



Tracking Learning and Career Paths  
of VET graduates to improve quality  
of VET provision

## ON TRACK SURVEYS TECHNICAL MANUAL

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# INTRODUCTION

On Track project has come to fulfil the need of VET providers, offering initial vocational education and training for a system for tracking their own VET graduates and use the information, to improve their quality assurance system. The project comes as a response to the COUNCIL RECOMMENDATION on tracking graduates (November 2017) that emphasized the need to improve the availability of qualitative and quantitative information about what graduates from tertiary education and vocational education and training (VET) in Europe do after they complete their education and training. On Track project has developed a methodology and tools for VET providers, to support them to design and establish VET graduates systems, in their own organisation.

The outputs of On Track project are:

- Context study of VET graduates tracking systems and measures – comparative study in seven countries
- On Track Methodological Guidelines for VET providers
- Tracking Model Surveys in three levels, seven languages and 2 different tools (google form & Limesurvey)
- On Track Surveys Technical Manual

All outputs can be found in the On Track website at <http://www.ontrack-project.eu/en/>.

The present technical manual aims to provide technical guidance to VET providers that want to design and establish a VET graduates tracking system, based on On Track methodology and using the model surveys. The technical manual complements the Methodological guide and deals only with the technical aspects on how to adapt the model surveys.

The technical manual consists of three different parts:

Part 1 includes instructions on how to use and adapt the Google survey tools

Part 2 includes instructions on how to use and adapt Limesurvey tools

Part 3 provides the three model questionnaires that are the basis of On Track surveys. One questionnaire for tracking graduates level 2-3, one for level 4-5 and one for level 6-7.

The manual provides all the technical information that a VET provider will need, in order to use On Track tools, how to adapt the surveys, how to invite responders and how to analyse the results.

## How to start

Before starting with the online survey, make sure that you have read the methodological guide and you have design your own methodology for tracking VET graduates . If you have decided to use “On track” tools , select the appropriate questionnaire and make the necessary changes. The minimum changes required are: to insert the name of your educational Institute and to insert your own study programs.

Then you should choose one of the two tools: Google form or limesurvey. You can visit the model surveys in our website <http://www.ontrack-project.eu/en/>, to see how it looks but remember that you can change the appearance and the graphics of your own survey.

When you decide which one of the two tools you will use, you need to get in contact with one of the partners and task for access in the specific model survey of your choice. Remember, that there are 42 different model surveys, that is three different questionnaires for different VET levels , two different online survey tools and seven different languages .

If you need further support you can always contact one of the partners .



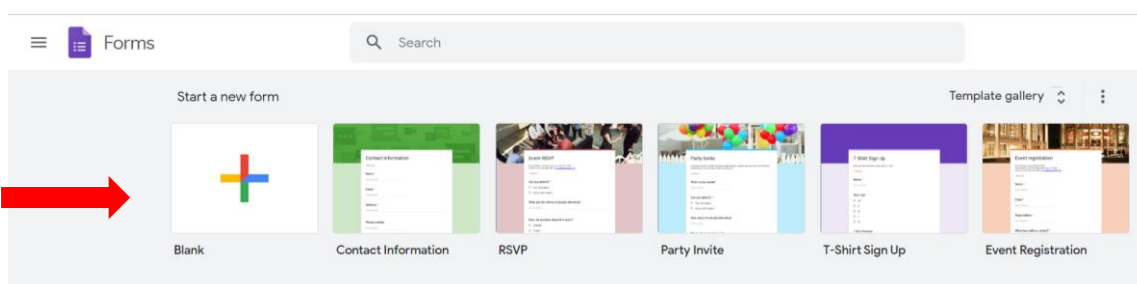
# PART 1. GOOGLE FORMS

If you opt to choose Google forms, you will need your own Gmail account . Google forms is an easy to use tool, accessible to anybody with a Gmail and easy to administrate. In this part, we provide the instructions how to use The Google surveys of “On track” project .

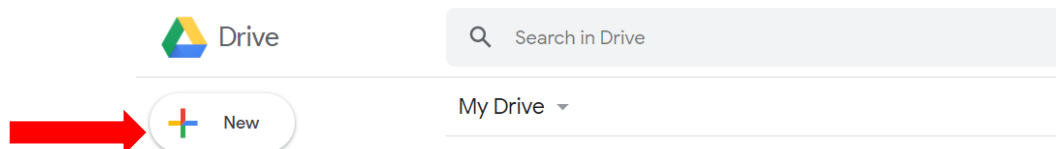
## 1.1. Set up a new form

In case that you may have to create a new form, there are two ways for it.

**Option 1:** Go to [forms.google.com](https://forms.google.com). When you click the “Blank” option, a new google form will be created.

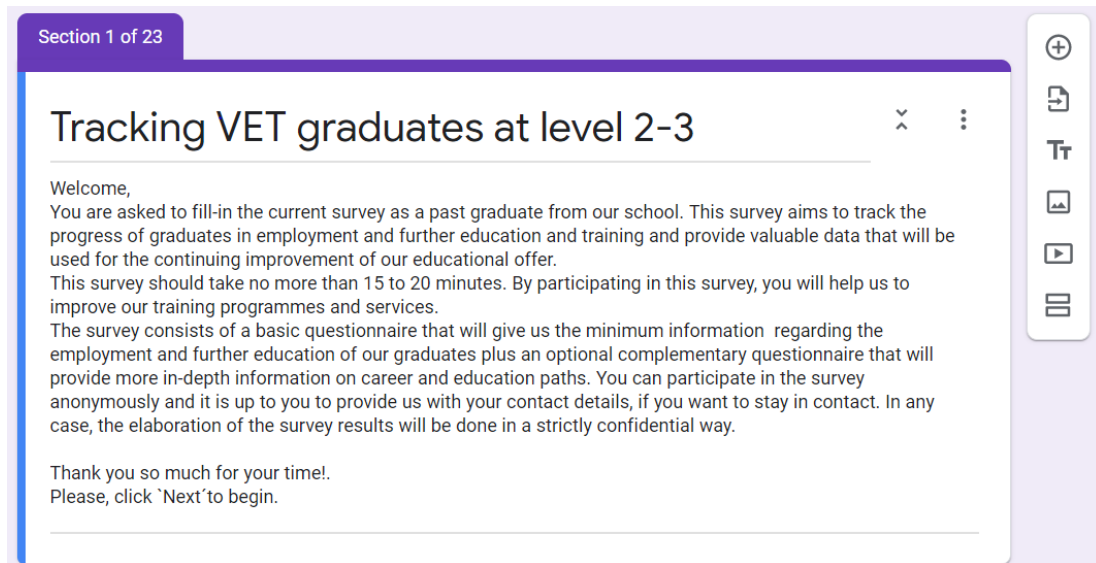



**Option 2:** To create a form directly from Google Drive, click on the “New” button. Then, Click “More” > Google Forms > Blank Form. Everything done or written in the form will be saved automatically.

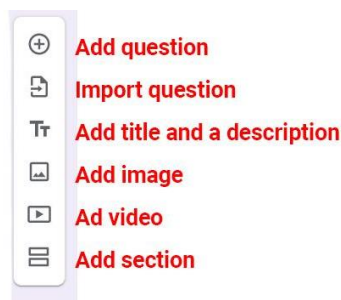


## 1.2. Edit the form


After you've created a form, you can add titles, sections, questions, descriptions, images, and videos. For a better organization, the form will be split in sections for every topic. The google form will be created with a section by default at the beginning, and you could write there the title of the form and a description. As already explained above, the sections are necessary for the organization of the main title, the topics and the conditionals questions. The picture below corresponds to the first section of the form that shows the main title of the survey and an introductory description.

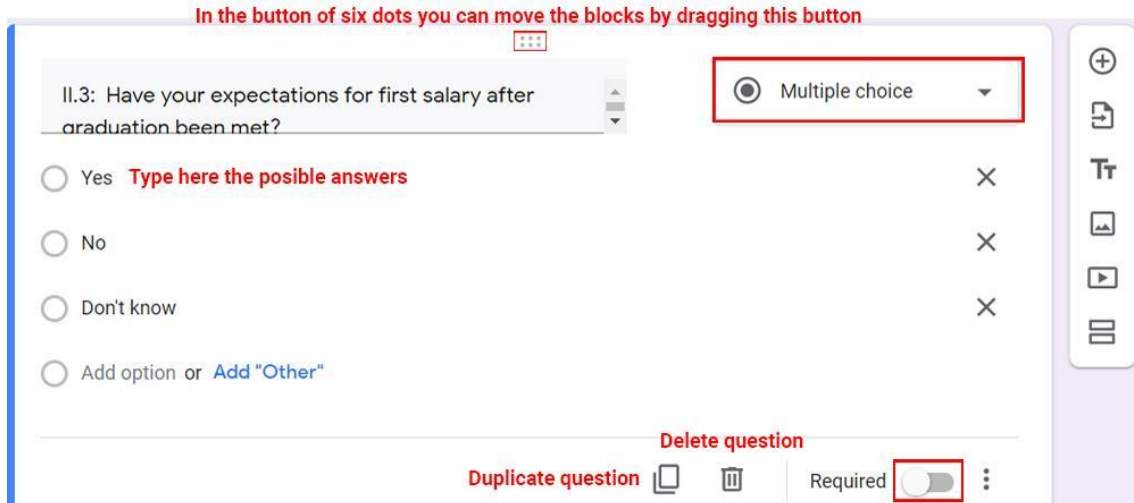


When you have a section created you can duplicate it in  button, and then click 'Duplicate section'. On the right there are the options for adding elements on the form.




## Add a question


Click "Add" . Then on the right part of the question title, choose the type of question you want. Type the possible responses to your question "Option". To prevent people from not answering, turn on "Required".



You can import a Google Form to your new one by clicking on 'Add question' on the right tools.

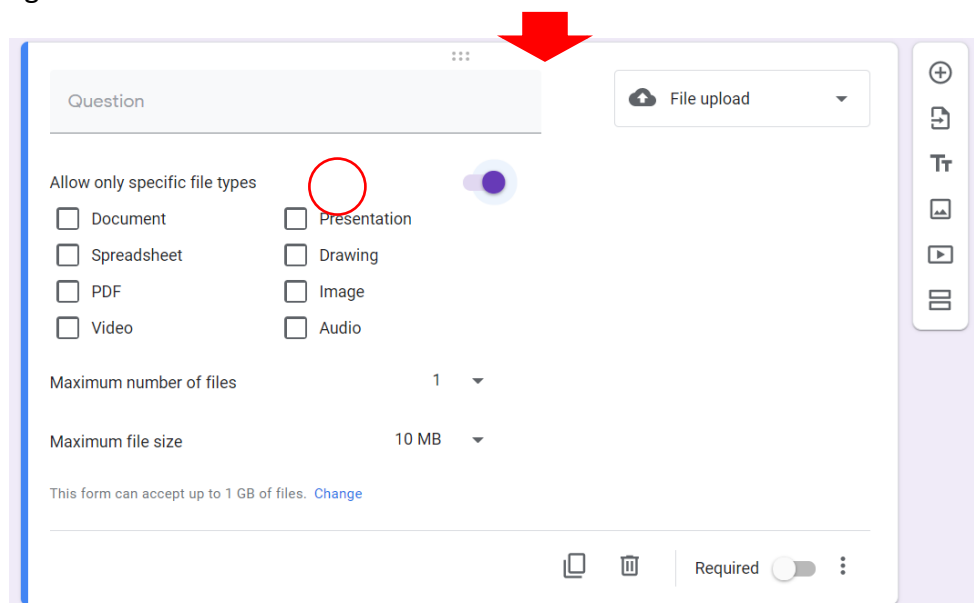
## Add an image or video to a question

You can add an image to a question or an answer for multiple choice or checkbox questions. In the question click [Add image](#) , then you upload or choose an image.

For attaching videos from YouTube, click on [Add video](#)  and choose your video.


## Add an image or video to an answer

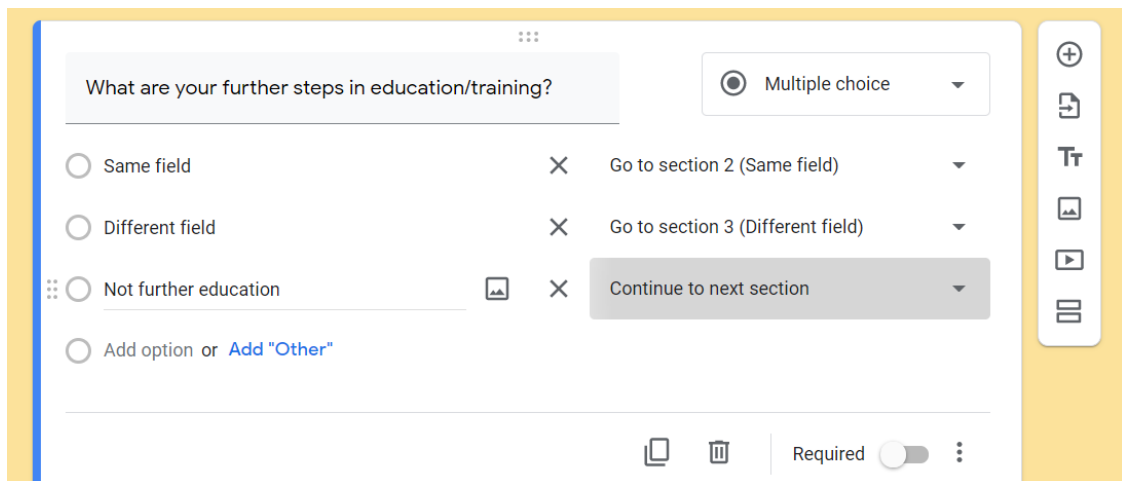
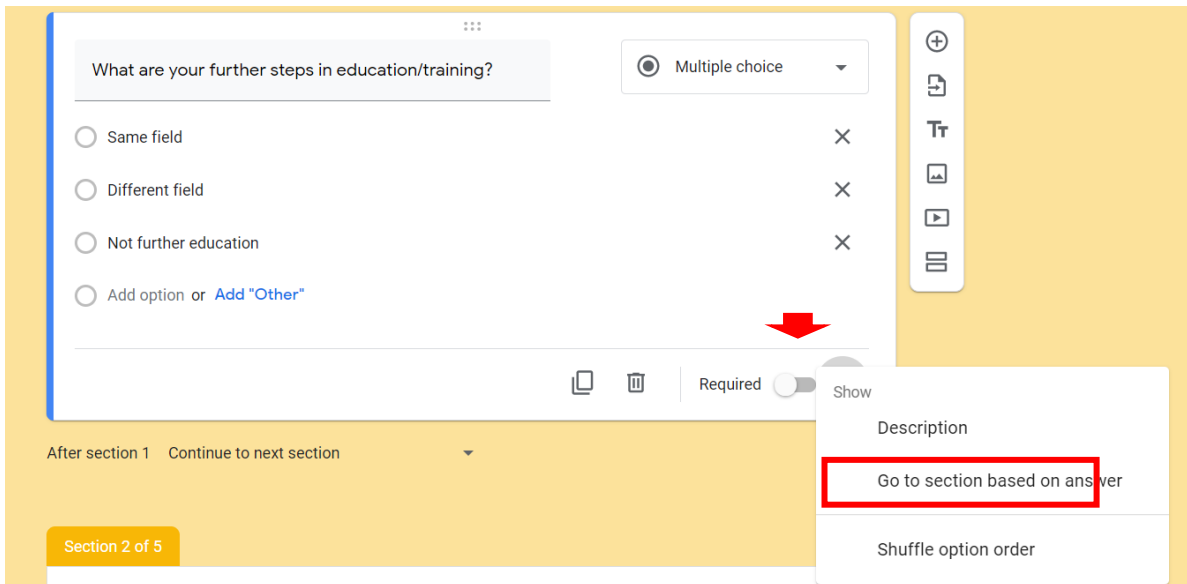
In the question type select [File upload](#). Then you can choose the file type, if you want a video, or an image, among others. You can set the maximum number of files and the size.



## 1.4. Work with conditional questions

### Show questions based on answers

Some questions will only appear based on the user's responses, for that we need to use sections. In the question block click  and choose, 'Go to section based on answer'. After that you have to associate every answer with the corresponding section.



Here, the second column shows a drop down list of the sections to link with the answers.



What are your further steps in education/training? Multiple choice

Same field Go to section 2 (Same field)  
 Different field Go to section 3 (Different field)  
 Not further education Go to section 4 (Not further education)  
 Add option or [Add \\*Other\\*](#)

After section 1 Continue to next section

**Section 2 of 4**

Same field ⌵ ⋮

Description (optional)

After section 2 Continue to next section

**Section 3 of 4**

Different field ⌵ ⋮

Description (optional)

After section 3 Continue to next section

**Section 4 of 4**


Not further education ⌵ ⋮

Description (optional)

In this screenshot you can see how every answer of the question will take you to the corresponding section.

## 1.6. Customize your form

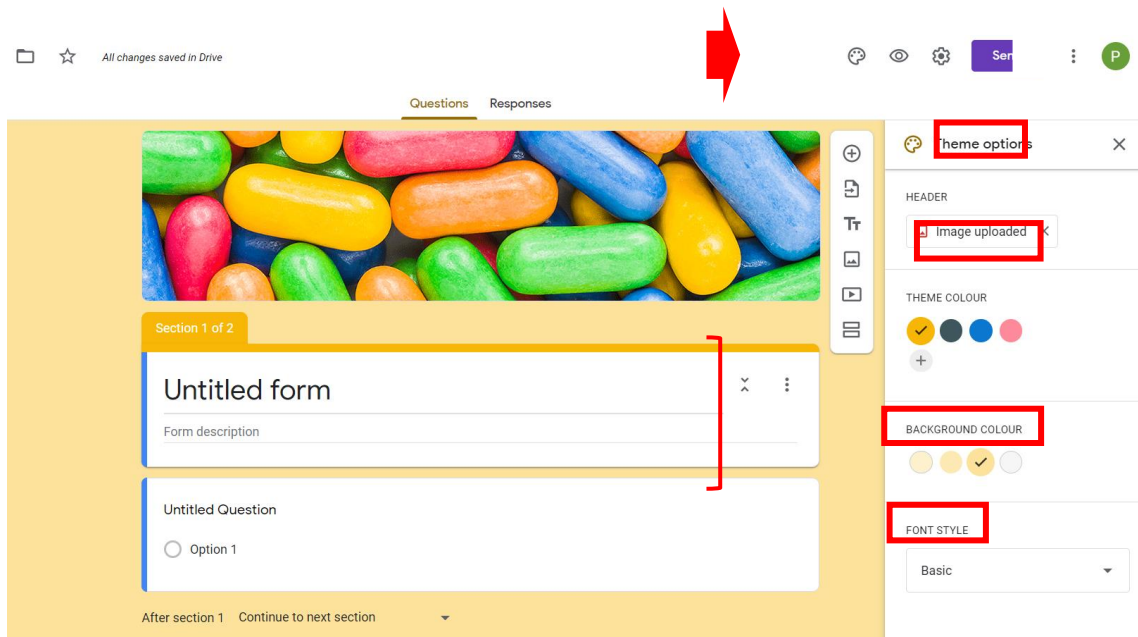
You can change the form theme.

Click  to customize. In the screenshot below you can see the options for changing the visual design.

On [Header](#) you can choose a default picture for the header of the form or upload one of yours.

On [Theme Colour](#) you can change the color of the blocks, and the [background colour](#).

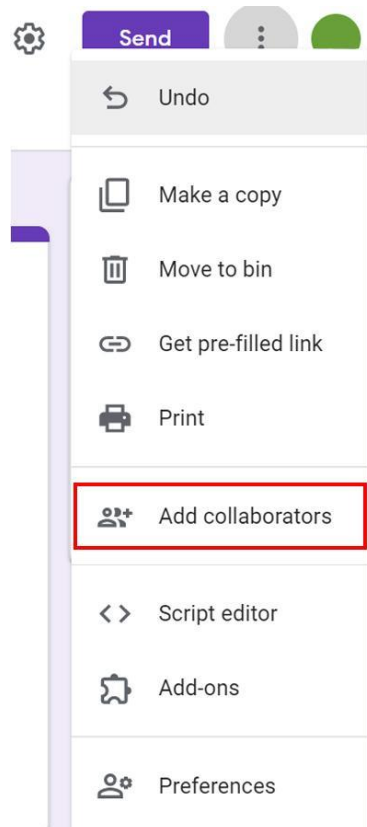
On [Font Style](#), it's possible to change the font-family.



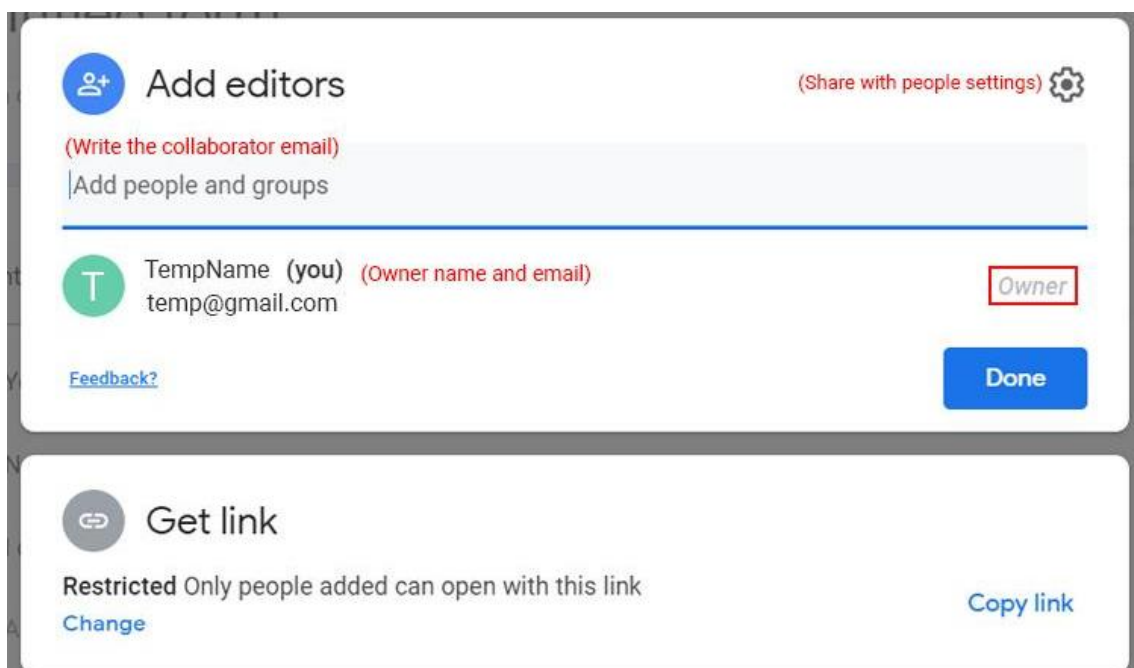
### 1.3. Add form collaborators

Just click on 






The following panel shows the form access data, like the name and e-mail of the owner of the form and the data of the added collaborators. For sharing the form with other collaborators you have to write their emails in the pointed gap. Once the collaborators emails are added, you have to click on the 'Done' button. Every collaborator will be able to edit the questions, and the possible answers.




When you write the email of the collaborators, it will appear the role of the collaborator as an editor by default, the option of writing a message on the invitation and the form name below. When the emails of collaborators are already ready, you have to click the 'Send' button. Check the picture below.

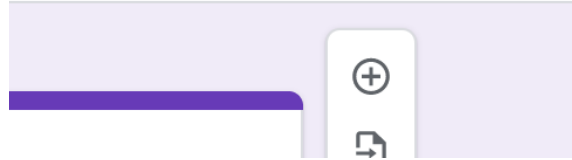
It is possible to restrict access to collaborators so they can only edit the content of the form. Click on 'Share with people settings' .

#### ← Share with people settings

- Editors can change permissions and share
- Viewers and commenters can see the option to download, print, and copy

## 1.5. Send the form to participants

Before sending the form to participants, it's convenient, first of all, to establish some participation rules. Go to 'Settings' .



In the 'General' tab, you have to choose what is convenient for your form. On 'Requires sign-in' if you click on 'Limit to 1 response' the participants will be asked to sign-in with their Google Account, before starting to fill out the form. With this option the usernames of the participants won't be noted down.

Settings Save

General Presentation Quizzes

Collect email addresses

Response receipts ?

Requires sign-in:

Limit to 1 response  
Respondents will be required to sign in to Google.

---

Respondents can:

Edit after submit

See summary charts and text responses

On the 'Respondents can' tab, if you click on 'Edit after submit' that allows the participants to edit their responses when those they have already been submitted.

Settings

General

Collect email addresses

Response receipts ?

Requires sign-in:

Limit to 1 response

Respondents can:

Edit after submit

See summary charts and text responses

The 'See summary charts and text responses' tab means that when participants fill out the form, they are allowed to see a link with the results.

Settings

General

Collect email addresses

Response receipts ?

Requires sign-in:

Limit to 1 response

Respondents can:

Edit after submit

See summary charts and text responses

There is a confirmation message made by default. It appears when the participant submits the survey. If you want to change the confirmation message, you can type a new message, as in the image below.

## ✕ Settings

General

Presentation

- Show progress bar
- Shuffle question order
- Show link to submit another response

### Confirmation message:

Your response has been recorded.

For example, if you write 'Well done, your response is saved', this message will appear when the participant submits the form.

Survey\_level\_2-3\_EN

Well done, your response is saved.

[Submit another response](#)

When all the rules are already established, don't forget to click on 'Save'.



Presentation

Quizzes

## Send the form

For sending the form to participants, click on 'Send', and then add the email addresses, the subject of the form and the invitation message, then click on 'Send'.



X Send form

Collect email addresses

Send via

Email

To Type the email address

Subject  
Survey\_level\_2-3\_EN Type the form subject

Message  
I've invited you to fill in a form: Type invitation message

Include form in email

Add collaborators Cancel Send

You can get the link of the form for sending through a chat or email on button. Before copying the link you can click on the option of 'shorten URL' in order to have a shorter link. Then you can copy it on the 'Copy' button or with the keyboard.

X Send form

Collect email addresses

Send via

Link

https://forms.gle/YBIVBL1py4m9zbTV8

Shorten URL

Cancel Copy

There is the option of sharing the form through social media via Facebook or Twitter.

\_\_\_\_\_

\_\_\_\_\_

Cancel Copy

You can also embed the form on a blog or website. Click on button.



✕ Send form

Collect email addresses

Send via     

**Embed HTML**

```
<iframe src="https://docs.google.com/forms/d/e/1FAIpQLSdYAJENIRI4CdNHwctrSgHF27n6Rv119yIY2_C5L5wP-HdRRQ/viewform?embedded=true" width="700" height="520" frameborder="1" style="border: none; min-width: 100%; min-height: 100%; margin: 0;"></iframe>
```

Width  px Height  px

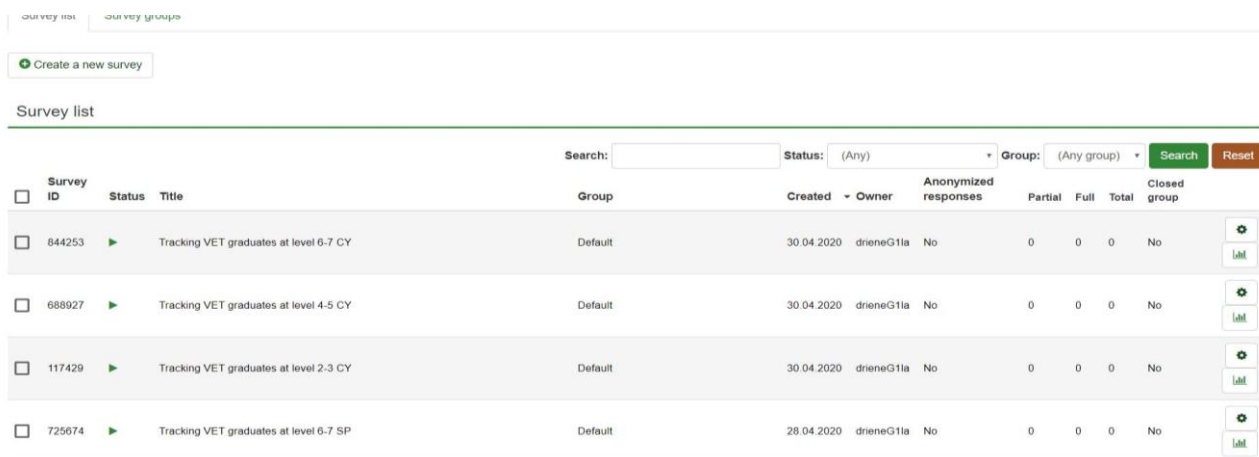
Cancel

Copy the HTML code and paste it in your blog or website.


# PART 2. LIMESURVEY

## 2.1. First steps

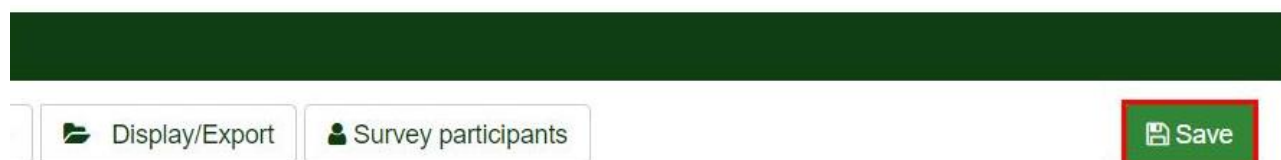
When you have logged in, go directly to your corresponding questionnaire that you want to modify.



Survey ID	Status	Title	Group	Created	Owner	Anonymized responses	Partial	Full	Total	Closed group
844253	▶	Tracking VET graduates at level 6-7 CY	Default	30.04.2020	drieneG11a	No	0	0	0	No
688927	▶	Tracking VET graduates at level 4-5 CY	Default	30.04.2020	drieneG11a	No	0	0	0	No
117429	▶	Tracking VET graduates at level 2-3 CY	Default	30.04.2020	drieneG11a	No	0	0	0	No
725074	▶	Tracking VET graduates at level 6-7 SP	Default	28.04.2020	drieneG11a	No	0	0	0	No


You can change the title, description, welcome message and end message of the survey on [Text elements](#) on  button.

Every modification of the survey must be saved.



## 2.2. Translate the survey

The default language of the surveys is established in english, the base language option is located on the [base language field](#).

For establishing an additional language go to [Survey general settings](#) and click on  .

SECTION I: EDUCATION

- [A1] › In which year did you graduate?
- [A2] › What was your field of study at ...(name of school)?
- [A3] › What are your further steps in education/training?
- [A4] › Overall, how satisfied are you with the education you received at ...(na...
- [A5] › What subject/s in your course helped you in your work? Only answer if ...
- [B1] › If you don't have further education please choose one of the reasons:

SECTION II: EMPLOYMENT STATUS

- [A6] › Please tick your current main employment status and specify:
- [A14] › Please indicate the sector of your current employment.
- [A7] › Please tick your current occupation:
- [A8] › Please tick your current status:
- [A9] › How did you access the job?
- [A10] › Have your expectations for first salary after graduation been met?
- [A11] › Is your job related to the professional field of your study at ...(name of...

Survey summary : Tracking VET graduates at level 2-3 (ID 635521)

**Survey URL:**

English (Base language): <https://survey.ontrack-project.eu/index.php/635521?lang=en>

End URL: <http://ontrack-project.eu/en/>

Number of questions/groups: 47/5

**Text elements:**

Description:

Welcome: Welcome, You are asked to fill-in the current survey as a past graduate from our school. This survey aims to track the ... [Show more](#)

End message: Thank you for your time and your attention.

**Survey general settings:**

Owner: Administrator (info@ontrack-project.eu)

Administrator: Administrator (info@ontrack-project.eu)

Fax to:

Theme: On\_Track (On\_Track)

**Survey settings:** Responses to this survey are NOT anonymized. It is presented group by group.

**Publication and access settings:**

Start date/time: 13.01.2020 17:10

Expiration date/time: -

Listed publicly: No

Then go to Additional languages, and select the language you want. Then click on Save.

Tracking VET graduates at level 2-3 (635521) → General survey settings

Settings | Structure

Stop this survey | Execute survey | Tools | Display/Export | Save

Survey participants | Responses

General survey settings

Base language: English

Additional languages:  Afrikaans | Albanian | Amharic | Arabic | Armenian | Basque

Group: Default

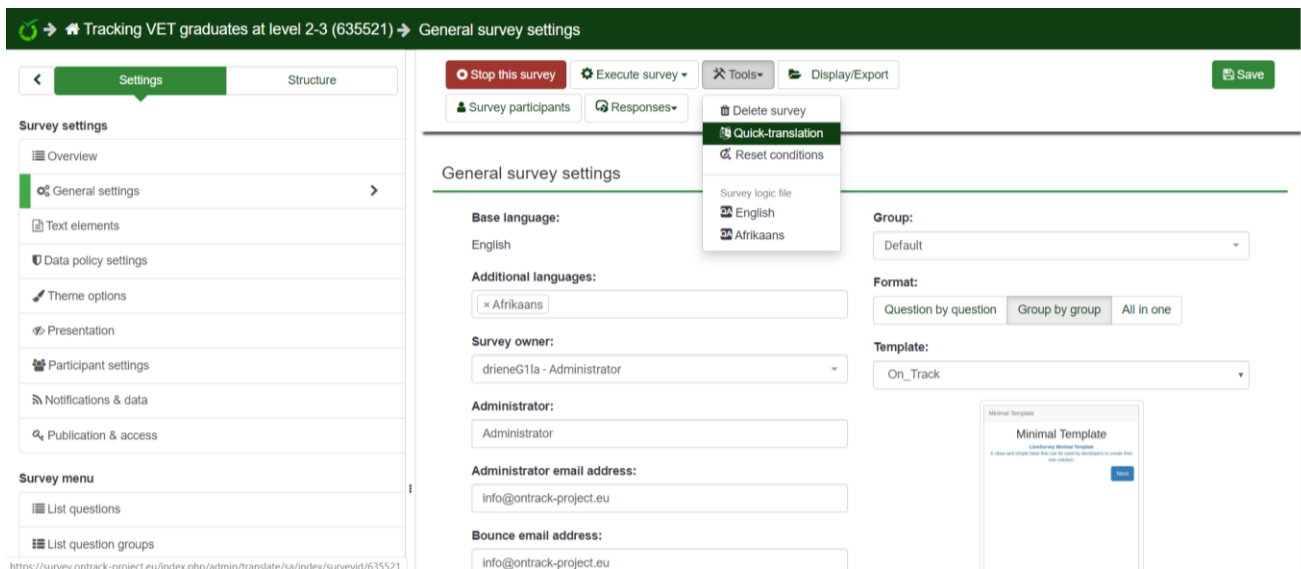
Format: Question by question | Group by group | All in one

Template: On\_Track

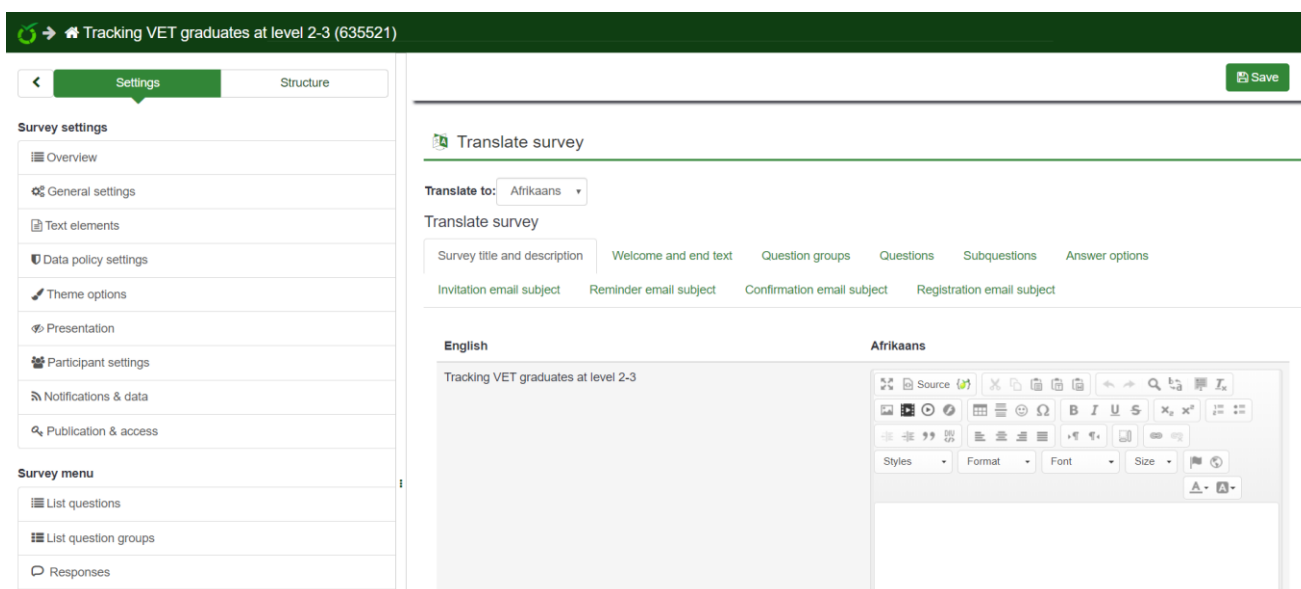
Bounce email address: info@ontrack-project.eu

Minimal Template

Once the language is added, go to **Tools**, and click on **Quick Translations**



On the translate menu you have separated parts of the survey ready to be translated. Don't forget to click on **Save** for every modification or translation you do on the survey.



## 2.3. Edit the questions - Type of questions

In every survey on the structure you have the list of the questions and the corresponding groups, separated for every topic. For editing the answers on the **Structure** tab, click the question you want to modify. By clicking on the question you will get the main information itself, like the type of question, if it's mandatory or not, and its corresponding group. Each question has a unique code, on the example below it's A1.

Go to **Edit** to modify the question.

Tracking VET graduates at level 2-3 → SECTION I. EDUCATION → A1

Settings Structure

Execute survey Preview question group Preview question **Edit** Check logic Delete Export Copy

Set conditions Edit answer options Edit default answers

SECTION I. EDUCATION

- [A1] › In which year did you graduate?
- [A2] › What was your field of study at ... (n...
- [A3] › What are your further steps in educ...
- [A4] › Overall, how satisfied are you with L...
- [A5] › What subject/s in your course helpe...
- [B1] › If you don't have further education p...

SECTION II: EMPLOYMENT STATUS

- [A6] › Please tick your current main emplo...
- [A14] › Please indicate the sector of your ...
- [A7] › Please tick your current occupation:
- [A8] › Please tick your current status:

Question summary A1 (ID: 884)

Question group: SECTION I. EDUCATION (ID:21)  
 Code: A1 : (Mandatory question)  
 Question: In which year did you graduate?  
 Help:  
 Type: List (dropdown)  
 Mandatory: Yes  
 Relevance equation: 1

Question quick actions

Add new question to group

Add new question to group

On the edition panel, you can write the question code and sentence. For editing the type question click on **General options** on the right side.

ON → A1 → Edit question

Execute survey Preview question group Preview question Save Save and close Close

Edit question: A1 (ID:884)

English (Base language) Afrikaans

Code: A1 Required

Question: In which year did you graduate?

Help:

General options  
 Display  
 Logic  
 Other  
 Statistics  
 Timer

On the General option choose the type of question you want. You can establish if that question will be Mandatory or not; or if you want to add the Other answer option. Click on **Save and Close** when you finish establishing these features.

The screenshot shows the 'General options' configuration panel for a question. It includes the following fields and controls:

- Question type:** A dropdown menu set to 'List (dropdown)' with a help icon.
- Question theme:** A dropdown menu set to 'Default' with a help icon.
- Preview:** A preview window showing a 'List (Dropdown)' question with the text 'Choose one of the following answers' and a 'Please choose...' dropdown.
- Question group:** A dropdown menu set to 'SECTION I. EDUCATION (ID:21)'.
- Option 'Other':** A toggle switch currently set to 'Off'.
- Mandatory:** A toggle switch currently set to 'On'.
- Relevance equation:** A text input field containing the expression '{ 1 }'.

If your answer is a single or multiple choice question, you can modify it on the **Edit answers options** button.

The screenshot shows the question management interface. At the top, there is a toolbar with several buttons: 'Preview survey', 'Preview question group', 'Preview question', 'Edit', 'Check logic', 'Delete', 'Export', 'Copy', 'Set conditions', and 'Edit answer options'. The 'Edit answer options' button is highlighted with a red box. Below the toolbar, the 'Question summary' section displays the following information:

- Question group:** SECTION I. EDUCATION (ID:21)
- Code:** A1 : (Mandatory question)
- Question:** In which year did you graduate?
- Help:**
- Type:** List (dropdown)
- Mandatory:** Yes
- Relevance equation:** 1

Below the summary, there is a 'Question quick actions' section with a green button labeled 'Add new question to group' and a plus icon.

Preview survey Preview question group Preview question Save Save and close Close

Edit answer options A1 (ID: 884)

English (Base language) Afrikaans

Here you can add an answer or delete it

Type here the answers

Position	Code	Answer options	Actions
☰	A1	2010	✎ ⓧ ⓧ
☰	A8	2011	✎ ⓧ ⓧ
☰	A7	2012	✎ ⓧ ⓧ
☰	A6	2013	✎ ⓧ ⓧ
☰	A5	2014	✎ ⓧ ⓧ
☰	A4	2015	✎ ⓧ ⓧ
☰	A3	2016	✎ ⓧ ⓧ
☰	A2	2017	✎ ⓧ ⓧ
☰	A9	2018	✎ ⓧ ⓧ
☰	A10	2019	✎ ⓧ ⓧ
☰	A15	2020	✎ ⓧ ⓧ

Predefined label sets... Quick add... Save as label set

This option is used to add a list of responses, in a quick way

If you choose the array type of question you can edit the sub questions on the pointed button.

3 → SECTION V: CONTACT DETAILS → A23

Preview survey Preview question group Preview question Edit Check logic Delete Export Copy

Set conditions Edit subquestions Edit answer options

Question summary A23 (ID: 905)

Question group: SECTION V: CONTACT DETAILS (ID:24)  
 Code: A23 : (Mandatory question)  
 Question: How would you rate your own competences, acquired during the study, at the time you completed your study at your VET institution?  
 Help:  
 Type: Array  
 Mandatory: Yes  
 Relevance equation:  $((A22.NAOK == "A1"))$

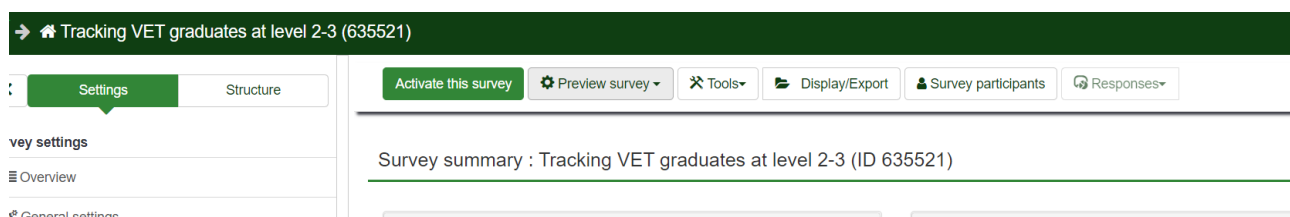
Question quick actions

Add new question to group

+  
Add new question to group

## 2.4. Test and activate the survey

Click on [Preview survey](#) just to check if it's working correctly. Before sending the survey to participants the survey must be activated, so click on [Activate this survey](#).



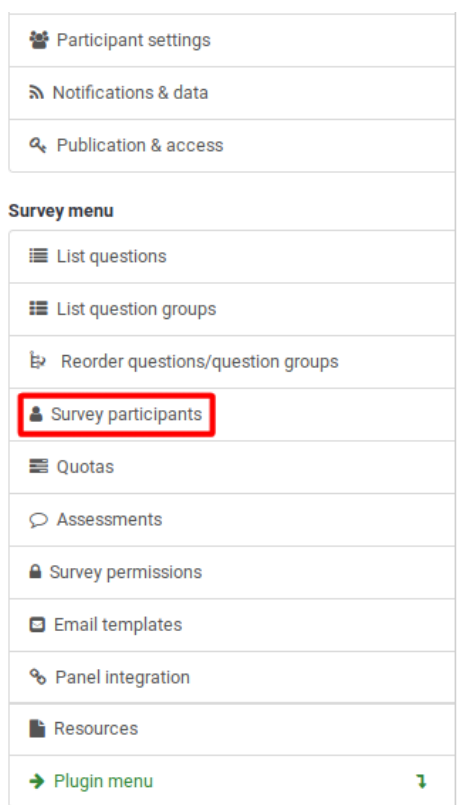
## 2.5. Send the survey to participants

For sending the survey to participants you have to make a group of people to participate in it. In LimeSurvey you will be able to keep track of which participants have completed the survey and also to ensure that each participant fills the survey just once.

You can send the survey by the participants list by group or individually.

### 1. Create a survey participants table

Go to the [Settings](#) of the survey on the left side. Click on [Survey Participants](#).



The next message will appear:

This project has been funded with support from the European Commission. This communication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Project number:2018-1-SK01-KA202-046331



Co-funded by the  
Erasmus+ Programme  
of the European Union



**Survey participants have not been initialised for this survey.**

If you initialise a survey participants table for this survey then this survey will only be accessible to users who provide a token either manually or by URL.

Note: If you turn on the -Anonymized responses- option for this survey then LimeSurvey will mark participants who complete the survey only with a 'Y' instead of date/time to ensure the anonymity of your participants.

Do you want to create a survey participant table for this survey?

Initialise participant table

No, thanks.

If you click on **Initialise participant table**, the survey will be accessible with a token code to every user/ participant. So the survey will be established in a closed-access mode. Once initialized, confirm the creation of the survey participants table.

If you delete a participant table, a backup will be created that you can restore.

### Restore options

#### The following old token tables could be restored:

lime\_old\_tokens\_979331\_20170929145947

Restore

### The survey participants table management tools

This panel appears on screen:



## Survey participant summary

<b>Total records</b>	6
<b>Total with no unique token</b>	1
<b>Total invitations sent</b>	0
<b>Total opted out</b>	0
<b>Total screened out</b>	0
<b>Total surveys completed</b>	0

**Total records:** The number of survey participants from the survey participants table;

**Total with no unique token:** It displays the number of users without an assigned token code;

**Total invitations sent:** It shows the number of invitations that have been sent to your survey participants from the **Survey participants** table by using the Invitations option from the Invitations & reminders menu;

**Total opted out:** It displays the total number of survey participants that have decided to opt out from the survey;

**Total screened out:**

**Total surveys completed:** It shows the number of the surveys that have been completed by those users who have been allocated a token code.

Above the **Survey participant summary** table, you may find the **survey participants table management tools**:



**Display participants:** If clicked, a survey participants table with all the current participants will load up. From the browse screen you can edit or delete individual entries from the table as well as perform a number of other useful functions (see the Display participants wiki section below for more details);

**Create...:** This option allows the survey administrator to add respondents into the survey participants table either via the Add participant option or via the Import participants function;

**Manage attributes:** It allows the survey administrator to add additional fields to the survey participants table to store custom participant data;

**Export:** If you wish to export the token tables and use them in other surveys, use this function. The file will be saved in the .CSV format;

**Survey participants:** Use this option in order to quickly invite or remind your participants from the survey participants table to fill out your online survey;

**Generate tokens:** It is a LimeSurvey functionality that allows the survey administrator to quickly allocate a random unique token code to each user from the survey participants table that does not have one;

## Display participants

It shows the entries list from the survey participants table. It allows the user to:

sort the survey participants;

filter the survey participants;

perform certain actions to an individual entry;

perform certain actions to more than one entry.

Survey participants

You can use operators in the search filters (eg: >, <, >=, <=, =)

Action	ID	First name	Last name	Email address	Email status	Token	Language	Invitation sent?	Reminder sent?	Reminder count	Completed?	Uses left	Valid from	Valid until
<input type="checkbox"/>	1	t	t	t@t.com	OK	CaaYsjZeKzL4dYm	en	-	-	0	-	4		
<input type="checkbox"/>	2	a	a	a@a.com	OK		en	-	-	0	-	3		
<input type="checkbox"/>	3	d	d	d@d.net	No		en	-	-	0	-	2		

Selected participant(s)...

Displaying 1-3 of 3 result(s) 10 rows per page

## Sort the survey participants

The second row of the table includes various criteria that can help the survey administrator sort the entries. If you click on any of the columns/criteria from the table, the screen will be refreshed, showing the survey participants ordered in accordance to the criterion you just clicked on. Click twice on it to get the results displayed in a descending order.

Survey participants

You can use operators in the search filters (eg: >, <, >=, <=, =)

Action	ID	First name	Last name	Email address	Email status	Token	Language	Invitation sent?	Reminder sent?	Reminder count	Completed?	Uses left	Valid from	Valid until
<input type="checkbox"/>	1	t	t	t@t.com	OK	CaaYsjZeKzL4dYm	en	-	-	0	-	4		
<input type="checkbox"/>	2	a	a	a@a.com	OK		en	-	-	0	-	3		
<input type="checkbox"/>	3	d	d	d@d.net	No		en	-	-	0	-	2		

Selected participant(s)...

Displaying 1-3 of 3 result(s) 10 rows per page



## Filter the survey participants

If you wish to filter the survey participants, choose the column according to which you want to filter the participant. Type in below the first row the values/strings according to which the filtering should be done:

Survey participants

You can use operators in the search filters (eg: >, <, >=, <=, =)

Action	ID	First name	Last name	Email address	Email status	Token	Language	Invitation sent?	Reminder sent?	Reminder count	Completed?	Uses left	Valid from	Valid until
<input type="checkbox"/>	1	t	t	t@t.com	OK	CaaYsZeKzL4dYm	en	-	-	0	-	4		
<input type="checkbox"/>	2	a	a	a@a.com	OK		en	-	-	0	-	3		
<input type="checkbox"/>	3	d	d	d@d.net	No		en	-	-	0	-	2		

Selected participant(s) ...

Displaying 1-3 of 3 result(s) 10 rows per page

## Create participants

Go to **Create** button to and click on **Add participant** to have more participants listed in the survey participants table. You can either add new ones or import them from a CSV file or LDAP query.

Display participants Create... Manage attributes Export Invitations & reminders Generate tokens View in CPDB

Survey participant s

Import participants from:

CSV file	0
LDAP query	0

Once you click on **Add participant** you will have to fill the following fields, like the name, e-mail etc. of the participant.

---

Add survey participant

---

<p>ID: Auto</p> <p>Completed? <input type="checkbox"/> No</p> <p>First name: <input type="text"/></p> <p>Last name: <input type="text"/></p> <p>Token: <input type="text"/></p> <p><small>You can leave this blank, and automatically generate tokens using 'Generate Tokens'</small></p> <p>Language: <input type="text" value="English"/></p> <p>Valid from: <input type="text"/></p> <p>Until: <input type="text"/></p>	<p>Email: <input type="text"/></p> <p>Email status: <input type="text" value="OK"/></p> <p>Invitation sent? <input type="checkbox"/> No</p> <p>Reminder sent? <input type="checkbox"/> No</p> <p>Uses left: <input type="text" value="1"/></p>
--	--

**ID:** It represents an integer that is automatically assigned to each survey participant;

**Completed?:** It is disabled by default. If enabled, it would contain the date when the survey was completed. No invitations or reminders will be sent to the respective users if this is enabled. It gets automatically enabled if the respective survey participant completed the survey by using his or her assigned token code;

**First name:** The first name of the survey participant;

**Last name:** The last name of the survey participant;

**Token:** This is the invitation code. It can be manually or automatically generated (via the Generate tokens button);

**Language:** You can select here the default language of the survey for the respective participant;

**Email:** the email address of the participant;

**Email status:** This field helps you track the bad email addresses. For instance, if the survey administrator received email error notifications from this email, then he can set this field to anything other than "OK" (for instance "user unknown" or "mailbox quota exceeded"). Marking this field with an email status other than "OK" will help skip this entry when sending invitation or reminder emails. Note that this is completely manual, unless you decide to implement a script which updates this field automatically;



**Invitation sent?:** If enabled, it would contain the date when the invitation email was sent;

**Reminder sent?:** If enabled. it would contain the date when the reminder email was sent;

**Uses left:** A counter of the number of times the token can be used. *Note:* When increasing this value (default = 1) for a user who has already filled out the survey (which sets uses left to 0), you also have to switch the Completed field from "Yes" to "No";

**Valid from: & Until:** You can set a date/time range when this token would be allowed to use. You can leave these empty if you don't want to limit the participation time frame for certain users. If the user is answering the survey and the participation time ends then the user is locked out immediately and won't be able to finish the survey.

Note that the Add survey participant panel is made of two tabs: the General tab and the Additional attributes tab. The additional attributes tab offers you access to your custom attributes - read the following wiki section for more details.

### Create dummy participants

A dummy participant can be used when you do not want to send emails with the token code to each participant, but to give him or her the token code by other means. For example, students receive during class evaluations of a paper with an invitation code to be introduced at the beginning of the online survey. In this way, the likelihood to receive more responses and feedback increases.

If you click on the button, the following page will load up:

Create dummy participants

---

ID:  
Auto

Number of participants:  
100

Token length:

The Number of participants field allows you to introduce a number of dummy variables you wish to add to your survey participants table. The explanation of the other fields can be found in the Add participant wiki subsection.

After completing the fields, press the Save button located in the upper-right part of the screen to save the dummy variables.

To check whether they were added or not, visit again the Survey participants table:

Action	ID	First name	Last name	Email address	status	Token	Language	sent?	sent?	count	Completed?	Uses left	Valid from	Valid until
<input type="checkbox"/>														
<input type="checkbox"/>	1	t	t	t@t.com	OK	CaaYsZekZL4dYm	en	-	-	0	-	4		
<input type="checkbox"/>	2	a	a	a@a.com	OK		en	-	-	0	-	3		
<input type="checkbox"/>	3	d	d	d@d.net	No		en	-	-	0	-	2		
<input type="checkbox"/>	4				OK	Oab9xdtbttmFVv	en	-	-	0	-	1		
<input type="checkbox"/>	5				OK	y1qa50i8DvQ4LYn	en	-	-	0	-	1		
<input type="checkbox"/>	6				OK	oid6hx8oMzB3ADq	en	-	-	0	-	1		
<input type="checkbox"/>	7				OK	TyjAQcdlFQeaDJB	en	-	-	0	-	1		
<input type="checkbox"/>	8				OK	A19ekeEbmJZa7b	en	-	-	0	-	1		

Once the participant list is done, go to **Invitations and reminders**. Click on **Send email invitation**.

ites  **Invitations & reminders**

- Send email invitation
- Send email reminder
- Edit email templates
- Start bounce processing
- Bounce settings

First name	Email address	Email status	Token	Language	Invitation sent?	Reminder sent?	Reminder count

Then fill the field for the e-mail message

## Send email invitations

Bypass token with failing email addresses:

 On

Bypass date control before sending email:

 Off

English (Base language) Afrikaans

## From:

Administrator &lt;info@ontrack-project.eu&gt;

## Subject:

Invitation to participate in a survey

## Message:

Dear {FIRSTNAME},

you have been invited to participate in a survey.

The survey is titled:  
"Tracking VET graduates at level 2-3"

--

Send invitations

## 2.6. Access responses and statistics

To check the answers of the participants go to [Responses](#) and then [Responses & statistics](#).

Tracking VET graduates at level 2-3 (635521)

Settings Structure

Stop this survey Execute survey Tools Display/Export Survey participants Responses

Survey summary : Tracking VET graduates at level 2-3 (ID 635521)

Responses & statistics  
Data entry screen  
Partial (saved) responses

**Survey URLs:**

English (Base language): <https://survey.ontrack-project.eu/index.php/635521?lang=en>

Afrikaans: <https://survey.ontrack-project.eu/index.php/635521?lang=af>

End URL: <http://ontrack-project.eu/en/>

Number of questions/groups: 47/5

**Survey general settings:**

Owner: Administrator (info@ontrack-project.eu)

Administrator: Administrator (info@ontrack-project.eu)

Fax to:

**Text elements:**

Description:

Welcome: Welcome, You are asked to fill-in the current survey as a past graduate from our school. This survey aims to track the ... Show more

End message: Thank you for your time and your attention.

**Publication and access settings:**

Start date/time: 13.01.2020 17:10

Expiration date/time: -

Listed publicly: No

The following section of LimeSurvey focuses on responses and statistics creation. Once accessed, the summary page is displayed by default:



Response summary	
Full responses	0
Incomplete responses	2
Total responses	2

The first table is called "Response summary" and it displays the following general data:

Full responses - the number of surveys submitted by your respondents (by clicking the "Submit" button located on the last page of your survey)

Incomplete responses - the number of surveys that have not been completely filled out by your respondents

Total responses - the aggregated number of complete/full and incomplete responses

You can export the responses in the format you want

The screenshot shows the LimeSurvey interface with the following elements:

- A dark green header bar.
- Three buttons: "Export" (with a dropdown arrow), "Import" (with a dropdown arrow), and "View saved but not submitted responses".
- A dropdown menu for the "Export" button, containing three options: "Export responses", "Export responses to SPSS", and "Export a VV survey file".
- A table below the buttons with three rows, each containing the value "0".

Go to [Statistics](#) that provides simple and complex statistics, as well as the possibility to export your data outside LimeSurvey

**Statistics - simple mode** - it makes use of the in-built statistics function to generate simple graphs and charts

**Statistics - expert mode** - it allows you to select certain data to be displayed in the statistics. In the case in which the in-built expert mode is not sufficient for your needs, you can export the data in other formats to further analyse it by using other statistics-specialized software.



# PART 3. MODEL QUESTIONNAIRES

## 3.1. Model questionnaire level 2-3

### QA1. STANDARDISED QUESTIONNAIRE

#### SECTION I. EDUCATION

##### QA1.I.1. In which year did you graduate?

*Selection from 2010-2020 (scrolling)*

##### QA1.I.2. What was your field of study at ...(name of school)

*Has to be prefilled by school – based on study programmes school offers*

*Selection from options (scrolling)*

##### QA1.I.3: What are your further steps in education/training?

- Same field,
- Different field
- No further education *then options if this is the answer*
  - Not planned yet
  - I am working

##### QA1.I.4: Overall, how satisfied are you with the education you received at ...(name of VET provider)...

- *Very satisfied –satisfied-dissatisfied-very dissatisfied*

##### QA1.I.5: What subject/s in your course helped you in your work? (only in the person is employed)

*OPEN QUESTION*

#### SECTION II: EMPLOYMENT STATUS

##### QA.II.1: Please tick your current main employment status and specify:

- Employed – *then options if this is the answer*
  - Temporary contract
  - Permanent contract
  - Self-employed
- Unemployed - *then options if this is the answer*
  - Studying
  - Looking for a job

*If the person is unemployed, no further questions in this section*

##### QA.II.2: How did you access the job? only in the person is employed

- Through the VET institution
- My employer directed me to the course to upgrade my qualification
- Family and friends
- Employment agency
- CV/free labour market
- I am self employed

**QA.II.7: Please indicate the sector of your current employment**

- Business sector: industry
- Business sector: services
- Business sector: other
- Research performing and R&T organisations
- Government and other public sector
- Medical and health care (including veterinary)
- Education
- Private non-profit sector
- Other (please specify)

*Only applicable to currently employed*

**QA.II.3: Have your expectations for first salary after graduation been met? only in the person is employed**

- Yes
- No
- Don't know

**QA.II.4: Is your job related to the professional field of your study at...(name of school)...? only in the person is employed**

- yes,
- no

**QA.II.5: What difficulties did you experience when looking for a job? Check all those that apply only in the person is employed**

- takes too long to find one
- employers not interested in my level of qualification
- employers not interested in my area of specialization
- gender preferences among employers
- age preferences among employers
- lack of work experience
- limited employment opportunities in my field
- not possessing the required qualification
- other, please specify

**QA.II.6: Approximately how many months passed between the time you completed your study and your first paid job? only in the person is employed**

- Already had a job
- month or less

- 2-6 months
- 7-12 months
- More than 12 months
- I continue with my further studies

## SECTION IV: DEMOGRAPHY

**QA.IV.1: In which country do you currently live?**

(Scrolling option)

**QA.IV.2: Age, derived from question: What is your year of birth?**

- (Scrolling option from 1990-2025) 1900-2020

**QA.IV.3: What is your gender?**

- Male
- Female
- Other

## SECTION V: CONTACT DETAILS

- Contact Number
- Current Address
- Email Address
- Social Networking Account Address

**QA. V.1: Which of the following activities appeal to you as an opportunity to stay connected to....(name of school)....? (check all that apply)**

- E-Newsletter
- Reunions
- Alumni Website Updates
- Annual school event
- Social media networks
- Other, please specify

## QA2.SUPPLEMENTARY QUESTIONS and/or ADDITIONAL SURVEY

### SECTION I. EDUCATION

**QA2.I.1: How would you rate your own competences, acquired during the study, at the time you completed your study at ...(name of VET institution)... ?**

*Q will provide VET institution feedback based on self-assessment of student*

QUESTION	Very strong	Strong	Neutral	Weak	Very weak

digital skills					
Literacy competence					
Foreign language competence					
Professional competence					
Other, please specify					

**QA2.I.2: What was your motivation to select the ...(name of school)...?**

*OPEN QUESTION*

**QA2.I.3: Were you hired by the company when you completed your studies**

- YES
- NO

## SECTION II: EMPLOYMENT STATUS

**QA2.II.1: Were you employed at any time after completing your study?**

*Only applicable to currently not employed*

- YES -NO

**QA2.II.2: To what extent are the following competences important in your current main job (in case you are employed)?**

*Only applicable to currently working in the same field (after QA 1.1.3)*

QUESTION	Very strong	Strong	Neutral	Weak	Very weak
digital skills					
Literacy competence					
Foreign language competence					
Professional competence					
Other, please specify					

## QA3: FACE TO FACE/FOCUS GROUP QUESTIONS

**All Focus Group Questions should be open**

### SECTION I. EDUCATION

**QA3.I.1: What is the highest qualification you have been ever awarded?**

*Q will provide school information whether student studied after graduation*

**QA3.I.2: In what educational field is your highest qualification?**

*Q will provide school feedback whether student works in the same field as studied*

**QA3.I.3: What was your motivation to attend further studies?**



**QA3.I.4: What extra-curricular activity in school helped you in your employment/current job?**

OPEN QUESTION

**QA3.I.5: What school-wide activity/event do you remember most and what do you remember about it?**

OPEN QUESTION

**QA3.I.6: What was your motivation to select the ...(name of school)...**

OPEN QUESTION

**QA3.I.7: Were you working during your studies?**

OPEN QUESTION

**QA3.I.8: Did you participate in mobility abroad, during your studies at ...(name of school)..?**

**QA3.I.9: How important was your mobility for your further work/study?**

**QA3.I.10: How important was your work placement for your further work/study?**

## SECTION II: EMPLOYMENT STATUS

**QA3.II.4: To what extent do you agree or disagree with the following statements connected to your study at .....(name of school).....?**

	<i>Strongly disagree</i>	<i>Disagree</i>	<i>Agree</i>	<i>Strongly agree</i>
My study properly prepared me for my first job				
My study enabled me to progress towards my desired career				
My study allowed me to offer added value to the organisation/company where I work 1				
It was clear to me what career opportunities I could aspire to after my study				
If I could restart my career, I would do my study again				
The transition to my first job after study was difficult				

**QA3.II.5: What plans do you have as next step for further progression?**

OPEN QUESTION

## SECTION III: OTHER

**QA3.III. 1 Have you been involved in volunteering activities?**

- YES
- NO

**QA3.III.2: How important were your volunteering activities for your further work/study?**

- Not at all important



- Slightly important
- Somewhat Important
- Very important
- I do not know
- I did not participate in volunteering activities

**QA.III.3: Have you been involved in policy making (e.g. trade unions, students unions etc)?**

- YES
- NO

**QA.III.4: How important was your policy making involvement for your further work/study?**

- Not at all important
- Slightly important
- Somewhat Important
- Very important
- I do not know
- I did not participate in policy making

**QA.III.5: Do you consider that your studies at ....(name of the school)...contributed to your civic engagement?**

- YES
- NO

## SECTION IV: DEMOGRAPHY

**QA3.IV.1: If you are not living in the country where you studied at ...(name of the school)...what is a reason? Check all those that apply – after QA.IV.1**

- I continued with my study in different country
- I was not able to find job in my country
- I followed my partner/spouse
- Other, please specify....





## 3.2. Model questionnaire level 4-5

### LEVEL 4-5

#### QB1. STANDARDISED QUESTIONNAIRE

Welcome,

You are asked to fill-in the current survey as a past graduate from our school. This survey aims to track the progress of graduates in employment and further education and training and provide valuable data that will be used for the continuing improvement of our educational offer.

This survey should take no more than 15 to 20 minutes. By participating in this survey, you will help us to improve our training programmes and services.

The survey consists of a basic questionnaire that will give us the minimum information regarding the employment and further education of our graduates plus an optional complementary questionnaire that will provide more in-depth information on career and education paths. You can participate in the survey anonymously and it is up to you to provide us with your contact details, if you want to stay in contact. In any case, the elaboration of the survey results will be done in a strictly confidential way.

Thank you so much for your time!.

Please, click `Next` to begin.

#### SECTION I. EDUCATION

**QB1.I.1. In which year did you graduate?**

*Selection from 2010-2020 (scrolling)*

**QB1.I.2. What was your field of study at ...(name of school)**

*Has to be prefilled by school – based on study programmes school offers*

*Selection from options (scrolling)*

**QB1.I.3: How well did your studies supported the development of the following soft skills?**

QUESTION	Very strong	Strong	Weak	Very weak	I do not know
<b>Learning to learn</b>					
ability to motivate myself to learn new stuff					
ability to take responsibility for own learning					
ability to interpret and communicate information					
ability to invest time and effort in learning new skills					
<b>Communication</b>					
ability to explain work instructions to colleagues					
ability to use the specific terminology of the work environment					

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ability to articulate your own work-related ideas, thoughts, opinions and feelings					
ability to work and communicate in multicultural environments					
<b>Team-work</b>					
ability to respect thoughts and opinions of team-members					
ability to work towards group consensus in decision-making					
ability to accept feedback					
ability to value other person's contribution					
ability to share information openly					
<b>Problem solving</b>					
ability to develop practical solutions					
ability to identify problems					
ability to plan and manage resources to solve the problem					
<b>Creativity and innovation / entrepreneurial behavior</b>					
ability to identify and seize opportunities					
ability to translate ideas into action					
ability to assess pros and cons of starting new businesses					
<b>Self-management and career management</b>					
ability to recognize career opportunities within own and other cultural communities					
ability to set and prioritize your goals					
ability to cope with problems and manage stress					
ability to make decisions					
ability to show discipline and responsibility					

**QB1.I.4: How well did your study and any extra-curricular activities at ...(name of the school)... you were involved in (including placements undertaken while you were studying)**

<b>QUESTION</b>	<i>Very well</i>	<i>Well</i>	<i>Not very well</i>	<i>Not at all</i>	<i>I do not know</i>
prepared you for employment					
prepared you for further study					
prepared you for being self-employed/freelance or for starting up your own business					

**QB1.I.5: Overall, how satisfied are you with the education you received at ...(name of school)...?**

- *Very satisfied –satisfied-dissatisfied-very dissatisfied*

**QB.I.6: Did you participate in mobility abroad, during your studies at ...(name of school)..?**

- YES
- NO

**QB.I.7: How important was your mobility for your further work/study?**

- Not at all important
- Slightly important



- Somewhat Important
- Very important
- I do not know
- I did not participate in mobility

**QB1.I.8: Did you participate in a work placement (internship/apprenticeship) during your studies?**

- YES
- NO

**QB1.I.9: How important was your work placement for your further work/study?**

- Not at all important
- Slightly important
- Somewhat Important
- Very important
- I do not know
- I did not participate in work placement

**QB1.I.10: Have you continued your education after graduation?**

- Yes, I attended bachelor studies.
- Yes, I attended post graduate studies
- Yes, I pursuit other professional qualification at the same or lower level
- Yes, I pursuit other professional qualification
- I did not continue with further studies after graduation

**QB1.I.11: In what educational field is your highest qualification?**

*Q will provide school feedback whether student continued studies in the same field as studied*

- agricultural
- humanities
- economics
- information technology
- law and administration
- technical
- arts
- management
- defence and military
- medical and health care (including veterinary)
- education
- sports science
- social science
- natural science
- public administration
- other, please specify
- I did not continue with further studies after graduation

**QB1.I.12: What was your motivation to attend further studies?**

- insufficient knowledge gained from ...(name of school)...



- not relevant knowledge and skills gained from ...(name of school)...
- to improve my skills
- to improve my employment prospects
- to improve my status in my current job
- pressure of family/friends
- to improve my salary
- other, please specify
- I did not attend further studies

## SECTION II: EMPLOYMENT STATUS

### QB.II. 1 Are you currently employed?

- Yes
- No

### QB.II.2a: If yes, please tick your current main employment status:

- Permanent Full-time Employed (30 hours per week or more)
- Permanent Part-time Employed (less than 30 hours per week)
- Temporary Full-time Employed (30 hours per week or more)
- Temporary Part-time Employed (less than 30 hours per week)
- Self Employed

### QB.II.2b: If no, please tick your current main status:

- Full time study
- Looking after children
- Career break
- Unemployed
- Retired
- Other, please specify

### QB.II.3: Were you employed at any time after completing your study?

*Only applicable to currently not employed*

- YES
- NO

### QB.II.4: What was your first salary after graduating (annual net income)?

- Under €5,000
- €5,001-€10,000
- €10,000-€15,000
- €15,001-€20,000
- €20,001-€25,000
- €25,001-€30,000
- €30,001-€40,000
- €40,001-



**QB.II.5: Have you ever worked in the field of your study at...(name of school)...**

- yes, I continuously work in my field of study
- yes, but only temporary work
- no

**QB.II.6: What difficulties did you experience when looking for a job? Check all those that apply**

- takes too long to find one
- employers not interested in my qualification
- employers not interested in my area of specialization
- gender preferences among employers
- age preferences among employers
- lack of work experience
- limited employment opportunities in my field
- not possessing the required qualification
- other, please specify

**QB.II.7: Approximately how many months passed between the time you completed your study at ..(name of the school) ...and your first paid job?**

- I already had a job during my study
- month or less
- 2-6 months
- 7-12 months
- More than 12 months
- I continue with my further studies

**QB.II.8: Please indicate the sector of your current employment**

- Private sector: industry
- Private sector: services
- Private sector: other
- Research and Technology organisation
- Government and other public sector
- Medical and health care (including veterinary)
- Education
- Private non-profit sector
- Other (please specify)

*Only applicable to currently employed*

**QB.II.9: To what extent are the following competences important in your current main job (in case you are employed)?**

QUESTION	Very strong	Strong	Weak	Very weak	I do not know
Learning to learn					



ability to motivate myself to learn new stuff					
ability to take responsibility for own learning					
ability to interpret and communicate information					
ability to invest time and effort in learning new skills					
<b>Communication</b>					
ability to explain work instructions to colleagues					
ability to speak of work performance in a work environment language					
ability to articulate your own work-related ideas, thoughts, opinions and feelings					
ability to work and communicate in multicultural environments					
<b>Team-work</b>					
ability to respect thoughts and opinions of team-members					
ability to work towards group consensus in decision-making					
ability to accept feedback on improvements					
ability to value other person's contribution					
ability to share information openly					
<b>Problem solving</b>					
ability to develop practical solutions					
ability to identify problems					
ability to plan and manage resources to solve the problem					
<b>Creativity and innovation / entrepreneurial behavior</b>					
ability to identify and seize opportunities					
ability to translate ideas into action					
ability to use critical thinking in creative processes					
ability to assess pros and cons of starting new businesses					
<b>Self-management and career management</b>					
ability to recognize career opportunities within own and other cultural communities					
ability to set and prioritize your goals					

**QB.II.10: To what extent do you agree or disagree with the following statements connected to your study at .....(name of school).....?**

	<i>Strongly disagree</i>	<i>Disagree</i>	<i>Agree</i>	<i>Strongly agree</i>
My study programme properly prepared me for my first job				
If I could restart my career, I would select the same study programme again				
The transition to my first job after study programme was easy				

**QB.II.11: How satisfied are you with your current job from those points of view?**

<b>QUESTION</b>	<i>Very satisfied</i>	<i>Satisfied</i>	<i>Unsatisfied</i>	<i>Very unsatisfied</i>	<i>I do not know</i>



salary						
benefits						
insurance						
relevance to my studies						
autonomy						
personal fulfilment						
work conditions						
carrier prospect						
social impact						

## SECTION III: DEMOGRAPHY

**(explain: these questions are for statistical analysis)**

**QB.III.1: In which country do you currently live?**

(Scrolling option)

**QB.III.2.0** Have you studied at your home country?

Yes

No –(if is not, go to QB.III.2.1)

**QB.III.2.1: If you are not living in the country where you studied at ...(name of the school)...what is a reason? Check all those that apply**

- I continued with my study in different country
- I was not able to find job in my country
- personal reasons
- Other, please specify....

**QB.III.3: Age, derived from question: What is your year of birth?**

(Scrolling option from 1950-2002)

**QB.III.4: What is your gender?**

- Male
- Female
- Other

**QB.III.5: What was your family income, during your studies? (depending on country)**

- 0-€10,000
- €10,000-€15,000
- €15,001-€20,000
- €20,001-€25,000
- €25,001-€30,000
- €30,001-€40,000



- €40,001-€60,000
- €60,001
- I DO NOT KNOW

**QB.III.6: What is the level of education of father/mother?**

	Less than upper secondary school – without leaving certificate	upper secondary school - leaving certificate	BSc.	MSc.	PhD.	higher than PhD.	I do not know
<b>FATHER</b>							
<b>MOTHER</b>							

**QB.III.7: Were you working during your studies?**

- YES
- NO

## SECTION V: CONTACT DETAILS

We would be happy to stay in contact with you for quality improvement reasons. Your feedback is not only relevant through this questionnaire, but might also be helpful if given in an additional interview or other feedback process. Therefore we would need your contact details, which are stored and used only for the above mentioned reasons!

- Name
- Telephone Number
- Current Address
- Email Address
- Social Networking Account Address

**QB. V.1: Which of the following activities appeal to you as an opportunity to stay connected to....(name of school)....? (check all that apply) (optional)**

- E-Newsletter
- Reunions
- Alumni Website Updates
- Annual school event
- Social media networks
- Other, please specify

## SUPPLEMENTARY QUESTIONS and /or ADDITIONAL SURVEY

### SECTION I. EDUCATION

**QB2.I.1. Please evaluate your school ...(name of school)... on the basis of the following aspects:**





(5: you are very satisfied;... 1.: you are not satisfied at all + I do not know): Matrix table questions

**Q will provide school feedback on several aspects**

<b>QUESTION</b>	<i>Very satisfied</i>	<i>Satisfied</i>	<i>Unsatisfied</i>	<i>Very unsatisfied</i>	<i>I do not know</i>
clear rules on the structure and organization of vocational training					
quality standards/mechanisms/measures					
reducing dropout policy/measures					
information for students on study and educational issues					
general atmosphere in the VET institution					
equal opportunities					
qualification of teaching staff					
general relationship between teachers and students					
up-to-date professional knowledge taught					
applicability of professional knowledge taught					
daily practical examples and phenomena of the professional field in education					
training facilities for practice training					
standards for practical training					
digital training resources					
Information about further training					
collaboration between training institution and employers in the professional field					
learner-centered approaches					
professional self-study opportunities					
participation opportunities for students at professional events/conferences					
providing work opportunities during the studies					
support in transition to employment after acquiring qualification					

**QN2.I.2: If you had to submit your application form to ...(name of school)...now, would you choose the same school again?**

- the same school/ and the same field of study
- the same school but a different field of study
- different school but the same major of study
- different school/ and different major of study
- I do not know

**QB2.I.3: How well do you think has your study program at ...(name of school)... prepared you for the job aligned to your level of education?**

- *Very adequately –more than adequately –adequately –inadequately- not at all prepared*



## SECTION II: EMPLOYMENT STATUS

**QB2.II.1: Which of the following best describes your current occupation? Check all those that apply**

- Management occupations
- Business and financial operations occupations
- Computer and mathematical occupations
- Architecture and engineering occupations
- Life science occupations
- Physical science occupations
- Social science occupations
- Community and social service occupations
- Legal occupations
- Education, training, and library occupations
- Arts, design, entertainment, sports, and media occupations
- Healthcare practitioners and technical occupations
- Healthcare support occupations
- Protective service occupations
- Food preparation and serving related occupations
- Building and grounds cleaning and maintenance occupations
- Personal care and service occupations
- Sales and related occupations
- Office and administrative support occupations
- Farming, fishing, and forestry occupations
- Construction and extraction occupations
- Installation, maintenance, and repair occupations
- Production occupations
- Transportation and material moving occupations
- Military specific occupations
- Other occupations –please specify
- I am unemployed

**QB2.II.2: What was the MINIMUM qualification level requested for your current main job?**

- No qualification
- Lower secondary school / VET school (EQF 3)
- Upper secondary school / VET school (EQF 4)
- Higher VET (EQF 5)
- Bachelor
- Master
- Doctorate
- Postdoc
- Other, please specify
- I am unemployed

**QB.II.3: What is your annual gross income (before deductions)?**



- Under €5,000
- €5,001-€10,000
- €10,000-€15,000
- €15,001-€20,000
- €20,001-€25,000
- €25,001-€30,000
- €30,001-€40,000
- €40,001-€60,000
- €60,001-

## SECTION IV: CIVIC ENGAGEMENT

### QB2.IV. 1 Have you been involved in volunteering activities?

- YES
- NO

### QB2.IV.2: How important were your volunteering activities for your further work/study?

- Not at all important
- Slightly important
- Somewhat Important
- Very important
- I do not know
- I did not participate in volunteering activities

### QB2.IV.3: Have you been involved in policy making (e.g. trade unions, students unions etc)?

- YES
- NO

### QB2.IV.4: How important was your policy making involvement for your further work/study?

- Not at all important
- Slightly important
- Somewhat Important
- Very important
- I do not know
- I did not participate in policy making

### QB2.IV.5: Do you consider that your studies at ....(name of the school)...contributed to your civic engagement?

- YES
- NO
- I DO NOT KNOW

## QB3: FACE TO FACE/FOCUS GROUP QUESTIONS



## SECTION I. EDUCATION

**QB3.I.1: What subject/s helped you in your work? Can you give an example on how these subjects helped you in your work?**

*OPEN QUESTION*

**QB3.I.2: In your daily work, do you feel that you miss some skills that could be developed during your studies? What subjects/topics or co-curricular activities would you suggest to improve the curriculum of the program you finished?**

*OPEN QUESTION*

**QB31.I.3: What extra-curricular activity in school helped you in your employment/current job? Can you give an example?**

*OPEN QUESTION*

**QB31.I.4: What school-wide activity/event do you remember most and what do you remember about it?**

*OPEN QUESTION*

**QB3.I.5: What was your motivation to select the ...(name of school)...?**

*OPEN QUESTION*

## SECTION II: EMPLOYMENT STATUS

**QB3.II.1: Please tick your current main employment status:**

- Permanent Full-time Employed (30 hours per week or more)
- Permanent Part-time Employed (less than 30 hours per week)
- Temporary Full-time Employed (30 hours per week or more)
- Temporary Part-time Employed (less than 30 hours per week)
- Self Employed
- Full time study
- Looking after children
- Career break
- Unemployed
- Retired
- Other, please specify

**QB3.II.2: What plans do you have as next step for further progression?**

*OPEN QUESTION*

## 3.3. Model questionnaire level 6-7

### LEVEL 6-7

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## QC1. STANDARDISED QUESTIONNAIRES



## SECTION I. EDUCATION

**QC1.I.1. In which year did you graduate?**

*Selection from 2010-2030 (scrolling)*

**QC1.I.2. What was your field of study at ...(name of school). Please name the last study programme you graduated in.**

*Has to be prefilled by school – based on study programmes school offers*

*Selection from options (scrolling)*

**QC1.I.3. Overall, how satisfied are you with the education you received at (name of the school).**

Very satisfied – satisfied – dissatisfied – very dissatisfied

**QC1.I.4: If you were at stage of choice before beginning (name of school)... would you choose the same school again?**

- the same school and the same major field of study
- the same school but a different major field of study
- different school but the same major field of study
- different school and different major field of study
- I would do something completely different (not studying at all)
- I do not know

**QC1.I.5: How well do you think has your study program at ...(name of school)... prepared you for a job aligned to your level of education?**

- *Very adequately –adequately –inadequately- not at all prepared*

**QC1.I.6: What was your motivation to select the ...(name of school)...? Please tick up to the three most relevant ones.**

- Offered the study programme I was interested in
- Reputation of the school/university
- Friends/family/partner
- Was near my home
- Was far away from home
- Was attractive as place to live
- Was offering many side options interesting for me (sport, culture, etc.)
- Other, please specify

**QC1.I.7: Did you participate in mobility abroad (e.g. Erasmus+, Ceepus, Internship etc) during your studies at ...(name of school)..?**

- YES
- NO

**QC1.I.8: Did you participate in work placement (e.g. internship, practicum) during your studies? Please, think of a work placement, which was related to the field of study.**

- YES
- NO

**QC1.I.9: Was your student opinion taken into consideration?**

- I was treated with respect and my opinions were heard and taken into consideration
- I had the feeling that my feedback was not always welcome
- I had the feeling that my feedback was not welcome at all
- I never had the possibility to give feedback

**QC1.I.10: What was missing in the study programme?**

OPEN QUESTION

**QC1.I.11: What was unsatisfactory in the study programme?**

OPEN QUESTION

**QC1.I.12: What was most useful in the study programme?**

OPEN QUESTION

**QC1.I.13: What did you expect from your study programme?**

OPEN QUESTION

**QC1.I.14: Did you attend a further education since graduating at (name of the school/university).**

If yes, go to "Further education"

If not, go to "Employment status"

## SECTION II. FURTHER EDUCATION

**QC1.II.1: What was further education programme (s) did/do you attend? Please specify:**

Type of course/programme/lecture 1 .....

Type of course/programme/lecture 2.....

Type of course/programme/lecture 3.....

**QC1.II.2. Why did you attend further education? Please click up to three motivation for further education.**

- To improve my skills
- To improve my employment prospects
- To improve my status in my job at that specific time
- Insufficient knowledge gained from (name of school)
- Not relevant knowledge and skills gained from (name of school)
- Pressure of family/friends
- To improve my salary



- Other, please specify

**QC1.II.3. Do you plan to attend further education in the next year?**

- No – go to QC1.III.1
- Yes – go to QC.1.II.4

**QC1.II.4. If yes, please tick up to three options.**

- Yes, to improve and deepen the skills in the field of my study programme at (name of school)
- Yes, to add skills to my existing skills profile
- Yes, to improve my employment status
- Yes, to improve my status in my current job
- Yes, so that I can find a job
- Yes, to follow the pressure of family/friends
- Yes, to improve my salary
- Yes, for other reasons, please specify.....

## **SECTION III. EMPLOYMENT STATUS**

**QC1.III.1: Please tick your current main employment status:**

- Permanent Full-time Employed (30 hours per week or more) – go to question QC1.III.4.
- Permanent Part-time Employed (less than 30 hours per week) – go to question QC1.III.4.
- Temporary Full-time Employed (30 hours per week or more) – go to question QC1.III.4.
- Temporary Part-time Employed (less than 30 hours per week) – go to question QC1.III.4.
- Self-employed – go to question QC1.III.4.
- Seasonally employed – go to question QC1.III.4
- Parental leave – go to question QC1.III.4
- Not employed – go to question QC1.III.2

**QC1.III.2: What is your status of being not employed?**

- Looking after children
- Looking after other family members
- Career break
- Other obligations or restrictions
- Unemployed, looking for employment
- Other, please specify

**QC1.III.3: Have you ever been employed since graduating at (name of the school/university)**

- Yes – go to QC1.III.4
- No – go to QC1.IV.1

**QC1.III.4. When looking for your first job after graduation from (name of school/university), how much time did you need to find your first employment?**

- 1 month or less
- at least 1 month up to 3 months

- at least 3 months up to 6 months
- between a half year and a full year
- more than one year

**QC1.III.5. What were difficulties you experienced when looking for your first employment (tick up to three most important ones)?**

- It takes too long to find a decent employment
- Employers are not interested in my qualification
- Employers are not interested in my area of specialisation
- Gender preferences among employers
- Age preferences among employers
- Lack of work experience
- Limited employment possibilities in my field of interest
- Lack of support of the university to find first job
- Other, please specify
- No difficulties at all

**QC1.III.6. To what extent was your first job related to the attended study programme at [name of school]?**

- closely related      go to QC1.III.7
- partly related      go to QC1.III.7
- not related      go to go to QC1.III.8.

**QC1.III.7. What subjects in your study programme helped you in your first job?**

Open option 1.....

Open option 2.....

Open option 3....

**QC1.III.8. How high was annual salary in your first employment after graduation at (name of the school)?**

- Under €5,000
- €5,001-€10,000
- €10,001-€20,000
- €20,001-€30,000
- €30,001-€40,000
- €40,001-€50,000
- €50,001-€60,000
- €60,001-€70,000
- €70,001-€80,000
- Above €80,000 per year





**QC1.III.9. How many employments did you have after graduation at (name of the school)?**

- 1 –go to QC1.III.13
- 2 –go to QC1.III.10
- 3 –go to QC1.III.10
- 4 –go to QC1.III.10
- 5 –go to QC1.III.10
- More than 5 – go to QC1.III.10

**QC1.III.10: Why did you change into your current job? (Please indicate max. 2 motivations to change into your current job)**

- To earn more money
- To find better working conditions
- To improve my employment status
- To find a job nearer to my (new) home
- Other, please specify....

**QC1.III.11: To what extend is your current job related to the attended study programme at (name of the school/university)?**

- Closely related –go to QC1.III.12
- Partly related –go to QC1.III.12
- Not related – go to QC1.III.13

**QC1.III.12: What subjects in your study programme helped you in your current job?**

- Open option 1
- Open option 2
- Open option 3

**QC1.III.13. How high is salary in your current employment?**

- Under €5,000
- €5,001-€10,000
- €10,001-€20,000
- €20,001-€30,000
- €30,001-€40,000
- €40,001-€50,000
- €50,001-€60,000
- €60,001-€70,000
- €70,001-€80,000
- Above €80,000 per year

## **SECTION IV. DEMOGRAPHY and CONTACT**

**QC1.IV.1: What is the year of your birth?**

(Scrolling option from 1980-2010)

**QC1.IV.2: What is your gender?**

- Male



- Female
- Other

**QC1.IV.3: Contact details: (We would be happy to stay in contact with you for quality improvement reasons. Your feedback is not only relevant through this questionnaire, but might also be helpful if given in an additional interview or other feedback process. Therefore we would need your contact details, which are stored and used only for the above mentioned reasons!)**

- Contact Number
- Current Address
- Email Address
- Social Networking Account Address

**QC1.IV.4: Are we allowed to send further information to you?**

- E-Newsletter
- Reunion information
- Alumni Website Updates
- Annual school event
- Social media information
- Possible internships news
- No

## QC2.SUPPLEMENTARY QUESTIONS and /or ADDITIONAL SURVEY

### SECTION I. EDUCATION

**QC2.I.1. Please evaluate your school ...(name of school)... on the basis of the following aspects:**

*1 to 10 PLUS "I do not know"*

<b>QUESTION</b>	<i>SCALE 1.....10 1.....you are not satisfied at all 10... you are fully satisfied</i>	<i>I do not know</i>
computer facilities		
standards of education		
helpfulness of lecturers (how much they help students in their studies, professional work and progress)		
standards of library		
classroom equipment		
condition of buildings in the school		
accessibility of the school and study locations in terms of traffic		
standards of dormitories		



eating opportunities at the school		
cultural opportunities		
sporting opportunities		
general atmosphere in the school		
information for students on study and educational issues		
institutional democracy		
professional self-study opportunities		
activities of student union		
satisfying individual professional interests		
participation opportunities for students at professional events/conferences		
'appearance' of the school (how nice or aesthetically pleasing)		
general relationship between teachers and students		
help in employment after graduation		
involvement in projects		
providing work opportunities during the studies		
relationship of school with companies in the profession		
up-to-date professional knowledge taught		
applicability of professional knowledge taught		
presence of recognised representatives of the professional field in education		
standard of professional practices		
standard of theoretical education		
daily practical examples and phenomena of the professional field in education		
participation opportunities in course elements abroad		
organisation of studies		
student assessment of lecturer work		

**QC2.I.2. Please evaluate your study programme [name of study programme] on the basis of the following aspects:**

<b>QUESTION</b>	<i>SCALE 1.....10 1.....you are not satisfied at all 10... you are fully satisfied</i>	<i>I do not know</i>
clear rules on the structure and organization of study		
quality standards/mechanisms/measures		
reducing dropout policy/measures		
information for students on study and educational issues		
general atmosphere in the institution		
equal opportunities		
qualification of teaching staff		
general relationship between teachers and students		
up-to-date professional knowledge taught		
applicability of professional knowledge taught		



daily practical examples and phenomena of the professional field in education		
training facilities for practice training		
standards for practical training		
digital training resources		
Information about further training		
collaboration between training institution and employers in the professional field		
learner-centered approaches		
professional self-study opportunities		
participation opportunities for students at professional events/conferences		
providing work opportunities during the studies		
support in transition to employment after acquiring qualification		

**QC3.I.3: What extra-curricular activity during your study programme helped you to during your studies? (examples or make list with certificates of extra-curricular activities)**

OPEN QUESTION

**QC3.I.4: What school-wide activity / event do your remember best and what do you remember about it? (examples: clubs, ball, sports,...)**

OPEN QUESTION

**QC3.I.5: Were you - besides any work-placement - working during your studies?**

- YES –go to QC3.I.6.
- NO –go to QC3.I.8.

**QC3.I.6. Were you working in the professional field of your studies?**

- YES –go to QC3.I.7.
- NO –go to QC3.I.8.

**QC3.I.7. How many hours per week did you work during your studies in average?**

- Up to 10
- 10 to 15
- 16 to 20
- 21 to 25
- 26 to 30
- more than 30

**QC3.I.8. How important was your mobility abroad (Erasmus+, Ceepus, ...) for your further studies?**

*1 means not important at all, 10 means very important, possibly on a so-called "slider"*

**QC3.I.9 How important was your work placement (e.g. internship, practicum) for your further studies?**

*1 means not important at all, 10 means very important, possibly on a so-called "slider"*

**QC3.I.10: Have you been involved in volunteering activities during your studies at [name of school]?**

- YES – go to QC3.I.11.
- NO – go to QC3.I.13

**QC3.I.11: How important were your volunteering activities for your studies?**

*1 means not important at all, 10 means very important, possibly on a so-called "slider"*

**QC3.I.12: How important were your volunteering activities for your transition into your first employment?**

*1 means not important at all, 10 means very important, possibly on a so-called "slider"*

**QC3.I.13: Have you been involved in policy making during your studies at [trade unions, student unions, name of school]? (specify, what does it mean)**

- YES –go to QC3.I.14
- NO –go to QC3.I.16

**QC3.I.14: How important was your policy making involvement for your studies?**

*1 means not important at all, 10 means very important, possibly on a so-called "slider"*

**QC3.I.15: How important was your policy making involvement for your transition into your first employment?**

*1 means not important at all, 10 means very important, possibly on a so-called "slider"*

**QC3.I.16. Do you consider that your studies at [name of school] contributed to your civic engagement?**

*1 means not at all, 10 means very much, possibly on a so-called "slider"*

## SECTION II. FURTHER EDUCATION

**QC3.II.1. What is your highest qualification you have been awarded so far?**

- Bachelors Degree
- Masters Degree
- PhD
- Other professional or postgraduate qualification: .....
- I did not continue with further studies of graduating [name of study programme] at [name of school]

**QC3.II.2. In which educational field is your highest qualification?**

- agricultural
- humanities
- economics
- information technology
- law and administration
- technics-engineering
- arts



- management
- defence and military
- medical and health care
- veterinary
- education
- social science
- natural science
- public administration
- other: .....
- I did not continue with further studies of graduating [name of study programme] at [name of school]

### **SECTION III. EMPLOYMENT**

**QC3.III.1. How important was your mobility (Erasmus+, Ceepus, ...) during studies for your entry to employment?**

*1 means not important at all, 10 means very important, possibly on a so-called "slider"*

*I did not take part in mobility*

**QC3.III.2. How important was your work placement during studies for your entry to employment?**

*1 means not important at all, 10 means very important, possibly on a so-called "slider"*

*I did not take part in work placement*

**QC3.III.3. Which of the following describes your current occupation best?**

- Management occupation
- Business and financial operations occupation
- Computer and mathematical occupation
- Architecture and engineering occupation
- Life science occupation
- Physical science occupation
- Social science occupation
- Community and social service occupation
- Legal occupation
- Education, training, and library occupation
- Arts, design, entertainment, sports, and media occupation
- Healthcare practitioner and technical occupation
- Healthcare support occupation
- Protective services occupation
- Food preparation and serving related occupation
- Building and grounds cleaning and maintaining occupation
- Personal care and service occupation



- Sales and related occupation
- Office and administrative support occupation
- Farming, fishing, and forestry occupation
- Construction and extraction occupation
- Installation, maintenance, and repair occupation
- Production occupation
- Transportation and material moving occupation
- Military service occupation
- Other occupation: .....

**QC3.III.4. To what extent do you agree or disagree with the following statements connected to your [name of study programme] studies?**

1 means fully disagree; 10 means fully agree on a so-called "slider"

- My study properly prepared me for my first job after graduation
- My study enabled me to progress towards my desired career
- My study allowed me to offer added value to the organisation / company where I work now
- It was clear to me what career opportunities I could aspire to after my study
- If I could restart my career, I would choose my study programme again
- The transition to my first job after study was easy

**QC3.III.5. How satisfied are with your current job in the following aspects?**

1 means very unsatisfied; 10 means fully satisfied

on a so-called "slider"

- salary
- insurance
- autonomy
- personal fulfilment
- work conditions
- career perspectives
- social impact

**QC3.III.6. Please indicate the sector of your current employment**

- Business sector: industry
- Business sector: services
- Business sector: other
- Research performing and R&D organisations
- Government or other public sector
- Medical and health care (including veterinary)
- Education
- Private non-profit sector
- Other: .....



**QC3.III.7. What is the MINIMUM education level requested for your current employment?**

- less than a leaving certificate from upper secondary school
- leaving certificate from upper secondary school
- Bachelors Degree
- Masters Degree
- PhD
- Post-Doc
- Other: .....

**QC3.III.8. Do you represent a leading position in your company? (Are you responsible for at least some staff members in your company?)**

- Yes
- No

## **SECTION IV. DEMOGRAPHY**

**QC3.IV.1. What is the level of education of your father? (or parents?)**

- less than upper secondary school (without leaving certificate)
- upper secondary school (leaving certificate)
- Bachelors Degree
- Masters Degree
- PhD
- Other professional qualification

**QC3.IV.2. What is the level of education of your mother?**

- less than upper secondary school (without leaving certificate)
- upper secondary school (leaving certificate)
- Bachelors Degree
- Masters Degree
- PhD
- Other professional qualification

**QC3.IV.3. Do you currently live in ..... (country where survey is conducted)?**

- YES
- NO –go to QC3.IV.4.

**QC3.IV.4. In which country do you currently live?**

OPEN QUESTION

## **QC3. FACE TO FACE/FOCUS GROUP**





**☑ Make questions qualitative!**

## SECTION II: EMPLOYMENT STATUS

**QC3.II.1: To what extent are the following competences important in your current main job (in case you are employed)?**

QUESTION	Very strong	Strong	Neutral	Weak	Very weak
<b>Learning to learn</b>					
ability to motivate myself to learn new stuff					
ability to take responsibility for own learning					
ability to interpret and communicate information					
ability to invest time and effort in learning new skills					
<b>Communication</b>					
ability to explain work instructions to colleagues					
ability to speak of work performance in a work environment language					
ability to articulate your own work-related ideas, thoughts, opinions and feelings					
ability to work and communicate in multicultural environments					
<b>Team-work</b>					
ability to respect thoughts and opinions of team-members					
ability to work towards group consensus in decision-making					
ability to accept feedback on improvements					
ability to value other person's contribution					
ability to share information openly					
<b>Problem solving</b>					
ability to develop practical solutions					
ability to identify problems					
ability to plan and manage resources to solve the problem					
<b>Creativity and innovation / entrepreneurial behavior</b>					
ability to identify and seize opportunities					
ability to translate ideas into action					
ability to use critical thinking in creative processes					
ability to assess pros and cons of starting new businesses					
<b>Self-management and career management</b>					
ability to recognize career opportunities within own and other cultural communities					
ability to set and prioritize your goals					
ability to cope with problems and manage stress					
ability to make decisions					
ability to show discipline and responsibility					
<b>Technical and digital skills</b>					
<b>Literacy competence</b>					
<b>Foreign language competence</b>					



<b>Relevance of studies with needs of labour market</b>					
<b>Sustainability</b>					
<b>Other, please specify</b>					

