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## Working out socio-economic groups

The HLF end-of-project questionnaire asks for the socio-economic groups of people who have taken part in your project – see Section 9 of the HLF Evaluation Guidance (<https://www.hlf.org.uk/evaluation-guidance>) for the questionnaire, and Section 3.3 for information about how to work out a person's socio-economic group. It is not very straightforward, so it is practicable to use it to determine a relatively small number of people's socio-economic groups, such as your volunteers'.

The NS-SEC was created by the Office of National Statistics. It has five classes of occupation:

- 1 Managerial, administrative and professional occupations
- 2 Intermediate occupations
- 3 Small employers and own account workers
- 4 Lower supervisory and technical occupations
- 5 Semi-routine and routine occupations

You need to work out which of these categories each person is in. These are the instructions for the simplest method<sup>1</sup> from the NS-SEC User Manual:

### **Step 1: Ask people about their employment**

You will need to ask people the following four questions – they are included in the **Volunteer Details** form. These questions ask respondents about their current job or, if they are not working, their last job. Respondents should be asked to tick one box for each question.

#### *Question 1: Employee or self-employed*

'Do you work as an employee or are you self-employed?'

1. Employee
2. Self-employed with employees
3. Self-employed/freelance without employees (go to question 4)
4. Long-term unemployed / never worked (no need to answer remaining questions)

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<sup>1</sup> More details are here:

<http://webarchive.nationalarchives.gov.uk/20160105160709/http://www.ons.gov.uk/ons/rel/uncategorised/classifications/new-coding-tool-enables-users-to-measure-socio-economic-status/sty-coding-tool.html>

Scroll down to the bottom of the web page for the link to download the **NS-SEC User Manual**.

### Question 2: Number of employees

For employees: 'How many people work for your employer at the place you work?

For self-employed: 'How many people do you employ?' (Go to question 3 when you have completed this question)

1. Less than 25
2. 25 or more

### Question 3: Supervisory status

'Do you supervise the work of other employees on a day-to-day basis?

1. Yes
2. No

### Question 4: Occupation

Ask respondents to tick one box to show which best describes the sort of work they do. If they are not working now, ask them to tick a box to show what they did in their last job.

**1. Modern professional occupations** such as: teacher – nurse – physiotherapist – social worker – welfare officer – artist – musician – police officer (sergeant or above) – software designer

**2. Clerical and intermediate occupations** such as: secretary – personal assistant – clerical worker – office clerk – call centre agent – nursing auxiliary – nursery nurse

**3. Senior managers or administrators** (usually responsible for planning, organising and co-ordinating work, and for finance) such as: finance manager – chief executive

**4. Technical and craft occupations** such as: motor mechanic – fitter – inspector – plumber – printer – tool maker – electrician – gardener – train driver

**5. Semi-routine manual and service occupations** such as: postal worker – machine operative – security guard – caretaker – farm worker – catering assistant – receptionist sales assistant

**6. Routine manual and service occupations** such as: HGV driver – van driver – cleaner – porter – packer – sewing machinist – messenger – labourer – waiter/waitress – bar staff

**7. Middle or junior managers** such as: office manager – retail manager – bank manager – restaurant manager – warehouse manager – publican

**8. Traditional professional occupations** such as: accountant – solicitor – medical practitioner – scientist – civil/mechanical engineer

### Step 2: Work out the person's employment status:

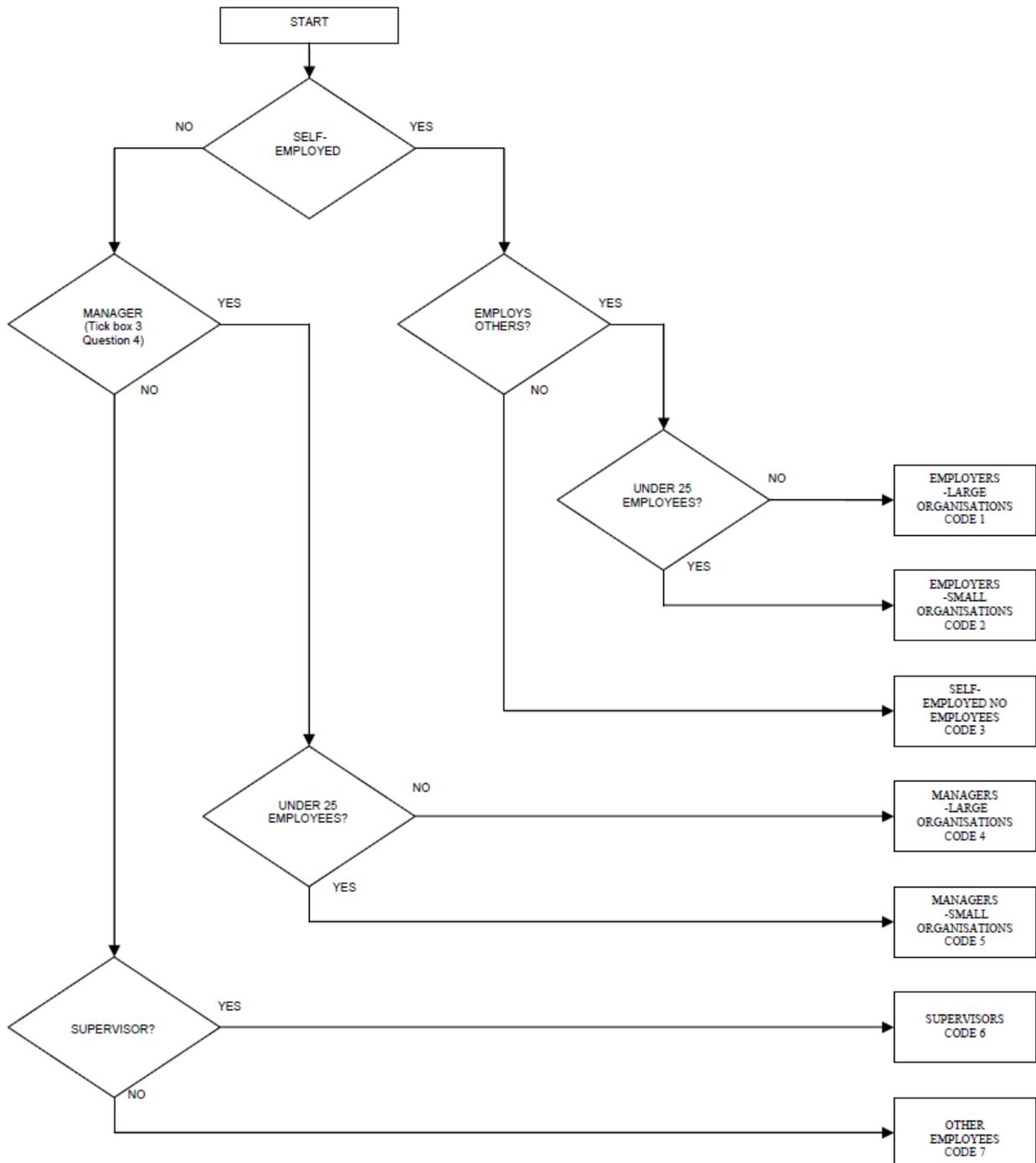
Using questions 1-3 above, place each person in one of the following categories to give their employment status variable:

1. Employers- large organisations
2. Employers- small organisations
3. Self-employed, no employees
4. Managers-large organisations
5. Managers-small organisations
6. Supervisors

- 7. Other employees
- 8. Long term unemployed / never worked

This chart, in section 14 of the NS-SEC handbook makes it easier:

**Figure 6**  
**Deriving the employment status/size of organisation variable, self-coded method**



**Step 3: Work out the NS-SEC category**

Using each person’s employment status (worked out in Step 2) and their occupation (from question 4 in Step 1), work out their NS-SEC category (socio-economic group) using this matrix from the NS-SEC handbook:

**Table 6**  
**NS-SEC self-coded derivation table: five classes**

Self-coded occupation	Employment status/size of organisation						
	1 Employers – large organisations	2 Employers – small organisations	3 Self-employed – no employees	4 Managers – large organisations	5 Managers – small organisations	6 Supervisors	7 Other employees
1 Modern professional occupations	1	1	1	1	1	1	1
2 Clerical and intermediate occupations	1	3	3	1	1	1	2
3 Senior managers or administrators	1	3	3	1	1	1	1
4 Technical and craft occupations	1	3	3	1	1	4	4
5 Semi-routine manual and service occupations	1	3	3	1	1	4	5
6 Routine manual and service occupations	1	3	3	1	1	4	5
7 Middle or junior managers	1	3	3	1	1	1	1
8 Traditional professional occupations	1	1	1	1	1	1	1

Once you have worked out each person’s NS-SEC category code, add it to their Volunteer Details form.

**Step 4: Add up the numbers for each NS-SEC category**

Take everyone’s NS-SEC category code, and put the total for groups 1, 2, 3, 4 and 5 in the table below. At the end of the project, work out the percentage for each category and put it in the Percentage column.

Self-coded occupation categories	Number of people in each category	Percentage of total %
1 Managerial, administrative and professional occupations		
2 Intermediate occupations		
3 Small employers and own account workers		
4 Lower supervisory and technical occupations		
5 Semi-routine and routine occupations		

At the end of your project, you will need the percentage totals to put in the HLF end-of-project questionnaire.