
GENPROM

Series on Gender in the Life Cycle

SCHOOL-TO-WORK TRANSITION

SURVEY QUESTIONNAIRE MODULES

**Gender Promotion Programme
International Labour Office Geneva**

Foreword

Promoting gender equality as a basic right throughout all stages of the life cycle, as reflected in the ILO's decent work agenda, underpins both the Copenhagen Programme of Action and the Beijing Platform for Action. A life-cycle approach to decent work for women highlights the prevalence, incidence and impact of discriminatory policies and practices, which affect women at different stages of their life – from childhood to old age. Today's girl-child is tomorrow's older woman worker; and it is her opportunities and experiences now which will shape her ability to access and maintain decent work throughout her adult life. The generational approach emphasizes that economic and social reproduction cannot be separated and that there should be better harmonization of work and family responsibilities for both women and men. It also draws attention to the fact that increasingly women (and men) are having flexible working lives, moving in and out of the labour force at various times of their lives and changing work status more often. Decent work for women will therefore not only ensure security in old age and adversity, but will, in turn, lead to sustained economic and social development as women's economic empowerment also benefits their families, communities and society in general.

In many societies, differences persist in socio-economic perceptions concerning the value of daughters and sons, and in the education and upbringing of girls and boys. Poverty leads many households in developing countries to survival strategies that can have the effect of accentuating gender inequalities. Such strategies can, for instance, further discriminate against the girl child, where families choose to invest their limited resources on a boy's education and health. Labour market opportunities for educated sons may be seen to yield higher returns for families, even though those same opportunities may exist for a daughter with similar education. For the ILO, gender equality seen from a life-cycle perspective means that education is the first step to decent work. Employment opportunities are the next. Although countries vary significantly in the proportion of young people who are neither working nor studying, there is one common feature: young women are far more likely than young men to be outside of the labour force and not in education. For young women, the transition from school-to-work is a difficult process to negotiate, with many obstacles, setbacks, exits and re-entries. Employment opportunities that are already limited for those in the 15-24 age cohort are even more limited for young job seekers who are not able to develop their skills and knowledge, in an increasingly information- and technology-based economy.

To address this major challenge, the ILO is taking the lead in the UN Secretary-General's Youth Employment Network (YEN), created in the framework of the Millennium Declaration where Heads of State and Government resolved to "develop and implement strategies that give young people everywhere a real chance to find decent and productive work". The Network is a partnership between the UN, the World Bank and the ILO to bring together leaders in industry, youth and civil society representatives, and policy makers to explore imaginative approaches to the challenge of youth unemployment.

The questionnaires presented here are intended to contribute to that global effort. They provide sets of questions grouped in separate modules, through which youth specific issues can be researched. For countries specifically addressing the challenge of youth employment, the questionnaires may be useful for the collection of information on a range of topics related broadly to issues of concern to young people and more specifically, to the transition from school to work.

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Introduction

The failure to find decent employment after leaving school tends to have lasting effects on occupational patterns and incomes over the life course of an individual. Facilitating an improved school-to-work transition may overcome the common difficulties that youth, and particularly young women face, in terms of limited access to reliable labour market information, advice or support and vulnerability to labour and sexual exploitation. But this is a daunting task, as 500 million young people will enter the workforce within the next decade.

Together with the UN and the World Bank - partners of the Youth Employment Network - the ILO is assisting Governments and social partners in identifying the main youth employment issues and in designing and implementing integrated policy responses. As part of this work, the ILO seeks to enhance the capacity of national and local level institutions, trade unions, employer, women and youth mass organizations to provide education, training, guidance and information to young job seekers, particularly women, so as to improve their opportunities of gaining productive employment. From a life-cycle approach to gender equality, the aim is to show how an individual's long-term chances of staying in productive employment are greatly improved if they are enabled early on, through education and training, to find decent work, and an enabling environment to keep them in decent work, is in place. Improving the school-to-work transition for young men and women is therefore crucial.

The generic model of the questionnaires presented here provides a useful checklist of questions for conducting structured surveys to collect information on youth – their personal identification data, education and training, their perceptions and aspirations in terms of employment and their life goals and values, the job search process, the family's influence in the choice of occupation, barriers to and supports for entry into the labour market, the preference for wage employment or self employment, attitudes of employers towards hiring young workers, their current employment/working conditions, control over resources, work, marriage and family responsibilities, and gender differentials - especially why it is harder for young women than for young men to enter the labour market. These different topics are covered in separate modules of the questionnaire, as listed below.

The purpose of the generic questionnaire with separate modules dealing with context specific issues is to enable flexible use and adaptation. Different modules can be combined to gather information on specific research issues. The questionnaire can be used, for example, to conduct a socio-economic baseline survey of the intended beneficiaries of a project; to analyze the factors that facilitate the transition from school to work, and the factors that make the transition difficult for young women, young men or both; to assess the level of empowerment among youth and their perceptions and aspirations for work and life; to study youth migration trends or collect information on poverty among youth, and so forth.

General Notes for Using the Questionnaire Modules

The questionnaire is not tailored specifically for use in a particular country nor a particular economic sector or occupation. The exact wording of questions and the suggested classifications for closed questions are also not context specific. Therefore, users of the questionnaire should:

a. Be very clear about the purpose of the survey and the precise kinds of information needed to adequately meet that purpose. It is helpful to prepare a detailed report format, including basic tabulation formats, so as to be able to more precisely identify the types of information required from the survey.

b. Prepare a clear survey design setting out the sampling method to be used in selecting the survey respondents, the choice of interviewing methods, the timing and duration of the survey. For example, should information be collected only through the formal questionnaire or should there also be qualitative or unstructured interviews with key informants or groups? Should sectoral or community profiles be prepared on the basis of available documentation to supplement the survey information? Who will conduct the interviews, is it possible to use local enumerators who are familiar with the intended respondents?

c. Clarify important concepts and definitions. In different countries and for different types of work, education and training, etc., concepts and definitions may vary. It is, therefore, very important to define and explain them precisely in order to avoid ambiguity at the stage of data collection. Especially when using a number of enumerators, it is essential that they all understand and apply standard concepts and definitions and that they are able to explain these clearly to the respondents/interviewees.

d. Construct the questionnaire to be used. The questionnaire is the most important element of a structured survey. It must be standardized, well tested and should list in a systematic manner all the questions which are to be put to the respondent:

- *Select only those modules from the generic model and those questions within the sections relevant* for the specific data collection purposes (to avoid interviews which are too long, one useful test is to consider how the answers to a particular question can be analysed and whether the information will add anything useful to the overall analysis);
- *Decide whether questions should be open-ended or closed.* The generic model uses mainly closed questions which have been pre-coded to help clarify the types of responses sought and to facilitate more rapid interviewing. Check that the pre-coded response categories are relevant to specific country and local contexts;
- *Check the wording of the questions.* Be sure that they are worded as unambiguously as possible and that they are so phrased as to be easily understood by the respondents. The wording might have to be modified for particular cultural or socio-economic contexts and to ensure that the questions are clearly understood by the target group;
- *The flow of the sections and questions should be logical and smooth.* The respondent should be able to understand immediately the relationship between

the questions asked and the stated objective of the survey. Inserting short explanations within the questionnaire can help to smooth the transition from one section to the next;

- *Check for sensitive or difficult questions.* There is no hard and fast rule on where to place such questions. Some experts suggest that such questions should be put at the end, so as not to cause a breakdown in respondent cooperation. Others are concerned that at the end of the interview, the respondent may already be tired or bored and may give superficial answers. Two useful suggestions are: introduce sensitive questions only when rapport has been established between the enumerator and the respondent (this means they should not be at the very beginning); and put them where they are most relevant in relation to other questions.

e. Prepare a concise and clear introduction to explain the purpose of the survey and to reassure the respondents about the use of the information they provide. All enumerators should give this introduction before starting an interview. Explanation about the purpose of the survey need not be too detailed. Lengthy explanations often confuse rather than enlighten the respondents. Moreover, long introductions can generate biases in the interview by pre-disposing a respondent to answer in a particular way.

f. Translate the questionnaire into the local language. It may be useful to do a “back” translation. Have the questionnaire translated into the local language and then have someone else translate the local language questionnaire back into English. Check against the original English version to ensure that there are no discrepancies.

g. Pre-test the questionnaire. This stage is essential. A newly prepared questionnaire should be pre-tested on a number of pilot respondents (ideally from the intended target group) in order to identify weaknesses, ambiguities and omissions before it is finalized for the survey itself. The pre-test should detect the following problems:

- *Wording of questions:* was the wording of the questions clear to the respondents. Did all the respondents derive the same meaning from the questions;
- *Question format:* was the question format suitable. Was there a great variation in the responses to the open-ended questions that would make them difficult to code? Were the existing response categories for the closed questions adequate in range and relevant?
- *Difficult questions:* were there questions that the respondents found difficult to understand or to answer?
- *Refusal rate:* was there a tendency for respondents to not answer particular questions?
- *Time requirement:* what was the approximate time needed to complete the questionnaire? Did the respondent seem to tire at the end? (However, it is often the case that, as enumerators themselves get more familiar with administering the questionnaire, the time taken is shortened. Remember also that it would not serve the purpose of a survey – in fact would prove frustrating if a “short” questionnaire ends up leaving more issues unanswered than answered);

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- *Interviewer's convenience*: Did the enumerators find it difficult to administer some parts of the questionnaire? Were additional instructions needed? Were the probes adequate?
 - *Coding*: were there problems in coding the data?
 - *Usefulness of the data*: was the questionnaire able to generate the type of information that was expected of it?

On the basis of the results of the pre-test and feedback from the interviewers, the questionnaire should be revised. If major amendments have been made, it would be useful to test again the amended questionnaires.

h. Print the questionnaire for use by the enumerators:

- Ensure that the printed questionnaire has a neat, uncluttered appearance, with proper provision for recording responses (do not try to save paper). A neatly laid out, well-spaced questionnaire is less likely to cause recording errors;
- Include a cover page with all the identification information needed on respondents, interviewers and coders;
- The generic questionnaire uses two formats for listing responses: boxes that should be ticked, and numbered classifications that should be circled. Open-ended questions should be given sufficient lines for recording answers;
- It is also useful to provide large margins on both left and right sides of each page to enable enumerators to write in additional comments/notes.

SURVEY ON THE SCHOOL-TO-WORK TRANSITION

IN-SCHOOL YOUTH

**(IN GENERAL EDUCATION, TECHNICAL/VOCATIONAL
TRAINING INSTITUTIONS OR UNIVERSITIES)
(15-24 YEARS OF AGE)**

Serial Number of the Survey: _____

Respondent's Identification Particulars:

Name of respondent: _____

Sex: Female _____ Male _____

Birth date of respondent: _____ month _____ year

Age: _____ years

Address: _____

Control Particulars:

Organization conducting the Survey: _____

Interviewer: _____

Date of Interview: _____

Checked by: _____

Coded by: _____

A. PERSONAL IDENTIFICATION DATA

- A1. How long have you lived in this village/town/city?
1. _____ months _____ years
2. All your life, never moved (GO TO A6)
- A2. Where were you living before coming to your current residence?
1. Rural area
2. Small town
3. Large city
4. Another country
- A3. What was the main reason for moving to your current residence?
1. To accompany family
2. For education/training/apprenticeship
3. To work/for employment related reasons
4. Other reasons (please specify) _____
- A4. In what year did you move to your current residence? _____ year
- A5. From the time you were born till now, how many times have you changed your village/town/city/country of residence? _____ times
- A6. What is your current marital status?
1. Never married
2. Engaged to be married
3. Married
4. Separated
5. Divorced
6. Widowed
- A6a. If ever married, at what age were you first married? _____ years
- A6b. If ever married, how old was your spouse when you first married? _____ years
- A6c. If never married, do you have any plans to get married in the near future?
1. Yes (when _____)
2. No
3. Depends (on what _____)
4. Not sure

A7. What is the occupation of your parents?

Mother

Father

1. Professional, technical and related
2. Administrative, managerial
3. Clerical and related
4. Sales
5. Agricultural worker
6. Factory production worker
7. Manual labourer, construction worker
8. Government/public sector worker
9. Armed forces
10. Homebased worker/subcontracting
11. Other service worker
12. Unpaid family worker
13. Housework
14. Student
15. Unemployed/looking for work
16. Outside the labour force/too old
17. Parent deceased

A8. How many brothers and sisters do you have?

_____ younger brothers

_____ younger sisters

_____ older brothers

_____ older sisters

A9. On average, what is the total income of your household per month?

[INSERT APPROPRIATE INCOME RANGES FOR COUNTRY CONTEXT]

A10. Does your family own any farmland?

1. Yes

2. No

A11. Is your family renting any land to farm?

1. Yes

2. No

B. EDUCATIONAL AND TECHNICAL/ VOCATIONAL TRAINING BACKGROUND

B1. How many years of formal education and training have you already completed altogether?

_____ years of general education (primary and secondary)
_____ years of technical/vocational training
_____ years of university (post secondary/higher education)

B2. How long more do you expect to continue your current education/training?

_____ months _____ years

B3. What is the highest level of education you expect to complete when you leave this school/institution?

1. Completed primary
2. Lower secondary general education
3. Lower secondary technical/vocational
4. Upper secondary general education
5. Upper secondary technical/vocational
6. University
7. Others (please specify _____)

[USE APPROPRIATE EDUCATIONAL LEVELS FOR COUNTRY CONTEXT]

B4. What is your main field of study/specialization?

1. Arts
2. Social sciences
3. Physical sciences
4. Computer science
5. Mathematics
6. Commerce
7. Engineering
8. Law
9. Architecture
10. Medicine
11. Business administration
12. Education/teaching
13. Nursing
14. Vocational/technical skills (please specify _____)
15. Others (please specify _____)
16. No specialization (general education only)

- B5. Who is paying for your education/training?
1. Father
 2. Mother
 3. Both parents
 4. Siblings
 5. Other relatives (who _____)
 6. Yourself
 7. Government
 8. Employer
 9. Others (please specify who _____)
- B6. Do you think that certain courses/fields of study are more appropriate for women and some are more appropriate for men?
1. Some courses/fields of study more appropriate for women (specify what courses and why _____)
 2. Some courses/fields of study more appropriate for men (specify what courses and why _____)
 3. All courses/fields of study equally appropriate for women and men.
 4. Not sure
 5. Do not know
- B7. Do you feel that women and men (girls and boys) have equal opportunities for general education?
1. Have equal opportunities
 2. Do not have equal opportunities
 3. Not sure
 4. Do not know
- B8. Do you feel that women and men (girls and boys) have equal opportunities for technical/ vocational education?
1. Have equal opportunities
 2. Do not have equal opportunities
 3. Not sure
 4. Do not know
- B9. In your opinion, what is the lowest level of education/training you need to get a decent/good job these days?
1. Primary
 2. Secondary
 3. University undergraduate
 4. Master's degree
 5. Doctoral degree
 6. Professional degree
 7. Technical training
 8. Vocational skills training
 9. Others (please specify _____)

B10. Of the types of education and training listed below **[INTERVIEWER: READ LIST BELOW]**, please rank what you consider to be the two most useful for getting a decent/good job these days **[Rank 1 for most useful, 2 for second most useful]**

Ranking

1. Secondary Arts
2. Secondary Science
3. University Arts
4. University Science
5. Postgraduate degree
6. Professional qualification
7. Business management degree
8. Computer science degree
9. Technical skills certificate
10. Foreign language certificate
11. Others (specify _____)

B11. Do you intend to go for further/higher education or training in the future?

1. Yes, (please specify what type of education or training _____)
2. No, why not _____
3. Depends, on what _____
4. Not sure

B11a. If you intend to go for further/higher education or training, when do you expect to do so?

1. Immediately after completing current education/training
2. Before starting work
3. After working for some time
4. Not sure

B11b. If you intend to go for further/higher education or training, what is the highest level of education/training you expect to attain?

B12. Have you ever received any kind of guidance or advice on the types of education or training courses you should take to help you find a decent/good job?

1. Never
2. Yes

B12a. If yes, who was the most helpful person who gave you guidance or advice?

1. Parents
2. Relatives
3. Friends
4. Teachers
5. Guidance counsellor in school/training institution
6. Employment service
7. Others (please specify _____)

B13. Have you had any work experience arranged as part of your education/training?

1. Yes
2. No

B13a. If yes, please describe the work experience.

1. Internship/apprenticeship without pay in private company
2. Internship/apprenticeship without pay in public company
3. Internship/apprenticeship without pay in non-profit organization
4. Work with pay in private company
5. Work with pay in public company
6. Community volunteer work
7. Work in family business
8. Work on farm
9. Other (please describe _____)

B13b. How was your work experience organized

1. During school vacations
2. As part of regular school course
3. After school hours
4. Other (please describe _____)

C. ATTITUDES AND EXPECTATIONS REGARDING WORK

C1. Have you ever received any kind of advice or counselling on jobs or career opportunities?

1. Never
2. Yes

C1a. If no, would you like to receive such advice or counselling?

1. Yes
2. No
3. Do not know

C1b. If yes, who was the most helpful person who gave you guidance or advice?

1. Parents
2. Relatives
3. Friends
4. Teachers
5. Guidance counsellor in school/training institution
6. Employment service
7. Others (please specify _____)

C2. What do you plan to do when you complete your current education/training?

1. Go on for further/higher education (specify what kind _____)
2. Go for vocational/technical training (specify what kind _____)
3. Get married
4. Stay at home and help family in domestic chores
5. Go into family business
6. Work on family farm
7. Find a job in current hometown
8. Move to another part of the country to find a job (where: capital city/other town/rural area _____)
9. Work in another country (which country _____)
10. Others (please specify _____)

C3. When you look for a job, how important would the following characteristics of the job be? **[Rank 1 for very important, 2 for important, 3 for not important at all]**
[RANK EACH CHARACTERISTIC]

Ranking

1. Interesting job to do
2. Job that people regard highly/status of the job
3. Earn a lot of money
4. Good promotion prospects/clear career path
5. Job that uses skills and abilities
6. Steady job/job security
7. Having a role in decision-making
8. Having lots of vacation time
9. Having an easy pace of work
10. Being able to work independently, without supervision
11. Job that is family-friendly (able to combine work and domestic/childcare responsibilities)
12. Opportunities for travel

C3a. Of the above characteristics of a job, which characteristic would be the most important in choosing a job?

1. Interesting job to do
2. Job that people regard highly/status of the job
3. Earn a lot of money
4. Good promotion prospects/clear career path
5. Job that uses skills and abilities
6. Steady job/job security
7. Having a role in decision-making
8. Having lots of vacation time
9. Having an easy pace of work
10. Being able to work independently, without supervision
11. Job that is family-friendly
12. Opportunities for travel

C4. When you look for a job, would you prefer to start your own business, work for an employer, work for your own family farm/business?

1. Start your own business
2. Work for the government/public sector
3. Work for a large multinational corporation
4. Work for a large private company
5. Work for a small private company
6. Work for a non-profit organization
7. Work for own/family farm
8. Work for someone else's farm
9. Work for family business
10. Others (please specify _____)
11. Not sure
12. Do not know

- C5. What kind of job would you realistically expect to be able to obtain with your current education/ training?
1. Manual job
 2. Clerical job
 3. Technical job
 4. Sales job
 5. Administrative job
 6. Managerial job
 7. Professional job
 8. Others (please specify) _____
- C6. What is the minimum level of income per month below which you would not accept a job? _____ per month
- C7. How would you go about finding a job when you complete your education/training?
1. Through education/training institution
 2. Through government employment service
 3. Through job fairs
 4. Through private employment agent
 5. Through advertisements (please indicate what type: newspaper, radio, television, factory notice board, others _____?)
 6. Through friends
 7. Through relatives
 8. Through a labour contractor
 9. Others (please specify _____)
- C8. How easy or difficult do you think it will be to find a decent/good job?
1. Very easy
 2. Easy
 3. Difficult
 4. Not sure
 5. Do not know
- C9. Do you think that generally it is easier or harder for young women compared to young men to find jobs?
1. Easier for young women (why _____)
 2. Easier for young men (why _____)
 3. Depends (on what _____)
 4. Do not know

D. LIFE GOALS AND VALUES OF YOUNG PEOPLE

D1. Could you please tell me how important the following goals would be in your life?
[Rank 1 for very important, 2 for important, 3 for not important at all] [RANK EACH GOAL]

Ranking

1. Being successful in work
2. Making a contribution to society
3. Participating in politics
4. Upholding religious faith
5. Having lots of money
6. Having a good family life
7. Having leisure time
8. Having a lot of different experiences
9. Finding purpose and meaning in life
10. Working/Living in other countries

D1a. Of the above goals in life, which goal would be the single most important one?

1. Being successful in work
2. Making a contribution to society
3. Participating in politics
4. Upholding religious faith
5. Having lots of money
6. Having a good family life
7. Having leisure time
8. Having a lot of different experiences
9. Finding purpose and meaning in life
10. Working/Living in other countries

D2. What do you consider to be a good age for women and for men to start working?

For women

For men

1. Below 15 years
2. Between 15-19 years
3. Between 20-24 years
4. Between 25-29 years
5. Above 29 years

D3. What do you consider to be a good age for women and for men to get married?

For women

For men

1. Below 15 years
2. Between 15-19 years
3. Between 20-24 years
4. Between 25-29 years
5. Between 30-34 years
6. Between 35-39 years
7. Above 39 years

D4. What do you consider to be a good age for women and for men to have their first child?

For women

For men

1. Below 15 years
2. Between 15-19 years
3. Between 20-24 years
4. Between 25-29 years
5. Between 30-34 years
6. Between 35-39 years
7. Above 39 years

D5. What do you consider to be the ideal number of children a couple should have?

D6. In your opinion, should a woman work after marriage?

1. Yes
2. No
3. Depends (on what _____)
4. Do not know

D7. In your opinion, should a woman work when she has young children?

1. Yes
2. No
3. Depends (on what _____)
4. Do not know

D8. In your opinion, should a woman work when her children are of school going age?

1. Yes
2. No
3. Depends (on what _____)
4. Do not know

- D9. Do you feel that women and men in a family should share equal responsibility for household chores (such as cleaning, food preparation, taking care of young children)?
1. Women and men should have equal responsibilities
 2. Men should have greater responsibilities
 3. Women should have greater responsibilities
 4. Depends (on what _____)
 5. Do not know
- D10. Do you feel that women and men in a family should share equal responsibility for contributing to family income?
1. Women and men should have equal responsibilities
 2. Men should have greater responsibilities
 3. Women should have greater responsibilities
 4. Depends (on what _____)
 5. Do not know
- D11. Do you feel that brothers and sisters (or men and women) should have equal responsibility for looking after parents when they are old?
1. Brothers and sisters should have equal responsibilities
 2. Brothers should have greater responsibilities
 3. Sisters should have greater responsibilities
 4. Depends (on what _____)
 5. Do not know
- D12. Do you feel that older brothers or sisters should be responsible for financially supporting their younger siblings through their education?
1. Older brothers should be responsible
 2. Older sisters should be responsible
 1. Both older brothers and sisters should share responsibility
 2. Both not responsible
 3. Do not know
- D13. Do you know about HIV/AIDS
1. Yes
 2. No
- D13a. If yes, how did you learn about HIV/AIDS?
1. From employer
 2. From the media (newspapers, radio, television)
 3. From friends/co-workers
 4. From government officials
 5. From voluntary organizations
 6. Others (specify) _____

D13b. Do you know what you can do to protect yourself against HIV/AIDS

1. Yes
2. No

D14. Are you a member of the following types of organizations?

Yes **No**

- a) School club
- b) Political organization
- c) Community organization
- d) Social club
- e) Trade union
- f) Other (please specify _____)

D15. How regularly do you watch television, read newspapers, listen to the radio or use the Internet:

Everyday **At least once** **Only** **Never**
A week **Occasionally**

- a) Television
- b) Newspapers
- c) Radio
- d) Internet

SURVEY ON THE SCHOOL-TO-WORK TRANSITION

JOB SEEKERS

**(THOSE ACTIVELY LOOKING FOR WORK)
(15-24 YEARS OF AGE)**

Serial Number of the Survey: _____

Respondent's Identification Particulars:

Name of respondent: _____

Sex: Female _____ Male _____

Birth date of respondent: _____ month _____ year

Age: _____ years

Address: _____

Control Particulars:

Organization conducting the Survey: _____

Interviewer: _____

Date of Interview: _____

Checked by: _____

Coded by: _____

A. PERSONAL IDENTIFICATION DATA

- A1. How long have you lived in this village/town/city?
a. _____ months _____ years
b. All your life, never moved (GO TO A6)
- A2. Where were you living before coming to your current residence?
1. Rural area
2. Small town
3. Large city
4. Another country
- A3. What was the main reason for moving to your current residence?
1. To accompany family
2. For education/training/apprenticeship
3. To work/for employment related reasons
4. Other reasons (please specify) _____
- A4. In what year did you move to your current residence? _____ year
- A5. From the time you were born till now, how many times have you changed your village/town/city/country of residence? _____ times
- A6. What is your current marital status?
1. Never married
2. Engaged to be married
3. Married
4. Separated
5. Divorced
6. Widowed
- A6a. If ever married, at what age were you first married? _____ years
- A6b. If ever married, how old was your spouse when you first married? _____ years
- A6c. If never married, do you have any plans to get married in the near future?
1. Yes (when _____)
2. No
3. Depends (on what _____)
4. Not sure

A7. What is the occupation of your parents?

Mother

Father

1. Professional, technical and related
2. Administrative, managerial
3. Clerical and related
4. Sales
5. Agricultural worker
6. Factory production worker
7. Manual labourer, construction worker
8. Government/public sector worker
9. Armed forces
10. Homebased worker/subcontracting
11. Other service worker
12. Unpaid family worker
13. Housework
14. Student
15. Unemployed/looking for work
18. Outside the labour force/too old
19. Parent deceased

A8. How many brothers and sisters do you have?

_____ younger brothers

_____ younger sisters

_____ older brothers

_____ older sisters

A9. On average, what is the total income of your household per month?

[INSERT APPROPRIATE INCOME RANGES FOR COUNTRY CONTEXT]

A10. Does your family own any farmland?

1. Yes

2. No

A11. Is your family renting any land to farm?

1. Yes

2. No

B. EDUCATIONAL AND TECHNICAL/ VOCATIONAL TRAINING BACKGROUND

B1. How many years of formal education/training did you complete altogether?

_____ years of general education (primary and secondary)
_____ years of technical/vocational training
_____ years of university (post secondary/higher education)

B2. What was the highest level of education you attained?

1. No formal education [**GO TO B7**]
2. Some primary
3. Completed primary
4. Completed lower secondary general education
5. Completed lower secondary technical/vocational
6. Completed upper secondary general education
7. Completed upper secondary technical/vocational
8. Completed first degree at university
9. Completed graduate studies at university
10. Others (please specify _____)

B3. What was your main field of study/specialization?

1. Arts
2. Social sciences
3. Physical sciences
4. Computer science
5. Mathematics
6. Commerce
7. Engineering
8. Law
9. Architecture
10. Medicine
11. Business administration
12. Education/teaching
13. Nursing
14. Vocational/technical skills (please specify _____)
15. Others (please specify _____)
16. No specialization (general education only)

B4. Who paid for your education/training?

10. Father
11. Mother
12. Both parents
13. Siblings
14. Other relatives (who _____)

15. Yourself
16. Government
17. Employer
18. Others (please specify who _____)

B5. What was the main reason for stopping your education?

1. Finished course
2. Failed examinations
3. Did not enjoy schooling
4. To get married
5. Parents did not want you to continue schooling (why _____)
6. Economic reasons - could not afford/too poor
7. To start working
8. To earn money to support family
9. Other reasons (please specify _____)

B6. Have you had any institutional technical/vocational training that is school-based, such as secondary technical/vocational schools, or post-school institutions run by the government or the private sector. **[INTERVIEWER: Please note that this question refers to FORMAL INSTITUTIONAL TECHNICAL/ VOCATIONAL TRAINING AND NOT TO NON-FORMAL TRAINING RECEIVED IN THE ENTERPRISE OR THROUGH APPRENTICESHIP]**

1. No **[GO TO B7]**
2. Yes **[INTERVIEWER: ASK QUESTIONS B6a TO B6f AND FILL IN BOX BELOW, SOME RESPONDENTS MAY HAVE COMPLETED MORE THAN ONE TYPE OF TECHNICAL/VOCATIONAL TRAINING COURSE]**

B6a. Please describe the type of technical vocational training you have received.

B6b. Please specify the type of technical/vocational training institution **[FILL IN CATEGORIES THAT ARE APPROPRIATE IN THE NATIONAL CONTEXT]**

B6c. How long did the training last?

B6d. Who paid for the expenses of the training you received?

1. Yourself
2. Family
3. Employer
4. Government
5. Others (please specify who _____)

B6e. Do you have a certificate of qualification from the technical/ vocational training institution?

1. Yes
2. No

B6f. Do you feel the technical/vocational training you received will be useful in getting a job?

1. Yes
2. No
3. Not sure

Type of Course B6a	Type of Training Institution B6b	Length of Course B6c	Who paid for the course B6d	Whether there was a certificate B6e	Usefulness of the course B6f

B7. Are you currently following any educational or training courses?

1. Yes (please specify _____)
2. No

B8. In your opinion, what is the lowest level of education/training you need to get a decent/good job these days?

1. Primary
2. Secondary
3. University undergraduate
4. Master's degree
5. Doctoral degree
6. Professional degree
7. Technical training
8. Vocational skills training
9. Others (please specify _____)

B9. Of the types of education and training listed below **[INTERVIEWER: READ LIST BELOW]**, please rank what you consider to be the two most useful for getting a decent/good job these days **[Rank 1 for most useful, 2 for second most useful]**

Ranking

1. Secondary Arts
2. Secondary Science
3. University Arts
4. University Science
5. Postgraduate degree
6. Professional qualification
7. Business management degree
8. Computer science degree
9. Technical skills certificate
10. Foreign language certificate
11. Others (specify _____)

B10. Did you have any work experience arranged as part of your education/training?

1. Yes
2. No

B10a. If yes, please describe the work experience.

1. Internship/apprenticeship without pay in private company
2. Internship/apprenticeship without pay in public company
3. Internship/apprenticeship without pay in non-profit organization
4. Work with pay in private company
5. Work with pay in public company
6. Community volunteer work
7. Work in family business
8. Work on farm
9. Other (please describe _____)

B10b. How was your work experience organized?

1. During school vacations
2. As part of regular school course
3. After school hours
4. Other (please describe _____)

B11. Have you ever been employed before (not as part of work experience in education/training course, but for income)?

1. No
2. Yes

B11a. If yes, how old were you when were you employed? _____ years

B11b. If yes, for how long were you employed? _____ months _____ years

B11c. If yes, what kind of work were you doing? _____

B12. Do you think that certain courses/fields of study are more appropriate for women and some are more appropriate for men?

1. Some courses/fields of study more appropriate for women (specify what courses and why _____)
2. Some courses/fields of study more appropriate for men (specify what courses and why _____)
3. All courses/fields of study equally appropriate for women and men.
4. Not sure
5. Do not know

B13. Do you feel that women and men (girls and boys) have equal opportunities for general education?

1. Have equal opportunities
2. Do not have equal opportunities
3. Not sure
4. Do not know

- B14. Do you feel that women and men (girls and boys) have equal opportunities for technical/ vocational education?
1. Have equal opportunities
 2. Do not have equal opportunities
 3. Not sure
- B15. Do you intend to go for further/higher education or training in the future?
1. Yes, (please specify what type of education or training _____)
 2. No, why not _____
 3. Depends, on what _____
 4. Not sure
- B15a. If you intend to go for further/higher education or training, when do you expect to do so?
1. Before starting work
 2. After working for some time
 3. Not sure
- B16. Did you ever receive any kind of guidance or advice on the types of education or training courses you should take to help you find a decent/good job?
1. Never
 2. Yes
- B16a. If yes, who was the most helpful person who gave you guidance or advice?
1. Parents
 2. Relatives
 3. Friends
 4. Teachers
 5. Guidance counsellor in school/training institution
 6. Employment service
 7. Others (please specify _____)
- B16b. If yes, did you find the guidance or advice very useful, useful or not useful?
1. Very useful
 2. Useful
 3. Not useful

C. JOB SEARCH AND ATTITUDES AND EXPECTATIONS REGARDING WORK

C1. Have you ever received any kind of advice or counselling on jobs or career opportunities?

1. Yes
2. Never

C1a. If yes, who was the most helpful person who gave you guidance or advice?

1. Parents
2. Relatives
3. Friends
4. Teachers
5. Guidance counsellor in school/training institution
6. Employment service
7. Others (please specify _____)

C1b. If yes, did you find the guidance or advice very useful, useful or not useful?

1. Very useful
2. Useful
3. Not useful

C2. At what age did you first start looking for work? _____ years

C3. How long have you currently been looking for a job?

1. Less than a week
2. Less than a month
3. 1-2 months
4. 3-6 months
5. 6 months - 1 year
6. More than 1 year
7. More than 2 years

C4. How are you looking for a job?

1. Through education/training institution
2. Through government employment service
3. Through job fairs
4. Through private employment service/agent
5. Through advertisements (please indicate what type: newspaper, radio, television, factory notice board, others _____?)
6. Through friends
7. Through relatives
8. Through a labour contractor
9. Others (please specify _____)

- C5. Have you registered as a job seeker at an employment service?
1. Registered at government/public employment service
 2. Registered at private employment service
 3. Registered at both public and private employment services
 4. Not registered
- C5a. If you are registered at employment services, what kind of advice/help/assistance have you received? **[INTERVIEWER: PLEASE NOTE THAT MORE THAN ONE ANSWER IS POSSIBLE, PLEASE MARK ALL ANSWERS]**
1. None
 2. Advice on how to search for a job
 3. Information on vacancies
 4. Financial support/unemployment benefit
 5. Guidance on education/training opportunities
 6. Placement in education/training programmes
 7. Others (please specify _____)
- C6. What have you mainly been doing while looking for a job?
1. Stayed at home and just looked for a job
 2. Stayed at home and was responsible for household chores
 3. Helped out in family business
 4. Helped out on farm
 5. Took additional education/training courses (specify _____)
 6. Spent time with friends
 7. Did volunteer work (without pay) (specify _____)
 8. Others (please specify _____)
- C7. Since you started looking for work, how many jobs have you applied for?
_____ jobs
- C8. Since you started looking for work, how many interviews have you been to?
_____ interviews
- C9. Who decided on the kind of job you should have/you are currently looking for?
1. Yourself
 2. Your father
 3. Your mother
 4. Your parents together
 5. Other relatives (who, relationship to you _____)
 6. Others (who _____)

C10. In looking for a job, how important are the following characteristics of the job?
[Rank 1 for very important, 2 for important, 3 for not important at all] [RANK EACH CHARACTERISTIC] Ranking

1. Interesting job to do
2. Job that people regard highly/status of the job
3. Earn a lot of money
4. Good promotion prospects/clear career path
5. Job that uses skills and abilities
6. Steady job/job security
7. Having a role in decision-making
8. Having lots of vacation time
9. Having an easy pace of work
10. Being able to work independently, without supervision
11. Job that is family-friendly (able to combine work and domestic/childcare responsibilities)
12. Opportunities for travel

C10a. Of the above characteristics of a job, which characteristic would be the most important in choosing a job?

1. Interesting job to do
2. Job that people regard highly/status of the job
3. Earn a lot of money
4. Good promotion prospects/clear career path
5. Job that uses skills and abilities
6. Steady job/job security
7. Having a role in decision-making
8. Having lots of vacation time
9. Having an easy pace of work
10. Being able to work independently, without supervision
11. Job that is family-friendly
12. Opportunities for travel

C11. In looking for work, would you prefer to start your own business, work for an employer, work for your own family farm/business?

1. Start your own business
2. Work for the government/public sector
3. Work for a large multinational corporation
4. Work for a large private company
5. Work for a small private company
6. Work for a non-profit organization
7. Work for own/family farm
8. Work for someone else's farm
9. Work for family business
10. Others (please specify _____)
11. Not sure
12. Do not know

C12. Where would you prefer to work?

1. In an office
2. In a factory
3. In a hotel
4. In a restaurant or eating place
5. On your own/family farmland
6. On someone else's farm
7. In your own home
8. In your employer's home
9. In a market place
10. Other (please specify _____)
11. No preference

C13. Would you prefer to work in a small or large enterprise?

1. To be self-employed/own-account worker
2. To work only with family members
3. To be single employee
4. To have less than 5 co-workers
5. To have less than 10 co-workers
6. To have less than 50 co-workers
7. To have between 50-100 co-workers
8. To have more than 100 co-workers
9. To have more than 500 co-workers
10. No preference

C14. What kind of job would you realistically expect to be able to obtain with your current education/ training?

1. Manual job
2. Clerical job
3. Technical job
4. Sales job
5. Administrative job
6. Managerial job
7. Professional job
8. Others (please specify) _____

C15. What is the minimum level of income per month below which you would not accept a job? _____ per month

- C16. What has been the main obstacle in finding a decent/good job?
1. No education
 2. Unsuitable general education
 3. Unsuitable vocational education
 4. No suitable training opportunities
 5. Requirements for job higher than education/training received
 6. No work experience
 7. Not enough jobs available
 8. Considered too young
 9. Being male/female
 10. Discriminatory prejudices
 11. Low wages in available jobs
 12. Poor working conditions in available jobs
 13. Not enough land for farming
 14. Lack funding to start own business
 15. Others (please specify _____)
- C17. Do you feel the education/training you received in the past is useful in getting a job?
1. Very useful
 2. Somewhat useful
 3. Not useful
 4. Do not know
- C18. What kind of extra courses/training do you think would be most helpful in finding a decent job?
1. Entrepreneurship training to start own business
 2. Apprenticeship with an employer
 3. Computer training
 4. Foreign language
 5. Professional training
 6. Other (please specify _____)
- C19. Do you think that generally it is easier or harder for young women compared to young men to find jobs?
1. Easier for young women (why _____)
 2. Easier for young men (why _____)
 3. Depends (on what _____)
 4. Do not know

- C20. Do you think it is easier or harder for a young person below 25 years who has just left school or finished training or an older person above 25 years to find a job?
1. Easier for a young person than an older person
 2. Harder for a young person than an older person
 3. No difference
 4. Depends (on what _____)
 5. Do not know
- C21. In your experience, is it easier or harder for a person with a general education or a person with technical/vocational training to find a job?
1. Easier for person with general education
 2. Easier for person with technical/vocational education
 3. No difference
 4. Depends (on what _____)
 5. Do not know
- C22. Do you have a preference for working in your original home area, moving to another town/city in your own country, a rural area, another country?
1. Original home area
 2. Moving to capital city
 3. Moving to another town/city (other than capital city)
 4. Moving to rural area
 5. Moving to another country
 6. No preference
- C23. Would you consider moving to work in another country?
1. Yes (which country _____)
 2. No
 3. Depends (on what _____)
 4. Not sure
 5. Do not know
- C24. Have you ever faced any kind of harassment in looking for a job?
1. No
 2. Yes
- C24a. If yes, what was the nature of the harassment?
1. Sexual
 2. Bribe/financial
 3. Verbal
 4. Other (please specify _____)

C24b. If yes, what was the source of the harassment?

1. Potential employer
2. Agent
3. Government official
4. Police
5. Others (please specify _____)

C25. What kind of assistance would you like to help you find a good job?

D. LIFE GOALS AND VALUES OF YOUNG PEOPLE

D1. Could you please tell me how important the following goals would be in your life?
[Rank 1 for very important, 2 for important, 3 for not important at all] [RANK EACH GOAL]

Ranking

1. Being successful in work
2. Making a contribution to society
3. Participating in politics
4. Upholding religious faith
5. Having lots of money
6. Having a good family life
7. Having leisure time
8. Having a lot of different experiences
9. Finding purpose and meaning in life
10. Working/living in other countries

D1a. Of the above goals in life, which goal would be the single most important one?

1. Being successful in work
2. Making a contribution to society
3. Participating in politics
4. Upholding religious faith
5. Having lots of money
6. Having a good family life
7. Having leisure time
8. Having a lot of different experiences
9. Finding purpose and meaning in life
10. Working/Living in other countries

D2. What do you consider to be a good age for women and for men to start working?

For women

For men

1. Below 15 years
2. Between 15-19 years
3. Between 20-24 years
4. Between 25-29 years
5. Above 29 years

D3. What do you consider to be a good age for women and for men to get married?

For women

For men

1. Below 15 years
2. Between 15-19 years
3. Between 20-24 years
4. Between 25-29 years
5. Between 30-34 years
6. Between 35-39 years
7. Above 39 years

D4. What do you consider to be a good age for women and for men to have their first child?

For women

For men

1. Below 15 years
2. Between 15-19 years
3. Between 20-24 years
4. Between 25-29 years
5. Between 30-34 years
6. Between 35-39 years
7. Above 39 years

D5. What do you consider to be the ideal number of children a couple should have?

D6. In your opinion, should a woman work after marriage?

1. Yes
2. No
3. Depends (on what _____)
4. Do not know

D7. In your opinion, should a woman work when she has young children?

1. Yes
2. No
3. Depends (on what _____)
4. Do not know

D8. In your opinion, should a woman work when her children are of school going age?

1. Yes
2. No
3. Depends (on what _____)
4. Do not know

- D9. Do you feel that women and men in a family should share equal responsibility for household chores (such as cleaning, food preparation, taking care of young children)?
1. Women and men should have equal responsibilities
 2. Men should have greater responsibilities
 3. Women should have greater responsibilities
 4. Depends (on what _____)
 5. Do not know
- D10. Do you feel that women and men in a family should share equal responsibility for contributing to family income?
1. Women and men should have equal responsibilities
 2. Men should have greater responsibilities
 3. Women should have greater responsibilities
 4. Depends (on what _____)
 5. Do not know
- D11. Do you feel that brothers and sisters (or men and women) should have equal responsibility for looking after parents when they are old?
1. Brothers and sisters should have equal responsibilities
 2. Brothers should have greater responsibilities
 3. Sisters should have greater responsibilities
 4. Depends (on what _____)
 5. Do not know
- D12. Do you feel that older brothers or sisters should be responsible for financially supporting their younger siblings through their education?
1. Older brothers should be responsible
 2. Older sisters should be responsible
 3. Both older brothers and sisters should share responsibility
 4. Both not responsible
 5. Do not know
- D13. Do you know about HIV/AIDS
1. Yes
 2. No
- D13a. If yes, how did you learn about HIV/AIDS?
1. From employer
 2. From the media (newspapers, radio, television)
 3. From friends/co-workers
 4. From government officials
 5. From voluntary organizations
 6. Others (specify) _____

D13b. Do you know what you can do to protect yourself against HIV/AIDS

1. Yes
2. No

D14. Are you a member of the following types of organizations?

- | | Yes | No |
|---------------------------------|------------|-----------|
| a) School club | | |
| b) Political organization | | |
| c) Community organization | | |
| d) Social club | | |
| e) Trade union | | |
| f) Other (please specify _____) | | |

D15. How regularly do you watch television, read newspapers, listen to the radio or use the Internet:

- | | Everyday | At least once
A week | Only
Occasionally | Never |
|---------------|-----------------|---------------------------------|------------------------------|--------------|
| a) Television | | | | |
| b) Newspapers | | | | |
| c) Radio | | | | |
| d) Internet | | | | |

SURVEY ON THE SCHOOL-TO-WORK TRANSITION

YOUNG EMPLOYEES

(WAGE/SALARY WORKERS)

(15-24 YEARS OF AGE)

Serial Number of the Survey: _____

Respondent's Identification Particulars:

Name of respondent: _____

Sex: Female _____ Male _____

Birth date of respondent: _____ month _____ year

Age: _____ years

Address: _____

Control Particulars:

Organization conducting the Survey: _____

Interviewer: _____

Date of Interview: _____

Checked by: _____

Coded by: _____

A. PERSONAL IDENTIFICATION DATA

- A1. How long have you lived in this village/town/city?
1. _____ months _____ years
 2. All your life, never moved (GO TO A6)
- A2. Where were you living before coming to your current residence?
1. Rural area
 2. Small town
 3. Large city
 4. Another country
- A3. What was the main reason for moving to your current residence?
1. To accompany family
 2. For education/training/apprenticeship
 3. To work/for employment related reasons
 4. Other reasons (please specify) _____
- A4. In what year did you move to your current residence? _____ year
- A5. From the time you were born till now, how many times have you changed your village/town/city/country of residence? _____ times
- A6. What is your current marital status?
1. Never married
 2. Engaged to be married
 3. Married
 4. Separated
 5. Divorced
 6. Widowed
- A6a. If ever married, at what age were you first married? _____ years
- A6b. If ever married, how old was your spouse when you first married? _____ years
- A6c. If never married, do you have any plans to get married in the near future?
1. Yes (when _____)
 2. No
 3. Depends (on what _____)
 4. Not sure

A7. What is the occupation of your parents?

Mother

Father

1. Professional, technical and related
2. Administrative, managerial
3. Clerical and related
4. Sales
5. Agricultural worker
6. Factory production worker
7. Manual labourer, construction worker
8. Government/public sector worker
9. Armed forces
10. Homebased worker/subcontracting
11. Other service worker
12. Unpaid family worker
13. Housework
14. Student
15. Unemployed/looking for work
16. Outside the labour force/too old
17. Parent deceased

A8. How many brothers and sisters do you have?

_____ younger brothers

_____ younger sisters

_____ older brothers

_____ older sisters

A9. On average, what is the total income of your household per month?

[INSERT APPROPRIATE INCOME RANGES FOR COUNTRY CONTEXT]

A10. Does your family own any farmland?

1. Yes

2. No

A11. Is your family renting any land to farm?

1. Yes

2. No

B. EDUCATIONAL AND TECHNICAL/ VOCATIONAL TRAINING BACKGROUND

B1. How many years of formal education/training did you complete altogether?

_____ years of general education (primary and secondary)
_____ years of technical/vocational training
_____ years of university (post secondary/higher education)

B2. What was the highest level of education you attained?

1. No formal education [**GO TO B8**]
2. Some primary
3. Completed primary
4. Completed lower secondary general education
5. Completed lower secondary technical/vocational
6. Completed upper secondary general education
7. Completed upper secondary technical/vocational
8. Completed first degree at university
9. Completed graduate studies at university
10. Others (please specify _____)

B3. What was your main field of study/specialization?

1. Arts
2. Social sciences
3. Physical sciences
4. Computer science
5. Mathematics
6. Commerce
7. Engineering
8. Law
9. Architecture
10. Medicine
11. Business administration
12. Education/teaching
13. Nursing
14. Vocational/technical skills (please specify _____)
15. Others (please specify _____)
16. No specialization (general education only)

B4. Who paid for your education/training?

1. Father
2. Mother
3. Both parents
4. Siblings
5. Other relatives (who _____)
6. Yourself
7. Government

8. Employer
9. Others (please specify who _____)

B5. What was the main reason for stopping your education?

1. Finished course
2. Failed examinations
3. Did not enjoy schooling
4. To get married
5. Parents did not want you to continue schooling (why _____)
6. Economic reasons - could not afford/too poor
7. To start working
8. To earn money to support family
9. Other reasons (please specify _____)

B6. Have you had any institutional technical/vocational training that is school-based, such as secondary technical/vocational schools, or post-school institutions run by the government or the private sector. **[INTERVIEWER: Please note that this question refers to FORMAL INSTITUTIONAL TECHNICAL/ VOCATIONAL TRAINING AND NOT TO NON-FORMAL TRAINING RECEIVED IN THE ENTERPRISE OR THROUGH APPRENTICESHIP]**

1. No **[GO TO B7]**
2. Yes **[INTERVIEWER: ASK QUESTIONS B6a TO B6f AND FILL IN BOX BELOW, SOME RESPONDENTS MAY HAVE COMPLETED MORE THAN ONE TYPE OF TECHNICAL/VOCATIONAL TRAINING COURSE]**

B6a. Please describe the type of technical vocational training you have received.

B6b. Please specify the type of technical/vocational training institution **[FILL IN CATEGORIES THAT ARE APPROPRIATE IN THE NATIONAL CONTEXT]**

B6c. How long did the training last?

B6d. Who paid for the expenses of the training you received?

1. Yourself
2. Family
3. Employer
4. Government
5. Others (please specify who _____)

B6e. Do you have a certificate of qualification from the technical/ vocational training institution?

1. Yes
2. No

B6f. Do you feel the technical/vocational training you received was useful in getting a job?

1. Yes
2. No
3. Not sure

Type of Course B6a	Type of Training Institution B6b	Length of Course B6c	Who paid for the course B6d	Whether there was a certificate B6e	Usefulness of the course B6f

B7. Are you currently following any educational or training courses?

1. Yes (please specify _____)
2. No

B8. In your opinion, what is the lowest level of education/training you need to get a decent/good job these days?

1. Primary
2. Secondary
3. University undergraduate
4. Master's degree
5. Doctoral degree
6. Professional degree
7. Technical training
8. Vocational skills training
9. Others (please specify _____)

B9. Of the types of education and training listed below **[INTERVIEWER: READ LIST BELOW]**, please rank what you consider to be the two most useful for getting a decent/good job these days **[Rank 1 for most useful, 2 for second most useful]**

Ranking

1. Secondary Arts
2. Secondary Science
3. University Arts
4. University Science
5. Postgraduate degree
6. Professional qualification
7. Business management degree
8. Computer science degree
9. Technical skills certificate
10. Foreign language certificate
11. Others (specify _____)

B10. Did you have any work experience arranged as part of your education/training?

1. Yes
2. No

B10a. If yes, please describe the work experience.

1. Internship/apprenticeship without pay in private company
2. Internship/apprenticeship without pay in public company
3. Internship/apprenticeship without pay in non-profit organization
4. Work with pay in private company
5. Work with pay in public company
6. Community volunteer work
7. Work in family business
8. Work on family farm
9. Work on someone else's farm
10. Other (please describe _____)

B10b. If yes, how was your work experience organized?

1. During school vacations
2. As part of regular school course
3. After school hours
4. Other (please describe _____)

B10c. If yes, do you feel that the work experience was helpful in getting your current job?

1. Yes, directly very helpful
2. Yes, indirectly helpful
3. Not helpful at all

B11. Do you think that certain courses/fields of study are more appropriate for women and some are more appropriate for men?

1. Some courses/fields of study more appropriate for women (specify what courses and why _____)
2. Some courses/fields of study more appropriate for men (specify what courses and why _____)
3. All courses/fields of study equally appropriate for women and men.
4. Not sure
5. Do not know

B12. Do you feel that women and men (girls and boys) have equal opportunities for general education?

1. Have equal opportunities
2. Do not have equal opportunities
3. Not sure
4. Do not know

- B13. Do you feel that women and men (girls and boys) have equal opportunities for technical/vocational education?
1. Have equal opportunities
 2. Do not have equal opportunities
 3. Not sure
- B14. Do you intend to go for further/higher education or training in the future?
1. Yes, (please specify what type of education or training _____)
 2. No, why not _____
 3. Depends, on what _____
 4. Not sure
- B14a. If you intend to go for further/higher education or training, when do you expect to do so?
1. Before starting work
 2. After working for some time
 3. Not sure
- B15. Did you ever receive any kind of guidance or advice on the types of education or training courses you should take to help you find a decent/good job?
1. Never
 2. Yes
- B15a. If yes, who was the most helpful person who gave you guidance or advice?
1. Parents
 2. Relatives
 3. Friends
 4. Teachers
 5. Guidance counsellor in school/training institution
 6. Employment service
 7. Others (please specify _____)
- B15b. If yes, did you find the guidance or advice very useful, useful or not useful?
1. Very useful
 2. Useful
 3. Not useful

C. JOB SEARCH AND ATTITUDES AND EXPECTATIONS REGARDING WORK

C1. Did you ever receive any kind of advice or counselling on jobs or career opportunities?

1. Yes
2. Never

C1a. If yes, who was the most helpful person who gave you guidance or advice?

1. Parents
2. Relatives
3. Friends
4. Teachers
5. Guidance counsellor in school/training institution
6. Employment service
7. Others (please specify _____)

C1b. If yes, did you find the guidance or advice very useful, useful or not useful?

1. Very useful
2. Useful
3. Not useful

C2. At what age did you first start looking for work? _____ years

C3. How many jobs did you apply for before getting your first job?
_____ number of jobs applied for

C4. How many interviews did you go to before getting your first job?
_____ number of interviews

C5. How many jobs have you had prior to your present job?
_____ number of previous jobs

C6. How long were you available and actively looking for work before starting your present job?

1. Less than a week
2. Less than a month
3. 1-2 months
4. 3-6 months
5. 6 months - 1 year
6. More than 1 year
7. More than 2 years

- C7. How did you get your present job?
1. Recommended by education/training institution
 2. Through government employment service
 3. Through job fair
 4. Through private employment service/agent
 5. Through answering advertisement (please indicate what type: newspaper, radio, television, factory notice board, others _____?)
 6. Through friends
 7. Through relatives
 8. Through a labour contractor
 9. Directly recruited by employer
 10. Other (please specify _____)

- C8. Did you register as a job seeker at an employment service?
1. Registered at government/public employment service
 2. Registered at private employment service
 3. Registered at both public and private employment services
 4. Not registered

C8a. If you registered at employment services, what kind of advice/help/assistance did you receive? **[INTERVIEWER: PLEASE NOTE THAT MORE THAN ONE ANSWER IS POSSIBLE, PLEASE MARK ALL ANSWERS]**

1. None
2. Advice on how to search for a job
3. Information on vacancies
4. Financial support/unemployment benefit
5. Guidance on education/training opportunities
6. Placement in education/training programmes
7. Others (please specify _____)

C8b. If you registered at employment services, did you find your current job through them?

1. Yes
2. No

C9. In looking for a job, how important were the following characteristics of the job?
[Rank 1 for very important, 2 for important, 3 for not important at all] [RANK EACH CHARACTERISTIC]

Ranking

1. Interesting job to do
2. Job that people regard highly/status of the job
3. Earn a lot of money
4. Good promotion prospects/clear career path
5. Job that uses skills and abilities
6. Steady job/job security
7. Having a role in decision-making
8. Having lots of vacation time
9. Having an easy pace of work
10. Being able to work independently, without supervision
11. Job that is family-friendly
12. Opportunities for travel

C9a. Of the above characteristics of a job, which characteristic would be the most important in choosing a job?

1. Interesting job to do
2. Job that people regard highly/status of the job
3. Earn a lot of money
4. Good promotion prospects/clear career path
5. Job that uses skills and abilities
6. Steady job/job security
7. Having a role in decision-making
8. Having lots of vacation time
9. Having an easy pace of work
10. Being able to work independently, without supervision
11. Job that is family-friendly
12. Opportunities for travel

C10. In looking for work, did you have a preference for starting your own business, working for an employer, working for your own family farm/business?

1. Start your own business
2. Work for the government/public sector
3. Work for a large multinational corporation
4. Work for a large private company
5. Work for a small private company
6. Work for a non-profit organization
7. Work for own/family farm
8. Work for someone else's farm
9. Work for family business
10. Others (please specify _____)
11. No preference

C11. Did you have a preference as to where you wanted to work?

1. In an office
2. In a factory
3. In a hotel
4. In a restaurant or eating place
5. On your own/family farm land
6. On someone else's farm
7. In your own home
8. In your employer's home
9. In a market place
10. Other (please specify _____)
11. No preference

C12. Did you have a preference for working in a small or large enterprise?

1. To be self-employed/own-account worker
2. To work only with family members
3. To be single employee
4. To have less than 5 co-workers
5. To have less than 10 co-workers
6. To have less than 50 co-workers
7. To have between 50-100 co-workers
8. To have more than 100 co-workers
9. To have more than 500 co-workers
10. No preference

C13. Did you have a preference for working in your original home area, moving to another town/city in your own country, a rural area, another country?

1. Original home area
2. Moving to capital city
3. Moving to another town/city (other than capital city)
4. Moving to rural area
5. Moving to another country
6. No preference

C14. What was the minimum level of income per month below which you would not have accepted a job? _____ per month

C15. What was the main obstacle you faced in finding a decent/good job?

1. No education
2. Unsuitable general education
3. Unsuitable vocational education
4. No suitable training opportunities
5. Requirements for job higher than education/training received
6. No work experience
7. Not enough jobs available
8. Considered too young
9. Being male/female
10. Discriminatory prejudices
11. Low wages in available jobs
12. Poor working conditions in available jobs
13. Not enough land for farming
14. Lack funds to start own business
15. Others (please specify _____)

C16. Do you feel the education/training you received in the past was useful in getting your job?

1. Very useful
2. Somewhat useful
3. Not useful
4. Not sure
5. Do not know

C17. What kind of extra courses/training do you think would be most helpful in finding a decent/good job?

1. Entrepreneurship training to start own business
2. Apprenticeship with an employer
3. Computer training
4. Foreign language
5. Professional training
6. Training in new technologies
7. Other (please specify _____)

C18. Do you think that generally it is easier or harder for young women compared to young men to find jobs?

1. Easier for young women (why _____)
2. Easier for young men (why _____)
3. Depends (on what _____)
4. Do not know

C19. Do you think it is easier or harder for a young person below 25 years who has just left school or finished training or an older person above 25 years to find a job?

1. Easier for a young person than an older person
2. Harder for a young person than an older person
3. No difference
4. Depends (on what _____)
5. Do not know

C20. In your experience, is it easier or harder for a person with a general education or a person with technical/vocational training to find a job?

1. Easier for person with general education
2. Easier for person with technical/vocational education
3. No difference
4. Depends (on what _____)
5. Do not know

C21. What did you mainly do before you started your current job?

1. Attended education/training
2. Unemployed and actively looking for work
3. Worked for wage/salary for an employer
4. Worked as self-employed/own account worker
5. Worked as unpaid family worker
6. Worked in family business
7. Worked on family farm
8. Worked on someone else's farm
9. Stayed at home and was responsible for household chores (including childcare)
10. Did volunteer work (without pay) (specify _____)
11. Others (please specify _____)

C22. Did you ever face any kind of harassment in looking for a job?

1. No
2. Yes

C22a. If yes, what was the nature of the harassment?

1. Sexual
2. Bribe/financial
3. Verbal
4. Other (please specify _____)

C22b. If yes, what was the source of the harassment?

1. Potential employer
2. Agent
3. Government official
4. Police
5. Others (please specify _____)

D. CURRENT EMPLOYMENT AND WORKING CONDITIONS

D1. When were you recruited to your present job?

_____ month _____ year

D2. What is your current occupation?

1. Unskilled manual/production
2. Skilled manual/production
3. Clerical
4. Sales
5. Technical
6. Administrative
7. Managerial
8. Professional
9. Other (please specify _____)

D3. What is your current work status?

1. Wage or salaried employee
2. Regular piece rate worker
3. Temporary piece rate worker
4. Unpaid family worker

D4. What type of enterprise/organization/business do you work for?

1. Public Sector/government agency
2. State owned enterprise
3. Multinational company
4. Private contractor
5. Private local company
6. Private foreign-owned company
7. Family owned enterprise
8. Cooperative
9. Non-Governmental Organizations (NGOs)
10. Social or political organization
11. International organization/agency
12. Other (please specify _____)

D5. In which sector does your enterprise/organization/business operate?

1. Agriculture, forestry and fishing
2. Mining
3. Manufacturing
4. Construction
5. Finance/insurance
6. Trade/retail
7. Real estate
8. Transport and communications
9. Utilities (electricity, water, telecommunications)
10. Catering, hotels and restaurants
11. Public administration
12. Social and personal services
13. Other (please specify _____)

D6. Where is your work/business located?

1. Office building
 2. Factory
 3. Construction site
 4. Mining site
 5. Farm/plantation
 6. Your own home (with special business/work space)
 7. Your own home (without special business/work space)
 8. Customer's/employer's home
 9. Other permanent structures (shop lots, restaurants, etc.)
 10. Fixed stall/kiosk in the market/street
 11. Temporary stall, vehicle, cart in the market/street
 12. No fixed location/mobile
 13. Others (please specify)
-

D7. How many workers altogether are there normally in your workplace?

1. Less than 5
2. 5 - 10
3. > 10 to 50
4. > 50 to 100
5. > 100 to 200
6. More than 200
7. Do not know

D8. Do you feel your past education/training is directly relevant/useful for your current job?

1. Very relevant/useful
2. Relevant/useful
3. Not relevant/useful

D9. Did you receive any kind of training for the job you are currently doing?

1. Yes
2. No **[INTERVIEWER, GO DIRECTLY TO D10]**

D9a. If yes, who provided the training?

1. Your employer
2. A private sector training institution
3. A government training institution
4. Others (specify) _____

D9b. How long was the training?

1. Less than a week
2. 1-2 weeks
3. 2-4 weeks
4. 1-3 months
5. > 3 months to 6 months
6. 6 months – 1 year
7. More than 1 year

D9c. Who paid for the training?

1. Yourself/your family
2. Your employer
3. The government
4. Other (specify) _____

D9d. What kind of training was provided?

1. On the job training (such as on production line or workroom)
2. Specially organized training programme within the enterprise (such as in a classroom)
3. Apprenticeship training
4. Off-site training (organized by a training institution)
5. Others (please specify _____)

D9e. Were you paid during the training period?

1. Yes, but at a lower rate than regular workers
2. Yes, at the same rate as regular workers
3. Did not receive any pay

D10. Do you feel that men and women in your line of work receive the same opportunities for training?

1. Equal opportunities
2. More opportunities for men
3. More opportunities for women
4. Do not know

D11. Please describe your normal work schedule.

Number of hours worked in a day _____ hours

Number of days worked in a week _____ days

Engaged in shift work: No Yes, If yes, how many shifts do you work _____

Engaged in overtime work: No Yes, If yes, how many hours a day _____

D12. In your current job, are you entitled to the following?

No.	Facility/Benefit	Yes	No
1.	Accommodation or allowance for it		
2.	Transport or allowance for it		
3.	Meals or meal allowance		
4.	Annual paid leave		
5.	Paid sick leave		
6.	Pensions		
7.	Bonus		
8.	Severance/end of service payment		
9.	National/trade holidays		
10.	Clothing/uniform		
11.	Paid medical expenses/treatment		
12.	Regular health checks		
13.	Reward for good performance		
14.	Easy loans		
15.	Social security contribution		
16.	Guidance or counselling services		
17.	Educational or training courses		
18.	Occupational safety/protective equipment		
19.	Childcare facilities		
20.	Paid time off to look after sick/dependent children		
21.	Others (specify _____)		

D13. What kind of employment contract are you currently working under?

1. Unlimited duration
2. Limited duration (12 - 36 months)
3. Seasonal (under 12 months)
4. No contract

D13a Is your employment contract in verbal or written form?

1. Verbal
2. Written

D14. How are you paid?

1. Daily
2. Weekly
3. Monthly
4. On a piece rate basis
5. Other (please specify _____)

D15. Would you say that men and women doing the same job in your establishment receive the same salary?

1. Yes
2. No
3. Not sure

D16. In your current job, do you feel that a woman has equal opportunities as a man for being promoted or being successful?

1. Equal opportunities for women and men
2. Greater opportunities for men
3. Greater opportunities for women
4. Depends (on what) _____
5. Do not know

D17. Do you think that in the kind of work you are currently employed in, your employer has a preference for: **[INTERVIEWER, READ a, b, c and d]**

- a)
 1. Workers below 24 years of age Why? _____
 2. Workers above 24 years of age Why? _____
 3. No preference
 4. Depends (on what) _____)

- b)
 1. Workers below 45 years of age Why? _____
 2. Workers above 45 years of age Why? _____
 3. No preference
 4. Depends (on what) _____)

- c)
 - 1. Female workers Why? _____
 - 2. Male Workers Why? _____
 - 3. No preference
 - 4. Depends (on what) _____

- d)
 - 1. Unmarried workers Why? _____
 - 2. Married workers Why? _____
 - 3. No preference
 - 4. Depends (on what) _____

D18. In doing your job, have you ever faced any harassment?
 1. Yes
 2. No

D18a. If yes, what was the source of the harassment?
 1. Employer/supervisor
 2. Co-workers
 3. Police
 4. Local authorities
 5. Criminal elements/gangsters
 6. Customers
 7. Others (please specify) _____

D18b. What was the nature of the harassment?
 1. Sexual
 2. Bribe/financial
 3. Verbal
 4. Other (please specify _____)

D19. Do you belong to a trade union?
 1. Yes
 2. No

D19a. If yes, does your trade union practise collective bargaining?
 1. Yes
 2. No

D20. Do you currently have a secondary or part-time job or business?
 1. Yes
 2. No

D20a. If yes, could you please describe your current secondary job or business?

D20b. How many hours per week do you normally work in your secondary job or business? _____ hours per week

D21. Do you have any plans to change your current main job?

1. Yes
2. No
3. Not sure

D21a. If yes, what is the most important reason for wanting to change your job?

1. To get higher pay
2. To have better working conditions
3. To have better career prospects
4. Others (please specify _____)

D21b. What kind of job would you like to change to? _____

D21c. Would you like to start your own business in the future?

1. Yes (what kind of business?)
2. _____
No

E. INCOME AND EXPENDITURES

- E1. On average, what is your total income per month?
_____ per month from main job
_____ per month from secondary job or business
_____ total per month
- E2. How do you mainly spend your income from work?
1. Contribute to family income
2. Personal expenditures
3. Savings
4. Personal expenditures and savings
5. Other (please specify _____)
- E3. Do you regularly give a part of your salary to someone else?
1. Yes
2. No
- E3a. If yes, who?
1. Parents
2. Spouse
3. Brothers/sisters
4. Others (please specify _____)
- E4. How much do you contribute to family income?
1. All income
2. More than half
3. Half
4. Less than half
5. Varies from one month to the next
6. Only on special occasions
7. Rarely
8. No contribution at all
- E5. Are you financially supporting the education or training of someone else?
1. Yes (who, relationship to you _____)
2. No

- E6. What is the largest item of your monthly expenditure?
1. Food
 2. Accommodation
 3. Clothing
 4. Transportation
 5. Paying back loans
 6. Savings
 7. Entertainment/Leisure
 8. Other (specify _____)

F. LIFE GOALS AND VALUES OF YOUNG PEOPLE

F1. Could you please tell me how important the following goals would be in your life?
[Rank 1 for very important, 2 for important, 3 for not important at all] [RANK EACH GOAL]

Ranking

1. Being successful in work
2. Making a contribution to society
3. Participating in politics
4. Upholding religious faith
5. Having lots of money
6. Having a good family life
7. Having leisure time
8. Having a lot of different experiences
9. Finding purpose and meaning in life
10. Working/living in other countries

F1a. Of the above goals in life, which goal would be the single most important one?

1. Being successful in work
2. Making a contribution to society
3. Participating in politics
4. Upholding religious faith
5. Having lots of money
6. Having a good family life
7. Having leisure time
8. Having a lot of different experiences
9. Finding purpose and meaning in life
10. Working/Living in other countries

F2. What do you consider to be a good age for women and for men to start working?

For women

For men

1. Below 15 years
2. Between 15-19 years
3. Between 20-24 years
4. Between 25-29 years
5. Above 29 years

F3. What do you consider to be a good age for women and for men to get married?

For women

For men

1. Below 15 years
2. Between 15-19 years
3. Between 20-24 years
4. Between 25-29 years
5. Between 30-34 years
6. Between 35-39 years
7. Above 39 years

F4. What do you consider to be a good age for women and for men to have their first child?

For women

For men

1. Below 15 years
2. Between 15-19 years
3. Between 20-24 years
4. Between 25-29 years
5. Between 30-34 years
6. Between 35-39 years
7. Above 39 years

F5. What do you consider to be the ideal number of children a couple should have?

F6. In your opinion, should a woman work after marriage?

1. Yes
2. No
3. Depends (on what _____)
4. Do not know

F7. In your opinion, should a woman work when she has young children?

1. Yes
2. No
3. Depends (on what _____)
4. Do not know

F8. In your opinion, should a woman work when her children are of school going age?

1. Yes
2. No
3. Depends (on what _____)
4. Do not know

- F9. Do you feel that women and men in a family should share equal responsibility for household chores (such as cleaning, food preparation, taking care of young children)?
1. Women and men should have equal responsibilities
 2. Men should have greater responsibilities
 3. Women should have greater responsibilities
 4. Depends (on what _____)
 5. Do not know
- F10. Do you feel that women and men in a family should share equal responsibility for contributing to family income?
1. Women and men should have equal responsibilities
 2. Men should have greater responsibilities
 3. Women should have greater responsibilities
 4. Depends (on what _____)
 5. Do not know
- F11. Do you feel that brothers and sisters (or men and women) should have equal responsibility for looking after parents when they are old?
1. Brothers and sisters should have equal responsibilities
 2. Brothers should have greater responsibilities
 3. Sisters should have greater responsibilities
 4. Depends (on what _____)
 5. Do not know
- F12. Do you feel that older brothers or sisters should be responsible for financially supporting their younger siblings through their education?
1. Older brothers should be responsible
 2. Older sisters should be responsible
 3. Both older brothers and sisters should share responsibility
 4. Both not responsible
 5. Do not know
- F13. Do you know about HIV/AIDS
1. Yes
 2. No
- F13a. If yes, how did you learn about HIV/AIDS?
1. From employer
 2. From the media (newspapers, radio, television)
 3. From friends/co-workers
 4. From government officials
 5. From voluntary organizations
 6. Others (specify) _____

F13b. Do you know what you can do to protect yourself against HIV/AIDS

1. Yes
2. No

F14. Are you a member of the following types of organizations?

Yes **No**

- a) School club
- b) Political organization
- c) Community organization
- d) Social club
- e) Trade union
- f) Other (please specify _____)

F15. How regularly do you watch television, read newspapers, listen to the radio or use the Internet:

Everyday **At least once** **Only** **Never**
A week **Occasionally**

- a) Television
- b) Newspapers
- c) Radio
- d) Internet

SURVEY ON THE SCHOOL TO WORK TRANSITION
SELF-EMPLOYED AND OWN-ACCOUNT WORKERS
(INCLUDING THOSE WORKING IN FAMILY BUSINESS/FARM)
(15 - 24 YEARS OF AGE)

Serial Number of the Survey: _____

Respondent's Identification Particulars:

Name of respondent: _____

Sex: Female _____ Male _____

Birth date of respondent: _____ month _____ year

Age: _____ years

Address: _____

Control Particulars:

Organization conducting the Survey: _____

Interviewer: _____

Date of Interview: _____

Checked by: _____

Coded by: _____

A. PERSONAL IDENTIFICATION DATA

- A1. How long have you lived in this village/town/city?
1. _____ months _____ years
 2. All your life, never moved (GO TO A6)
- A2. Where were you living before coming to your current residence?
1. Rural area
 2. Small town
 3. Large city
 4. Another country
- A3. What was the main reason for moving to your current residence?
1. To accompany family
 2. For education/training/apprenticeship
 3. To work/for employment related reasons
 4. Other reasons (please specify) _____
- A4. In what year did you move to your current residence? _____ year
- A5. From the time you were born till now, how many times have you changed your village/town/city/country of residence? _____ times
- A6. What is your current marital status?
1. Never married
 2. Engaged to be married
 3. Married
 4. Separated
 5. Divorced
 6. Widowed
- A6a. If ever married, at what age were you first married? _____ years
- A6b. If ever married, how old was your spouse when you first married? _____ years
- A6c. If never married, do you have any plans to get married in the near future?
1. Yes (when _____)
 2. No
 3. Depends (on what _____)
 4. Not sure

A7. What is the occupation of your parents?

Mother

Father

1. Professional, technical and related
2. Administrative, managerial
3. Clerical and related
4. Sales
5. Agricultural worker
6. Factory production worker
7. Manual labourer, construction worker
8. Government/public sector worker
9. Armed forces
10. Homebased worker/subcontracting
11. Other service worker
12. Unpaid family worker
13. Housework
14. Student
15. Unemployed/looking for work
16. Outside the labour force/too old
17. Parent deceased

A8. How many brothers and sisters do you have?

_____ younger brothers

_____ younger sisters

_____ older brothers

_____ older sisters

A9. On average, what is the total income of your household per month?

[INSERT APPROPRIATE INCOME RANGES FOR COUNTRY CONTEXT]

A10. Does your family own any farmland?

1. Yes

2. No

A11. Is your family renting any land to farm?

1. Yes

2. No

B. EDUCATIONAL AND TECHNICAL/ VOCATIONAL TRAINING BACKGROUND

B1. How many years of formal education/training did you complete altogether?
_____ years of general education (primary and secondary)
_____ years of technical/vocational training
_____ years of university (post secondary/higher education)

B2. What was the highest level of education you attained?

1. No formal education [**GO TO B8**]
2. Some primary
3. Completed primary
4. Completed lower secondary general education
5. Completed lower secondary technical/vocational
6. Completed upper secondary general education
7. Completed upper secondary technical/vocational
8. Completed first degree at university
9. Completed graduate studies at university
10. Others (please specify _____)

B3. What was your main field of study/specialization?

1. Arts
2. Social sciences
3. Physical sciences
4. Computer science
5. Mathematics
6. Commerce
7. Engineering
8. Law
9. Architecture
10. Medicine
11. Business administration
12. Education/teaching
13. Nursing
14. Vocational/technical skills (please specify _____)
15. Others (please specify _____)
16. No specialization (general education only)

B4. Who paid for your education/training?

10. Father
11. Mother
12. Both parents
13. Siblings
14. Other relatives (who _____)
15. Yourself
16. Government

17. Employer
18. Others (please specify who _____)

B5. What was the main reason for stopping your education?

1. Finished course
2. Failed examinations
3. Did not enjoy schooling
4. To get married
5. Parents did not want you to continue schooling (why _____)
6. Economic reasons - could not afford/too poor
7. To start working
8. To earn money to support family
9. Other reasons (please specify _____)

B6. Have you had any institutional technical/vocational training that is school-based, such as secondary technical/vocational schools, or post-school institutions run by the government or the private sector. **[INTERVIEWER: Please note that this question refers to FORMAL INSTITUTIONAL TECHNICAL/ VOCATIONAL TRAINING AND NOT TO NON-FORMAL TRAINING RECEIVED IN THE ENTERPRISE OR THROUGH APPRENTICESHIP]**

1. No **[GO TO B7]**
2. Yes **[INTERVIEWER: ASK QUESTIONS B6a TO B6f AND FILL IN BOX BELOW, SOME RESPONDENTS MAY HAVE COMPLETED MORE THAN ONE TYPE OF TECHNICAL/VOCATIONAL TRAINING COURSE]**

B6a. Please describe the type of technical vocational training you have received.

B6b. Please specify the type of technical/vocational training institution **[FILL IN CATEGORIES THAT ARE APPROPRIATE IN THE NATIONAL CONTEXT]**

B6c. How long did the training last?

B6d. Who paid for the expenses of the training you received?

1. Yourself
2. Family
3. Employer
4. Government
5. Others (please specify who _____)

B6e. Do you have a certificate of qualification from the technical/ vocational training institution?

1. Yes
2. No

B6f. Do you feel the technical/vocational training you received was useful in getting a job?

1. Yes
2. No
3. Not sure

Type of Course B6a	Type of Training Institution B6b	Length of Course B6c	Who paid for the course B6d	Whether there was a certificate B6e	Usefulness of the course B6f

B7. Are you currently following any educational or training courses?

1. Yes (please specify _____)
2. No

B8. In your opinion, what is the lowest level of education/training you need to get a decent/good job these days?

1. Primary
2. Secondary
3. University undergraduate
4. Master's degree
5. Doctoral degree
6. Professional degree
7. Technical training
8. Vocational skills training
9. Others (please specify _____)

B9. Of the types of education and training listed below **[INTERVIEWER: READ LIST BELOW]**, please rank what you consider to be the two most useful for getting a decent/good job these days **[Rank 1 for most useful, 2 for second most useful]**

Ranking

1. Secondary Arts
2. Secondary Science
3. University Arts
4. University Science
5. Postgraduate degree
6. Professional qualification
7. Business management degree
8. Computer science degree
9. Technical skills certificate
10. Foreign language certificate
11. Others (specify _____)

B10. Did you have any work experience arranged as part of your education/training?

1. Yes
2. No

B10a. If yes, please describe the work experience.

1. Internship/apprenticeship without pay in private company
2. Internship/apprenticeship without pay in public company
3. Internship/apprenticeship without pay in non-profit organization
4. Work with pay in private company
5. Work with pay in public company
6. Community volunteer work
7. Work in family business
8. Work on family farm
9. Work on someone else's farm
10. Other (please describe _____)

B10b. If yes, how was your work experience organized

1. During school vacations
2. As part of regular school course
3. After school hours
4. Other (please describe _____)

B10c. If yes, do you feel that the work experience was helpful in getting your current job?

1. Yes, directly very helpful
2. Yes, indirectly helpful
3. Not helpful at all

B11. Do you think that certain courses/fields of study are more appropriate for women and some are more appropriate for men?

1. Some courses/fields of study more appropriate for women (specify what courses and why _____)
2. Some courses/fields of study more appropriate for men (specify what courses and why _____)
3. All courses/fields of study equally appropriate for women and men.
4. Not sure
5. Do not know

B12. Do you feel that women and men (girls and boys) have equal opportunities for general education?

1. Have equal opportunities
2. Do not have equal opportunities
3. Not sure
4. Do not know

- B13. Do you feel that women and men (girls and boys) have equal opportunities for technical/vocational education?
1. Have equal opportunities
 2. Do not have equal opportunities
 3. Not sure
- B14. Do you intend to go for further/higher education or training in the future?
1. Yes, (please specify what type of education or training _____)
 2. No, why not _____
 3. Depends, on what _____
 4. Not sure
- B14a. If you intend to go for further/higher education or training, when do you expect to do so?
1. Before starting work
 2. After working for some time
 3. Not sure
- B15. Did you ever receive any kind of guidance or advice on the types of education or training courses you should take to help you find a decent/good job?
1. Never
 2. Yes
- B15a. If yes, who was the most helpful person who gave you guidance or advice?
1. Parents
 2. Relatives
 3. Friends
 4. Teachers
 5. Guidance counsellor in school/training institution
 6. Employment service
 7. Others (please specify _____)
- B15b. If yes, did you find the guidance or advice very useful, useful or not useful?
1. Very useful
 2. Useful
 3. Not useful

C. JOB SEARCH AND ATTITUDES AND EXPECTATIONS REGARDING WORK

- C1. Did you ever receive any kind of advice or counselling on jobs or career opportunities?
1. Yes
 2. Never
- C1a. If yes, who was the most helpful person who gave you guidance or advice?
1. Parents
 2. Relatives
 3. Friends
 4. Teachers
 5. Guidance counsellor in school/training institution
 6. Employment service
 7. Others (please specify _____)
- C1b. If yes, did you find the guidance or advice very useful, useful or not useful?
1. Very useful
 2. Useful
 3. Not useful
- C2. At what age did you first start looking for work? _____ years
- C3. How many jobs did you apply for before getting your first job?
_____ number of jobs applied for
- C4. How many interviews did you go to before getting your first job?
_____ number of interviews
- C5. How many jobs have you had prior to your present job?
_____ number of previous jobs
- C6. How long were you available and actively looking for work before starting your present job?
1. Less than a week
 2. Less than a month
 3. 1-2 months
 4. 3-6 months
 5. 6 months - 1 year
 6. More than 1 year
 7. More than 2 years

- C7. Did you register as a job seeker at an employment service?
1. Registered at government/public employment service
 2. Registered at private employment service
 3. Registered at both public and private employment services
 4. Not registered

C7a. If you registered at employment services, what kind of advice/help/assistance did you receive? **[INTERVIEWER: PLEASE NOTE THAT MORE THAN ONE ANSWER IS POSSIBLE, PLEASE MARK ALL ANSWERS]**

1. None
2. Advice on how to search for a job
3. Information on vacancies
4. Financial support/unemployment benefit
5. Guidance on education/training opportunities
6. Placement in education/training programmes
7. Others (please specify _____)

C7b. If you registered at employment services, did you find a job through them?

1. Yes
2. No

C8. In looking for a job, how important were the following characteristics of the job? **[Rank 1 for very important, 2 for important, 3 for not important at all] [RANK EACH CHARACTERISTIC]**

- | | Ranking |
|---|----------------|
| 1. Interesting job to do | |
| 2. Job that people regard highly/status of the job | |
| 3. Earn a lot of money | |
| 4. Good promotion prospects/clear career path | |
| 5. Job that uses skills and abilities | |
| 6. Steady job/job security | |
| 7. Having a role in decision-making | |
| 8. Having lots of vacation time | |
| 9. Having an easy pace of work | |
| 10. Being able to work independently, without supervision | |
| 11. Job that is family-friendly (able to combine work and domestic/family responsibilities) | |
| 12. Opportunities for travel | |

C8a. Of the above characteristics of a job, which characteristic would be the most important in choosing a job?

1. Interesting job to do
2. Job that people regard highly/status of the job
3. Earn a lot of money
4. Good promotion prospects/clear career path
5. Job that uses skills and abilities
6. Steady job/job security
7. Having a role in decision-making
8. Having lots of vacation time
9. Having an easy pace of work
10. Being able to work independently, without supervision
11. Job that is family-friendly
12. Opportunities for travel

C9. In looking for work, did you have a preference for starting your own business, working for an employer, working for your own family farm/business?

1. Start your own business
2. Work for the government/public sector
3. Work for a large multinational corporation
4. Work for a large private company
5. Work for a small private company
6. Work for a non-profit organization
7. Work for own/family farm
8. Work for someone else's farm
9. Work for family business
10. Others (please specify _____)
11. No preference

C10. Did you have a preference as to where you wanted to work?

1. In an office
2. In a factory
3. In a hotel
4. In a restaurant or eating place
5. On your own/family farm land
6. On someone else's farm
7. In your own home
8. In your employer's home
9. In a market place
10. Other (please specify _____)
11. No preference

- C11. Did you have a preference for working in your original home area, moving to another town/city in your own country, a rural area, another country?
1. Original home area
 2. Moving to capital city
 3. Moving to another town/city (other than capital city)
 4. Moving to rural area
 5. Moving to another country
 6. No preference
- C12. What was the minimum level of income per month below which you would not have accepted a job? _____ per month
- C14. What was the main obstacle you faced in finding a decent/good job?
1. No education
 2. Unsuitable general education
 3. Unsuitable vocational education
 4. No suitable training opportunities
 5. Requirements for job higher than education/training received
 6. No work experience
 7. Not enough jobs available
 8. Considered too young
 9. Being male/female
 10. Discriminatory prejudices
 11. Low wages in available jobs
 12. Poor working conditions in available jobs
 13. Not enough land for farming
 14. Lack funds to start own business
 15. Others (please specify _____)
- C15. Do you feel the education/training you have received is useful for your current job?
1. Very useful
 2. Somewhat useful
 3. Not useful
 4. Not sure
 5. Do not know
- C16. What kind of extra courses/training do you think would be most helpful in finding a decent/good job?
1. Entrepreneurship training to start/improve own business
 2. Mentoring from an experienced/successful entrepreneur
 3. Apprenticeship with an employer
 4. Computer training
 5. Foreign language
 6. Professional training

7. Training in new technologies
8. Other (please specify _____)

C17. Do you think that generally it is easier or harder for young women compared to young men to find jobs?

1. Easier for young women (why _____)
2. Easier for young men (why _____)
3. Depends (on what _____)
4. Do not know

C18. Do you think it is easier or harder for a young person below 25 years who has just left school or finished training or an older person above 25 years to find a job?

1. Easier for a young person than an older person
2. Harder for a young person than an older person
3. No difference
4. Depends (on what _____)
5. Do not know

C19. In your experience, is it easier or harder for a person with a general education or a person with technical/vocational training to find a job?

1. Easier for person with general education
2. Easier for person with technical/vocational education
3. No difference
4. Depends (on what _____)
5. Do not know

C20. What did you mainly do before you started your current job?

1. Attended education/training
2. Unemployed and actively looking for work
3. Worked for wage/salary for an employer
4. Worked as self-employed/own account worker
5. Worked as unpaid family worker
6. Worked in family business
7. Worked on family farm
8. Worked on someone else's farm
9. Stayed at home and was responsible for household chores (including childcare)
10. Did volunteer work (without pay) (specify _____)
11. Others (please specify _____)

C21. Did you ever face any kind of harassment in looking for a job?

1. No
2. Yes

C21a. If yes, what was the nature of the harassment?

1. Sexual
2. Bribe/financial
3. Verbal
4. Other (please specify _____)

C21b. If yes, what was the source of the harassment?

1. Potential employer
2. Agent
3. Government official
4. Police
5. Others (please specify _____)

D. CURRENT EMPLOYMENT AND WORKING CONDITIONS

D1. Please describe as fully as possible your current business/economic activity?

D2. In which sector does your enterprise/business operate?

1. Agriculture, forestry and fishing
2. Mining
3. Manufacturing
4. Construction
5. Finance/insurance
6. Trade/retail
7. Real estate
8. Transport and communications
9. Utilities (electricity, water, telecommunications)
10. Catering, hotels and restaurants
11. Social and personal services
12. Other (please specify _____)

D3. What was the main reason why you became self-employed or an own-account worker or work for your family farm/business rather than to work for someone else (as a wage or salaried worker)?

1. Could not find a wage or salary job
2. Greater independence as self-employed/own account worker
3. More flexible hours of work
4. Higher income levels
5. Like to work on own/family farm
6. Took over family business/economic activity
7. Family needs your labour
8. Others (please specify _____)

D4. Do you have anyone helping you in your business/economic activity?

1. Paid employees (how many _____)
2. Family members (relationship to you _____)
3. No help, working alone

D5. Did you receive any training for running your current business/economic activity?

1. Yes
2. No

D5a. If yes, what kind of training did you receive? [**TICK ALL RELEVANT TRAINING**]

1. Entrepreneurship/Business development (Start and Improve Your Business)
2. Technical skills training
3. Product development
4. Accounting/book-keeping
5. Marketing
6. Farm technology
7. Other (please specify _____)

D5b. Who provided the training

1. Private sector training institution
2. Government training institution
3. Private contractor
4. Others (specify _____)

D5c. How long did the training last? _____ weeks/months/years

D5d. Who paid for the training?

1. Yourself
2. Your family
3. Government
4. Others (who _____)

D5e. Do you feel the training you received has been useful for your business/economic activity?

1. Very useful
2. Useful
3. Not really relevant

D5f. Do you feel that men and women in your line of business/economic activity receive the same opportunities for training?

1. Equal opportunities
2. More opportunities for men
3. More opportunities for women
4. Do not know

D6. Where did you get the money to start your current enterprise/business? [**TICK ALL RELEVANT SOURCES**]

1. No money needed (why not? _____)
2. Own family business
3. Own family farm
4. Own savings
5. Savings of other family members
6. Loan from family or friends
7. Loan from bank or commercial institution
8. Loan from private money lender
9. Loan/assistance from government institution
10. Loan/assistance from NGO, donor project, etc.

11. Funds from savings and credit/group
12. Funds from cooperative
13. Credit from customer/middleman/agent/supplier
14. Other sources (please specify) _____

D5a. Do you still have outstanding loans for the enterprise/business?

1. Yes
2. No

D6. Where is your enterprise/business located?

1. Office building
2. Factory
3. Construction site
4. Mining site
5. Own/family farm/plantation
6. Land leased from someone else
7. Your own home (with special business/work space)
8. Your own home (without special business/work space)
9. Customer's/employer's home
10. Other permanent structures (shop lots, restaurants, etc.)
11. Fixed stall/kiosk in the market/street
12. Temporary stall, vehicle, container, cart in the street
13. No fixed location/mobile
14. Others (please specify) _____

D7. Does your enterprise/business have a trading licence or certificate of registration?

1. Yes
2. No

D7a. If yes, how much do you have to pay per month for the licence or certificate?

_____ per month

D7b. If no, what is the main reason why your enterprise/business does not have a licence or certificate?

1. The government does not require a licence or certificate for the enterprise/business
2. The licence or certificate is too expensive
3. Administrative difficulties of registering the enterprise/business
4. No benefits derived from registration
5. Other (please specify _____)

D8. Please describe as fully as possible the main outputs/services of your enterprise/business _____

D9. Who do you mainly sell the goods or services of your enterprise/business to?

1. Private individuals or households
2. Small businesses, traders, farmers
3. Middlemen, agents, contractors
4. Large shops or enterprises in domestic market
5. International market, export products
6. Government agencies/public enterprises
7. Others (please specify) _____

D10. Do you perform contract work for other enterprises or individuals?

1. Yes, always
2. Yes, mostly
3. Yes, sometimes
4. No, never

D10a. If yes, is the contract work mainly through a middleman/agent?

1. Yes
2. No

D10b. If yes, what kind of enterprise/business receives your products/services?

1. Multinational or foreign enterprise
2. Domestic enterprise processing/trading goods for export
3. Other domestic enterprises
4. Do not know

D10c. What is your most important reason for performing contract work?

1. Do not have enough own funds
2. Need contractor to supply good for sale/processing
3. Larger volume of sales/more business
4. Sales guarantee
5. Better prices
6. Low capital costs
7. Access to credit facilities
8. Access to technology
9. Business does not produce enough to sell directly
10. Problems with product marketing
11. Possibility to combine work and family responsibilities
12. Other (please specify) _____

D10d. How are you paid when you perform contract work?

1. Fixed wage or salary per hour/day/week/month
2. At piece rates
3. For contract as a whole
4. Other (please specify) _____

D10e. Do you normally have to meet contract quotas or deadlines?

1. Yes
2. No

- D10f. If yes, how do you normally deal with the contract quota or deadline?
1. Existing production arrangements are adequate
 2. By engaging temporary paid help
 3. By engaging other family members (specify relationship to you)
 4. _____
By subcontracting out to other enterprises or individuals
 5. Other arrangements (please specify) _____

- D11. Are there seasonal or other variations in your business activities during the year?
1. Yes
 2. No

D11a. If yes, what is the main reason for the variation?

- D11b. If yes, do you bring in additional workers/helpers during the busy periods?
1. Yes, paid help
 2. Yes, unpaid family members (specify relationship to you) _____
 3. No

- D12. Is your enterprise/business making a profit, a loss or breaking even?
1. Making a profit
 2. Making a loss
 3. Breaking even

- D13. What are the two most serious problems you face in operating your enterprise/business? **[INTERVIEWER: READ LIST BELOW. Rank 1 for most serious problem, 2 for the second most serious problem]**

- | | Ranking |
|---|----------------|
| 1. Legal regulations too restrictive | |
| 2. Very high taxation | |
| 3. Inadequate land for farming | |
| 4. Lack of space for conducting business | |
| 5. Lack of marketing services | |
| 6. Lack of credit/funding | |
| 7. Poor public facilities (energy, water, transportation) | |
| 8. Lack of information on business opportunities | |
| 9. Competition in domestic market/too many operators | |
| 10. Competition in export market | |
| 11. Falling/poor prices for agricultural products | |
| 12. Lack of business incubators | |
| 13. Lack of access to new technology | |
| 14. Rising costs of production | |
| 15. Corruption, need to pay bribes | |
| 16. Others (please specify _____) | |

D14. Does compliance with the Labour Code raise any obstacles for your enterprise/business and what kinds of obstacles have been raised?

D15. Does compliance with the social protection requirements pose a serious problem for your enterprise/business?

1. Yes (please specify problem _____)
2. No

D16. What kinds of assistance do you need from Government to help you improve your business/economic activity?

D17. Are you currently buying or paying for any of the following services/facilities to develop or improve your business? **[FILL IN TABLE BELOW]**

1. Yes
2. No

D17a. If yes, whom are you buying such services/facilities from

1. Public sector/State owned enterprises
2. Local private companies
3. Foreign investment companies
4. Representative companies
5. Others (specify)

D17b. Do you think such services/facilities are useful for developing or improving your business?

1. Useful
2. Not useful
3. Not sure
4. Do not know

Business Development Services/ Facilities	D17. Whether currently buying services	D17a. Who is providing service/facility	D17b. Whether service/facility useful
1. Business information			
2. Marketing services			
3. Financial services			
4. Accounting			
5. Legal services			
6. Counselling/advice			
7. Business training			
8. Language training			
9. Skills training			

10. Telephone services			
11. Internet services			
12. Access to technology			
13. Product development			
14. Other (specify _____)			

D18. Do you belong to a trade association or employer group?

1. Yes (please specify _____)
2. No

D19. Do you have any plans to change your current job?

1. Yes
2. No
3. Not sure

D19a. If yes, what is the most important reason for wanting to change your job?

1. To get higher income
2. To work for someone else (be wage/salary employee)
3. To have better working conditions
4. To have better career prospects
6. Others (please specify _____)

D19b. What kind of job would you like to change to? _____

E. INCOME AND EXPENDITURES

E1. On average, what is your total income per month ? _____ per month

E2. Is your income from your enterprise/business more or less the same every month or does it fluctuate?

1. More or less the same every month
2. Fluctuates a little (give main reason)
3. _____
Fluctuates a lot (give main reason)

E3. How do you mainly spend your income from work?

1. Contribute to family income
2. Personal expenditures
3. Savings
4. Personal expenditures and savings
5. Put back into expanding the enterprise/business
6. Other (please specify _____)

E4. Do you regularly give a part of your salary to someone else?

1. Yes
2. No

E4a. If yes, who?

1. Parents
2. Spouse
3. Brothers/sisters
4. Others (please specify _____)

E5. How much do you contribute to family income?

1. All income
2. More than half
3. Half
4. Less than half
5. Varies from one month to the next
6. Only on special occasions
7. Rarely
8. No contribution at all

E6. Are you financially supporting the education or training of someone else?

1. Yes (who, relationship to you _____)
2. No

- E7. What is the largest item of your monthly expenditure?
1. Food
 2. Accommodation
 3. Clothing
 4. Transportation
 5. Paying back loans
 6. Savings
 7. Entertainment/Leisure
 8. Other (specify _____)

F. LIFE GOALS AND VALUES OF YOUNG PEOPLE

F1. Could you please tell me how important the following goals would be in your life?
[Rank 1 for very important, 2 for important, 3 for not important at all] [RANK EACH GOAL]

Ranking

1. Being successful in work
2. Making a contribution to society
3. Participating in politics
4. Upholding religious faith
5. Having lots of money
6. Having a good family life
7. Having leisure time
8. Having a lot of different experiences
9. Finding purpose and meaning in life
10. Working/living in other countries

F1a. Of the above goals in life, which goal would be the single most important one?

1. Being successful in work
2. Making a contribution to society
3. Participating in politics
4. Upholding religious faith
5. Having lots of money
6. Having a good family life
7. Having leisure time
8. Having a lot of different experiences
9. Finding purpose and meaning in life
10. Working/Living in other countries

F2. What do you consider to be a good age for women and for men to start working?

For women

For men

1. Below 15 years
2. Between 15-19 years
3. Between 20-24 years
4. Between 25-29 years
5. Above 29 years

F3. What do you consider to be a good age for women and for men to get married?

For women

For men

1. Below 15 years
2. Between 15-19 years
3. Between 20-24 years
4. Between 25-29 years
5. Between 30-34 years
6. Between 35-39 years
7. Above 39 years

F4. What do you consider to be a good age for women and for men to have their first child?

For women

For men

1. Below 15 years
2. Between 15-19 years
3. Between 20-24 years
4. Between 25-29 years
5. Between 30-34 years
6. Between 35-39 years
7. Above 39 years

F5. What do you consider to be the ideal number of children a couple should have?

F6. In your opinion, should a woman work after marriage?

1. Yes
2. No
3. Depends (on what _____)
4. Do not know

F7. In your opinion, should a woman work when she has young children?

1. Yes
2. No
3. Depends (on what _____)
4. Do not know

F8. In your opinion, should a woman work when her children are of school going age?

1. Yes
2. No
3. Depends (on what _____)
4. Do not know

- F9. Do you feel that women and men in a family should share equal responsibility for household chores (such as cleaning, food preparation, taking care of young children)?
1. Women and men should have equal responsibilities
 2. Men should have greater responsibilities
 3. Women should have greater responsibilities
 4. Depends (on what _____)
 5. Do not know
- F10. Do you feel that women and men in a family should share equal responsibility for contributing to family income?
1. Women and men should have equal responsibilities
 2. Men should have greater responsibilities
 3. Women should have greater responsibilities
 4. Depends (on what _____)
 5. Do not know
- F11. Do you feel that brothers and sisters (or men and women) should have equal responsibility for looking after parents when they are old?
1. Brothers and sisters should have equal responsibilities
 2. Brothers should have greater responsibilities
 3. Sisters should have greater responsibilities
 4. Depends (on what _____)
 5. Do not know
- F12. Do you feel that older brothers or sisters should be responsible for financially supporting their younger siblings through their education?
1. Older brothers should be responsible
 2. Older sisters should be responsible
 3. Both older brothers and sisters should share responsibility
 4. Both not responsible
 5. Do not know
- F13. Do you know about HIV/AIDS
1. Yes
 2. No
- F13a. If yes, how did you learn about HIV/AIDS?
1. From employer
 2. From the media (newspapers, radio, television)
 3. From friends/co-workers
 4. From government officials
 5. From voluntary organizations
 6. Others (specify) _____

F13b. Do you know what you can do to protect yourself against HIV/AIDS

1. Yes
2. No

F14. Are you a member of the following types of organizations?

Yes **No**

- a. School club
- b. Political organization
- c. Community organization
- d. Social club
- e. Trade union
- f. Other (please specify _____)

F15. How regularly do you watch television, read newspapers, listen to the radio or use the Internet:

Everyday **At least once** **Only** **Never**
A week **Occasionally**

- a. Television
- b. Newspapers
- c. Radio
- d. Internet

SURVEY ON THE SCHOOL TO WORK TRANSITION
EMPLOYERS AND MANAGERS
WHO ARE HIRING YOUNG WORKERS

Serial Number of the Survey: _____

Respondent's Identification Particulars:

Name of respondent: _____

Sex: Female _____ Male _____

Birth date of respondent: _____ month _____ year

Age of respondent: _____ years

Address: _____

Control Particulars:

Organization conducting the Survey: _____

Interviewer: _____

Date of Interview: _____

Checked by: _____

Coded by: _____

A. IDENTIFICATION PARTICULARS OF ENTERPRISE

A1. In what year was this enterprise/business first set up?

A2. What would best describe this enterprise/business?

1. Sole proprietorship
2. Family business
3. Government agency
4. Public sector enterprise
5. Private enterprise owned by locals
6. Private enterprise owned by foreigners
7. Part of multinational corporation
8. Joint venture (between local and foreign owners)
9. Non-profit organization
10. Other (please specify _____)

A3. In which sector does your enterprise/organization/business operate?

1. Agriculture, forestry and fishing
2. Mining
3. Manufacturing
4. Construction
5. Finance/insurance
6. Trade/retail
7. Real estate
8. Transport and communications
9. Utilities (electricity, water, telecommunications)
10. Catering, hotels and restaurants
11. Public administration
12. Social and personal services
13. Other (please specify _____)

A4. Please describe the main products/services produced by this enterprise/business

A5. Who does your enterprise/business normally sell its goods or services to?

1. Private individuals or households
2. Small businesses, traders,
3. Farmers
3. Middlemen, agents, contractors
4. Large shops or enterprises in domestic market
5. International market, export products
6. Government agencies/public enterprises
7. Others (please specify) _____

A6. Does your enterprise/business perform contract work for other enterprises or individuals?

1. Yes, always
2. Yes, mostly
3. Yes, sometimes
4. No, never

A6a. If yes, is the contract work mainly through a middleman/agent?

1. Yes
2. No

A7. Is your enterprise/business making a profit, a loss or breaking even?

1. Making a profit
2. Making a loss
3. Breaking even

A8. What are the two most serious problems you face in operating your enterprise/business? **[INTERVIEWER: READ LIST BELOW. Rank 1 for most serious problem, 2 for the second most serious problem]**

Ranking

1. Legal regulations too restrictive
2. Very high taxation
3. Lack of marketing services
4. Lack of credit/funding
5. Poor public facilities (energy, water, transportation)
6. Lack of information on business opportunities
7. Competition in domestic market/too many operators
8. Competition in export market
9. Falling/poor prices for products
10. Lack of access to new technology
11. Rising costs of production
12. Lack of skilled/trained/experienced workers
13. Shortage of unskilled/manual labour
14. High or rising labour costs
15. Low productivity
16. Corruption, need to pay bribes
17. Others (please specify _____)

A9. What kinds of assistance do you need from Government to help you improve your business/economic activity?

A10. Do you belong to a trade association or employer group?

1. Yes (please specify _____)
2. No

A11. Do the workers in your enterprise/business belong to a trade union?

1. Yes
2. No

A11a. If yes, does your enterprise/business practise collective bargaining with the union?

1. Yes
2. No

B. RECRUITMENT AND EMPLOYMENT OF YOUNG PEOPLE

B1. How many persons in total does your enterprise/business normally employ/are working with you?

	Men	Women
1. Partner(s)	_____	_____
2. Paid employees	_____	_____
3. Paid family members	_____	_____
4. Unpaid family members	_____	_____
5. Others (please specify _____)	_____	_____

B1a. That means altogether there are _____ persons working in your enterprise/business

B2. Out of the total number of persons employed in your workplace, roughly what percentages are: %

1. Above 35 years
2. Between 30-35 years
3. Between 25-29 years
4. Between 18-24 years
5. Between 15-17 years
6. Below 15 years

B3. Out of the total number of persons employed in your workplace, roughly what percentages are in: %

1. Skilled manual/production jobs
2. Unskilled manual/production jobs
3. Clerical jobs
4. Sales jobs
5. Technical jobs
6. Administrative jobs
7. Managerial jobs
8. Professional jobs
9. Other (please specify _____)

B4. How are vacancies for skilled/administrative/professional jobs and unskilled/manual/production jobs in your enterprise normally filled?

Skilled/ Administrative/ Professional	Unskilled/ Manual/ Production
--	--

1. Advertisements (please indicate which type, newspaper, radio, television _____)
2. From education/training institution
3. From government employment service
4. From private employment service/agent
5. Use labour contractors
6. Job fairs
7. Relatives or friends of owners/managers
8. Relatives or friends of employees
9. Promoting employees who are already in the enterprise
10. Others (please specify _____)

B5. Roughly what percentage of total vacancies in your enterprise/business is typically filled through employment services?

1. Government/public employment services _____ %
2. Private employment services/agent _____ %

B6. Based on your experience, how would you rate the overall quality of the public and private employment services in providing you with suitable job candidates?

Public	Private
Employment Service	

1. Excellent
2. Good
3. Adequate
4. Poor
5. Very poor
6. Do not use their services

B7. Have you faced problems recruiting the kinds of workers you require for your enterprise or business?

1. Yes (please explain what the problem is)

2. _____
No

B8. How do you think the centres for employment services (or their equivalents) can help you in recruiting the kinds of workers you need?

B9. For your kind of business/enterprise, if you had to hire someone, would you prefer to hire: **[INTERVIEWER: ASK EACH SECTION, a, b, c, d for skilled/ administrative/ professional posts and unskilled/manual/production posts]**

Skilled/ Administrative/ Professional	Unskilled/ Manual/ Production
--	--

a) Age:

1. Workers below 15 years of age
2. Workers between 15-18 years of age
3. Workers between 18-24 years of age
4. Workers above 25 years of age
5. No preference
6. Depends (on what) _____

b) Sex:

1. Female workers
2. Male Workers
3. No preference
4. Depends (on what) _____

c) Marital status:

1. Unmarried workers
2. Married workers
3. No preference
4. Depends (on what) _____

d) Education:

1. Completed primary
2. Completed secondary
3. Completed university
4. With vocational training
5. Other (specify _____)

B10. In hiring skilled/administrative/professional workers and unskilled/manual/production workers, what is the most important characteristic you look for in the worker? **[INTERVIEWER: READ LIST AND ASK RESPONDENT TO SELECT ONE ANSWER]**

Skilled Administrative/ Professional	Unskilled/ Manual/ Production
---	--

1. Sex
2. Age
3. Education
4. Marital status
5. Past training
6. Job experience
7. Other (please specify)

B11. In your experience as an employer/manager, what would you consider to be the main **advantage** of hiring a worker who is less than 25 years of age?

B12. In your experience as an employer/manager, what would you consider to be the main **problem** of hiring a worker who is less than 25 years of age?

B13. If you could choose, would you prefer to hire a

1. Young woman Why? _____
2. Young man Why? _____

B14. Would you say that overall, you have more young women or young men applying for jobs in your business/enterprise?

1. More young women
2. More young men
3. About equal numbers
4. Do not know

B14a. Why do you think you have more young women/young men/equal numbers applying?

B15. What do you think is the most important aspect that young people look for when applying for a job **[RANK 1 FOR THE MOST IMPORTANT ASPECT AND 2 FOR THE SECOND MOST IMPORTANT ASPECT]**

Ranking

1. Interesting job to do
2. Job that people regard highly/status of the job
3. Earn a lot of money
4. Good promotion prospects/clear career path
5. Job that uses skills and abilities
6. Steady job/job security
7. Having a role in decision-making
8. Having lots of vacation time
9. Having an easy pace of work
10. Being able to work independently, without supervision
11. Job that is family-friendly
12. Other (please specify) _____

B16. Based on your experience, how well prepared do you think young job applicants are for employment? **[INTERVIEWER: Read out list below. RANK 1 for very well prepared, 2 for adequately prepared and 3 for poorly prepared]**

Ranking

1. Technical or professional skills need for job
2. Overall general knowledge
3. Oral communication skills
4. Writing skills
5. Ability to carry out orders
6. Commitment and discipline
7. Realistic expectation of world of work
8. Overall preparedness

C. EDUCATION AND TRAINING OF WORKERS

C1. In recruiting manual/production workers, does your enterprise have any kind of preference for the type of education and training that the worker should have?

1. Preference for workers with general education
2. Preference for certification from a centre for employment services
3. Preference for certification from training institutions
4. Preference for workers with apprenticeship training
5. Preference for workers with previous on-the-job training
6. No preference for type of training
7. No previous training required

C2. Does your enterprise/business normally provide training for workers when they first join/start work?

1. Yes
2. No

C2a. If yes, what type of training is normally provided?

1. On the job training
2. Specially organized training programme within the enterprise
3. Training organized by an employment service centre
4. Training organized by training institutions
5. Apprenticeship training
6. Other (specify _____)

C3. Once workers have been given entry-level training, does your enterprise/business provide workers with additional training or retraining?

1. Yes
2. No

C3a. If yes, what is the main purpose of the additional training/retraining?

1. To improve on-the-job performance
2. To enable the worker to carry out more tasks
3. To introduce new technology
4. To upgrade workers to higher positions
5. Other (specify _____)

C4. In selecting workers for additional training or retraining does your enterprise have a preference on the basis of?

a) **Sex:**

1. Male workers
2. Female workers
3. No preference

b) **Age:**

1. Workers below 15 years of age
2. Workers between 15-18 years of age
3. Workers between 18-24 years of age
4. Workers above 25 years of age
5. No preference

C5. Would you like to receive any kind of assistance from the government for training of workers, and what kind of assistance?

1. Yes (what kind of assistance _____)
2. No assistance required.

C6. How do you think centres for employment services (or their equivalents) can improve the training that they provide for job seekers?

C7. Do you have any kind of regular contact with schools or training institutions?

1. Yes
2. No

C7a. If yes, what is the purpose of the contact?

C8. Has your enterprise ever participated in any work experience/internship programme with an educational or training institution?

1. Yes (please describe _____)
2. No