



Department of Trade and Industry

# The Workplace Employment Relations Survey

Carried out for the Department of Trade and Industry\*

## BASIC WORKFORCE DATA SHEET

It would be of great help if this form could be completed before the interviewer's visit and available at the beginning of the interview.

Thank you for your help.

\*In collaboration with the Advisory, Conciliation and Arbitration Service (ACAS), the Economic and Social Research Council and the Policy Studies Institute.

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The purpose of this questionnaire is to gather information about the size and structure of the workforce at your establishment.

- Workforce data refer to the employees of a single employer at that establishment only. They should relate to the time at which you complete the data sheet. There are no questions on seasonal variations.
- **'Establishment'** refers to the premises indicated by the address on the covering letter. It does not include any other premises that may belong to your organisation or to establishments different and separate from yours.
- **'Employees'** should be understood in its strict sense: people with a contract of employment. The term excludes any freelance workers, home or out workers, and casual workers who do not have a contract of employment. Representatives, salesmen and similar employees should be included if this is the establishment to which they principally report.

Please give best estimates if you don't have exact data.

Write NIL if you have no employees in a category.

If you need to clarify any of the information you give, use the space provided on the back page.

**1** Currently how many employees do you have on the payroll at this establishment? Total

ZALLEMPS

**2**

	Full-time		Part-time		Total
	Male	Female	Male	Female	
(a) How many of these work full-time (30 hours or more per week)? Please show males and females separately.	ZMALFULL	ZFEMFULL	ZMALPRT	ZFEMPRT	<div style="text-align: right; font-size: small; color: green;">This should be the same as Question 1</div>
(b) How many work part-time (fewer than 30 hours per week)? Please show males and females separately.					

**3** How many employees are in each of the following occupational groups?  
*Definitions of occupational groups are set out on the opposite page.*

	Total
Managers and senior administrative	ZMNG_TOT
Professional	ZPRO_TOT
Technical	ZTEC_TOT
Clerical and secretarial	ZADM_TOT
Craft and skilled services	ZSKL_TOT
Protective and personal services	ZPER_TOT
Sales	ZSAL_TOT
Operative and assembly	ZOPE_TOT
Routine unskilled	ZROU_TOT

**4** How many employees at this establishment are from a non-white ethnic group? ZETHNIC, ZETHNICP

ZETHNIC, ZETHNICP

**5** How many employees at this establishment are members of a trade union or independent staff association – whether recognised by management or not? ZUMINEM, ZUNIPC, ZANYMEM

ZUMINEM, ZUNIPC, ZANYMEM

## Definitions of occupational groups

### A Managers and senior administrative occupations

Managers and senior administrators head government, industrial, commercial and other establishments, organisations or departments within such organisations. They determine policy, direct and co-ordinate functions, often through a hierarchy of subordinate managers and supervisors. Occupations included are: general managers, works managers, production managers, marketing or sales managers, directors of nursing, catering managers and bank managers.

This group does not include supervisors or foremen. These employees should be grouped within their skill base e.g. an office manager supervising clerical workers would be grouped with them. A fitter and turner acting as a supervisor or foreman would be classified as a craft or skilled worker.

### B Professional occupations

Professionals perform analytical, conceptual and creative tasks that require a high level of experience and a thorough understanding of an extensive body of theoretical knowledge. They research, develop, design, advise, teach and communicate in their specialist fields. The specialist fields include: science, building, engineering, health and social sciences. Occupations include professionals in the above fields, as well as lecturers and teachers, doctors, lawyers and accountants.

### C Technical occupations

Employees in this group perform complex technical tasks requiring the understanding of a body of theoretical knowledge and significant practical skills. Technicians in medical, scientific, engineering, building, entertainment and transport industries are included in this group. This occupational group includes registered nurses, computer analysts, insurance underwriters, artists and designers.

### D Clerical and secretarial occupations

Clerical workers gather, record, order, transform, store and transmit information on paper or electronic media and require moderate literacy and numeracy skills. The main occupations covered in this group include civil service and local government clerical officers; data processing and business machine operators; accounting, insurance and broking clerks; filing and mail clerks; production and transport clerks; and receptionists, typists, secretaries and storekeepers.

### E Craft and skilled service occupations

Employees in this group perform complex physical tasks. They apply a body of trade-specific technical knowledge requiring initiative, manual dexterity and other practical skills. Trades in metal fitting and machining, motor mechanics, electrical and electronics, building, printing, vehicle production, food preparation, hairdressing and other recognised apprenticeship trades are included in this group. Trade apprentices and trainees are also to be included in this group.

### F Protective and personal service occupations

Employees in this group include police, prison and fire service officers, customs and excise officers, traffic wardens, security guards and other similar occupations. Included under personal services are cooks, waiters, care assistants, child carers, assistant auxiliary nurses, domestic staff and undertakers.

### G Sales occupations

This group includes all employees engaged in buying (wholesale or retail), broking and selling. Included are sales representatives, sales assistants, till operators, roundsmen and garage forecourt attendants.

### H Operative and assembly occupations

Plant and machine operators and drivers operate vehicles and other large equipment to transport passengers and goods, move materials, generate power, and perform various agricultural and manufacturing functions. Some of the occupations covered include bus, truck and locomotive drivers; excavator, forklift and tractor drivers; boiler, chemical plant, crane and furnace operators as well as packers and machinists (including metal press or casting operators, sewing machinists, yarn or fabric manufacturing machine operators and food processing machine operators).

### I Routine unskilled occupations

Workers in this group perform routine tasks, either manually or using hand tools and appliances. The group includes such occupations as factory hands, cleaners, construction and mining labourers, shelf fillers, postal workers and mail sorters, caretakers, kitchen hands and porters, car park attendants and messengers.

Thank you for completing this form. Please keep it to give to the NatCen interviewer.