March 2014²
 - Young Recruits – an evaluation report was published in July 2013³.

Evaluation Overview

4. The aims of the evaluation were to:
 - Assess the effectiveness of the contracting and delivery for WBL 2011-15;
 - Satisfy WEFO's evaluation requirements for projects receiving ESF funding;
 - Carry out specific evaluation of the delivery of Traineeships;
 - Assess the delivery of outputs, outcomes and impacts;
 - Assess the extent to which the programme has secured the participation of individuals according to protected characteristics;
 - Review how Essential Skills Policy has been embedded in the delivery of WBL and how this has contributed to the achievement of WBL 2011-15 objectives.
5. The approach to carrying out the evaluation has been designed to use multiple methods to achieve these evaluation aims, including:

² <http://gov.wales/statistics-and-research/?topic=Education+and+skills&lang=en>

³ <http://gov.wales/statistics-and-research/young-recruit-programme/?lang=en>

- Interviews with key stakeholders in the WBL programme
- Interviews with lead contractors and consortia leads
- Electronic surveys of sub-contractors and members of delivery consortia
- Surveys of employers and learners
- Economic modelling
- Review of programme data.

Reporting phases of this evaluation study

6. The key reporting stages of this evaluation are as follows:
- Initial phase (focused on WBL contracting) [March 2014]
 - Traineeships report [March 2015]
 - ESF report (covering Traineeships and Apprenticeships) [May 2015]
 - Final evaluation report (focusing on Apprenticeships) [December 2015]

Initial phase of the evaluation

7. An initial report⁴ was based on the very early stages of this evaluation project focused on providing initial evidence against the first and third evaluation aims, relating to the effectiveness of the contracting and delivery arrangements for the programme and Traineeships⁵. This was specifically designed to capture

⁴ <http://gov.wales/docs/caecd/research/2014/140319-evaluation-work-based-learning-wales-2011-2015-first-report-contracting-arrangements-en.pdf>

⁵ In particular: the extent to which Traineeships have been individually tailored; the extent to which Traineeship providers offer a sufficiently wide range of vocational options to meet learners' individual needs; the support offered by Traineeship providers to ensure learners remain engaged with learning the extent to which Traineeship providers

learning from the current programme to inform the invitation to tender for WBL from 2015 onwards (WBL4), which was issued in early 2014.

Current phase of the evaluation (focusing on Traineeships)

8. The evaluation objectives in relation to the Traineeships programme were to:
 - assess the extent to which Traineeships have been individually tailored, identifying best practice where this has been successful and reasons for tailoring not being achieved
 - assess the extent to which Traineeship providers offer a sufficiently wide range of vocational options to meet learners' individual needs and aspirations taking account of local LMI, including sourcing unusual, specialist and Third sector placements
 - assess and evaluate the support offered by Traineeship providers to ensure learners remain engaged with learning
 - assess the extent to which Traineeship providers ensure employers actively support learners through their learning programme
 - assess the extent to which Traineeship providers actively plan a progression path for learners exiting the programme including the engagement of the learner in the process and the range of progression opportunities considered.
9. This current phase of evaluation took place between October 2014 and February 2015. It included the following elements:
 - Interviews with five Welsh Government officials responsible for different aspects of Traineeships provision between 2011 and 2015.

ensure employers actively support learners through their learning programme; and the extent to which Traineeship providers actively plan a progression path for learners.

- Interviews with five external stakeholders to the programme, including voluntary organisations, local authorities, Careers Wales and Estyn.
- Interviews with ten learning provider consortia leads/lead contractors.
- A review of Traineeship management information and programme performance data.
- Design of a logic model describing the flow of inputs, processes, outputs, outcomes and impacts addressed by the programme (Appendix B).
- A telephone survey (wave 1) of 102 employers involved with WBL delivery was undertaken by Old Bell 3. From a total of 432 employers provided by WBL providers, the response rate was 24 per cent (the effective response rate accounting only for valid sample was 78 per cent). A total of 45 employers involved with Traineeships were interviewed. The response rates are outlined in Table A.2. The statistical significance at the level of the Traineeships survey was between +/-8.8 and +/-14.6 percentage points at the 95 per cent confidence level. The questionnaire for the survey is included in Appendix E.

Table A.2: Response rates for WBL employer survey, Wave 1, 2014

Outcome	Number of employers
Total Sample	432
Achieved interviews *	102
Organisation not involved in WBL programme	17
No person at organisation adequately informed about WBL programmes to comment	5
Wrong telephone number (despite further research)	5
Organisation no longer trading / in existence	4
Refusal due to lack of time *	13
Refusal due to lack of interest *	10
No response to calls *	2
Other *	4
Quota achieved, so not required	270
Overall response rate (per cent)	24
Valid response rate (per cent) [items with asterisk]	78

Source: WBL Employer Survey, 2014

- A telephone survey of 209 past Traineeship participants was undertaken by IFF Research from 18th November until 14th December 2014. From a database of 1,409 Lifelong Learning Wales Record (LLWR) participants who had consented for their details to be shared, a sample of 925 records had useable contact details. A pilot was undertaken on 31st October – 2nd November 2014, for which 18 interviews were conducted by telephone using computer-aided telephone interviewing (CATI). The average interview length was just over 22 minutes. Overall, a 33% effective response rate was achieved for records with the correct telephone number for an eligible learner (Table A.3). The statistical significance at the level of the whole survey was

between +/-4.1 and +/-6.8 percentage points at the 95 per cent confidence level. The questionnaire for the survey is included in Appendix D.

Table A.3: Response rates for Traineeship survey

Outcome	Number of participants
Total Sample	925
Achieved interviews *	209
Unobtainable / wrong number	242
No recall of learning	26
Learner indicated that still on the course	24
Called 9 or more times and no definite outcome / still live at the end of fieldwork *	343
Refusals *	81
Overall response rate (per cent)	23
Effective response rate (per cent) [items with asterisk]	68

Source: Traineeship Survey, 2014

- The participant sample was highly biased towards male respondents compared to their proportion of the universe and the sample (Table A.4). For other variables the difference was less, although there was a greater percentage of white respondents, respondents with a learning difficulty and/or disability and for those on a Level 1 Traineeship.

Table A.4: Comparison of universe with starting sample and achieved sample

	Per-centage of LLWR 27,300 ⁶	Per-centage of 925 loaded records	Per-centage of 209 achieved	Per-centage point change on LLWR
Gender				
Male	45	57	64	+19
Female	55	43	36	-19
Ethnicity				
White	96	98	98	+2
Not white	4	2	2	-2
Work limiting health condition:				
Learner considers themselves to have a learning difficulty and/or disability	14	15	18	+4
Learner does not consider themselves to have a learning difficulty and/or disability	86	85	82	-4
Learning Type				
Traineeship - Engagement	56	57	54	-2
Traineeship – Level 1	44	43	46	+2
Traineeship – Bridge to Employment	*	0	0	-

Source: Traineeship Survey, 2014 and LLWR data from Welsh Government 2014

- Case studies of seven employers involved with Traineeships. Employers were randomly selected from those responding to the employer survey, who said they had Traineeship participants and were prepared to participate in further research (Table A.5). One employer did not have any Traineeship participants available during the visit, while one employer provided two Traineeship

⁶ Based on learning programme level

participants. We also undertook two case studies with organisations who said they had Traineeships participants but in actual fact had Apprenticeship participants (findings will be used in later reports).

Table A.5: Case Studies

Employer Reference	A	B	C	D	E	F	G
Size	6	500+	38	10	500+	200+	6
Sector	Auto-mobiles	Public sector	Care Home	Childcare	Education	Public sector	Retail
Young People interviewed	1	2	1	1	1	0	1

Source: Case Studies, 2014

- Preliminary counterfactual impact analysis comparing the Traineeship quantitative survey data to the Annual Population Survey (APS) using propensity score matching (PSM) could not be undertaken with a sample of 209 records as it was too small.

Robustness and limitations of Method

10. Overall, the methodology was effective in generating the depth and range of data anticipated. Some key areas to bear in mind when reading the report and reflecting on undertaking a similar approach in the future include:
 - Undertaking provider based case studies in addition to employer based case studies could have added a different dimension to the analysis. This is because provider case studies can enable a focus on specific cases or types of cases to understand the issues and challenges faced by the provider and how they might respond.
 - Surveys: Generally the survey data was representative of the populations it represented.
 - Limitations of the survey results relate specifically to the sample sizes and the resulting statistical significance. The size of the participant survey which was

due to be increased, from 209 to nearer 600, was not possible due to limitations of the data (linked to low levels of consent). The result of this was to constrain the analysis using the PSM approach with APS data.

Appendix B
Logic Model

Traineeship Logic Model

Rationale: The Welsh Government’s Traineeships Programme delivers engagement and level 1 training to young people aged 18 and under who have left compulsory education. This cohort group are going to be considerably vulnerable to becoming “status NEET” and risk long term unemployed. The programme seeks to ensure they get a chance to acquire work skills, get a good start in working life, get to sample work options and opportunities, and find job opportunities or other appropriate further training.

Inputs/ Target group	Activities	Outputs	Outcomes (short term)	Outcomes (medium term)	Outcomes (longer term)
<p>Total budget including</p> <p>Matched Funding:</p> <p>Target Group: young people aged 16-18 just leaving school, not continuing academic route or able/ready for Apprenticeship</p> <p>Sub-targets: 42% female</p>	<p>WELSH GOVT:</p> <ul style="list-style-type: none"> • Procurement • Programme design • Marketing/promotion • Monitoring/audit <p>CW:</p> <ul style="list-style-type: none"> • Refer YP • Follow-up if risk of disengagement <p>PROVIDERS:</p> <ul style="list-style-type: none"> • Receive referral • Initial assessment • Development of ILP • Training delivery • Employer engagement • Tasters • Placements • Ongoing support • Progress monitoring • Maintain/develop staff and delivery standards 	<p>High quality providers</p> <p>Programme awareness</p> <p>12000 participants annually</p> <p>Progression targets:</p> <ul style="list-style-type: none"> • 75% Engagement: • 65% Level 1 <p>CW Referrals</p> <p>CW follow-ups</p> <p>YP experience:</p> <ul style="list-style-type: none"> • Engagement Traineeship (12-21 hrs/wk, receive £30/wk) • Level 1 (30-40 hrs/wk, receive £50/wk) • B2E (30-40 hrs/wk, receive £50/wk) • Specialist support <p>Provider networking events</p>	<p>Increased confidence</p> <p>Increased motivation</p> <p>Engagement Traineeship:</p> <ul style="list-style-type: none"> • Overcoming barriers to employment and/or further learning • Confirm/contextualise an occupational focus • YP sample work options e.g. tasters <p>All Traineeships:</p> <ul style="list-style-type: none"> • YP acquire work skills • YP acquire essential skills • YP gain job search skills • YP gain social/emotional skills • YP experience simulated work environments • YP gain work experience <p>High quality provider delivery</p>	<p>YP make informed and positive choices</p> <p>YP gain increased employability skills</p> <p>YP get a good start in their working life</p> <p>YP find job opportunities</p> <p>YP find further learning</p> <p>YP progress to an Apprenticeship</p> <p>Gain employment</p>	<p>Sustained employment</p> <p>Reduced likelihood of unemployment</p> <p>YP make positive contribution to economy and society</p>

Appendix C

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Appendix D

Learner Questionnaire

PRIVATE & CONFIDENTIAL

2014 Traineeships Survey

Sept 2014

FINAL OUTCOME CODE FOR THE PIECE OF SAMPLE	
Full interview	1
Partial interview (mid-interview quit)	2
Refusal	3
No recollection of the course / provision	4
Person not available in deadline (away / holiday / prison etc)	5
Still trying to achieve interview at end of fieldwork	6
Wrong number – person not known at address	7
Person moved (and no new telephone number available / found)	8
Dead line / fax number (and no new number found)	9
Removed after tried 8+ times (including constant answerphone, no reply)	10
Other (SPECIFY)	0

COURSE FROM SAMPLE FOR RESPONDENT	
1	<COURSE 1> <PROVIDER> <START DATE> <END DATE>

[Course 1=Engagement Traineeship / Level 1 Traineeship / Bridge to Employment Traineeship]

From here on I am going to refer to this training as your 'Traineeship'

Introduction and Screening

SA) May I speak to <NAME FROM SAMPLE>?

Yes – named person speaking	1	ASK S1
Yes – transferred	2	
Definite appointment	3	RECORD TIME AND DATE TO CALL BACK
Soft appointment	4	
Given alternative number to try	5	ASK NEXT QUESTION
Not available in deadline	6	THANK AND CLOSE
Moved / no longer based here	7	ASK NEXT QUESTION
Never heard of person / wrong number	8	THANK AND CLOSE (SUBMIT FOR A TELEPHONE NUMBER SEARCH)
Other (SPECIFY)	9	RESEARCH STAFF TO EXAMINE AND DECIDE NEXT STEP

**SB) IF MOVED or GIVEN ALTERNATIVE NUMBER
Is there a new number I can call to get hold of <NAME FROM SAMPLE>?**

IF NECESSARY ADD: it's just in relation to a study we are conducting among people who recently went on courses to see what they thought of the course and to see what they've done since the course. It's for the Welsh Government.

Yes	1	TAKE NEW NUMBER, THEN REDIAL
No	2	THANK AND CLOSE
Refusal	3	

**SC) WHEN SPEAKING TO NAMED PERSON
Good morning / afternoon, my name is <XXX> calling from IFF Research.
We're conducting a survey on behalf of the Welsh Government about Traineeships.**

According to our records you undertook a <COURSE 1> course or learning that you started on <START DATE> and finished on <END DATE>.

The survey is looking at how useful people found the Traineeships course and what they have done since.

All your answers will be treated in the strictest of confidence (nobody will know how individual people have responded).

The interview should only take around 15 minutes. We can do this now or at a more convenient time for you

ADD IF NECESSARY:

- A Traineeship is a training programme to give young people the skills and experience that employers are looking for, to help young people get a job or go into further training or education.
- All information collected will be treated in the strictest confidence. Responses will not be attributed to any individual. Results will be reported in an anonymised format.
- We work strictly within the Market Research Society Code of Conduct
- Contacts at IFF Research are Becky Duncan and Christabel Downing if they would like to find out more about the survey (020 7250 3035)
- Welsh Government contact is Alison Spence on 02920 82 1636
- Respondent details were supplied to us by the Welsh Government – Lifelong Learning Record.
- Participation in the study is completely voluntary, though we very much hope you will take part.

Continue	1	CONTINUE
No recall of courses	2	
Refusal / not interested	3	THANK AND CLOSE

SDi) As mentioned, according to our records you undertook a <COURSE 1> course or learning that you started on <START DATE> and finished on <END DATE>. Do you recall this?

[NB IF REMEMBER ONE KEY ELEMENT CODE AS A YES e.g. doing a course in that month OR doing a course with that title]

Yes	1	GO TO SE
No	2	ASK SDii
Don't know	X	

IF 'NO' OR DON'T KNOW' AT SDi

SDii) This course you started on <START DATE> was part of the Traineeships programme which often involved training at a provider and placement with an employer. Does this sound like something you participated in?

[NB IF REMEMBER ONE KEY ELEMENT CODE AS A YES e.g. doing a course in that month OR doing a course through that scheme]

Yes	1	GO TO SE
No	2	<i>IF 'NO' OR 'DON'T KNOW' THANK AND CLOSE (AND CLASSIFY IN FINAL OUTCOME GRID AS 'No recollection of the course / provision' IF YES CONTINUE</i>
Don't know	X	

SDiii) Removed

ASK IF YES AT SDi OR SDii OR SDiii

SE) Did you complete the Traineeship learning, did you leave before the end or are you still on the course?

ADD IF NECESSARY: By 'completed' – we are referring to attending most or all of the course and staying on the course until it ended. By 'left early', we are also referring to having left a course before its end.

Completed	1	CONTINUE
Left early	2	
Still on the course	3	THANK AND CLOSE
Don't know	X	CONTINUE

SEi) Removed

ASK ALL

SF) Before I start with the main interview, can I check, would you prefer to be interviewed in English or in Welsh?

English	1	CONTINUE
Welsh	2	CONTINUE IN WELSH VERSION OR SAY WILL BE CALLED BACK SOON BY ONE OF OUR WELSH SPEAKING INTERVIEWERS
Prefer Welsh but will do in English	3	CONTINUE
Prefer other language	4	COLLECT NAME OF LANGUAGE (SAY WE WILL NEED TO SEE IF HAVE SPEAKER OF THAT LANGUAGE AND IF SO WE WILL CALL YOU BACK)

SECTION A – THE TRAINEESHIP

ASK ALL

- A1) I'd now like to ask you some more questions about the <COURSE>. Was the Traineeship based at...READ OUT
ALLOW MULTICODE.

College	1
A community centre / organisation	2
A training centre	3
At home i.e. A distance learning or correspondence course	4
At workplace / employer premises	5
At Voluntary organisation	6
Elsewhere (SPECIFY)	7
(DO NOT READ OUT) Don't know	8

- A2) Removed

- A2a) How many hours a week did you typically spend on the <COURSE> including both time spent receiving tuition, time spent studying independently and work experience?
PROMPT IF NECESSARY
IF RESPONDENT SAYS IT VARIED WIDELY ASK FOR A TYPICAL WEEK

0-4 hours	1
5-9 hours	2
10-15 hours	3
16-24 hours	4
25 hours or more	5
Don't know	X

- A3) How long were you on the <COURSE>?
ALLOW DON'T KNOW.

___	ANSWER IN DAYS
___	ANSWER IN WEEKS
___	ANSWER IN MONTHS
___	ANSWER IN YEARS
X	DON'T KNOW

- A3x) Removed
A3y) Removed
A3a) Removed

ASK ALL

I'd now like to ask some questions about your reasons for taking the <COURSE> course or project.

A4) Which of the following were reasons for doing the <COURSE> ...
 READ OUT. rotate randomly

IF ANY YES AT A4

A5) Which of these reasons was the most important?
 READ OUT. SINGLE CODE.

D.P NOTE: ONLY SHOW REASONS CODED YES AT A4

	A4			A5
	Yes	No	Don't know	
To develop a broader range of skills and or knowledge	1	2	X	1
To improve or widen your career options	1	2	X	3
To help you get a job	1	2	X	5
To improve your pay, promotion or other prospects	1	2	X	6
To help you progress on to another education, training or learning course	1	2	X	7
An adviser <u>recommended</u> that you <u>should</u> attend this course as it was relevant to your particular needs	1	2	X	8
An adviser <u>told</u> you that you <u>must</u> attend this course as it was relevant to your particular needs	1	2	X	9
To get work experience	1	2	X	12
I couldn't get on the course I wanted to	1	2	X	13
What other reasons, if any, did you have? (SPECIFY OTHER 1)	1	2	X	10
IF YES TO PREVIOUS STATEMENT And what other reasons, if any, did you have? (SPECIFY OTHER 2)	1	2	X	11

ASK ALL

A5a) Who told you about the Traineeship? Was it...
 READ OUT. MULTICODE

Careers Wales Advisor	1
Traineeship provider	2
School/ careers teacher	3
Parent or friend	4
Other (SPECIFY)	5
DO NOT READ OUT Don't remember	X

A5b) Before you started this Traineeship what did you think that a Traineeship would involve?
 OPEN TEXT

A5c) Before you started this Traineeship did you receive information about it, either written, online or by telephone or face to face?

Yes	1
No	2
Don't know	X

IF YES to A5c

A5d Who provided this information? Was it...[READ OUT; MULTICODE OKAY]

Careers Wales Advisor	1
Traineeship provider	2
School/ careers teacher	3
Parent or friend	4
Other (SPECIFY)	5
DO NOT READ OUT Don't remember	X

IF YES to A5c

A5e How would you rate the information on the following aspects. Please use a scale of very dissatisfied, dissatisfied, neither satisfied nor dissatisfied, satisfied or very satisfied. READ OUT

	Very dissatisfied	Dissatisfied	Neither dissatisfied nor satisfied	Satisfied	Very satisfied	Don't know
Quality of the information	1	2	3	4	5	X
Usefulness of the information	1	2	3	4	5	X

ASK ALL

A5f What information about Traineeships do you think would help young people like yourself in the future?
OPEN TEXT

ASK ALL

A5g To what extent do you agree or disagree with the following statements? Please use a scale of disagree strongly, disagree, neither agree nor disagree, agree or agree strongly. READ OUT

	Disagree strongly	Disagree	Neither agree nor disagree	Agree	Agree strongly	Don't know
Traineeships are good for getting experience and skills	1	2	3	4	5	X
Traineeships are a stepping stone towards getting an Apprenticeship	1	2	3	4	5	X
Traineeships are respected by young people in general	1	2	3	4	5	X

A6) Removed

A6a Did your Traineeship involve any of the following...?

IF A6a >1 a YES

A6b Which one was the main thing you did? SINGLE CODE

	A6a			A6b
	Yes	No	DK	
a)Work placement with an EMPLOYER	1	2	3	1
b)Work placement with a COMMUNITY PROJECT	1	2	3	2
c)Work placement with a VOLUNTARY ORGANISATION	1	2	3	3
d)Learning at a TRAINING CENTRE	1	2	3	4
IF NONE OF THE ABOVE 4 YES	1	2	3	5
e)Did it involve activities at other locations				

ASK FOR MAIN THING (SINGLE CODE AT YES AT A6a OR ANSWER AT A6b)

A6c Thinking about the <substitute the single A6 / A6a answer BUT if A6bE=1, substitute in: activities undertaken at other locations> can you tell me a bit about what they do or what services they provide or products they make? [CODE SIC]

ASK FOR MAIN THING (SINGLE CODE AT YES AT A6a OR ANSWER AT A6b)

A6d What role or activities did you undertake during the <substitute each yes at A6a>

ASK ALL

A6e) Which, if any, of the following activities did you cover while undertaking the <COURSE> course?

READ OUT.. rotate randomly

	Yes	No	Don't know
Learning job-specific skills related to a specific occupation	1	2	X
Learning about problem solving	1	2	X
Learning about team working	1	2	X
Learning about organisational skills	1	2	X
Learning about literacy skills	1	2	X
Learning about numeracy skills	1	2	X
Learning about IT skills	1	2	X
Learning about communication skills	1	2	X
Learning about leadership and/or strategic management skills	1	2	X
Job search activities (e.g. looking at job adverts, searching the internet)	1	2	X
CV writing	1	2	X
Learning about interview skills	1	2	X
Learning about English for speakers of other languages (ESOL)	1	2	X
Other activities not mentioned (SPECIFY)	1	2	X

A6f) Did..... READ OUT.

	Yes	No	Don't know
your training provider ask you what type of work you wanted to do?	1	2	X

you feel that you had a choice of subject areas for your training?	1	2	X
the training provider help you to develop the skills in the area that you wanted?	1	2	X
you receive a training maintenance allowance?	1	2	X

IF RECEIVED TMA A6f_4=1

A6g) To what extent do you agree or disagree that you could have done the Traineeship without the training maintenance allowance

	Strongly Disagree	Disagree	Neither Disagree nor Agree	Agree	Strongly Agree	Don't know
	1	2	3	4	5	X

ASK ALL

A6h) As part of your Traineeship were you offered the choice of the following? MULTICODE
OK

To learn in Welsh	1
To speak on the in-centre course in Welsh	2
To work towards a Welsh medium qualification	3
To work at a Welsh speaking employer, community project or voluntary work placement provider	4
(DO NOT READ OUT) None of the above	5

ASK IF ANY CODED 1-4 AT A6h

A6i) And for your Traineeship did you...? [ONLY SHOW EACH CODED 1-4 AT A6h]

	Yes	No	DK
Undertake any learning in Welsh	1	2	X
Speak on the in-centre course in Welsh	1	2	X
Work towards a Welsh medium qualification	1	2	X
Work at a Welsh speaking: employer work placement/ community project/voluntary work placement	1	2	X

ASK ALL

A6j) Did you have an individual learning plan (ILP) during the Traineeship?

Yes	1
No	2
Don't know	X

ASK ALL

A6j) To what extent do you agree or disagree that you enjoyed the Traineeship?

	Strongly Disagree	Disagree	Neither Disagree nor Agree	Agree	Strongly Agree	Don't know
	1	2	3	4	5	X

- A7)** IF LEFT EARLY (SE=2 FOR SELECTED COURSE)
You said earlier that you did not complete the <COURSE>. Why did you not complete it?
 DO NOT READ OUT. PROBE FULLY. CODE ALL THAT APPLY.

Left to start a job	1	ASK B1
Course too advanced / too hard	2	
Course too easy	3	
Problems accessing course e.g. travel problems	4	
Course did not meet expectations	5	
Lack of support / help	6	
Lack of time / too busy	7	
Family / personal circumstances	8	
Ill health / disability	9	
Childcare difficulties	10	
Course cancelled / closed down	11	
Other (SPECIFY)	12	
Changed job or made redundant	13	
Don't know / Can't remember	X	

- A8)** IF COMPLETED OR DON'T KNOW AT SE (SE=1 OR X)
Did you...READ OUT

	Yes	No	Don't know
a) Get any qualifications or accredited certificates as a result of being on the <COURSE> course?	1	2	X
IF NO OR DON'T KNOW (A8A=2/3)			
b) Get any units or credits towards any qualifications while you were on the course	1	2	X

- A9)** ASK IF GOT A QUALIFICATION OR UNITS/CREDITS (A8A OR A8B =1)
What (IF A8a=1: qualification or accredited certificates did you get?) (IF A8B=1: were these?)

PROBE FULLY: **What type of qualification was this? What level? What grade?**

If NVQS/GNVQs probe what level?

NOTE TO CODING: THIS TO BE CODED TO NQF LEVEL

WRITE IN

- A9a)** Removed

SECTION B – SITUATION IMMEDIATELY BEFORE THE COURSE

ASK ALL

I'd now like to ask some questions about what you were doing when you started the course or project.

- B1) Which one of the following best describes your MAIN situation or activity in the week before starting the <COURSE>...READ OUT. SINGLE CODE.**

In full-time education or training	1
Doing paid work as an employee	2
Working on a self-employed basis	3
On a government funded employment or training programme	4
On a training course that was not government funded	5
Unemployed and looking for work	6
Doing voluntary work	7
Not in or looking for paid work	8
(DO NOT READ OUT) Can't remember	X

IF NOT IN OR LOOKING FOR PAID WORK IMMEDIATELY BEFORE COURSE (B1=8)

- B2) Were you not looking for work for any of the following reasons.....READ OUT. MULTI CODE OKAY**

Looking after the family, home or caring for dependents	1
Temporarily sick or injured	2
Long term-sick or disabled	3
Doing unpaid voluntary work	4
Not needing or wanting employment	5
Not looking for work as there were no jobs available	6
Or was there some other reason you were not looking for a job (SPECIFY)	7
(DO NOT READ OUT) Can't remember	X

- B3) Removed**

ASK ALL

- B5) Before you started the <COURSE>, what was the highest qualification that you had obtained?**

PROBE FULLY: What type of qualification was this? What level? What grade?

If NVQS / GNVQs probe what level?

If GCSEs: how many grade A-C? How many grade D or below?

If A Levels / AS Levels or equivalent: How many?

NOTE TO CODING: THIS TO BE CODED TO NQF LEVEL

WRITE IN		
No qualifications	2	

B6) IF NOT WORKING AT TIME STARTED COURSE (B1 NOT 1 OR 2) – OTHERS GO TO B8
Thinking about before you started the course or project, what was the main thing that made it difficult for you to find work...DO NOT READ OUT (SINGLE CODE)

	B6 (Multi)	B6A (Single)
A lack of qualifications or skills	1	1
Lack of relevant work experience	2	2
Lack of affordable childcare	3	3
Having caring responsibilities	4	4
Health problems	5	5
Your age	6	6
Alcohol or drug dependency	7	7
Having a criminal record	8	8
Lack of appropriate jobs	9	9
Transport difficulties and it being hard to get to appropriate work	10	10
You only wanting to work part time	12	12
Believing you would not be better off financially in work	13	13
Were there any other reasons why it was difficult for you to find work (SPECIFY)	14	14
(DO NOT READ OUT) Don't know	X	X
(DO NOT READ OUT) None of these	V	V

B7) IF NOT WORKING AT TIME STARTED COURSE (B1 NOT 1 OR 2)
At the time you started the <COURSE>, how long had you been out of work?
 PROMPT IF NECESSARY – SINGLE CODE.

Less than 3 months	1
3 months but less than 6 months	2
6 months but less than 12 months	3
1 year but less than 2 years	4
2 years but less than 3 years	5
3 years or more	6
Don't know	X

ASK IF NOT WORKING AT TIME STARTED COURSE (B1 NOT 1 OR 2) AND B4=2, 4, 5 or 6

B7a) Can I just check, have you ever had a paid job?

Yes	1
No	2
Don't know / not sure	3

ASK IF NOT WORKING AT TIME STARTED COURSE (B1 NOT 1 OR 2) AND & (B7A=YES or B4=1, 3)

B7b) What was your job title and what were your main duties or responsibilities in the last job you held prior to the <COURSE>?

INTERVIEWER INSTRUCTION; PROBE FOR FULL DETAILS. FOR EXAMPLE, IF 'SUPERVISOR' WHO WERE THEY SUPERVISING? IF 'MANAGER', WHAT SORT OF MANAGER? PROBE FULLY. RECORD VERBATIM

NOTE TO DP: ALLOW SPACE FOR 3 DIGIT SOC CODE

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IF WAS WORKING IMMEDIATELY BEFORE THE COURSE (B1=1 OR 2) – OTHERS GO TO SECTION C

B8 IF EMPLOYEE (B1=1): Can I just check, are you currently working for the same employer as you were when you started the <COURSE> course?

IF SELF-EMPLOYED (B1=2): Can I just check, are you currently still working on a self-employed basis in the same role?

INTERVIEWER NOTE: IF ON MATERNITY LEAVE CODE AS YES

Yes	1
No	2
Don't know / not sure	3

B9-B15) Removed

SECTION C – SITUATION SINCE THE COURSE

- ASK ALL
C1) I would like to get a few details about what you are doing at the moment. Which of the following do you regard as your main activity ...READ OUT? SINGLE CODE.

Doing paid work as an employee, without training (e.g. Apprenticeship)	1
Doing paid work as an employee, with training (e.g. Apprenticeship)	2
Working on a self-employed basis	3
In full-time education or training	4
On a government funded employment or training programme	5
On a training course that was not government funded	6
Unemployed and looking for work	7
Doing voluntary work	8
Or Not in or looking for paid work (for example looking after children or relatives)	9
(DO NOT READ OUT) Other (SPECIFY)	10

C1chk) Removed

- IF IN WORK (C1=1 OR 2)
C1a ARE YOU WORKING FOR YOUR TRAINEESHIP PLACEMENT EMPLOYER?

Yes	1
No	2
Don't know	X

- IF NOT IN OR LOOKING FOR PAID WORK (C1 = 8)
C2) Are you not looking for work for any of the following reasons.....READ OUT. MULTI CODE OKAY

Looking after the family, home or caring for dependents	1
Temporarily sick or injured	2
Long term-sick or disabled	3
Doing unpaid voluntary work	4
Not needing or wanting employment	5
Not looking for work as there are no jobs available	6
Or are there some other reason you are not looking for a job (SPECIFY)	7
(DO NOT READ OUT) Can't remember	X

C3) ASK IF NOT CURRENTLY WORKING (C1=NOT 1 OR 2) AND NOT RETIRED (C2=NOT 4) **Which, if any, of the following things** [IF DOING VOLUNTARY WORK OR NOT IN OR LOOKING FOR PAID WORK (C1= 7 OR 8) ADD: **would**] **make it difficult currently for you to find work...READ OUT MULTICODE OK.**

IF C3 MULTICODED
 C3A) **Which of these reasons is the most important?**
 READ OUT ALL CODED AT C3. SINGLE CODE. rotate randomly

	C3 MULTI	C3A SINGLE
A lack of qualifications or skills	1	
Lack of relevant work experience	2	
Lack of affordable childcare	3	
Having caring responsibilities	4	
Alcohol or drug dependency	5	
Health problems	6	
Age	7	
Having a criminal record	8	
Lack of appropriate jobs	9	
Transport difficulties and it being hard to get to appropriate work	10	
You only wanting to work part time	12	
Believing you would not be better off financially in work	13	
What other significant difficulties to finding work do you currently face (SPECIFY)	14	
Don't know	X	
None of these	V	

ASK ALL CURRENTLY WORKING (C1 = 1 OR 2 OR 3)
 C7) **What is your job title and what are your main duties or responsibilities?**

INTERVIEWER INSTRUCTION; PROBE FOR FULL DETAILS. FOR EXAMPLE, IF 'SUPERVISOR' WHO ARE THEY SUPERVISING? IF 'MANAGER', WHAT SORT OF MANAGER? PROBE FULLY. RECORD VERBATIM

C7a) Removed

ASK ALL CURRENTLY WORKING AS AN EMPLOYEE (C1 = 1 OR 2)
 C8) **Is this job...?**
 READ OUT. SINGLE CODE.

Permanent	1
Seasonal, casual or temporary	2
A job done under a contract for a limited period	3
Or another type of job that is not permanent	4

(DO NOT READ OUT) Don't know	X
------------------------------	---

C9) There is no C9

ASK ALL CURRENTLY WORKING (C1 = 1 OR 2 OR 3)

C10) **How many hours a week, on average, do you usually work – excluding meal breaks but including any paid overtime? PROBE FOR BEST ESTIMATE**

EXACT ANSWER _____	
Don't know	X
IF DON'T KNOW ASK: Is it...READ OUT	
30 hours or more per week	1
16 to 29 hours per week	2
Under 16 hours per week	3
(DO NOT READ OUT) Don't know	X
Refused	V

ASK ALL CURRENTLY WORKING (C1=1-3)

C12) **How would you rate your job on the following aspects. Please use a scale of very dissatisfied, dissatisfied, neither satisfied nor dissatisfied, satisfied or very satisfied. READ OUT**

	Very dissatisfied	Dissatisfied	Neither dissatisfied nor satisfied	Satisfied	Very satisfied	Don't know
The actual work itself	1	2	3	4	5	X
Your overall pay including overtime or bonuses	1	2	3	4	5	X
CURRENT EMPLOYEES (C1=1 OR 2) Relations with your supervisor or manager	1	2	3	4	5	X
ALL CURRENTLY WORKING (C1=1-3) Job security	1	2	3	4	5	X
Opportunity to use your own initiative	1	2	3	4	5	X
The number of hours you work	1	2	3	4	5	X
The work takes place in a safe and healthy environment	1	2	3	4	5	X
Your capacity to fulfil your potential at work	1	2	3	4	5	6
So all things considered, how satisfied are you with your present job overall	1	2	3	4	5	X

ASK ALL EXCEPT THOSE STILL WORKING FOR SAME EMPLOYER AS BEFORE THE COURSE (ASK ALL EXCEPT B8=1; these skip to next section).

C16) **You told me earlier you are currently [ANSWER FROM C1].**

Can I just check since [IF EARLY LEAVER: leaving] / [OTHERS: finishing] the <COURSE> have you been doing this the whole time, or have you had periods doing other things such as [IF C1=NOT 1 OR 2: 'paid work,'] [C1=NOT 3 OR 4: full-time education or training, or a government-funded employment or training programme,] [C1=NOT 6: 'being unemployed and looking for work'] [C1=NOT 8: 'or being unemployed and not looking for work for any reason'].

Just the one thing the whole time	1	GO TO SECTION D
Had period doing other things	2	
Can't remember	X	

C16a to the end of section C deleted

SECTION D – BENEFITS OF THE COURSE

ASK ALL

- D1) **Thinking about the <course>, do you feel you benefited in any of the following ways by going on the Traineeship? Are you now...READ OUT rotate randomly**

	Yes	No	Don't know
More enthusiastic about learning	1	2	3
Taking part in more voluntary or community activities	1	2	3
Clearer about what you want to do in your life	1	2	3
More confident about your abilities	1	2	3
Clearer about the range of opportunities open to you	1	2	3
Feeling better about yourself generally	1	2	3
ASK EXCEPT IF SELF-EMPLOYED CURRENTLY (C1 DOES NOT = 2) Thinking about setting up your own business or working self-employed	1	2	3
ASK ALL Feeling you have improved employment or career prospects	1	2	3
Feeling more healthy	1	2	3
And have you made new friends as a result of the course	1	2	3
And as a result of the course have you taken up new interests or hobbies, for example joining a club or society	1	2	3

D2) Which, if any, of the following skills do you feel you have gained or improved from undertaking the <COURSE> course?

READ OUT. ALLOW DON'T KNOW. Rotate randomly

	Yes	No	Don't know
Job-specific skills related to a specific occupation	1	2	X
Problem solving skills	1	2	X
Team working skills	1	2	X
Organisational skills	1	2	X
Literacy skills	1	2	X
Numeracy skills	1	2	X
IT skills	1	2	X
Communication skills	1	2	X
Leadership and/or strategic management skills	1	2	X
Job search skills	1	2	X
CV writing or interview skills	1	2	X
English language skills	1	2	X
Are there other skills that have improved because of the course (SPECIFY)	1	2	X

D2x) Removed

D2a) Have you been able to apply what you learnt on the course (ADD IF CURRENTLY WORKING [C1=1 or 2]: 'in your work')?

Yes	1
No / not yet	2
Don't know / not sure	3

IF WORKING AS EMPLOYEE FOR SAME EMPLOYER AS BEFORE COURSE OR IF SELF-EMPLOYED NOW AND WAS SELF-EMPLOYED OR WORKING BEFORE THE COURSE [B8=1 OR (C1=2 & B1=1 OR 2)]
 – OTHERS CHECK D5

D2b) To what extent do you agree or disagree with the following statements (PROMPT WITH SCALE IF NECESSARY: Please use a scale of disagree strongly, disagree, neither agree nor disagree, agree or agree strongly). READ OUT

	Disagree strongly	Disagree	Neither agree nor disagree	Agree	Agree strongly	Don't know
I am more focused on my future as a result of the Traineeship	1	2	3	4	5	X
My behaviour has improved as a result of the Traineeship	1	2	3	4	5	X
I feel more confident as a person as a result of the Traineeship	1	2	3	4	5	X

**D3) [IF B8=1: Have any of the following things happened at work since completing the course... READ OUT]
 IF SELF-EMPLOYED NOW AND BEFORE COURSE (C1=2 & B1=2): You say you are self-employed now and were self-employed before the course. Thinking of the work you are doing now, do any of the following apply...READ OUT
 IF SELF-EMPLOYED NOW BUT WORKING AS AN EMPLOYEE BEFORE THE COURSE: (C1=2 & B1=1) Compared to the work you were doing before the course, do any of the following apply...READ OUT**

**D4) IF ANY IMPROVEMENTS MENTIONED AS "YES" (D3 a-f = 1)
 Do you think [IF ONE YES AT D3: this improvement was] [IF MORE THAN ONE YES AT D3: these improvements were] a direct result of you attending and completing the course, do you think doing the course helped, or do you think the course made no difference?**

DP INSTRUCTION: ASK D4 AFTER ALL D3s ASKED. SHOW THOSE ANSWERED YES AT D3

	D3			D4			
	Yes	No	DK	Directly because of the course	The course helped	Made no difference	(DO NOT READ OUT) Not sure
JUST B8=1	1	2	3	1	2	3	4
a) Have you had a promotion?							
ALL ANSWERING THIS QUESTION	1	2	3				
b) Has your pay rate, salary or income increased?							
c) Are you getting more job satisfaction	1	2	3				
d) Do you have better job security?	1	2	3				
e) Have your future pay and promotion prospects improved?	1	2	3				
f) Do you have more opportunities for training in your job?	1	2	3				

D5) Removed

**D6) IF ANY OF THE LISTED IMPROVEMENTS HAVE HAPPENED (ANY D5a-f = 1)
 Do you think these improvements have taken place directly as a result of you attending and or completing the course, do you think doing the <COURSE> helped, or do you think the course made no difference?
 PROMPT IF NECESSARY. SINGLE CODE.**

Directly because of the course	1
The course helped	2
Made no difference	3
(DO NOT READ OUT) not sure	4

ALL CURRENTLY WORKING AS AN EMPLOYEE (EXCLUDING THOSE WORKING IN SAME JOB AS BEFORE COURSE) (C1=1 OR 2 AND B8 NOT 1)

D7) **To what extent do you think the <COURSE> helped you get your current job? Was it...READ OUT (rotate randomly)**

Vital	1	Not a factor in getting the job	3
Did it help	2	Did it help	2
Was it not a factor in getting the job	3	Or was it vital	1
(DO NOT READ OUT) not sure	X	(DO NOT READ OUT) not sure	X

D8) **Removed**
D10) **Removed**

ASK IF NOT CURRENTLY WORKING (C1=NOT 1 OR 2)

D11) **Do you feel that because of the <COURSE> that you now have significantly more chance of finding a job in the future, do you think your chances have improved slightly, has it made no difference, do you feel you have significantly less chance of finding a job because of the course, or do you have slightly less chance? PROMPT IF NECESSARY. SINGLE CODE.**

Significantly more chance	1
Slightly more chance	2
No difference	3
Slightly less chance	4
Significantly less chance	5
Don't know	X

ASK ALL

D11a) **Overall, how satisfied or dissatisfied were you with the <COURSE>, were you**

Very dissatisfied	1
Dissatisfied	2
Neither satisfied nor dissatisfied	3
Satisfied	4
Or very satisfied	5
(DO NOT READ OUT) Don't know	X

D12) **With hindsight, if you were starting out again, would you...READ OUT. SINGLE CODE.**

Do the <COURSE> at the same place	1
Do the <COURSE>, at a different place	2
Do something different	3
Or not do the <COURSE>	4
(DO NOT READ OUT) Don't know	X

D13 Using a scale of strongly disagree, disagree, neither agree nor disagree, agree or agree strongly, to what extent do you agree or disagree that

	Strongly Disagree	Disagree	Neither agree nor disagree	Agree	Strongly Agree	Don't know
The <list options answered at A6a unless don't know. IF DK at A6a say 'Traineeship'> was in the sector that I was interested in	1	2	3	4	5	X

D14 Is there anything else that the learning could have done to help you more?

Yes	1
No	2
Don't know	X

IF YES AT D14

D15 What more could it have done to help you?

ASK ALL

D16 What was the best part of the training?

Don't knowX
Nothing.....V

D17 And what was the worst part of the training?

Don't knowX
Nothing.....V

SECTION E – FURTHER STUDY

ASK ALL EXCEPT IF CURRENTLY ON A COURSE (C1= NOT 3 OR 4 OR 5)

E1) Since the <COURSE> course, have you started any more education or training courses?

SINGLE CODE.

Yes	1	ASK E2
No	2	ASK E11
Don't know	X	

- E2)** IF DONE COURSES SINCE ORIGINAL COURSE (E1=1 OR C1=3 OR 4 OR 5)
 [IF C1=3 or 4: **You said earlier you are currently undertaking a course]. To what extent did the <COURSE> course we have been discussing help you get on the subsequent courses or courses you have taken.... ..READ OUT**
 (IN HALF THE CASES ORDER THIS 1-3 AND HALF THE CASES 3-1)

Was it vital	1	Did it make no difference	3
Did it help	2	Did it help	2
Or did it make no difference	3	Or was it vital	1
(DO NOT READ OUT) not sure	X	(DO NOT READ OUT) not sure	X

- E4)** IF DONE COURSES SINCE ORIGINAL COURSE (E1=1 OR C1=3 OR 4 OR 5)
What was the main reason for doing this subsequent course/courses...
 DO NOT READ. SINGLECODE

	E4		
	Yes	No	Don't know
To develop a broader range of skills and or knowledge	1	2	X
To build on Traineeship training and learning	1	2	X
To improve or widen your career options	1	2	X
To help you get a job	1	2	X
To improve your pay, promotion or other prospects at work	1	2	X
Your employer requested or required you to do it	1	2	X
An adviser recommended that you should attend this course as it was relevant to your particular needs	1	2	X
To learn something new for personal interest	1	2	X
To help you progress on to another education, training or learning course	1	2	X
What other reasons, if any, did you have? (SPECIFY OTHER 1)	1	2	X
IF YES TO PREVIOUS STATEMENT And what other reasons, if any, did you have? (SPECIFY OTHER 2)	1	2	X

- ASK ALL
E11) Since you finished the <COURSE>, have you attained any more qualifications?
 SINGLE CODE.

Yes	1	ASK E12
No	2	ASK E13
Don't know	X	

ASK IF GOT ANY MORE QUALIFICATIONS (E11=1)
E12) **Which qualifications did you get?**

PROBE FULLY: **What type of qualification was this? What level? What grade?**

If NVQS/GNVQs probe what level?

If GCSEs: How many grade A-C? How many grade D or below?

A Levels / AS Levels or equivalent: How many?

WRITE IN

ASK ALL
E13) **Have you had any help or support to improve your skills or qualifications or to move into work since <COURSE> from any of the following?**
READ OUT. MULTICODE. ALLOW DON'T KNOW & REF.

Careers Wales	1
The Jobcentre / an advisor at the Jobcentre	3
A Government scheme (e.g. New Deal, which may be delivered by SERCO)	4
Voluntary / community organisation	5
	6
Friends / Family	7
And since the course have you had help or support to improve skills or qualifications or to move in work from any other source? (IF YES SPECIFY)	8
(DO NOT READ OUT) No such support	9
(DO NOT READ OUT) Don't know	10
(DO NOT READ OUT) Refused	11

Appendix E Employer Survey

Evaluation of Work-Based Learning 2011-15 Employer Survey

1.1. CODED INFORMATION: OB3 Reference

1.2. CODED INFORMATION: PROVIDER NAME

- | | |
|---|--|
| <input type="checkbox"/> Associated Community Training Ltd | <input type="checkbox"/> esg (Skills) Limited |
| <input type="checkbox"/> A4e Wales Ltd | <input type="checkbox"/> Gower College Swansea |
| <input type="checkbox"/> Acorn Learning Solutions Ltd | <input type="checkbox"/> ISA Training Limited |
| <input type="checkbox"/> Babcock Training Limited | <input type="checkbox"/> ITEC Training Solutions Limited |
| <input type="checkbox"/> Cardiff and Vale College | <input type="checkbox"/> League Football Education |
| <input type="checkbox"/> Cambrian Training Company Ltd | <input type="checkbox"/> Neath Port Talbot College /Skills Academy Wales |
| <input type="checkbox"/> Coleg Cambria | <input type="checkbox"/> Pembrokeshire College |
| <input type="checkbox"/> Hyfforddiant Ceredigion Training (Ceredigion County Council) | <input type="checkbox"/> Rathbone Training |
| <input type="checkbox"/> Employment Training, City and County of Swansea | <input type="checkbox"/> Torfaen Training (part of Torfaen County Borough Council) |
| <input type="checkbox"/> Grŵp Llandrillo Menai | <input type="checkbox"/> Vocational Skills Partnership (Wales) Ltd |
| <input type="checkbox"/> The Construction Industry Training Board (Construction Skills) | <input type="checkbox"/> Other/Unknown |

1.3. CODED INFORMATION: SECONDARY PROVIDER NAME (ONLY AVAILABLE FOR SOME ORGANISATIONS)

1.4. CODED INFORMATION: Contact Name

1.5. CODED INFORMATION: Employer Name

1.6. CODED INFORMATION: Contact Number

1.7. CODED INFORMATION: Contact E-mail

1.8. CODED INFORMATION: Strand

- Traineeship*
- Apprenticeship*

1.9. CODED INFORMATION: Sub-strand

- Engagement*
- Bridge to Engagement*

- Level 1
- Foundation
- Apprenticeship
- Higher

Good morning/afternoon.

Hello, my name is <xxxx> from Old Bell 3. I'm part of the team that has been commissioned by the Welsh Government to assess the effectiveness of their Work-Based Learning programmes, including Apprenticeships and Traineeships.

1.10. May I speak to <{Q1.4}>

- Named person speaking*
- Transferred*
- Not in currently (ask for best time and date to call back)*
- Person left the organisation (ask whether there would be an alternative person who could deal with questions about Work-Based Learning)*
- Never heard of the person/wrong number (check whether there would be an alternative person who could deal with questions about Work-Based Learning)*
- Other (specify)*

Note name of alternative contact

Note best time and date to call back

Please specify other response received

REASSURANCES IF NECESSARY:

It's in connection with a survey we are conducting on behalf of the Welsh Government. Old Bell 3 is an independent market research company.

All of our work is carried out according to the strict Code of Conduct of the Market Research Society.

Everything you tell us will be treated in the strictest confidence.

The Welsh Government will not know which employers have responded and the report we provide to them will not allow you to be identified.

If you would like more information about the research we are conducting, please call Nia Bryer at Old Bell 3 on 01558 822922 or Alison Spence at the Welsh Government on 02920 821636.

1.11. I understand that your organisation has been involved in {Q1.8} since 2011. Is this right?

- Yes*
- No*
- Unsure*

1.12. This has involved your organisation taking on one or more Apprentices who are also receiving/received support from {Q1.2}. Does that ring a bell?

- Yes*
- No*
- Unsure*

1.13. This has involved your organisation providing a work placement for a young person who receives/received support from {Q1.2}. Does that ring a bell?

- Go to Q1.13 Yes
- Go to Q6.1 Thank and close No
- Go to Q6.1 Thank and close Unsure

1.14. It should take no more than 20 minutes. Is now a good time?

- record date and time Fine to continue
- No - definite appointment
- No - soft appointment
- Go to Q6.1 Thank and close Refusal - not interested (Thank and close the survey)

3.2. I would like to ask you a little about your specific involvement in {Q1.8}.

Which strand of Traineeships has your organisation been involved in? MULTIPLE RESPONSE CODE ALL

- Engagement
- Level 1 Traineeships
- Bridge to Employment
- Don't know/Don't recall

Record date and time

Record date and try again

REASSURANCES IF NECESSARY THROUGHOUT THIS SECTION:

Old Bell 3 is an independent market research company.

All of our work is carried out according to the strict Code of Conduct of the Market Research Society.

Everything you tell us will be treated in the strictest confidence.

The Welsh Government will not know which employers have responded and the report we provide to them will not allow you to be identified.

If you would like more information about the research we are conducting, please call Nia Bryer at Old Bell 3 on 01558 822922 or Alison Spence at the Welsh Government on 02920 821636.

Section A: Background to Involvement

2.1. First of all, can I ask you how you first found out about {Q1.8}. Was it through...

READ OUT AND CODE FIRST ANSWER

- Internet Search
- Local press
- Local radio
- Direct marketing from training provider
- Direct marketing from Welsh Government
- Contact with Careers Wales
- Through industry forum or group
- Other employers
- From staff within your organisation
- Other (please specify)

[DO NOT READ OUT] Don't know

3.1. I would like to ask you a little about your specific involvement in {Q1.8}.

Which level of Apprenticeships has your organisation been providing? MULTIPLE RESPONSE CODE ALL

- Foundation Apprenticeships (Level 2)
- Apprenticeships (Level 3)
- Higher Level Apprenticeships (Level 4)
- Don't know/Don't recall

3.6. What was the status of the apprentices before they started on the Apprenticeship? Were they:

- New staff
- Existing staff
- Both new and existing staff
- Don't know/Don't recall

2.10. Are you currently involved with {Q1.8}?

- Yes No Don't Know

How long have you been involved in Level 1 Traineeships? _____

Please specify how you first found out about the provision:

2.2. After you first found out about {Q1.8} did you try to get hold of additional information about it?

- Yes No Don't Know/Can't remember

How long have you been involved in Bridge to Employment Traineeships? _____

2.3. [ASK IF 2.2=YES]
Who or where did you get the additional information from?

2.4. How easy or difficult was it to get information about {Q1.8}? Was it ... [READ OUT]

- Very easy Quite easy Quite difficult Very difficult [DO NOT READ OUT] Don't know

2.5. How clear was the information you were given or found out about {Q1.8}? Was it ... [READ OUT]

- Very clear Quite clear Quite unclear Very unclear [DO NOT READ OUT] Don't know

2.6. How accurate was the information you were given about {Q1.8}? Was it ... [READ OUT]

- Very accurate Quite accurate Quite inaccurate Very inaccurate [DO NOT READ OUT] Don't know

2.7. Had your organisation worked with or received training from {Q1.2} before being involved with {Q1.8}?

- Yes No Don't Know/Can't remember

2.8. What was the main reason your organisation got involved in {Q1.8}?

[READ OUT. SINGLE CODE]

- To help with recruitment
- To provide new opportunities for young people
- To increase the workforce capacity of the business
- To achieve Corporate Social Responsibility goals
- To train new entrants to the workforce
- To increase the qualifications of the existing workforce
- Other
- Don't know/Don't recall

Engagement Traineeships? _____

Please specify what this reason was:

2.9. Prior to your current learners, what previous involvement had your organisation had with Work-Based Learning programmes? **MULTIPLE RESPONSE CODE ALL**

- Previous involvement with the Apprenticeship programme
- Previous involvement with other Welsh-Government funded Work-Based Learning programmes e.g. Skillbuild
- Previously received funding or support from other European funded Work-Based Learning programmes
- Previously delivered in-house training programmes for new recruits
- No previous involvement in Work-Based Learning
- Other
- Don't know / can't remember

Bridge to Employment Traineeships _____

Please specify what previous involvement did you have:

Section B: Nature of Involvement in Work-Based Learning Programme

3.3. **[NOTE RESPONSE IN YEARS AND MONTHS. NOTE DON'T KNOW IF NOT KNOWN]**

How long have you been involved in Foundation Apprenticeships? _____

How long have you been involved in Apprenticeships? _____

How long have you been involved in Higher Level Apprenticeships? _____

How long were you involved with Foundation Apprenticeships? _____

How long were you involved with Apprenticeships? _____

How long were you involved with Higher Level Apprenticeships? _____

How long have you been involved in Engagement Traineeships _____

How long were you involved with Engagement Traineeships? _____

How long were you involved with Level 1 Traineeships? _____

How long were you involved with Bridge to Employment Traineeships? _____

3.4. Since 2011, how many people in your organisation have participated in:

Foundation Apprenticeships? _____

Apprenticeships? _____

Higher Level Apprenticeships? _____

Level 1 Traineeships? _____

3.5. What was the status of the apprentices before they started on the Foundation Apprenticeship? Were they:

- New staff* *Existing staff* *Both new and existing staff* *Don't know/Don't recall*

3.7. What was the status of the apprentices before they started on the Higher Level Apprenticeship? Were they:

- New staff*
- Existing staff*
- Both new and existing staff*
- Don't know/Don't recall*

3.8. Would these staff have been hired or kept on without the Foundation Apprenticeship?

- Yes, all* *Yes, a few* *Don't know/Don't recall*
- Yes, most* *No*

3.9. Would these staff have been hired or kept on without the Apprenticeship?

- Yes, all*
- Yes, most*
- Yes, a few*
- No*
- Don't know/Don't recall*

3.10. Would these staff have been hired or kept on without the Higher Level Apprenticeship?

- Yes, all*
- Yes, most*
- Yes, a few*
- No*
- Don't know/Don't recall*

3.11. On a scale of 1 to 5, where 1 = not at all satisfied and 5 = very satisfied, how satisfied are/were you overall with:

	<i>1. Not at all satisfied</i>	<i>2. Slightly dissatisfied</i>	<i>3. Neither satisfied or dissatisfied</i>	<i>4. Fairly satisfied</i>	<i>5. Very satisfied</i>	<i>Don't know/Not applicable</i>
The information provided by {Q1.2}	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The ongoing support provided to your organisation by {Q1.2}	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The handling of any issues you may have experienced by {Q1.2}	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The provision of ongoing support to the learner(s) in your organisation by {Q1.2}	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The links between learning activities and the work of your organisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The content of the learning activities undertaken by the learners in your organisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3.12.

How clear would you say you were about what was expected of your organisation's involvement with the following elements of the {Q1.8} programme?

READ OUT

	<i>Very clear</i>	<i>Quite clear</i>	<i>Quite unclear</i>	<i>Very unclear</i>	<i>Don't know/Not applicable</i>
Foundation Apprenticeships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Apprenticeships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Higher Level Apprenticeships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engagement Traineeships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level 1 Traineeships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bridge to Employment Traineeships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section C: Satisfaction, Impacts and Outcomes

4.1.

What, if any, issues or concerns do you have/have you had about your organisation's involvement with {Q1.8}?

4.2.

What are the strengths of the {Q1.8}?

4.3.

What suggestions do you have for how the {Q1.8} might be improved?

4.4.

On a scale of 1 to 5, where 1 = very poor and 5 = very good, how would you rate Traineeships participants when they started their placement with your organisation, in terms of:

	<i>1. Very poor</i>	<i>2. Fairly poor</i>	<i>3. Satisfactory</i>	<i>4. Fairly good</i>	<i>5. Very good</i>	<i>Don't know/Not applicable</i>
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completion of tasks set	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General readiness for work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall employability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential to progress into employment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential to progress onto further learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4.5.

Did you see any improvement to Traineeships participants during their placement with your organisation, in terms of their:

	Saw improvements	No change	Saw deteriorations	Don't know/Not applicable
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completion of tasks set	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General readiness for work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall employability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential to progress into employment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential to progress onto further learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4.6. Did Traineeship participants stay on the programme as long as you expected?

- Yes
- No
- Don't Know

4.7. Why was this the case?

4.8. Did you experience any of the following surprises in terms of the calibre of Trainees sent on placement?

	Yes	No	Don't Know
Trainees better than I expected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trainees had learning disabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trainees had behavioural problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other surprises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What type of other surprises did you experience:

4.9. Were you notified in advance about any learning disabilities or behavioural problems?

- Yes
- No
- Don't Know

4.10. On a scale of 1 to 5, where 1 = very negative and 5 = very positive what changes have you seen in the Apprenticeships participants, in terms of their:

	1. Very negative	2. Negative	3. No not at all	4. Positive	5. Very positive	Don't know/Not applicable
Ability to do their current job role	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actual progress/promotion within your organisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential to progress further within your organisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Achievement of qualifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential to progress onto further learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4.11. Overall on a scale of 1 to 5, where 1 = very dissatisfied and 5 = very satisfied, how satisfied are/were you overall with your {Q1.8} participants since 2011?

1. Very dissatisfied 3. Neither satisfied or unsatisfied 5. Very satisfied
 2. Fairly dissatisfied 4. Fairly satisfied Don't know/Not applicable

4.12. On a scale of 1 to 5, where 1 = very negative and 5 = very positive, to what extent has your organisation's involvement in the programme led to any of the following impacts:

	1. Very negative	2. Fairly negative	3. Neither	4. Fairly positive	5. Very positive	Don't know/Not applicable
Recruitment of new staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retention of staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employment growth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall efficiency of the workforce	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cost of production or service delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organisation approach to training and development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organisational attitudes towards the recruitment and employment of young people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The development of new businesses relationships or networks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4.13. Did {Q1.2} do anything to encourage you to take on learners in roles that are not traditional for their gender?

- Yes No Don't Know

4.14. Did {Q1.2} discuss with you whether you would benefit from having a learner with Welsh language skills on placement with you OR whether you had any Welsh language skills requirements for the learners you had on placement?

- Yes No Don't Know

4.15. Do you have any environmental sustainability measures in your business?

- Yes No Don't Know

4.16. Overall on a scale of 1 to 5, where 1 = very unsatisfied and 5 = very satisfied, how satisfied are you with your recent experience of the Work-Based Learning programme?

1. Very dissatisfied 3. Neither satisfied or unsatisfied 5. Very satisfied
 2. Fairly dissatisfied 4. Fairly satisfied Don't know/Not applicable

4.17. Overall on a scale of 1 to 5, where 1 = very unlikely and 5 = very likely, how likely are you to offer placements in the future given your recent experience?

1. Very unlikely 3. Neither likely or unlikely 5. Very likely
 2. Fairly unlikely 4. Fairly likely Don't know/Not applicable

- 4.18.** Would you be prepared to be contacted about further qualitative research in connection to this programme? [Explain that this may involve a researcher visiting to speak with you and your trainees to explore your and their experiences of the programme in further detail]
 Yes No Unsure

- 4.19.** Could I please check whether I have the right contact details to use for contacting you again? [WRITE IN ANY UPDATED CONTACT DETAILS. OTHERWISE LEAVE BLANK]
 The contact name I have is {Q1.4} _____
 The contact number I have is {Q1.6}. _____
 The contact e-mail address I have is {Q1.7}. _____

Section 4: Business Characteristics

Finally I would like to ask a few quick questions about your business for classification purposes

- 5.1.** How many employees does your organisation have at the location where you are based?
 Up to 10 employees
 Between 10 and 49 employees
 Between 50 and 249 employees
 250 and over employees
 Not known/not recorded

- 5.2.** In which local authority are you based?
 Conwy Ceredigion Swansea Merthyr Tydfil
 Denbighshire Powys Blaenau Gwent Monmouthshire
 Flintshire Carmarthenshire Bridgend Newport
 Gwynedd Neath Port Talbot Caerphilly Rhondda Cynon Taf
 Isle of Anglesey Pembrokeshire Cardiff Not known

- 5.3.** In which sector is the organisation: what is the organisation's main business?
RECORD VERBATIM
-

- 5.4.** Over the past three years or so, what has been the overall trend in your organisation's workforce? Has it ...[READ OUT]
 Grown significantly
 Grown slightly
 Remained static
 Reduced slightly
 Reduced significantly
 Prefer not to say
 Don't know

- 5.5.** Over the past three years or so, what has been the overall trend in your organisation's turnover (or income)? Has it ...[READ OUT]
 Grown significantly
 Grown slightly
 Remained static

- Reduced slightly*
- Reduced significantly*
- Prefer not to say*
- Don't know*

**5.6. Over the past three years or so, what has been the general trend in your organisation's profitability?
Has it ...[READ OUT]**

- Grown significantly*
- Grown slightly*
- Remained static*
- Reduced slightly*
- Reduced significantly*
- Prefer not to say*
- Not a profit making organisation*
- Don't know*

Thank you for your feedback.

Just to confirm that my name is [interviewer name] calling from Old Bell 3 and that this survey has been conducted according to the Market Research Society Code of Conduct. If you'd like to check our credentials, you can telephone the MRS via the freephone number 0500 39 69 99. Thanks again and goodbye.

6.1. Thank you anyway. We'll make a note of what you said.

CODE REASON FOR NON-COMPLETION OF SURVEY

- Organisation not involved in Work-Based Learning programme*
- No person at organisation adequately informed about Work-Based Learning programme to comment*
- Wrong telephone number (despite OB3 own research)*
- Organisation no longer trading/in existence*
- Named contact has left the organisation, no suitable alternative respondent available*
- Refusal due to lack of time*
- Refusal due to lack of interest*
- No response to calls*
- Failed to pin down within research timescale*
- Other*

Please note reason for non-completion

**OLD BELL 3 CODING
CODE THESE QUESTIONS AFTER COMPLETION OF INTERVIEW**

6.2. CODE Name of Interviewer

- Emyr* *Tomos* *Claire*

**6.3. CODE
Region of business' primary location:**

- Convergence*
- Non-convergence*
- Not known/recorded*

SECTION F – DEMOGRAPHICS

ASK IF 'GENDER' IS BLANK

Finally I now just have a few questions about yourself. These are just to help us analyse the results.

F1) INTERVIEWER CODE GENDER OF RESPONDENT.

Male	1
Female	2

ASK ALL

F2) **Can you please tell me your current age?** SINGLE CODE.

Exact age in years _____

ASK IF ETHNICITY NOT SHOWN IN SAMPLE (IF 'ETHNICITY' = 99)

F3) **Which of the following best describes your ethnic group?** READ OUT BOLD CATEGORIES THEN RELEVANT MORE DETAILED CATEGORIES. SINGLE CODE.

White	
Welsh	1
Other British	2
Irish	3
Any other white background (SPECIFY)	4
Mixed	
White and Black Caribbean	5
White and Black African	6
White and Asian	7
Any other mixed background (SPECIFY)	8
Asian or Asian British	
Indian	9
Pakistani	10
Bangladeshi	11
Chinese	12
Any other Asian background (SPECIFY)	13
Black or Black British	
Caribbean	14
African	15
Any other Black background (SPECIFY)	16
Other ethnic group	
Arab	17
Gypsy / Romany / Irish Traveller	18
Any other (SPECIFY)	19
Refused	X

F4b) READ OUT AND SINGLE CODE PER ROW.

	Yes	No	Don't know
A) Is English your first language	1	2	3
If A=NO Is Welsh your first language	1	2	3
B) Can you speak Welsh	1	2	3
C) Can you read Welsh	1	2	3
IF NO AT B AND C D) Can you understand Welsh	1	2	3
ASK ALL E) Can you write Welsh	1	2	3

ASK ALL

F5) Do you have any long-term illness, health problem or disability - by long-term, we mean that it can be expected to last for more than one year

Yes	1	ASK F5a
No	2	ASK F6
Don't know	3	

IF YES

F5a Does this illness or disability affect the amount or type of work you can do?

Yes	1
No	2
Don't know	3

ASK ALL

F6) In general would you say your health is ...READ OUT. SINGLE CODE

Excellent	1
Very good	2
Good	3
Fair	4
Or poor	5
(DO NOT READ OUT) Don't know / refused	X

F8-F11)Removed

ASK ALL

- F12) **We are planning to undertake some follow-up research in six months time to see how far those undertaking Traineeships have progressed. Would you be okay for us to contact you for this follow-up research?**

Yes	1
No	2
Don't know	X

ASK ALL

- F12) **It is sometimes possible to link the data we have collected from you with other surveys or datasets, to which the Welsh Government have authorised access. Would you be content for this to be done, as it can provide the potential for further analysis? In doing this, we assure you that your confidentiality will be respected and the linked data will be anonymised and used for statistical and analytical purposes only, with only authorised researchers having access to the linked data.**

Yes	1
No	2
Don't know	X

THANK RESPONDENT AND CLOSE INTERVIEW

I declare that this survey has been carried out under IFF instructions and within the rules of the MRS Code of Conduct.		
Interviewer signature:	Date:	
Finish time:	Interview Length	Mins

Appendix F

ESF Data

Progress Output (Impact Indicator) Report

Traineeships - Whole of Wales 01/08/2011 - 31/01/2015

	Numbers			Percentages		
	Conv	Non ESF	WoW	Conv	Non ESF	WoW
2100 No. of participants	12,450	6,615	19,065			
AGE						
*11-14	0	0	0	0	0	0
15-24	12,449	6,613	19,062	100	100	100
25-54	1	2	3	0	0	0
55-64	0	0	0	0	0	0
65+	0	0	0	0	0	0
AGE (WBLPS3)						
11-13	0	0	0	0	0	0
14	0	0	0	0	0	0
15-19	12,446	6,611	19,057	100	100	100
20-24	3	2	5	0	0	0
25-54	1	2	3	0	0	0
55-64	0	0	0	0	0	0
65+	0	0	0	0	0	0
DISABILITY						
Yes	2,888	1,495	4,383	23	23	23
No	9,562	5,120	14,682	77	77	77
EMPLOYMENT STATUS						
Employed (excluding self employed)	0	0	0	0	0	0
Self-employed	0	0	0	0	0	0
Unemployed (up to one year)	0	0	0	0	0	0
Long-term unemployed (over one year)	0	0	0	0	0	0
Economically inactive (excluding those in full time education or training)	12,450	6,615	19,065	100	100	100
In full time education	0	0	0	0	0	0
Not known	0	0	0	0	0	0
ETHNIC GROUPING						
Yes	160	549	709	1	8	4
No	12,290	6,066	18,356	99	92	96

	Numbers			Percentages		
	Conv	Non ESF	WoW	Conv	Non ESF	WoW
EXISTING QUALIFICATIONS						
None	3	1	4	0	0	0
Below NQF Level 2	8,040	4,472	12,512	65	68	66
At NQF Level 2	4,134	2,013	6,147	33	30	32
At NQF Level 3	246	113	359	2	2	2
At NQF Level 4-6	23	13	36	0	0	0
At NQF Level 7-8	4	3	7	0	0	0
GENDER						
Male	6,847	3,574	10,421	55	54	55
Female	5,603	3,041	8,644	45	46	45
GEOGRAPHY						
Isle of Anglesey	358	0	358	3	0	2
Blaenau Gwent	712	0	712	6	0	4
Bridgend	772	0	772	6	0	4
Caerphilly	1,382	0	1,382	11	0	7
Cardiff	0	2,204	2,204	0	33	12
Carmarthenshire	1,117	0	1,117	9	0	6
Ceredigion	251	0	251	2	0	1
Conwy	273	0	273	2	0	1
Denbighshire	318	0	318	3	0	2
Flintshire	0	568	568	0	9	3
Gwynedd	526	0	526	4	0	3
Merthyr Tydfil	747	0	747	6	0	4
Monmouthshire	0	281	281	0	4	1
Neath Port Talbot	1,360	0	1,360	11	0	7
Newport	0	1,553	1,553	0	23	8
Pembrokeshire	758	0	758	6	0	4
Powys	0	454	454	0	7	2
Rhondda Cynon Taff	1,409	1	1,410	11	0	7
Swansea	1,519	0	1,519	12	0	8
Torfaen	948	0	948	8	0	5
Vale of Glamorgan	0	709	709	0	11	4
Wrexham	0	845	845	0	13	4
Outside Wales	0	0	0	0	0	0
MIGRANT STATUS						
Yes - EU	8	9	17	0	0	0
Yes - non-EU	31	19	50	0	0	0
No	12,411	6,587	18,998	100	100	100
	Numbers			Percentages		

	Conv	Non ESF	WoW	Conv	Non ESF	WoW
2101 No. participants gaining quals	4,448	2,690	7,138			
AGE						
*11-14	0	0	0	0	0	0
15-24	4,447	2,690	7,137	100	100	100
25-54	1	0	1	0	0	0
55-64	0	0	0	0	0	0
65+	0	0	0	0	0	0
AGE (WBLPS3)						
11-13	0	0	0	0	0	0
14	0	0	0	0	0	0
15-19	4,447	2,688	7,135	100	100	100
20-24	0	2	2	0	0	0
25-54	1	0	1	0	0	0
55-64	0	0	0	0	0	0
65+	0	0	0	0	0	0
DISABILITY						
Yes	961	623	1,584	22	23	22
No	3,487	2,067	5,554	78	77	78
EMPLOYMENT STATUS						
Employed (excluding self-employed)	0	0	0	0	0	0
Self-employed	0	0	0	0	0	0
Unemployed (up to one year)	0	0	0	0	0	0
Long-term unemployed (over one year)	0	0	0	0	0	0
Economically inactive (excluding those in full time education or training)	4,448	2,690	7,138	100	100	100
In full time education	0	0	0	0	0	0
Not known	0	0	0	0	0	0
ETHNIC GROUPING						
Yes	58	197	255	1	7	4
No	4,390	2,493	6,883	99	93	96
GENDER						
Male	2,374	1,421	3,795	53	53	53
Female	2,074	1,269	3,343	47	47	47

	Numbers			Percentages		
	Conv	Non ESF	WoW	Conv	Non ESF	WoW
GEOGRAPHY						
Isle of Anglesey	114	0	114	3	0	2
Blaenau Gwent	302	0	302	7	0	4
Bridgend	354	0	354	8	0	5
Caerphilly	559	0	559	13	0	8
Cardiff	0	966	966	0	36	14
Carmarthenshire	292	0	292	7	0	4
Ceredigion	60	0	60	1	0	1
Conwy	88	0	88	2	0	1
Denbighshire	116	0	116	3	0	2
Flintshire	0	202	202	0	8	3
Gwynedd	191	0	191	4	0	3
Merthyr Tydfil	309	0	309	7	0	4
Monmouthshire	0	89	89	0	3	1
Neath Port Talbot	419	0	419	9	0	6
Newport	0	593	593	0	22	8
Pembrokeshire	255	0	255	6	0	4
Powys	0	119	119	0	4	2
Rhondda Cynon Taff	559	1	560	13	0	8
Swansea	479	0	479	11	0	7
Torfaen	351	0	351	8	0	5
Vale of Glamorgan	0	364	364	0	14	5
Wrexham	0	356	356	0	13	5
Outside Wales	0	0	0	0	0	0
MIGRANT STATUS						
Yes - EU	2	1	3	0	0	0
Yes - non-EU	9	8	17	0	0	0
No	4,437	2,681	7,118	100	100	100
QUALIFICATIONS GAINED						
None/Not NQF	0	0	0	0	0	0
Below NQF Level 2	4,180	2,503	6,683	94	93	94
At NQF Level 2	266	185	451	6	7	6
At NQF Level 3	2	2	4	0	0	0
At NQF Level 4-6	0	0	0	0	0	0
At NQF Level 7-8	0	0	0	0	0	0

		Numbers			Percentages		
		Conv	Non ESF	WoW	Conv	Non ESF	WoW
2102	No. of participants entering further lrng	1,753	901	2,654			
AGE							
	*11-14	0	0	0	0	0	0
	15-24	1,753	901	2,654	100	100	100
	25-54	0	0	0	0	0	0
	55-64	0	0	0	0	0	0
	65+	0	0	0	0	0	0
AGE (WBLPS3)							
	11-13	0	0	0	0	0	0
	14	0	0	0	0	0	0
	15-19	1,752	900	2,652	100	100	100
	20-24	1	1	2	0	0	0
	25-54	0	0	0	0	0	0
	55-64	0	0	0	0	0	0
	65+	0	0	0	0	0	0
DISABILITY							
	Yes	371	226	597	21	25	22
	No	1,382	675	2,057	79	75	78
EMPLOYMENT STATUS							
	Employed (excluding self-employed)	0	0	0	0	0	0
	Self-employed	0	0	0	0	0	0
	Unemployed (up to one year)	0	0	0	0	0	0
	Long-term unemployed (over one year)	0	0	0	0	0	0
	Economically inactive	1,753	901	2,654	100	100	100
	In full time education	0	0	0	0	0	0
	Not known	0	0	0	0	0	0
ETHNIC GROUPING							
	Yes	24	72	96	1	8	4
	No	1,729	829	2,558	99	92	96
EXISTING QUALS							
	None	0	0	0	0	0	0
	Below NQF Level 2	1,044	520	1,564	60	58	59
	At NQF Level 2	672	353	1,025	38	39	39
	At NQF Level 3	35	22	57	2	2	2
	At NQF Level 4-6	2	5	7	0	1	0
	At NQF Level 7-8	0	1	1	0	0	0

	Numbers			Percentages		
	Conv	Non ESF	WoW	Conv	Non ESF	WoW
GENDER						
Male	799	445	1,244	46	49	47
Female	954	456	1,410	54	51	53
GEOGRAPHY						
Isle of Anglesey	61	0	61	3	0	2
Blaenau Gwent	72	0	72	4	0	3
Bridgend	102	0	102	6	0	4
Caerphilly	154	0	154	9	0	6
Cardiff	0	233	233	0	26	9
Carmarthenshire	160	0	160	9	0	6
Ceredigion	56	0	56	3	0	2
Conwy	27	0	27	2	0	1
Denbighshire	39	0	39	2	0	1
Flintshire	0	123	123	0	14	5
Gwynedd	77	0	77	4	0	3
Merthyr Tydfil	88	0	88	5	0	3
Monmouthshire	0	39	39	0	4	1
Neath Port Talbot	190	0	190	11	0	7
Newport	0	186	186	0	21	7
Pembrokeshire	137	0	137	8	0	5
Powys	0	52	52	0	6	2
Rhondda Cynon Taff	155	0	155	9	0	6
Swansea	291	0	291	17	0	11
Torfaen	144	0	144	8	0	5
Vale of Glamorgan	0	116	116	0	13	4
Wrexham	0	152	152	0	17	6
Outside Wales	0	0	0	0	0	0
MIGRANT STATUS						
Yes - EU	1	3	4	0	0	0
Yes - non-EU	4	4	8	0	0	0
No	1,748	894	2,642	100	99	100

		Numbers			Percentages		
		Conv	Non ESF	WoW	Conv	Non ESF	WoW
2106	No. of participants entering work	3,289	2,025	5,314			
AGE							
	*11-14	0	0	0	0	0	0
	15-24	3,288	2,024	5,312	100	100	100
	25-54	1	1	2	0	0	0
	55-64	0	0	0	0	0	0
	65+	0	0	0	0	0	0
AGE (WBLPS3)							
	11-13	0	0	0	0	0	0
	14	0	0	0	0	0	0
	15-19	3,287	2,023	5,310	100	100	100
	20-24	1	1	2	0	0	0
	25-54	1	1	2	0	0	0
	55-64	0	0	0	0	0	0
	65+	0	0	0	0	0	0
DISABILITY							
	Yes	670	390	1,060	20	19	20
	No	2,619	1,635	4,254	80	81	80
EMPLOYMENT STATUS							
	Employed (excluding self-employed)	0	0	0	0	0	0
	Self-employed	0	0	0	0	0	0
	Unemployed (up to one year)	0	0	0	0	0	0
	Long-term unemployed (over one year)	0	0	0	0	0	0
	Economically inactive	3,289	2,025	5,314	100	100	100
	In full time education	0	0	0	0	0	0
	Not known	0	0	0	0	0	0
ETHNIC GROUPING							
	Yes	40	157	197	1	8	4
	No	3,249	1,868	5,117	99	92	96
EXISTING QUALS							
	None	1	0	1	0	0	0
	Below NQF Level 2	1,919	1,223	3,142	58	60	59
	At NQF Level 2	1,269	743	2,012	39	37	38
	At NQF Level 3	88	58	146	3	3	3
	At NQF Level 4-6	11	1	12	0	0	0
	At NQF Level 7-8	1	0	1	0	0	0

	Numbers			Percentages		
	Conv	Non ESF	WoW	Conv	Non ESF	WoW
GENDER						
Male	1,980	1,100	3,080	60	54	58
Female	1,309	925	2,234	40	46	42
GEOGRAPHY						
Isle of Anglesey	59	0	59	2	0	1
Blaenau Gwent	245	0	245	7	0	5
Bridgend	296	0	296	9	0	6
Caerphilly	444	0	444	13	0	8
Cardiff	0	767	767	0	38	14
Carmarthenshire	307	0	307	9	0	6
Ceredigion	41	0	41	1	0	1
Conwy	97	0	97	3	0	2
Denbighshire	67	0	67	2	0	1
Flintshire	0	88	88	0	4	2
Gwynedd	99	0	99	3	0	2
Merthyr Tydfil	241	0	241	7	0	5
Monmouthshire	0	78	78	0	4	1
Neath Port Talbot	335	0	335	10	0	6
Newport	0	476	476	0	24	9
Pembrokeshire	118	0	118	4	0	2
Powys	0	124	124	0	6	2
Rhondda Cynon Taff	398	1	399	12	0	8
Swansea	306	0	306	9	0	6
Torfaen	236	0	236	7	0	4
Vale of Glamorgan	0	259	259	0	13	5
Wrexham	0	232	232	0	11	4
Outside Wales	0	0	0	0	0	0
MIGRANT STATUS						
Yes - EU	2	1	3	0	0	0
Yes - non-EU	8	6	14	0	0	0
No	3,279	2,018	5,297	100	100	100