Talent Match

Common Data Framework

Manual

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VOLUME I

Introducing the Common Data Framework
**What is the Common Data Framework?**

The Common Data Framework (CDF) has been designed to collect standard monitoring data from all Partnerships on all beneficiaries. This beneficiary data will allow monitoring of: who has participated in Talent Match; what they have done; what difference it has made to them; and what impact it has made on their labour market outcomes. The aim of the CDF is to collect robust and reliable beneficiary level data which is invaluable to the evaluation and which can be used for your own Partnership.

**How is it being administered?**

The CDF has been designed in the form of an online questionnaire. SNAP Survey Software has been used to create the questionnaires (there will be a baseline questionnaire and then a follow-up). Details on how to access and complete the questionnaires are provided in Vol. II and Vol. III. Some Partnerships have decided to use their own systems to collect beneficiary data and, while this guide has been designed with the SNAP system in mind, it will also be of use to those using other systems.

**How often will data need to be collected?**

Delivery organisations need to collect baseline level data on beneficiaries at an initial meeting with the young person (i.e. within the first couple of weeks of individuals joining the programme). At this point they will need to fill in the baseline questionnaire (see Vol. II. for details). Change and outcome data will then be collected approximately three, six, 12, 18 and 24 months later. At these stages a follow-up questionnaire will need to be completed (see Vol. III. for details).
The online system

The CDF has been designed in the form of an online questionnaire in order to make it as simple as possible to complete. Further details on the individual questionnaires being administered can be found in Vol. II and Vol. III; however some basic information on how to navigate the system and the different types of questions used is provided below.

Navigating around the system

You will be provided with a Partnership ID which you need in order to enter the questionnaire. Once in, you can then access the individual beneficiary survey links (see Vol. II and Vol. III for more detail). After you have selected a link you will see the pink buttons at the bottom of the page which you will need to use to move around the survey.

The buttons with arrows let you move on to the next page or back to the previous page. The questionnaire saves itself as you work through it. If you want to clear the responses you have given on a page click the Reset button. When you reach the final page the forward arrow will have changed to a Submit button. Please ensure you click on this when you have reached the end to make sure your responses reach the evaluation team.

You will also see a progress bar at the bottom of the page which keeps you updated on how far through the questionnaire you are.
Single response questions

There are several questions which ask you to select a single option from a list of responses. These questions have **round buttons** and the survey software forces you to give one response only. As you click on the relevant response a tick will appear. Two examples are shown below, one with the options displayed vertically and another horizontally.

Are you?
- [x] Male
- [ ] Female

Overall, how happy did you feel yesterday, where nought is ‘not at all happy’ and 10 is ‘completely happy’?
- [ ] 0
- [ ] 1
- [ ] 2
- [ ] 3
- [ ] 4
- [ ] 5
- [ ] 6
- [ ] 7
- [ ] 8
- [ ] 9
- [ ] 10

Multiple response questions

Other questions require more than one response. These questions have **square boxes** and you will be able to select as many responses as you see fit. Again a tick will appear when a response is selected.

Have you done any of the following? **Tick ALL THAT APPLY**
- [x] Undertaken some form of work experience
- [ ] Undertaken some form of volunteering
- [x] Taken up additional training
- [ ] Applied for jobs
- [x] Attended at least one interview
- [x] Gained employment
- [ ] Set up my own business
**Grid questions**

Some questions are displayed in a grid format. In the CDF all the grid questions are single response with round buttons where you are only able to select one response per row. Again a tick will appear when you select a response.

**In the past 12 months have you turned down a job or decided not to apply for a job you were interested in due to problems with any of the following?**

<table>
<thead>
<tr>
<th>Access to / and or cost of transport</th>
<th>Yes</th>
<th>No</th>
<th>Don't know</th>
<th>Not applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet access</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Access to / and or cost of childcare</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Access to support for young carers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Access to support for disabled people</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temporary nature of work</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Low pay</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Variable pay</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Open-ended questions**

There are also several open-ended questions asked across the CDF. To answer these questions you need to click the cursor in the box and then type. Some responses require a number (a warning will show up if you use an incorrect format), while for some you are not restricted on what you can enter other than length. Some examples are shown overleaf.
Date questions

You will need to provide a date as a response for some questions. A calendar icon will be visible next to these questions. To select a date you will need to click on the icon and a calendar will then pop up (see image below) which you can select a date from.

![Calendar Image]

First name: Elizabeth  
Surname: Sanderson  
Address: CRESR, Unit 10, Science Park  
Postcode: S1 1WB  
Email: e.sanderson@shu.ac.uk  
Phone: 0114 225 3539  

12/11/2014
Routing

When you select a response this may lead to another question being displayed. For example below, if you said you receive benefits you will then be asked which specific benefits you receive.

Do you receive any benefits?

☑ Yes
☐ No

Which benefits do you receive? TICK ALL THAT APPLY

☐ Job Seekers Allowance
☐ Employment and Support Allowance
☐ Housing Benefit
☐ JSA Severe Hardship Payments (16-18 year olds only)
☐ Income Support
☐ Income Support for Lone Parents
☐ Personal Independence Payments / Disability Living Allowance
☐ Council Tax Benefit
☐ Carer’s Allowance
☐ Universal Credit
☐ Child Benefit
☐ Child Tax Credit
☐ Other
☐ Don’t know
If you fail to provide an answer to a question the software will not allow you to move on to the next page and will flash up a message with red lines as shown in the image below. For questions where beneficiaries may not be able to provide an answer there will be a ‘don't know’ category and for more personal questions a ‘prefer not to say’ option. A handful of questions allow you to move on to the next page even if you do not provide an answer.
Entering the questionnaire

1. Place the cursor in the box and type in your Partnership ID. This should have been sent to your Partnership via email.

   If you do not know your ID please contact Elizabeth on 0114 225 3539 or at e.sanderson@shu.ac.uk

2. Once you have entered your Partnership ID click on this button to enter the questionnaire.
Selecting a link

1. Click on the first available link which has not already been started. In this case it would be Participant 3.
Instructions

1. If you are completing the questionnaire together with a beneficiary, familiarise yourself with the information on this page and ensure you inform participants how responses will be used, who will have access to the data and tell them about further research.

If beneficiaries are completing the questionnaire on their own they should read through the information themselves in full.

2. The progress bar will show you how far into the questionnaire you are as you move through the questions.

3. Once you have read the information displayed, click on this button to move on to the next page.
Entering programme details

1. The respondent ID used for linking survey responses across the timespan of the Programme is displayed here for reference.

2. Click on the calendar icon next to the box. A calendar will then pop up (see image below). Select either today’s date if you are completing the questionnaire with a beneficiary right now, or the date the interview was completed.

3. The name of the Partnership which your organisation falls under should be displayed in this box. If the name is incorrect please contact Elizabeth on 0114 225 3539 or at e.sanderson@shu.ac.uk

4. Place the cursor in the box and enter the name of your organisation.

5. Once you have entered the date and name of your organisation click on this button to move on to the next page.
Providing information on how the CDF is being completed

1. Click on the relevant box which best describes how the questionnaire is being completed and a tick should appear.

2. If you are an advisor/mentor or support worker helping a beneficiary to complete the questionnaire a box should appear. Place the cursor in the box and enter your name.

3. Once you have selected the correct response(s) click on this button to move on to the next page.
Entering beneficiary contact information

1. Place the cursor in each box and enter the beneficiary’s contact information. Elizabeth has filled in her contact details as an example of how to fill in the information.

2. Click on the calendar icon next to the box. A calendar will then pop up (see image below). Select the beneficiary’s date of birth.

3. Once you have entered the contact details click on this button to move on to the next page.
1. Click on the relevant box and a tick should appear.

2. Once you have selected the correct gender click on this button to move on to the next page.
Providing information on disability

1. Ask the beneficiary if they consider themselves to have a disability then click on the relevant box and a tick should appear.

2. If you ticked 'yes' to the first question this second question will appear, again select the relevant box and a tick should appear.

3. Once you have selected the correct response(s) click on this button to move on to the next page.
Providing information on ethnicity and religion

1. Ask the beneficiary what their ethnic group is then click on the relevant box and a tick should appear. If 'Any Other Ethnic Group' is selected a box asking you to specify will appear. Place the cursor in the box and provide details.

2. Ask the beneficiary what their religion is then click on the relevant box and a tick should appear. If 'Any other religion' is selected a box asking you to specify will appear. Place the cursor in the box and provide details.

3. Once you have selected the correct response(s) click on this button to move on to the next page.
Providing information on any children

1. Ask the beneficiary if they have any children, then click on the relevant box and a tick should appear.

2. If you ticked 'yes' to the first question, further questions emerge asking how many children the beneficiary has and how many live at home with them. To respond to these questions, place the cursor in the box and enter the relevant number of children.
1. Ask the beneficiary if they receive any benefits then click on the relevant box and a tick should appear.

2. If you ticked ‘yes’ to the first question, this second question will appear. Select all the benefits which the beneficiaries receive and a tick will appear in each box.

3. If you ticked ‘other’ an open-ended box will appear. Place the cursor in the box and enter the other benefits received by the beneficiary.

4. Once you have selected the correct response(s) click on this button to move on to the next page.
Providing information on benefits received (2)

1. If you indicated that a beneficiary was receiving benefits this question will appear on the next page. Ask the beneficiary if their benefits are currently being sanctioned, then select the relevant box(es) and a tick will appear.

3. Once you have selected the correct response(s) click on this button to move on to the next page.
Providing information on tenure and living arrangements

1. Ask the beneficiary if they own their own house/flat or if it is rented, then click on the relevant box and a tick should appear.

2. If you ticked 'other' this second question will appear, again select the relevant box and a tick should appear.

3. If you ticked 'other' an open-ended box will appear. Place the cursor in the box and enter a description of the beneficiary's living arrangements.

4. Once you have selected the correct response(s) click on this button to move on to the next page.
Providing information on experiences

**Talent Match Questionnaire**

**Do any of the following experiences apply to you? TICK ALL THAT APPLY**

- I have been in local authority care
- I have been convicted of a criminal offence
- I have experienced alcohol dependency
- I have experienced drug dependency
- I have experienced mental ill health
- I have experienced homelessness
- None of the above
- Prefer not to say

1. Ask the beneficiary if any of the experiences listed apply to them, then select all the relevant boxes and a tick will appear in each box.

2. Once you have selected the correct response(s) click on this button to move on to the next page.
Providing information on sexuality

Which best describes your sexuality?
- Heterosexual (straight)
- Lesbian
- Gay
- Bisexual
- Don’t know
- Prefer not to say

1. Click on the relevant box and a tick should appear.

2. Once you have selected the correct response click on this button to move on to the next page.
Providing information on qualifications

1. Ask the beneficiary if they have achieved 5 GCSEs A*-C, then click on the relevant box and a tick should appear.

2. Ask the beneficiary what the highest level qualification they have is, again click on the relevant box and a tick should appear.

3. Once you have selected the correct responses click on this button to move on to the next page.
Providing information on before the programme

1. Ask the beneficiary what they were doing in the 4 weeks before they started the programme then select all the relevant boxes and a tick will appear in each box.

2. When you click on some options, further questions emerge asking about length of time. To respond to these questions, place the cursor in the box and enter the relevant number of years and months.

3. Once you have selected the correct responses click on this button to move on to the next page.
Providing information on volunteering

1. Ask the beneficiary if they have volunteered in the last 3 months, then click on the relevant box and a tick should appear.

2. If you ticked 'yes' to the first question this second question will appear asking how many hours the beneficiary spent volunteering in the past 4 weeks. Place the cursor in the box and enter the relevant number of hours.

3. Once you have selected the correct responses click on this button to move on to the next page.
2. Ask the beneficiary to what extent they agree with the statements listed then click on the relevant boxes and ticks will appear. You will only be able to select one box per row.

2. Once you have selected the correct responses click on this button to move on to the next page.
Providing information on skills (2)

1. Ask the beneficiary whether they have ever done any of the activities listed then select all the relevant boxes and a tick will appear in each box.

2. Once you have selected the correct responses click on this button to move on to the next page.
Providing information on barriers to employment (1)

1. Ask the beneficiary if they have turned down a job or decided not to apply due to any of the reasons listed, then click on the relevant boxes and ticks will appear. You will only be able to select one box per row.

2. Once you have selected the correct responses click on this button to move on to the next page.
Providing information on barriers to employment (2)

1. Ask the beneficiary whether any of the issues listed stopped them from gaining work, and then select all the relevant boxes and a tick will appear in each box.

2. If you ticked 'other' an open-ended box will appear. Place the cursor in the box and enter a description of what else stopped the beneficiary from gaining work.

3. Once you have selected the correct responses click on this button to move on to the next page.
Providing information on types of jobs interested in

1. Ask the beneficiary what types of jobs they would like to do. Place the cursor in each box and enter up to three jobs the beneficiary is interested in.

2. Once you have entered the jobs the beneficiary would like to do click on this button to move on to the next page.
Providing information on support received (1)

1. Ask the beneficiary if they are on or have just completed the Work Programme then click on the relevant box and a tick should appear.

2. Ask the beneficiary which services they were involved with before starting the programme, then click on all the relevant boxes and a tick will appear in each box.

3. Ask the beneficiary the names of all the agencies they were involved with. Place the cursor in the box and type the names in.

4. Once you have selected the correct responses click on this button to move on to the next page.
Providing information on support received (2)

1. Ask the beneficiary which services they are currently involved with, then click on all the relevant boxes and a tick will appear in each box.

2. Ask the beneficiary the names of all the agencies they are involved with. Place the cursor in the box and type the names in.

3. Once you have selected the correct responses click on this button to move on to the next page.
Providing information on skills sets using the 'My Journey Scale'

1. Ask the beneficiary to look at the 'My Journey Scale' image, and then ask them how they rate how good they are with the sets of skills listed. Click on the relevant boxes and ticks will appear. You will only be able to select one box per row.

2. Once you have selected the correct responses click on this button to move on to the next page.
Providing information on well-being (1)

1. Ask the beneficiary how satisfied they are on a scale of 0 - 10, then click on the relevant box and a tick should appear.

2. Once you have selected the correct response click on this button to move on to the next page.
Providing information on well-being (2)

1. Ask the beneficiary how worthwhile they feel the things they do in their life are on a scale of 0 - 10, then click on the relevant box and a tick should appear.

2. Once you have selected the correct response click on this button to move on to the next page.
Providing information on well-being (3)

1. Ask the beneficiary how happy they were on a scale of 0 - 10, then click on the relevant box and a tick should appear.

2. Once you have selected the correct response click on this button to move on to the next page.
Providing information on well-being (4)

1. Ask the beneficiary how anxious they were on a scale of 0 - 10, then click on the relevant box and a tick should appear.

2. Once you have selected the correct response click on this button to move on to the next page.
Adding further comments and submitting the questionnaire

1. To add in any further comments the beneficiary may have, place the cursor in the box and type the comments in.

2. Once you have completed the questionnaire **make sure you click submit**. You will then be taken back to the initial page where you selected a link (see next page).
1. This is the page you will see once you have submitted the questionnaire. The link which you selected, in this example Participant 3, will now say completed next to it and can no longer be accessed.
VOLUME III

The Follow-up surveys
The Follow-up surveys

Data will be collected again approximately three, six, 12, 18 and 24 months on from completion of the baseline questionnaire. A follow-up questionnaire will need to be filled in each time.

The same questionnaire will be used for each phase of collection in order to monitor change and outcomes.

At the start of each follow-up questionnaire contact information previously submitted will be displayed. This is to: a) check advisors have clicked on the right link; and b) so contact information can be updated if it has changed. In order to provide updated contact information and progress with the programme goals, separate links to the questionnaire will be created for each phase of data collection. We will provide a link for each follow-up survey and a Partnership ID to enter the survey. The personalised links with the names of beneficiaries (see page 45) will be updated regularly. When a beneficiary completes a questionnaire their responses will then be used to set up their personalised link for the next follow-up survey.
Entering the questionnaire

1. Place the cursor in the box and type in your Partnership ID. This should have been sent to your Partnership via email.

If you do not know your ID please contact Elizabeth on 0114 225 3539 or at e.sanderson@shu.ac.uk

2. Once you have entered your Partnership ID click on this button to enter the questionnaire.
Selecting a link

1. The names of beneficiaries will be displayed. Locate the relevant name and click on it. Names are displayed in alphabetical order. If you are unable to locate the name of the beneficiary contact Elizabeth on 0114 225 3539 or at e.sanderson@shu.ac.uk
Instructions

1. If you are completing the questionnaire together with a beneficiary, familiarise yourself with the information on this page and ensure you inform participants how responses will be used, who will have access to the data and tell them about further research.

If beneficiaries are completing the questionnaire on their own they should read through the information themselves in full.

2. The progress bar will show you how far into the questionnaire you are as you move through the questions.

3. Once you have read the information displayed, click on this button to move on to the next page.
Uncontactable clients (1)

1. The respondent ID used for linking survey responses across the timespan of the Programme is displayed here for reference.

Talent Match Questionnaire

Respondent ID:

There is an expectation as part of Big Lottery funding that Partnerships will maintain contact with beneficiaries for as long as possible, regardless of whether they are still participating in Talent Match or not. However, the Fund recognises that, in rare circumstances, you may lose contact with some beneficiaries altogether, or for specific periods. Under these circumstances you are required to select 'yes' below and complete a series of questions so that we can record any identified outcomes against those individuals. The Big Lottery Fund will monitor numbers of uncontactable clients to ensure these do not grow to a level that will affect the quality of the data.

Is the client unable to complete the follow-up questionnaire?
- Yes
- No, the client is able to complete the questionnaire

2. If the client is unable to fill in the questionnaire select 'yes' and a tick will appear in the box. A series of questions will then appear on the following pages which you should answer about the client to the best of your knowledge. If they are able to complete the questionnaire select 'no' and you will be taken to the page title 'Programme Details' (see page 52)

3. Once you have selected the correct response click on this button to move on to the next page.
1. If you stated that the client was unable to complete the questionnaire these two questions will emerge. Select the relevant response(s) and a tick will appear in each box. If the client is not able to complete the questionnaire for an ‘other’ reason, please type in what this reason is in the text box which will have appeared.

2. Once you have selected the correct response click on this button to move on to the next page.
Uncontactable clients (3)

1. If you indicated that the client had achieved some outcomes since starting on the Programme these will be shown again and you will be asked to indicate how important you think the support from the Programme was in helping them achieve these outcomes. Click on the relevant boxes and a tick will appear in each. You will only be able to select one box per row.

2. Once you have selected the correct response click on this button to move on to the next page.
Uncontactable clients (4)

1. Click on the calendar icon next to the box. A calendar will then pop up (see image below). Select either today’s date if you have provided the information today, or if entering responses recorded on an earlier date select this earlier date.

2. Once you have selected the correct date click on this button to move on to the next page.
1. Once you have completed the questions about the uncontactable client, **make sure you click submit**. You will then be taken back to the initial page where you selected a link (see page 83).
Entering programme details

1. Click on the calendar icon next to the box. A calendar will then pop up (see image below). Select either today’s date if you are completing the questionnaire with a beneficiary right now, or the date the interview was completed.

2. The name of the Partnership which your organisation falls under should be displayed in this box. If the name is incorrect please contact Elizabeth on 0114 225 3539 or at e.sanderson@shu.ac.uk

3. Place the cursor in the box and enter the name of your organisation.

4. Once you have entered the date and name of your organisation click on this button to move on to the next page.
Providing information on how the CDF is being completed

1. Click on the relevant box which best describes how the questionnaire is being completed and a tick should appear.

2. If you are an advisor/mentor or a support worker helping a beneficiary to complete the questionnaire a box should appear. Place the cursor in the box and enter your name.

3. Once you have selected the correct response(s) click on this button to move on to the next page.
Checking and updating beneficiary contact information

1. The details provided by the beneficiary in the previous survey should be displayed. If the information does not belong to the beneficiary close the browser and try again. If you have any further problems please contact Elizabeth on 0114 225 3539 or at e.sanderson@shu.ac.uk.

2. Once you have checked the information displayed and updated if necessary, click on this button to move on to the next page.
Check to see if still participating

1. Ask the beneficiary if they are still participating in the programme then click on the relevant box and a tick should appear.

2. Once you have selected the correct response click on this button to move on to the next page.
Providing information on children

1. Ask the beneficiary if they have any children then click on the relevant box and a tick should appear.

2. If you ticked 'yes' to the first question, further questions emerge asking how many children the beneficiary has and how many live at home with them. To respond to these questions, place the cursor in the box and enter the relevant numbers of children.
Providing information on benefits received (1)

1. Ask the beneficiary if they receive any benefits then click on the relevant box and a tick should appear.

2. If you ticked ‘yes’ to the first question, this second question will appear. Select all the benefits which the beneficiaries receive and a tick will appear in each box.

3. If you ticked ‘other’ an open-ended box will appear. Place the cursor in the box and enter the other benefits received by the beneficiary.

4. Once you have selected the correct response(s) click on this button to move on to the next page.
Providing information on benefits received (2)

1. If you indicated that a beneficiary was receiving benefits this question will appear on the next page. Ask the beneficiary if their benefits are currently being sanctioned, then select the relevant box(es) and a tick will appear.

3. Once you have selected the correct response(s) click on this button to move on to the next page.
Providing information on tenure and living arrangements

1. Ask the beneficiary if they own their own house/flat or if it is rented, then click on the relevant box and a tick should appear.

2. If you ticked 'other' this second question will appear, again select the relevant box and a tick should appear.

3. If you ticked 'other' an open-ended box will appear. Place the cursor in the box and enter a description of the beneficiary's living arrangements.

4. Once you have selected the correct response(s) click on this button to move on to the next page.
Providing information on skills (1)

1. Ask the beneficiary to what extent they agree with the statements listed then click on the relevant boxes and ticks will appear. You will only be able to select one box per row.

2. Once you have selected the correct responses click on this button to move on to the next page.
Providing information on skills (2)

1. Ask the beneficiary whether they have ever done any of the activities listed then select all the relevant boxes and a tick will appear in each box.

2. Once you have selected the correct responses click on this button to move on to the next page.
Providing information on support received (1)

1. Ask the beneficiary what forms of support they have received from the programme, and then click on all the relevant boxes and a tick will appear in each box.

2. If you ticked ‘other’ an open-ended box will appear. Place the cursor in the box and enter a description of other support received.

3. Once you have selected the correct responses click on this button to move on to the next page.
Rating the support received

1. Ask the beneficiary how they would rate the support they received then click on the relevant box and a tick should appear.

2. Once you have selected the correct response click on this button to move on to the next page.
Providing information on support received (2)

1. Ask the beneficiary which services they are currently involved with, then click on all the relevant boxes and a tick will appear in each box.

2. Ask the beneficiary the names of all the agencies they are involved with. Place the cursor in the box and type the names in.

3. Once you have selected the correct responses click on this button to move on to the next page.
Providing information on types of jobs interested in

1. Ask the beneficiary what types of jobs they would like to do. Place the cursor in each box and enter up to three jobs the beneficiary is interested in.

2. Once you have entered the jobs the beneficiary would like to do click on this button to move on to the next page.
Providing information on skills sets using the 'My Journey Scale' 

1. Ask the beneficiary to look at the 'My Journey Scale' image, and then ask them how they rate how good they are with each of the sets of skills listed. Click on the relevant boxes and ticks will appear. You will only be able to select one box per row.

2. Once you have selected the correct responses click on this button to move on to the next page.
Providing information on well-being (1)

1. Ask the beneficiary how satisfied they are on a scale of 0 - 10, then click on the relevant box and a tick should appear.

2. Once you have selected the correct response click on this button to move on to the next page.
Providing information on well-being (2)

1. Ask the beneficiary how worthwhile they feel the things they do in their life are on a scale of 0 - 10, then click on the relevant box and a tick should appear.

2. Once you have selected the correct response click on this button to move on to the next page.
Providing information on well-being (3)

1. Ask the beneficiary how happy they were on a scale of 0 - 10, then click on the relevant box and a tick should appear.

2. Once you have selected the correct response click on this button to move on to the next page.
Providing information on well-being (4)

1. Ask the beneficiary how anxious they were on a scale of 0 - 10, then click on the relevant box and a tick should appear.

2. Once you have selected the correct response click on this button to move on to the next page.
Providing information on current situation

1. Ask the beneficiary which of those listed currently apply to them. Click on all the relevant boxes and a tick should appear in each box.

2. When you click on some options, further questions emerge asking about length of time. To respond to these questions, place the cursor in the box and enter the relevant number of years and months.

3. Once you have selected the correct response click on this button to move on to the next page.
Providing information on employment (1)

1. If beneficiaries are working less than 16 hours per week, this question will appear. Ask the beneficiary what their reasons are for working less than 16 hours per week. Select all boxes which are relevant and a tick should appear in each box.

2. If you ticked 'other' an open-ended box will appear. Place the cursor in the box and enter a description of any other reasons the beneficiary has for working less than 16 hours per week.

3. Once you have selected the correct response click on this button to move on to the next page.
Providing information on employment (2)

1. If beneficiaries are in work (including if they are self-employed) or are on an apprenticeship this question will appear. Ask the beneficiary what their job title / role is and then what type of organisation they work in. Place the cursor in each box and enter their responses.

2. Once you have entered the beneficiary's responses click on this button to move on to the next page.
Providing information on employment (3)

1. If beneficiaries are in work (including if they are self-employed) this question will appear. Ask the beneficiary how important the support received from the programme has been in helping them to gain employment and click on the relevant box and a tick should appear.

2. Once you have selected the correct response click on this button to move on to the next page.
Providing information on employment (4)

1. If beneficiaries are in work (including if they are self-employed) this question will appear. Ask the beneficiary which best describes their job and click on the relevant box and a tick should appear.

2. If beneficiaries are in work this question will also appear (unless they indicate that they are self-employed above). Ask the beneficiary if they have a zero hours contract, click on the relevant box and a tick should appear.

3. If you ticked 'yes' to having a zero hours contract this question will appear. Click on the relevant box and a tick should appear.

4. Once you have selected the correct response click on this button to move on to the next page.
Providing information on employment (5)

1. If beneficiaries are in work (including if they are self-employed) this question will also appear. Ask the beneficiary if any of the things listed are applicable to them. Select all boxes which are relevant and a tick should appear in each box.

2. Once you have selected the correct response(s) click on this button to move on to the next page.
Providing information on employment (6)

1. If beneficiaries are in work (including if they are self-employed) these three questions will appear. Ask the beneficiary how many hours on average they have worked a week in the past month then place the cursor in the box and enter the number of hours.

2. Then ask the beneficiary what their basic hourly rate of pay is. Place the cursor in the box and enter their pay.

3. Ask the beneficiary whether their pay changes from week to week because of overtime, or because you work different hours each week?

4. Once you have entered the correct responses click on this button to move on to the next page.
Providing information on employment (7)

1. If beneficiaries are in work (including if they are self-employed) this question will appear. Ask the beneficiary how satisfied they are with their job then click on the relevant box and a tick should appear.

2. Once you have selected the correct response click on this button to move on to the next page.
Providing information on employment (8)

1. If beneficiaries are in work (including if they are self-employed) this question will appear. Ask the beneficiary to what extent they agree with the statements listed then click on the relevant boxes and ticks will appear. You will only be able to select one box per row.

2. Once you have selected the correct responses click on this button to move on to the next page.
Providing information on looking for employment

1. Ask the beneficiary if they have looked for paid work in the last four weeks (this question is asked to everyone). Then select the relevant box and a tick should appear.

Then ask the beneficiary what active steps they have taken to find work. They have the option to say none. Select all boxes which are relevant and a tick should appear in each box.

2. Once you have selected the correct responses click on this button to move on to the next page.
Providing information on volunteering

1. Ask the beneficiary if they have volunteered in the last 3 months, then click on the relevant box and a tick should appear.

2. If you ticked 'yes' to the first question this second question will appear asking how many hours the beneficiary spent volunteering in the past 4 weeks. Place the cursor in the box and enter the relevant number of hours.

3. If you ticked 'yes', this third question will also appear. Ask the beneficiary what they think they have achieved through their volunteering and select all the boxes which are relevant and a tick should appear in each box.

4. If you ticked 'other' an open-ended box will appear. Place the cursor in the box and enter a description of what else the beneficiary has achieved.

5. Once you have selected the correct responses click on this button to move on to the next page.
Adding further comments and submitting the questionnaire

1. To add in any further comments the beneficiary may have, place the cursor in the box and type the comments in.

2. Once you have completed the questionnaire **make sure you click submit**. You will then be taken back to the initial page where you selected a link (see next page).
Page displayed following submission

1. This is the page you will see once you have submitted the questionnaire. The link which you selected, in this example the second one down, will now say completed next to it and can no longer be accessed.