



Talent Match

Common Data Framework

Manual

For further information contact Elizabeth Sanderson at CRESR on 0114 225 3539 or e.sanderson@shu.ac.uk

Volume I	Introducing the Common Data Framework	Page 1
Volume II	The Baseline survey	Page 9
Volume III	Follow-up surveys	Page 42

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?

☒ 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
 Not at all happy Completely happy

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

- ☒ Undertaken some form of work experience
- ☐ Undertaken some form of volunteering
- ☒ Taken up additional training
- ☐ Applied for jobs
- ☒ Attended at least one interview
- ☒ 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?

	Yes	No	Don't know	Not applicable
Access to / and or cost of transport	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Internet access	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Access to / and or cost of childcare	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Access to support for young carers	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Access to support for disabled people	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Temporary nature of work	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Low pay	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Variable pay	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>


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.

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

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.



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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.

Please provide an answer for this question



**BIG
LOTTERY
FUND**

Talent Match Questionnaire

**Sheffield
Hallam
University**

Centre for
Regional Economic
and Social Research

Overall, how would you rate the support you have received?

- ☐ Very good
- ☐ Fairly good
- ☐ Neither good nor poor
- ☐ Fairly poor
- ☐ Very poor
- ☐ Don't know

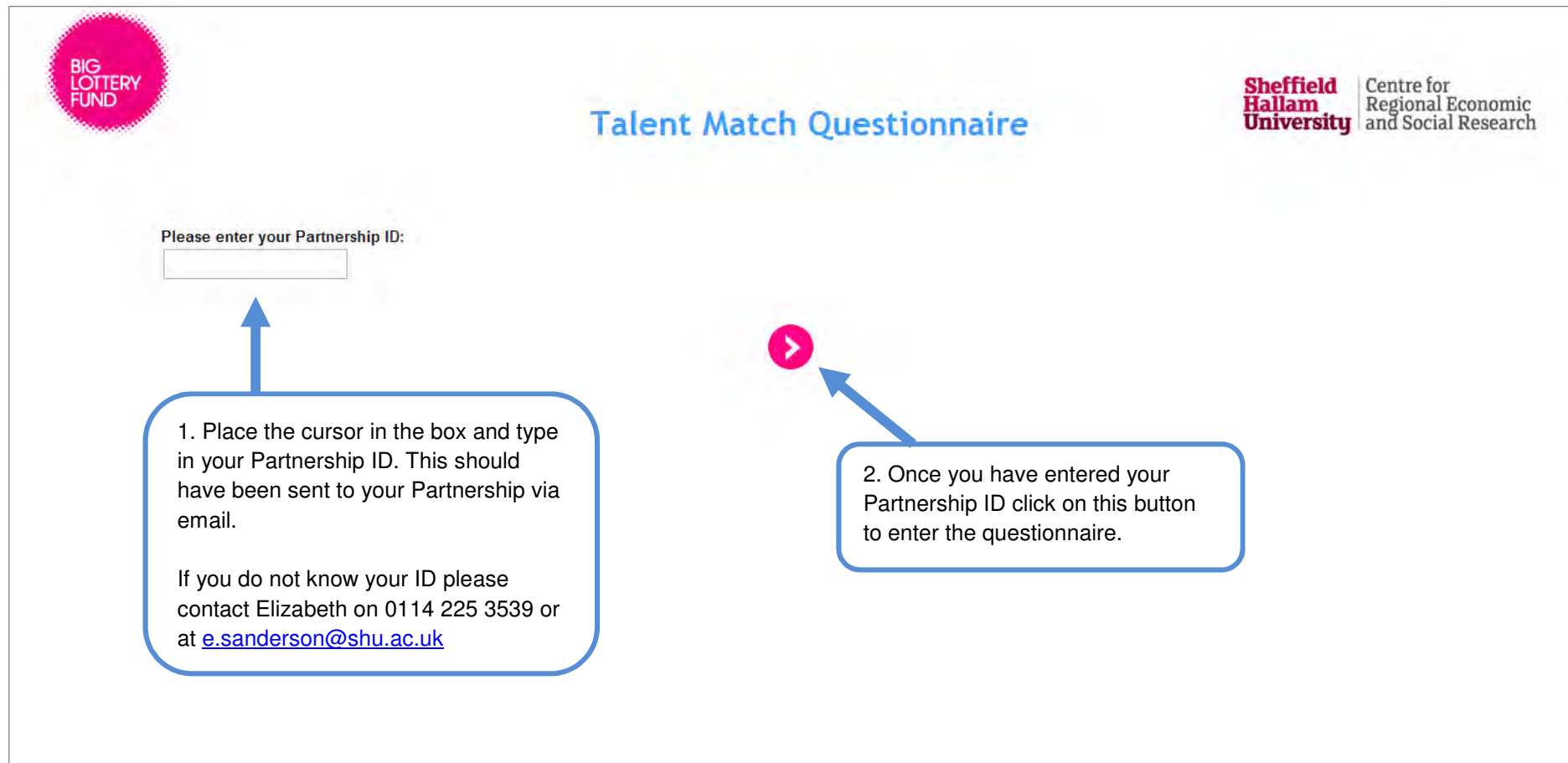
Progress

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VOLUME II

The Baseline survey

Entering the questionnaire



The screenshot shows the 'Talent Match Questionnaire' entry page. At the top left is the 'BIG LOTTERY FUND' logo. At the top right are the 'Sheffield Hallam University' and 'Centre for Regional Economic and Social Research' logos. The title 'Talent Match Questionnaire' is centered at the top. Below the title, there is a text input field labeled 'Please enter your Partnership ID:'. A blue arrow points from a text box below to this input field. To the right of the input field is a pink circular button with a white right-pointing arrow. A blue arrow points from a second text box to this button.

BIG LOTTERY FUND

Sheffield Hallam University | Centre for Regional Economic and Social Research

Talent Match Questionnaire

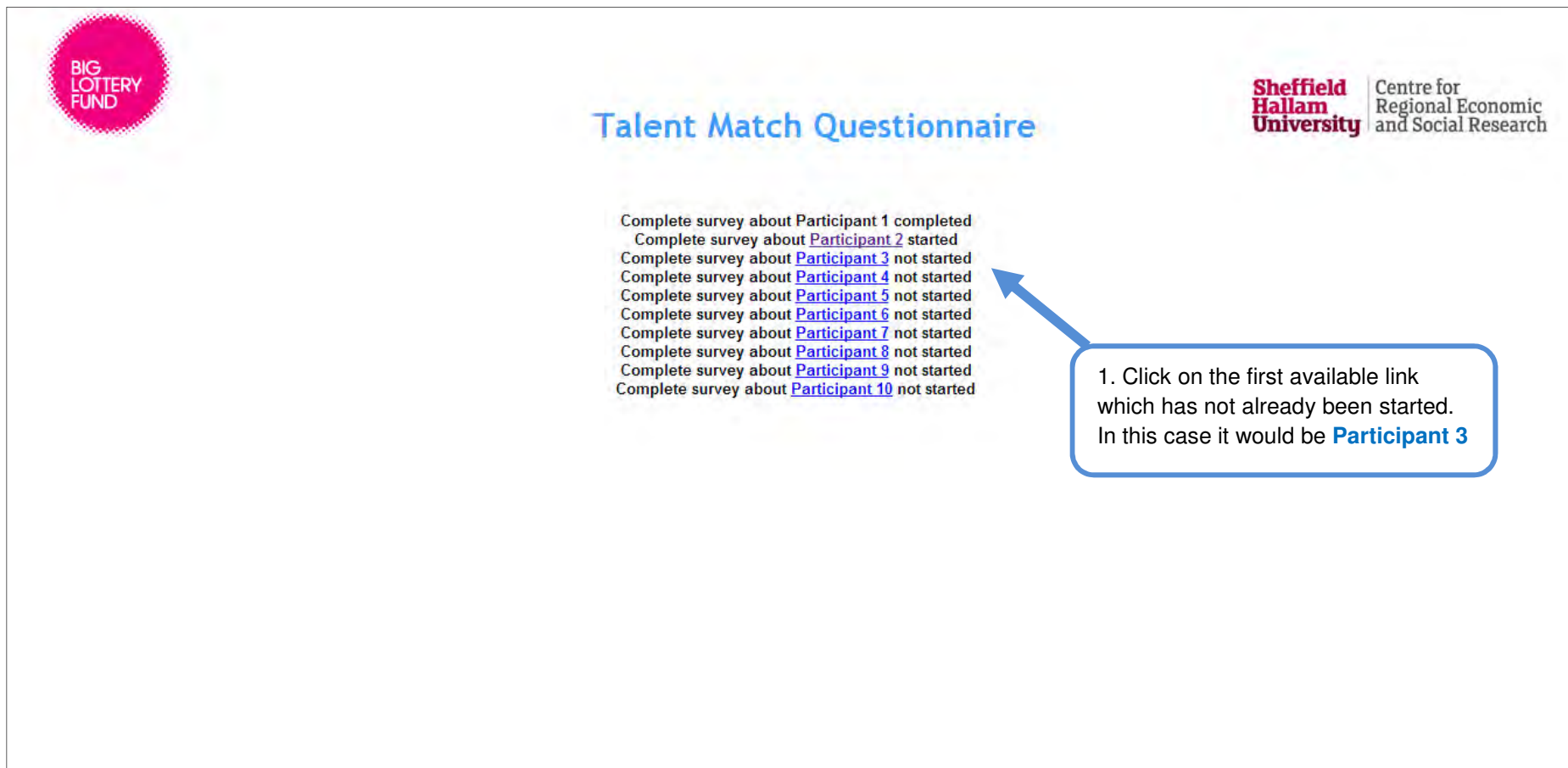
Please enter your Partnership ID:

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



The screenshot shows the 'Talent Match Questionnaire' interface. In the top left corner is the 'BIG LOTTERY FUND' logo. In the top right corner are the logos for 'Sheffield Hallam University' and the 'Centre for Regional Economic and Social Research'. The main title 'Talent Match Questionnaire' is centered at the top. Below it, a list of survey status for ten participants is displayed. A blue arrow points from a callout box to the link for 'Participant 3' in the list.

Talent Match Questionnaire

Complete survey about Participant 1 completed
Complete survey about [Participant 2](#) started
Complete survey about [Participant 3](#) not started
Complete survey about [Participant 4](#) not started
Complete survey about [Participant 5](#) not started
Complete survey about [Participant 6](#) not started
Complete survey about [Participant 7](#) not started
Complete survey about [Participant 8](#) not started
Complete survey about [Participant 9](#) not started
Complete survey about [Participant 10](#) not started

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

Instructions



Talent Match Questionnaire

Sheffield
Hallam
University
Centre for
Regional Economic
and Social Research

This questionnaire has been designed to collect information from young people participating in the Big Lottery Talent Match Programme. Responses will be used to help understand young people's experience of the Programme and to help improve the Programme in the future.

To navigate around the survey use the pink buttons at the bottom of the page. Most of the questions require you to select a box or are multiple choice. Some require an answer to be typed in.

The questionnaire saves your responses automatically so you can return at a later point if you aren't able to complete it all at once.

Don't forget to click submit when you reach the end of the questionnaire.

Information supplied will be used by Sheffield Hallam University in accordance with the Data Protection Act 1998 and other applicable legislation. Data will be used by Sheffield Hallam University and Talent Match Partnerships for the purposes of monitoring, evaluation and research only. Data will not be shared with any other party.

A member of the Research Team may wish to contact you in the future to discuss your experiences of the Talent Match Programme. Your participation in further research is voluntary and your details will only be available to the Research Team and your Talent Match Partnership.

If you have any questions or issues when completing the survey please contact Elizabeth Sanderson (e.sanderson@shu.ac.uk; 0114 225 3539).

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




Talent Match Questionnaire

Sheffield Hallam University | Centre for Regional Economic and Social Research

PROGRAMME DETAILS

Respondent ID:

Please enter the date which the interview was completed (DD/MM/YYYY): (e.g. if not completing right now but entering responses from an earlier interview enter the date the interview took place and not today's date)



Which Partnership do you belong to?

--Click Here--

▼

Please enter the name of the Programme provider:

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

Progress

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Reset

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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.

Clear

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Providing information on how the CDF is being completed

The screenshot shows the 'Talent Match Questionnaire' interface. At the top left is the 'BIG LOTTERY FUND' logo. At the top center is the title 'Talent Match Questionnaire'. At the top right are the logos for 'Sheffield Hallam University' and the 'Centre for Regional Economic and Social Research'. The main section is titled 'How is the CDF being completed?' and contains three radio button options: 'Young person completing the questionnaire together with an advisor/mentor etc.' (which is selected), 'Young person completing the questionnaire together with a support worker', and 'Young person completing the questionnaire on their own'. Below this is a text input field labeled 'Please enter the name of the advisor/mentor or support worker:'. At the bottom center is a 'Progress' bar and navigation buttons: a left arrow, a 'Reset' button, and a right arrow. Three blue callout boxes with arrows provide instructions: Box 1 points to the first radio button option, stating '1. Click on the relevant box which best describes how the questionnaire is being completed and a tick should appear.' Box 2 points to the text input field, stating '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.' Box 3 points to the right arrow button, stating '3. Once you have selected the correct response(s) click on this button to move on to the next page.'

BIG LOTTERY FUND

Talent Match Questionnaire

Sheffield Hallam University | Centre for Regional Economic and Social Research

How is the CDF being completed?

☒ Young person completing the questionnaire together with an advisor/mentor etc.

☐ Young person completing the questionnaire together with a support worker

☐ Young person completing the questionnaire on their own

Please enter the name of the advisor/mentor or support worker:


Progress

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



Talent Match Questionnaire

Sheffield Hallam University | Centre for Regional Economic and Social Research

1. INDIVIDUAL BENEFICIARY CHARACTERISTICS

First name:

Surname:

Address:

Postcode:

Email:

Phone:

Date of birth (DD/MM/YYYY):

Age:

Elizabeth

Sanderson

CRESR, Unit 10 Science Park, Sheffield

S1 1WB

e.sanderson@shu.ac.uk

0114 225 3539

30/10/1985

29

Clear

Close

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27	28	29	30	31		

Progress

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Reset

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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.

3. Once you have entered the contact details click on this button to move on to the next page.

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.

Selecting gender

The screenshot displays the 'Talent Match Questionnaire' interface. In the top left corner is the 'BIG LOTTERY FUND' logo. The title 'Talent Match Questionnaire' is centered at the top. On the right, the 'Sheffield Hallam University' logo is shown alongside the text 'Centre for Regional Economic and Social Research'. The main content area features the question 'Are you?' with two radio button options: 'Male' and 'Female'. The 'Female' option is selected, indicated by a blue checkmark inside the radio button. Below this, a blue arrow points from a text box containing the instruction '1. Click on the relevant box and a tick should appear.' to the 'Female' radio button. To the right of the gender selection, there is a 'Progress' bar that is partially filled. Below the progress bar are three buttons: a left arrow, a 'Reset' button, and a right arrow. A blue arrow points from a text box containing the instruction '2. Once you have selected the correct gender click on this button to move on to the next page.' to the right arrow button.

BIG LOTTERY FUND

Talent Match Questionnaire

Sheffield Hallam University | Centre for Regional Economic and Social Research

Are you?

☐ Male

☒ Female

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

Progress

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

Providing information on disability

The screenshot shows the 'Talent Match Questionnaire' interface. At the top left is the 'BIG LOTTERY FUND' logo. At the top right are the 'Sheffield Hallam University' logo and the text 'Centre for Regional Economic and Social Research'. The main title 'Talent Match Questionnaire' is centered at the top.

The questionnaire contains two questions:

Do you consider yourself to have a disability?

- ☒ Yes
- ☐ No
- ☐ Prefer not to say

Does the disability limit your activities in any way?


- ☐ Yes
- ☐ No

At the bottom, there is a 'Progress' bar and navigation buttons: a left arrow, a 'Reset' button, and a right arrow.


Three blue callout boxes with arrows provide instructions:

1. Ask the beneficiary if they consider themselves to have a disability then click on the relevant box and a tick should appear. (Points to the 'Yes' radio button for the first question.)
2. If you ticked 'yes' to the first question this second question will appear, again select the relevant box and a tick should appear. (Points to the 'Does the disability limit your activities in any way?' question.)
3. Once you have selected the correct response(s) click on this button to move on to the next page. (Points to the right arrow navigation button.)

Providing information on ethnicity and religion



Talent Match Questionnaire

Centre for
Regional Economic
and Social Research

What is your ethnic group?

☐ White: English/Welsh/Scottish/Northern Irish/British

☐ White: Irish

☐ White: Gypsy or Irish Traveller

☐ Other White

☐ Mixed/Multiple Ethnic Groups: White and Black Caribbean

☐ Mixed/Multiple Ethnic Groups: White and Black African

☐ Mixed/Multiple Ethnic Groups: White and Asian

☐ Mixed/Multiple Ethnic Groups: Other Mixed

☐ Asian/Asian British: Indian

☐ Asian/Asian British: Pakistani

☐ Asian/Asian British: Bangladeshi

☐ Asian/Asian British: Chinese

☐ Asian/Asian British: Other Asian

☐ Black/African/Caribbean/Black British: African

☐ Black/African/Caribbean/Black British: Caribbean

☐ Black/African/Caribbean/Black British: Other Black

☐ Other Ethnic Group: Arab

☒ Any Other Ethnic Group

☐ Prefer not to say

Any Other Ethnic Group, please specify:

What is your religion?

☐ No religion

☐ Christian (including Church of England, Catholic, Protestant and all other denominations)

☐ Buddhist

☐ Hindu

☐ Jewish

☐ Muslim

☐ Sikh

☒ Any other religion

☐ Prefer not to say

Any other religion, please specify:

Progress

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



Talent Match Questionnaire

 Centre for
Regional Economic
and Social Research

Do you have any children?

☒ Yes

☐ No

☐ Prefer not to say

How many children do you have in the following age groups?

Under 2

2 - 5

Over 5


How many of these children live at home with you?

Progress


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.

Providing information on benefits received (1)



Talent Match Questionnaire



Centre for
Regional Economic
and Social Research

Do you receive any benefits? (e.g. Job Seekers Allowance, Housing Benefit, Income Support etc. and including any benefits currently being sanctioned by the Department for Work and Pensions (i.e. benefits which have been reduced or suspended))

☒ 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

Other, please specify:

Progress


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)



Talent Match Questionnaire

 Centre for
Regional Economic
and Social Research

Are your benefits currently being sanctioned by the Department for Work and Pensions (i.e. have your benefits been reduced or suspended)?




☒ Yes, for Job Seekers Allowance

☒ Yes, for Employment and Support Allowance

☐ No

☐ Don't know


Progress


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



Talent Match Questionnaire

Centre for
Regional Economic
and Social Research

Do you own your house/flat or is it rented?

- ☐ Rented from a private landlord
- ☐ Rented from a Housing Association
- ☐ Rented from Local Authority
- ☐ Owner occupier - with mortgage
- ☐ Owner occupier - without mortgage/owned outright
- ☐ Live with parents / guardian
- ☒ Other

What are your current living arrangements?

- ☐ Children's Home
- ☐ Foster care
- ☐ Sleeping rough
- ☐ Night shelter / temporary hostel
- ☐ Hostel
- ☐ Temporarily staying with friends / relatives inc. sofa surfing
- ☐ Other supported accommodation (i.e. there are staff who support you)
- ☐ Custody
- ☒ Other

Other, please specify:

Progress


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

 Centre for
Regional Economic
and Social Research

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


Progress


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



Talent Match Questionnaire

 Centre for
Regional Economic
and Social Research

Which best describes your sexuality?

☒ *Heterosexual (straight)*


☐ *Lesbian*




☐ *Gay*

☐ *Bisexual*

☐ *Don't know*

☐ *Prefer not to say*


Progress 


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



Talent Match Questionnaire



Centre for
Regional Economic
and Social Research

Have you achieved 5 GCSEs A*-C including English and Maths (or equivalent):

☒ Yes

☐ No

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

What is the highest level qualification you have? (Please note that some qualifications such as NVQs, BTECs, OCR Nationals, Functional Skills and Diplomas can be awarded at different levels.)

☐ No qualifications

☐ Entry Level

☒ Level 1 (e.g. GCSEs D-G)

☐ Level 2 (e.g. GCSEs A*-C)

☐ Level 3 (e.g. AS/A levels)

☐ Level 4 (e.g. Certificate of Higher Education, HNC)

☐ Level 5+ (e.g. HND, Degree)


☐ Don't know

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


Progress

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



Talent Match Questionnaire

 Centre for
Regional Economic
and Social Research

What were you doing in the four weeks before you started on [INSERT PROGRAMME NAME]?

<input type="checkbox"/>	Not working and not looking for work	<input type="checkbox"/>	Formal education e.g. college
<input type="checkbox"/>	Not working and looking for work	<input type="checkbox"/>	In training
<input checked="" type="checkbox"/>	Working less than 16 hours per week	<input type="checkbox"/>	Long-term sick or disabled
<input type="checkbox"/>	Working 16 hours or more per week (excluding apprenticeship)	<input type="checkbox"/>	In custody
<input type="checkbox"/>	Self-employed	<input type="checkbox"/>	Travelling
<input checked="" type="checkbox"/>	Volunteering	<input type="checkbox"/>	Looking after children
<input type="checkbox"/>	Work placement	<input checked="" type="checkbox"/>	Caring
<input type="checkbox"/>	Apprenticeship	<input checked="" type="checkbox"/>	Other

Other, please specify:

And for how long have you been working less than 16 hours a week?

Years:

Months:

And for how long have you been volunteering?

Years:

Months:

Progress

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

The image shows a screenshot of the 'Talent Match Questionnaire' interface. At the top left is the 'BIG LOTTERY FUND' logo. At the top center is the title 'Talent Match Questionnaire'. At the top right are the logos for 'Sheffield Hallam University' and the 'Centre for Regional Economic and Social Research'. The main content area contains two questions. The first question is 'Have you volunteered during the last 3 months?' with a subtext explaining that it includes unpaid help to groups, clubs, organisations or individuals. It has two radio button options: 'Yes' (which is selected) and 'No'. The second question is 'Now just thinking about the past 4 weeks. Approximately how many hours in total have you spent doing this kind of thing/these kind of things?' followed by a text input field labeled 'Hours:'. Below the questions is a progress bar and navigation controls: a left arrow, a 'Reset' button, and a right arrow. Three numbered blue callout boxes provide instructions: Box 1 points to the 'Yes' radio button; Box 2 points to the 'Hours' input field; Box 3 points to the right arrow navigation button.

BIG LOTTERY FUND

Talent Match Questionnaire

Sheffield Hallam University | Centre for Regional Economic and Social Research

Have you volunteered during the last 3 months?
This includes giving any unpaid help to groups, clubs, organisations or individuals, e.g., helping out with or raising money for charity, campaigning for a cause you believe in, visiting or looking after people etc.

☒ Yes
☐ No

Now just thinking about the past 4 weeks. Approximately how many hours in total have you spent doing this kind of thing/these kind of things?
Hours:

Progress


Reset

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.

Providing information on skills (1)



Talent Match Questionnaire

Sheffield Hallam University
Centre for Regional Economic and Social Research

2. SKILLS

To what extent do you agree or disagree with the following statements?

I have...

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	Don't know
Good basic skills (reading/numbers)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Confidence in myself	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
An understanding of the skills employers are looking for	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Identified my short and long-term careers goals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
An understanding of a specific job or area of work I am interested in	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Good specific skills for the job I am looking for	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
The ability to put together a CV	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Identified additional training I want to take up	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Appropriate clothing I can wear to an interview	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
An understanding of how to set up my own business	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>


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.

Progress


←
Reset
→

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

Providing information on skills (2)



Talent Match Questionnaire


Centre for
Regional Economic
and Social Research




Have you ever done any of the following? **TICK ALL THAT APPLY**

- ☐ Undertaken some form of work experience
- ☒ Undertaken some form of volunteering
- ☐ Taken up additional training
- ☒ Applied for jobs
- ☐ Attended at least one interview
- ☐ Completed an apprenticeship
- ☐ Completed a formal education course (e.g. college course)
- ☒ Completed a training course (e.g. not formal education)
- ☐ Gained employment
- ☐ Set up my own business
- ☐ None of the above




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.

Progress 

Providing information on barriers to employment (1)

Talent Match Questionnaire

3. KEY BARRIERS TO OVERCOME

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?


	Yes	No	Don't know	Not applicable
Access to and / or cost of transport	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Internet access	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Access to and / or cost of childcare	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Access to support for young carers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Access to support for disabled people	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Temporary nature of work	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Low pay	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Variable pay	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

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.


Progress

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)



Talent Match Questionnaire



Centre for
Regional Economic
and Social Research

What other things have stopped you from gaining work in the past 12 months? TICK ALL THAT APPLY

- ☐ Lack of basic skills (reading/numbers)
- ☒ Lack of confidence
- ☐ Lack of job specific skills
- ☒ Lack of qualifications
- ☐ Lack of prior work experience
- ☐ Not sure which jobs would suit me
- ☒ Lack of job opportunities locally
- ☒ Lack of interview skills
- ☐ Ill health / disability
- ☐ Employer prejudice
- ☐ Criminal record / being in custody
- ☐ Looking after children
- ☐ Other responsibilities (e.g. caring)
- ☒ Other

Other, please specify:

Progress

< Reset >

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

The screenshot shows the 'Talent Match Questionnaire' interface. At the top left is the 'BIG LOTTERY FUND' logo. At the top right is the 'Sheffield Hallam University' logo and the text 'Centre for Regional Economic and Social Research'. The main title 'Talent Match Questionnaire' is centered at the top. Below the title, the question 'What types of job would you like to do? LIST UP TO 3 ONLY' is displayed. There are three numbered input fields (1, 2, 3) for listing jobs. A progress bar is shown below the input fields, with a 'Reset' button and navigation arrows. Two blue callout boxes provide instructions: one points to the input fields, and the other points to the 'Reset' button.

BIG LOTTERY FUND

Sheffield Hallam University Centre for Regional Economic and Social Research

Talent Match Questionnaire

What types of job would you like to do? LIST UP TO 3 ONLY

1.

2.


3.

Progress

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)



Talent Match Questionnaire

Sheffield Hallam University
Centre for Regional Economic and Social Research

5. SUPPORT

Are you on or have you just completed the Work Programme?

☐ Yes

☒ No

☐ Don't know

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.

Prior to joining [INSERT PROGRAMME NAME] which services were you involved with? TICK ALL THAT APPLY

☒ Job Centre Plus / Jobs and Benefits Office

☐ Drug / alcohol support

☐ Police, probation or legal services

☒ Education, training, skills development

☐ Social services

☐ Mental health services, counselling

☐ Careers / business advice or support

☒ Community, youth or voluntary organisations

☐ Other

☐ None

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.

Name of agencies:

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.

Progress

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)

The screenshot shows the 'Talent Match Questionnaire' interface. At the top left is the 'BIG LOTTERY FUND' logo. At the top right are the 'Sheffield Hallam University' and 'Centre for Regional Economic and Social Research' logos. The main heading is 'Talent Match Questionnaire'. Below it, the instruction reads: 'Which of the following services are you currently involved with? TICK ALL THAT APPLY'. A list of services follows, each with a checkbox: 'Job Centre Plus / Jobs and Benefits Office' (checked), 'Drug / alcohol support', 'Police, probation or legal services', 'Education, training, skills development', 'Social services' (checked), 'Mental health services, counselling', 'Careers / business advice or support' (checked), 'Community, youth or voluntary organisations' (checked), 'Other', and 'None'. Below the list is a text input field labeled 'Name of agencies:'. At the bottom right, there is a 'Progress' bar, a 'Reset' button, and left/right navigation arrows. Three blue callout boxes provide instructions: Box 1 points to the service list, Box 2 points to the 'Name of agencies' field, and Box 3 points to the navigation arrows.

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Talent Match Questionnaire

Which of the following services are you currently involved with? TICK ALL THAT APPLY

- ☒ Job Centre Plus / Jobs and Benefits Office
- ☐ Drug / alcohol support
- ☐ Police, probation or legal services
- ☐ Education, training, skills development
- ☒ Social services
- ☐ Mental health services, counselling
- ☒ Careers / business advice or support
- ☒ Community, youth or voluntary organisations
- ☐ Other
- ☐ None

Name of agencies:

Progress


⏪ Reset ⏩

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.

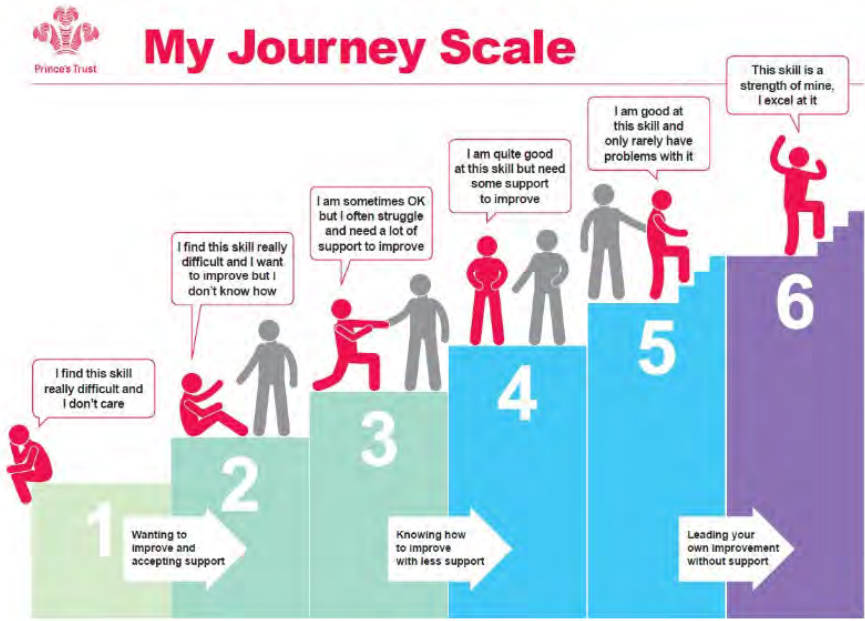
Providing information on skills sets using the 'My Journey Scale'



Talent Match Questionnaire

Sheffield Hallam University
Centre for Regional Economic and Social Research

6. OUTCOMES



Progress

←
Reset
→

Using the My Journey Scale, please rate how good you feel you are with each of the following sets of skills?

	1	2	3	4	5	6
Communication Speaking, listening, paying attention	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working with others Teamwork, getting on with people, respecting others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Setting and achieving goals Motivation, planning and organising, problem solving, hard work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Managing feelings Dealing with issues, coping, managing problems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Confidence Self-esteem, self-belief, self-respect, self-awareness, dealing with nerves	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reliability Time-keeping, meeting deadlines, taking responsibility, attendance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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)

The screenshot shows the 'Talent Match Questionnaire' interface. At the top left is the 'BIG LOTTERY FUND' logo. At the top right is the 'Sheffield Hallam University' logo and the text 'Centre for Regional Economic and Social Research'. The main title 'Talent Match Questionnaire' is centered at the top. Below it is the question: 'Overall, how satisfied are you with your life nowadays, where nought is 'not at all satisfied' and 10 is 'completely satisfied'?'. A horizontal scale from 0 to 10 is displayed, with blue circles above each number. The text 'Not at all satisfied' is under the 0 and 'Completely satisfied' is under the 10. Below the scale is a 'Progress' bar that is partially filled. At the bottom center are three buttons: a left arrow, a 'Reset' button, and a right arrow. Two blue callout boxes with arrows provide instructions: the first points to the scale and the second points to the right arrow button.

BIG LOTTERY FUND

Talent Match Questionnaire

Sheffield Hallam University Centre for Regional Economic and Social Research

Overall, how satisfied are you with your life nowadays, where nought is 'not at all satisfied' and 10 is 'completely satisfied'?

0 1 2 3 4 5 6 7 8 9 10

Not at all satisfied Completely satisfied

Progress

< Reset >

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)

The screenshot displays the 'Talent Match Questionnaire' interface. At the top left is the 'BIG LOTTERY FUND' logo, and at the top right is the 'Sheffield Hallam University' logo with the text 'Centre for Regional Economic and Social Research'. The main title 'Talent Match Questionnaire' is centered at the top. Below it, the question reads: 'Overall, to what extent do you feel the things you do in your life are worthwhile where nought is 'not at all worthwhile' and 10 is 'completely worthwhile'?'. A horizontal scale from 0 to 10 is shown, with blue circular buttons for each number. The scale is labeled 'Not at all worthwhile' at 0 and 'Completely worthwhile' at 10. Below the scale, there is a 'Progress' bar and three buttons: a left arrow, a 'Reset' button, and a right arrow. Two blue callout boxes with arrows provide instructions: the first points to the scale buttons, and the second points to the right arrow button.

BIG LOTTERY FUND

Talent Match Questionnaire

Sheffield Hallam University Centre for Regional Economic and Social Research

Overall, to what extent do you feel the things you do in your life are worthwhile where nought is 'not at all worthwhile' and 10 is 'completely worthwhile'?

0 1 2 3 4 5 6 7 8 9 10

Not at all worthwhile Completely worthwhile

Progress

< Reset >

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)

The screenshot displays the 'Talent Match Questionnaire' interface. At the top left is the 'BIG LOTTERY FUND' logo. At the top right is the 'Sheffield Hallam University' logo and the text 'Centre for Regional Economic and Social Research'. The main heading is 'Talent Match Questionnaire'. Below this is the question: 'Overall, how happy did you feel yesterday, where nought is 'not at all happy' and 10 is 'completely happy'?'. A horizontal scale from 0 to 10 is shown, with blue circles for each number. The text 'Not at all happy' is under 0 and 'Completely happy' is under 10. Below the scale is a 'Progress' bar and three buttons: a left arrow, a 'Reset' button, and a right arrow. Two blue arrows point from text boxes to the interface. The first arrow points to the scale, and the second arrow points to the right arrow button.

BIG LOTTERY FUND

Talent Match Questionnaire

Sheffield Hallam University Centre for Regional Economic and Social Research

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

Not at all happy Completely happy

Progress ☐

< Reset >

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)

The screenshot shows the 'Talent Match Questionnaire' interface. At the top left is the 'BIG LOTTERY FUND' logo. At the top right is the 'Sheffield Hallam University' logo and the text 'Centre for Regional Economic and Social Research'. The main title 'Talent Match Questionnaire' is centered at the top. Below it, the question reads: 'On a scale where nought is 'not at all anxious' and 10 is 'completely anxious', overall, how anxious did you feel yesterday?'. A horizontal scale from 0 to 10 is displayed, with blue circles above each number. The scale is labeled 'Not at all anxious' at 0 and 'Completely anxious' at 10. Below the scale, there is a 'Progress' bar and three buttons: a left arrow, a 'Reset' button, and a right arrow. Two blue callout boxes with arrows provide instructions: the first points to the scale and the second points to the right arrow button.

BIG LOTTERY FUND

Talent Match Questionnaire

Sheffield Hallam University Centre for Regional Economic and Social Research

On a scale where nought is 'not at all anxious' and 10 is 'completely anxious', overall, how anxious did you feel yesterday?

0 1 2 3 4 5 6 7 8 9 10

Not at all anxious Completely anxious

Progress ☐

< Reset >

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

The screenshot shows the 'Talent Match Questionnaire' interface. At the top left is the 'BIG LOTTERY FUND' logo. At the top right are the 'Sheffield Hallam University' and 'Centre for Regional Economic and Social Research' logos. The main title 'Talent Match Questionnaire' is centered. Below it is a text prompt: 'Do you have any further comments about [INSERT PROGRAMME NAME]?'. Under this prompt is a large, empty rectangular text box. A blue arrow points from a callout box to this text box. Below the text box is a blue horizontal bar with the text 'Thank you for your feedback. Please click submit below.' Below this bar is a 'Progress' indicator with a blue bar. At the bottom are three buttons: a back arrow, a 'Reset' button, and a 'Submit' button with a checkmark. A blue arrow points from a second callout box to the 'Submit' button.

Talent Match Questionnaire

Do you have any further comments about [INSERT PROGRAMME NAME]?

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

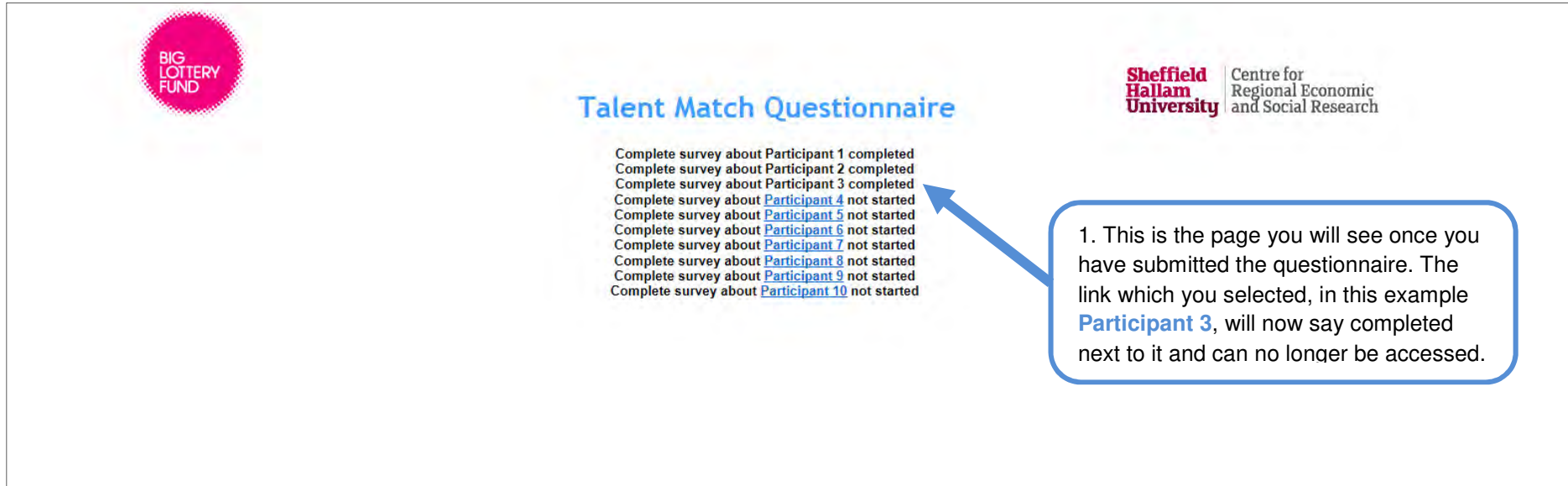
Thank you for your feedback. Please click submit below.

Progress

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).

Submit

Page displayed following submission



The screenshot shows a web page titled "Talent Match Questionnaire". In the top left corner is the "BIG LOTTERY FUND" logo. In the top right corner are the logos for "Sheffield Hallam University" and the "Centre for Regional Economic and Social Research". The main content area lists the status of surveys for ten participants. A blue arrow points from a text box on the right to the entry for Participant 3.

Talent Match Questionnaire

Complete survey about Participant 1 completed
Complete survey about Participant 2 completed
Complete survey about Participant 3 completed
Complete survey about [Participant 4](#) not started
Complete survey about [Participant 5](#) not started
Complete survey about [Participant 6](#) not started
Complete survey about [Participant 7](#) not started
Complete survey about [Participant 8](#) not started
Complete survey about [Participant 9](#) not started
Complete survey about [Participant 10](#) not started

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

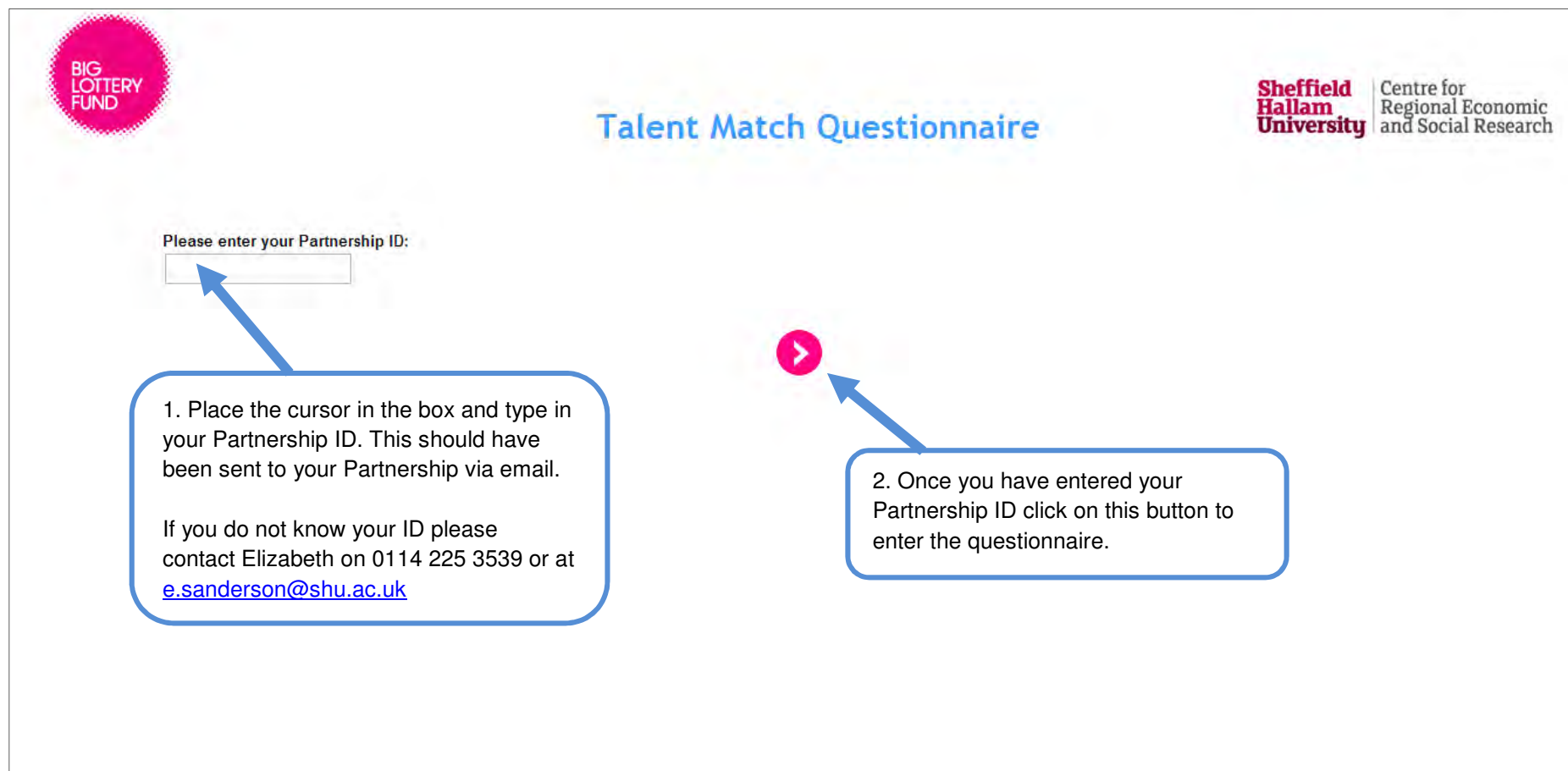
The Follow-up surveys

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



The screenshot shows the 'Talent Match Questionnaire' interface. At the top left is the 'BIG LOTTERY FUND' logo. At the top right is the 'Sheffield Hallam University' logo and the text 'Centre for Regional Economic and Social Research'. The main title 'Talent Match Questionnaire' is centered at the top. Below the title, there is a text input field labeled 'Please enter your Partnership ID:'. A blue arrow points from a callout box to this input field. To the right of the input field is a red circular button with a white right-pointing arrow. A blue arrow points from another callout box to this button.

BIG LOTTERY FUND

Talent Match Questionnaire

Sheffield Hallam University | Centre for Regional Economic and Social Research

Please enter your Partnership ID:

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



Talent Match Questionnaire

Complete survey about [Sanderson, Elizabeth](#) started
Complete survey about [Sanderson, Elizabeth](#) not started
Complete survey about [Sanderson, Elizabeth](#) not started
Complete survey about [Sanderson, Elizabeth](#) not started
Complete survey about [Sanderson, Elizabeth](#) not started
Complete survey about [Sanderson, Elizabeth](#) not started
Complete survey about [Sanderson, Elizabeth](#) not started
Complete survey about [Sanderson, Elizabeth](#) not started
Complete survey about [Sanderson, Elizabeth](#) not started
Complete survey about [Sanderson, Elizabeth](#) not started

Sheffield
Hallam
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Regional Economic
and Social Research

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



Talent Match Questionnaire

Sheffield Hallam University
Centre for Regional Economic and Social Research

This follow-up questionnaire has been designed to collect information from young people participating in the Big Lottery Talent Match Programme to see how they have been getting on since the start of the Programme. Responses will be used to help understand young peoples' experience of the Programme and to help improve the Programme in the future.

To navigate around the survey use the pink buttons at the bottom of the page. Most of the questions require you to select a box or are multiple choice. Some require an answer to be typed in.

The questionnaire saves your responses automatically so you can return at a later point if you aren't able to complete it all at once.

Don't forget to click submit when you reach the end of the questionnaire.

Information supplied will be used by Sheffield Hallam University in accordance with the Data Protection Act 1998 and other applicable legislation. Data will be used by Sheffield Hallam University and Talent Match Partnerships for the purposes of monitoring, evaluation and research only. Data will not be shared with any other party.

A member of the Research Team may wish to contact you in the future to discuss your experiences of the Talent Match Programme. Your participation in further research is voluntary and your details will only be available to the Research Team and your Talent Match Partnership.

If you have any questions or issues when completing the survey please contact Elizabeth Sanderson (e.sanderson@shu.ac.uk; 0114 225 3539).

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.

Progress

Reset

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)

BIG LOTTERY FUND

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

Respondent ID:

Talent Match Questionnaire

Sheffield Hallam University | Centre for Regional Economic and Social Research

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

Progress


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.

Uncontactable clients (2)



Talent Match Questionnaire



Centre for
Regional Economic
and Social Research

Why is the client not able to complete the questionnaire?

☐ Contact has been lost with the client

☐ It is not appropriate to complete the survey with the client at this time (e.g. due to health issues, personal circumstances etc.)

☒ Other

Other, please state

Please indicate if any of the following are applicable to the client:

Since starting on the Programme they had....

☒ Gained employment

☐ Become self-employed

☐ Started on a work placement

☐ Started an apprenticeship

☐ Entered formal education

☐ Started training

☒ Started volunteering

☐ None of the above

Progress

< Reset >

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)

The screenshot shows the 'Talent Match Questionnaire' interface. At the top left is the 'BIG LOTTERY FUND' logo. At the top right is the 'Sheffield Hallam University' logo and the text 'Centre for Regional Economic and Social Research'. The main heading is 'Talent Match Questionnaire'. Below it is the question: 'How important was the support the client received from the Talent Match Programme in helping them to....'. There are two rows of outcomes: 'Gain employment' and 'Start volunteering'. For each outcome, there are five radio button options: 'Very important', 'Quite important', 'Not very important', 'Not important at all', and 'Don't know'. The 'Quite important' option for 'Start volunteering' is selected, indicated by a blue checkmark. Below the options is a 'Progress' bar and navigation buttons: a left arrow, a 'Reset' button, and a right arrow. A blue arrow points from the 'Reset' button to a text box on the right that says: '2. Once you have selected the correct response click on this button to move on to the next page.'

BIG LOTTERY FUND

Sheffield Hallam University Centre for Regional Economic and Social Research

Talent Match Questionnaire

How important was the support the client received from the Talent Match Programme in helping them to....

	Very important	Quite important	Not very important	Not important at all	Don't know
Gain employment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Start volunteering	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>


Progress

< Reset >


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

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.

Uncontactable clients (4)



Talent Match Questionnaire



Centre for
Regional Economic
and Social Research

Please enter the date this information was provided: (e.g. if not being provided right now but being entered from responses recorded earlier enter the date this information was recorded and not today's date)

12/11/2014

Clear

Close

<<	<	Nov 2014				>	>>
Su	Mo	Tu	We	Th	Fr	Sa	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							

Progress

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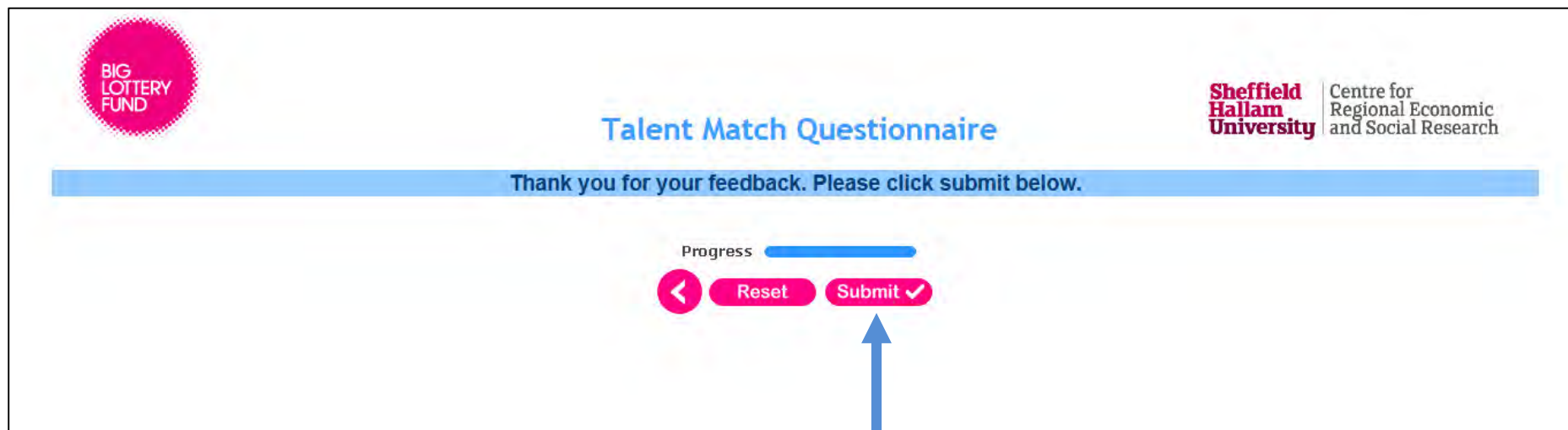
Reset

>

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.


Uncontactable clients (5)



The screenshot shows the 'Talent Match Questionnaire' interface. In the top left corner is the 'BIG LOTTERY FUND' logo. In the top right corner is the 'Sheffield Hallam University' logo and the text 'Centre for Regional Economic and Social Research'. The main title 'Talent Match Questionnaire' is centered at the top. Below the title is a blue horizontal bar with the text 'Thank you for your feedback. Please click submit below.' Below this bar is a progress indicator labeled 'Progress' with a blue bar. At the bottom of the progress bar are three buttons: a back arrow, a 'Reset' button, and a 'Submit' button with a checkmark. A blue arrow points from a text box below to the 'Submit' button.

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




Sheffield Hallam University Centre for Regional Economic and Social Research

Talent Match Questionnaire

PROGRAMME DETAILS

Please enter the date which the interview was completed (DD/MM/YYYY): (e.g. if not completing right now but entering responses from an earlier interview enter the date the interview took place and not today's date)





Which Partnership do you belong to?

--Click Here--

Please enter the name of the Programme provider:

Progress

 Reset 

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.

Clear Close

<<	<	Nov 2014					>	>>
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						1		
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23	24	25	26	27	28	29		
30								

Providing information on how the CDF is being completed

The screenshot shows the 'Talent Match Questionnaire' interface. At the top left is the 'BIG LOTTERY FUND' logo. At the top right are the 'Sheffield Hallam University' logo and the text 'Centre for Regional Economic and Social Research'. The title 'Talent Match Questionnaire' is centered at the top. Below the title, the question 'How is the CDF being completed?' is followed by three radio button options: 'Young person completing the questionnaire together with an advisor/mentor etc.' (selected), 'Young person completing the questionnaire together with a support worker', and 'Young person completing the questionnaire on their own'. A blue callout box with an arrow points to the first option, containing the instruction: '1. Click on the relevant box which best describes how the questionnaire is being completed and a tick should appear.' Below the options is a text input field with the label 'Please enter the name of the advisor/mentor or support worker:'. A blue callout box with an arrow points to this field, containing the instruction: '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.' Below the input field is a 'Progress' bar and three buttons: a left arrow, a 'Reset' button, and a right arrow. A blue callout box with an arrow points to the right arrow button, containing the instruction: '3. Once you have selected the correct response(s) click on this button to move on to the next page.'

BIG LOTTERY FUND

Sheffield Hallam University Centre for Regional Economic and Social Research

Talent Match Questionnaire

How is the CDF being completed?

☒ Young person completing the questionnaire together with an advisor/mentor etc.

☐ Young person completing the questionnaire together with a support worker

☐ Young person completing the questionnaire on their own

Please enter the name of the advisor/mentor or support worker:


Progress

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



Talent Match Questionnaire

Sheffield Hallam University | Centre for Regional Economic and Social Research

1. INDIVIDUAL BENEFICIARY CHARACTERISTICS

If the following information is correct please click the 'next' button below and continue with the questionnaire. If these are your details but they need updating, please type over the information displayed. If these are not your details please close the browser and try again.

If you have any further problems please contact Elizabeth Sanderson at CRESR on 0114 225 3539.

First name:	Elizabeth
Surname:	Sanderson
Address:	CRESR, Unit 10, Science Park
Postcode:	S1 1WB
Email:	e.sanderson@shu.ac.uk
Phone:	0114 225 3539
Date of birth (DD/MM/YYYY):	30/10/1985
Age:	29

Are you?

☐ Male

☒ Female

Progress

< Reset >

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

If the details are correct but need updating place the cursor in the box and delete the relevant information then enter the updated information. If the details are correct and do not need updating, click on the forward button to move on to the next page.

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

The screenshot shows the 'Talent Match Questionnaire' interface. At the top left is the 'BIG LOTTERY FUND' logo. At the top right is the 'Sheffield Hallam University' logo and the text 'Centre for Regional Economic and Social Research'. The main title 'Talent Match Questionnaire' is centered at the top. Below it, the question 'Are you still participating in [INSERT PROGRAMME NAME]?' is displayed. There are two radio button options: 'Yes' (which is selected, indicated by a blue checkmark) and 'No'. A blue arrow points from a callout box to the 'Yes' option. Below the question, there is a 'Progress' bar and three buttons: a left arrow, a 'Reset' button, and a right arrow. A blue arrow points from a second callout box to the right arrow button.

BIG LOTTERY FUND

Talent Match Questionnaire

Sheffield Hallam University Centre for Regional Economic and Social Research

Are you still participating in [INSERT PROGRAMME NAME]?

☒ Yes


☐ No

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


Progress

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

Providing information on children



Talent Match Questionnaire

Centre for
Regional Economic
and Social Research

Do you have any children?

☒ Yes

☐ No

☐ Prefer not to say

How many children do you have in the following age groups?

Under 2

2 - 5

Over 5


How many of these children live at home with you?

Progress


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)



Talent Match Questionnaire



Centre for
Regional Economic
and Social Research

Do you receive any benefits? (e.g. Job Seekers Allowance, Housing Benefit, Income Support etc. and including any benefits currently being sanctioned by the Department for Work and Pensions (i.e. benefits which have been reduced or suspended))

☒ 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

Other, please specify:

Progress


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)



Talent Match Questionnaire




Are your benefits currently being sanctioned by the Department for Work and Pensions (i.e. have your benefits been reduced or suspended)?




☒ Yes, for Job Seekers Allowance

☒ Yes, for Employment and Support Allowance

☐ No

☐ Don't know


Progress 


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



Talent Match Questionnaire

Centre for
Regional Economic
and Social Research

Do you own your house/flat or is it rented?

- ☐ Rented from a private landlord
- ☐ Rented from a Housing Association
- ☐ Rented from Local Authority
- ☐ Owner occupier - with mortgage
- ☐ Owner occupier - without mortgage/owned outright
- ☐ Live with parents / guardian
- ☒ Other

What are your current living arrangements?

- ☐ Children's Home
- ☐ Foster care
- ☐ Sleeping rough
- ☐ Night shelter / temporary hostel
- ☐ Hostel
- ☐ Temporarily staying with friends / relatives inc. sofa surfing
- ☐ Other supported accommodation (i.e. there are staff who support you)
- ☐ Custody
- ☒ Other

Other, please specify:

Progress


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)



Talent Match Questionnaire

Sheffield Hallam University
Centre for Regional Economic and Social Research

2. SKILLS

To what extent do you agree or disagree with the following statements?

I have...

	<i>Strongly agree</i>	<i>Agree</i>	<i>Neither agree nor disagree</i>	<i>Disagree</i>	<i>Strongly disagree</i>	<i>Don't know</i>
Good basic skills (reading/numbers)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Confidence in myself	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
An understanding of the skills employers are looking for	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Identified my short and long-term careers goals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
An understanding of a specific job or area of work I am interested in	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Good specific skills for the job I am looking for	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
The ability to put together a CV	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Identified additional training I want to take up	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Appropriate clothing I can wear to an interview	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
An understanding of how to set up my own business	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>


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.

Progress


←
Reset
→

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

Providing information on skills (2)



Talent Match Questionnaire


Centre for
Regional Economic
and Social Research




Have you ever done any of the following? TICK ALL THAT APPLY

- ☐ Undertaken some form of work experience
- ☒ Undertaken some form of volunteering
- ☐ Taken up additional training
- ☒ Applied for jobs
- ☐ Attended at least one interview
- ☐ Completed an apprenticeship
- ☐ Completed a formal education course (e.g. college course)
- ☒ Completed a training course (e.g. not formal education)
- ☐ Gained employment
- ☐ Set up my own business
- ☐ None of the above




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.

Progress 

Providing information on support received (1)



Talent Match Questionnaire

3. SUPPORT

Which of the following forms of support have you received from [INSERT PROGRAMME NAME]? TICK ALL THAT APPLY

- ☐ One to one support
- ☒ Basic skills (reading/numbers) training
- ☒ Information, advice and guidance about careers
- ☐ Advice on personal development
- ☒ Support in addressing practical barriers
- ☐ Financial support
- ☐ Support with travel
- ☐ Counselling
- ☐ In-work support
- ☒ Peer mentoring
- ☒ Other

Other, please specify:

Progress


< Reset >

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




Talent Match Questionnaire




 Centre for
Regional Economic
and Social Research

Overall, how would you rate the support you have received?

- ☐ Very good
- ☒ Fairly good
- ☐ Neither good nor poor
- ☐ Fairly poor
- ☐ Very poor
- ☐ Don't know

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

Progress 

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)

The screenshot shows the 'Talent Match Questionnaire' interface. At the top left is the 'BIG LOTTERY FUND' logo. At the top right is the 'Sheffield Hallam University' logo and the text 'Centre for Regional Economic and Social Research'. The main heading is 'Talent Match Questionnaire'. Below it, the instruction reads: 'Which of the following services are you currently involved with? TICK ALL THAT APPLY'. A list of services follows, each with a checkbox: 'Job Centre Plus / Job Centre / Jobs and Benefits Office' (checked), 'Drug / alcohol support', 'Police, probation or legal services', 'Education, training, Skills development', 'Social services' (checked), 'Mental health services, counselling', 'Careers / Business advice or support' (checked), 'Community, youth or voluntary organisations' (checked), 'Other', and 'None'. A blue arrow points from a callout box to the 'Police, probation or legal services' checkbox. Below the list is a text input field labeled 'Name of agencies:'. A blue arrow points from a callout box to this field. At the bottom right, there is a 'Progress' bar, a 'Reset' button, and left/right navigation arrows. A blue arrow points from a callout box to the right navigation arrow.

Talent Match Questionnaire

Which of the following services are you currently involved with? TICK ALL THAT APPLY

- ☒ Job Centre Plus / Job Centre / Jobs and Benefits Office
- ☐ Drug / alcohol support
- ☐ Police, probation or legal services
- ☐ Education, training, Skills development
- ☒ Social services
- ☐ Mental health services, counselling
- ☒ Careers / Business advice or support
- ☒ Community, youth or voluntary organisations
- ☐ Other
- ☐ None

Name of agencies:

Progress

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

The screenshot shows the 'Talent Match Questionnaire' interface. At the top left is the 'BIG LOTTERY FUND' logo. At the top right is the 'Sheffield Hallam University' logo and the text 'Centre for Regional Economic and Social Research'. The main title 'Talent Match Questionnaire' is centered at the top. Below the title, the question 'What types of job would you like to do? LIST UP TO 3 ONLY' is displayed. There are three numbered input fields (1, 2, 3) for listing jobs. Below the input fields is a 'Progress' bar and a 'Reset' button with left and right arrow icons. Two blue callout boxes provide instructions: the first points to the input fields, and the second points to the 'Reset' button.

BIG LOTTERY FUND

Sheffield Hallam University Centre for Regional Economic and Social Research

Talent Match Questionnaire

What types of job would you like to do? LIST UP TO 3 ONLY

1.

2.


3.

Progress


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'



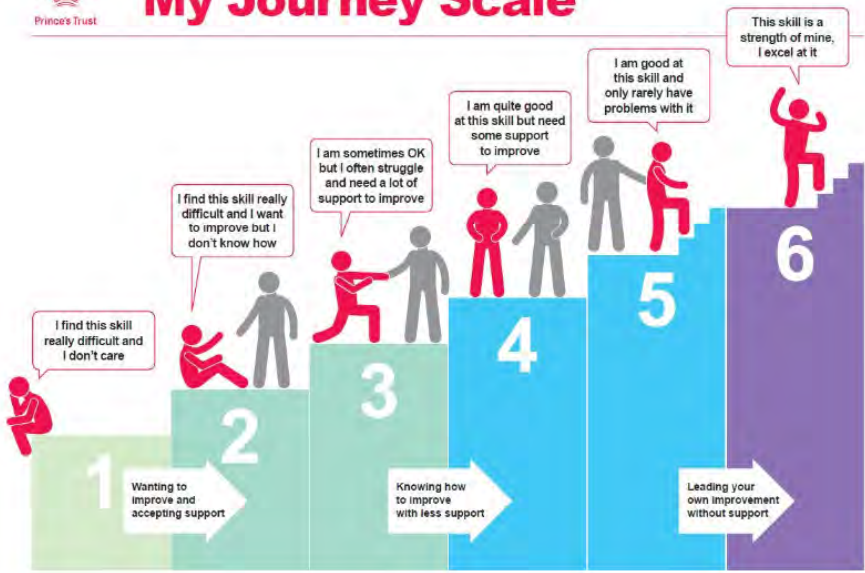
Talent Match Questionnaire



Centre for
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and Social Research



My Journey Scale



Using the My Journey Scale, please rate how good you feel you are with each of the following sets of skills?

	1	2	3	4	5	6
Communication Speaking, listening, paying attention	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working with others Teamwork, getting on with people, respecting others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Setting and achieving goals Motivation, planning and organising, problem solving, hard work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Managing feelings Dealing with issues, coping, managing problems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Confidence Self-esteem, self-belief, self-respect, self-awareness, dealing with nerves	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reliability Time-keeping, meeting deadlines, taking responsibility, attendance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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.

Progress

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)

The screenshot displays the 'Talent Match Questionnaire' interface. At the top left is the 'BIG LOTTERY FUND' logo, and at the top right is the 'Sheffield Hallam University' logo with the text 'Centre for Regional Economic and Social Research'. The main title 'Talent Match Questionnaire' is centered at the top. Below it, the question reads: 'Overall, how satisfied are you with your life nowadays, where nought is 'not at all satisfied' and 10 is 'completely satisfied'?'. A horizontal scale from 0 to 10 is shown, with blue circles for each number. The scale is labeled 'Not at all satisfied' at 0 and 'Completely satisfied' at 10. Below the scale is a 'Progress' bar and three buttons: a left arrow, a 'Reset' button, and a right arrow. Two blue callout boxes with arrows provide instructions: the first points to the scale and the second points to the right arrow button.

BIG LOTTERY FUND

Talent Match Questionnaire

Sheffield Hallam University Centre for Regional Economic and Social Research

Overall, how satisfied are you with your life nowadays, where nought is 'not at all satisfied' and 10 is 'completely satisfied'?

0 1 2 3 4 5 6 7 8 9 10

Not at all satisfied Completely satisfied

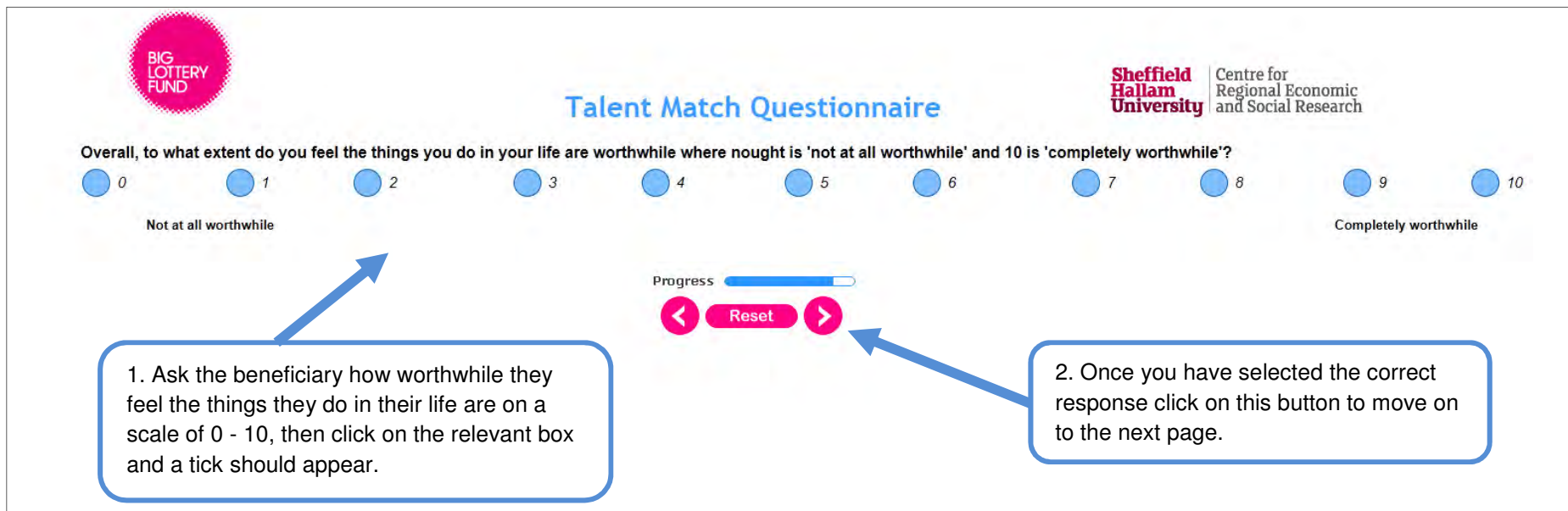
Progress

< Reset >

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)



The screenshot displays the 'Talent Match Questionnaire' interface. At the top left is the 'BIG LOTTERY FUND' logo, and at the top right is the 'Sheffield Hallam University Centre for Regional Economic and Social Research' logo. The main heading is 'Talent Match Questionnaire'. Below it, a question asks: 'Overall, to what extent do you feel the things you do in your life are worthwhile where nought is 'not at all worthwhile' and 10 is 'completely worthwhile'?'. A horizontal scale from 0 to 10 is shown, with blue circles for each number. The text 'Not at all worthwhile' is under 0, and 'Completely worthwhile' is under 10. Below the scale is a 'Progress' bar and three buttons: a left arrow, a 'Reset' button, and a right arrow. Two blue arrows point from text boxes to the interface: one from the first instruction box to the scale, and another from the second instruction box to the right arrow button.

BIG LOTTERY FUND

Talent Match Questionnaire

Sheffield Hallam University Centre for Regional Economic and Social Research

Overall, to what extent do you feel the things you do in your life are worthwhile where nought is 'not at all worthwhile' and 10 is 'completely worthwhile'?

0 1 2 3 4 5 6 7 8 9 10

Not at all worthwhile Completely worthwhile

Progress

< Reset >

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)

The screenshot shows the 'Talent Match Questionnaire' interface. At the top left is the 'BIG LOTTERY FUND' logo. At the top right is the 'Sheffield Hallam University' logo and the text 'Centre for Regional Economic and Social Research'. The main heading is 'Talent Match Questionnaire'. Below this is the question: 'Overall, how happy did you feel yesterday, where nought is 'not at all happy' and 10 is 'completely happy'?'. A horizontal scale from 0 to 10 is displayed, with blue circles at each number. The text 'Not at all happy' is under 0 and 'Completely happy' is under 10. Below the scale is a 'Progress' bar and three buttons: a left arrow, a 'Reset' button, and a right arrow. Two blue callout boxes with arrows provide instructions: the first points to the scale and the second points to the right arrow button.

BIG LOTTERY FUND

Sheffield Hallam University Centre for Regional Economic and Social Research

Talent Match Questionnaire

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

Not at all happy Completely happy

Progress ☐

< Reset >

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)

The screenshot displays the 'Talent Match Questionnaire' interface. At the top left is the 'BIG LOTTERY FUND' logo, and at the top right is the 'Sheffield Hallam University' logo with the text 'Centre for Regional Economic and Social Research'. The main title 'Talent Match Questionnaire' is centered at the top. Below it, the question reads: 'On a scale where nought is 'not at all anxious' and 10 is 'completely anxious', overall, how anxious did you feel yesterday?'. A horizontal scale from 0 to 10 is shown, with blue circles representing each number. The text 'Not at all anxious' is under 0, and 'Completely anxious' is under 10. Below the scale is a 'Progress' bar and three buttons: a left arrow, a 'Reset' button, and a right arrow. Two blue callout boxes with arrows provide instructions: the first points to the scale and the second points to the right arrow button.

BIG LOTTERY FUND

Talent Match Questionnaire

Sheffield Hallam University Centre for Regional Economic and Social Research

On a scale where nought is 'not at all anxious' and 10 is 'completely anxious', overall, how anxious did you feel yesterday?

0 1 2 3 4 5 6 7 8 9 10

Not at all anxious Completely anxious


Progress ☐

< Reset >

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



Talent Match Questionnaire

Sheffield Hallam University
Centre for Regional Economic and Social Research

5. IMPACT: TOWARDS FULFILLING EMPLOYMENT

Which of the following currently apply to you? TICK ALL THAT APPLY

<input type="checkbox"/> Not working and not looking for work	<input type="checkbox"/> Formal education e.g. college
<input type="checkbox"/> Not working and looking for work	<input type="checkbox"/> In training
<input checked="" type="checkbox"/> Working less than 16 hours per week (excluding apprenticeship)	<input type="checkbox"/> Long-term sick or disabled
<input type="checkbox"/> Working 16 hours or more per week	<input type="checkbox"/> In custody
<input type="checkbox"/> Self-employed	<input type="checkbox"/> Travelling
<input checked="" type="checkbox"/> Volunteering	<input type="checkbox"/> Looking after children
<input type="checkbox"/> Work Placement	<input checked="" type="checkbox"/> Caring
<input type="checkbox"/> Apprenticeship	<input checked="" type="checkbox"/> Other

Other, please specify:

And for how long have you been working less than 16 hours or more a week?

Months:

Weeks:

And for how long have you been volunteering?

Months:

Weeks:

Progress



< Reset >

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)



Centre for
Regional Economic
and Social Research

Talent Match Questionnaire

What are your reasons for working less than 16 hours per week? TICK ALL THAT APPLY

- ☐ Caring responsibilities limit the number of hours I can work
- ☒ Childcare commitments limit the number of hours I can work
- ☐ Disability / ill health limits the number of hours I can work
- ☐ Education commitments limit the number of hours I can work
- ☐ I am also self-employed which limits the number of hours I can work as an employee
- ☒ I would like to work more hours but the terms of my contract do not enable me to do so
- ☐ I would like to work more hours but can't find/get a second job
- ☐ Personal preference
- ☒ Other
- ☐ Prefer not to say

Other, please state

Progress

< Reset >

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 hour 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)

The screenshot shows a web form titled "Talent Match Questionnaire". At the top left is the "BIG LOTTERY FUND" logo. At the top right are the logos for "Sheffield Hallam University" and the "Centre for Regional Economic and Social Research". The main heading is "Talent Match Questionnaire". Below this, the instruction reads: "Please tell us your job title / role and the type of organisation you work in:". This is followed by "e.g." and a list of examples: "- a blog writer for a magazine", "- a cashier in a supermarket", "- a cleaner in a hotel", and "- an events manager who is self-employed". There are two input fields: "Job title / role:" and "Type of organisation / self-employed:". Below the input fields is a "Progress" bar which is partially filled. To the right of the progress bar are three buttons: a left arrow, a "Reset" button, and a right arrow. Two blue callout boxes provide instructions. Callout 1, on the left, points to the input fields and says: "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." Callout 2, on the right, points to the right arrow button and says: "2. Once you have entered the beneficiary's responses click on this button to move on to the next page."

BIG LOTTERY FUND

Sheffield Hallam University Centre for Regional Economic and Social Research

Talent Match Questionnaire

Please tell us your job title / role and the type of organisation you work in:

e.g.

- a blog writer for a magazine
- a cashier in a supermarket
- a cleaner in a hotel
- an events manager who is self-employed

Job title / role:

Type of organisation / self-employed:



Progress

< Reset >

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)



Talent Match Questionnaire


How important has the support you received through [INSERT PROGRAMME NAME] been in helping you gain employment?



☐ Very important

☒ Quite important

☐ Not very important

☐ Not important at all



Progress 

 [Reset](#) 

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)



Centre for
Regional Economic
and Social Research

Talent Match Questionnaire

Which of the phrases below best describes your job?

- ☐ Permanent
- ☒ Temporary - with no agreed end date
- ☐ Fixed period - with an agreed end date
- ☐ Self-employed

Do you have a zero hours contract?

- ☒ Yes
- ☐ No
- ☐ Don't know

Would you prefer a contract with guaranteed hours?


- ☒ Yes
- ☐ No
- ☐ Don't know




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.

Progress 

Providing information on employment (5)

The screenshot shows the 'Talent Match Questionnaire' interface. At the top left is the 'BIG LOTTERY FUND' logo. At the top right are the 'Sheffield Hallam University' and 'Centre for Regional Economic and Social Research' logos. The title 'Talent Match Questionnaire' is centered at the top. Below it, the instruction 'In the past four weeks have you... TICK ALL THAT APPLY' is displayed. There are three checkboxes with corresponding text: 'Looked for an additional job', 'Looked for a new job with longer hours', and 'Wanted to work longer hours in your current job (at your basic rate of pay)'. The first and third checkboxes are checked. Below the checkboxes is a 'Progress' bar and navigation buttons: a left arrow, a 'Reset' button, and a right arrow. Two blue callout boxes with arrows provide instructions. Box 1 points to the checkboxes and contains text about selecting applicable responses. Box 2 points to the right arrow button and contains text about moving to the next page.

BIG LOTTERY FUND

Sheffield Hallam University Centre for Regional Economic and Social Research

Talent Match Questionnaire

In the past four weeks have you... TICK ALL THAT APPLY


- ☒ Looked for an additional job
- ☐ Looked for a new job with longer hours
- ☒ Wanted to work longer hours in your current job (at your basic rate of pay)

Progress

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)



Talent Match Questionnaire

Sheffield Hallam University | Centre for Regional Economic and Social Research

Thinking about the past month, on average how many hours have you worked a week? (If your hours vary from week to week please provide an *estimate* of how many hours you work per week on average)

What is your basic hourly rate of pay? (before tax and other deductions are taken out and excluding any overtime)

£

Does your pay before tax change from week to week because of overtime, or because you work different hours each week?

☐ Yes

☒ No

Progress


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

4. Once you have entered the correct responses click on this button to move on to the next page.

Providing information on employment (7)



Talent Match Questionnaire

 Centre for
Regional Economic
and Social Research

All things considered, how satisfied or dissatisfied are you with your present job overall, where one is 'completely dissatisfied' and 7 is 'completely satisfied'?

0

1

2

3

☒ 4

5

6

7

Completely dissatisfied Completely satisfied

Progress

<


Reset

>

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)



Talent Match Questionnaire

Sheffield Hallam University
Centre for Regional Economic and Social Research

The following statements are about your current job and your future career. For each statement please select to what extent you agree or disagree with them.

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	Don't know
I see my present job as part of a career	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
I see my job as a stepping stone, to provide me with worthwhile experience for my future career	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can't see this job going anywhere, there are no promotion prospects	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My job is important and it makes me feel worthwhile	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My job is interesting	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
All things considered, I am happy with the level of pay	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>


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.

Progress


←
Reset
→

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



Talent Match Questionnaire

 Centre for
Regional Economic
and Social Research

Have you looked for any kind of paid work in the last four weeks?

☒ Yes

☐ No

In the past four weeks what active steps have you taken to find work? Have you... TICK ALL THAT APPLY

☒ Applied directly to an employer

☒ Studied or replied to advertisements


☒ Searched for jobs/information about jobs on the internet




☐ Contacted a private employment agency or job centre

☒ Asked friends or contacts

☐ Taken steps to start your own business

☐ None of these steps

Progress 


  

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



Talent Match Questionnaire

Centre for
Regional Economic
and Social Research

Have you volunteered during the last 3 months?
This includes giving any unpaid help to groups, clubs, organisations or individuals, e.g., helping out with or raising money for charity, campaigning for a cause you believe in, visiting or looking after people etc.

☒ Yes
☐ No

Now just thinking about the past 4 weeks. Approximately how many hours in total have you spent doing this kind of thing/these kind of things?




Hours:

What do you think you achieved through your volunteering experience? TICK ALL THAT APPLY

☐ I helped other people
☒ I gained work experience
☐ I gained or improved skills
☒ I made new friends
☐ I increased my confidence
☐ I helped make the world, or my local area, a nicer place to be
☐ I became more employable
☒ Other
☐ I didn't achieve anything
☐ Don't know

Other, please specify:

Progress

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

The screenshot shows the 'Talent Match Questionnaire' submission interface. At the top left is the 'BIG LOTTERY FUND' logo. At the top center is the title 'Talent Match Questionnaire'. At the top right are the logos for 'Sheffield Hallam University' and the 'Centre for Regional Economic and Social Research'. Below the title is a text prompt: 'Do you have any further comments about [INSERT PROGRAMME NAME]?'. Under this prompt is a large, empty rectangular text box. A blue arrow points from a callout box to this text box. Below the text box is a blue horizontal bar with the text 'Thank you for your feedback. Please click submit below.'. Below this bar is a 'Progress' indicator consisting of a blue bar and three buttons: a back arrow, 'Reset', and 'Submit' with a checkmark. A blue arrow points from a second callout box to the 'Submit' button.

Talent Match Questionnaire

Do you have any further comments about [INSERT PROGRAMME NAME]?

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

Thank you for your feedback. Please click submit below.

Progress

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).



Talent Match Questionnaire

Complete survey about [Sanderson, Elizabeth](#) started
Complete survey about Sanderson, Elizabeth completed
Complete survey about [Sanderson, Elizabeth](#) not started
Complete survey about [Sanderson, Elizabeth](#) not started
Complete survey about [Sanderson, Elizabeth](#) not started
Complete survey about [Sanderson, Elizabeth](#) not started
Complete survey about [Sanderson, Elizabeth](#) not started
Complete survey about [Sanderson, Elizabeth](#) not started
Complete survey about [Sanderson, Elizabeth](#) not started
Complete survey about [Sanderson, Elizabeth](#) not started

**Sheffield
Hallam
University**

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Regional Economic
and Social Research

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.

Talent Match Common Data Framework Manual

CRESR,

Available from the Sheffield Hallam University Research Archive (SHURA) at:

<http://shura.shu.ac.uk/29292/>

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