IMPLEMENTING THE TRACER STUDY – USE OF QTAFI

Learning programme on measuring labour market outcomes of participants in VET courses – implementation of tracer studies, Prizren, 3-5 May 2017
• No fees
• Linux server or windows PC application

• Creation and management of online surveys
• Unlimited number of participants
• Open vs closed survey → pins or URL creation for the purpose of authentication
• Response rate documentation
ACCOUNTS (users).

There can be different roles (hierarchical structure):

- Administrator
- Manager
- Reporter

PROJECTS (surveys)

Different accounts have assigned different projects (surveys)
**Administrator**
Full rights [create projects, assign projects to users, create questions and defines rights of other users]

<table>
<thead>
<tr>
<th>Level</th>
<th>Rights with limits</th>
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</table>
| Manager| - Can only see projects he has been assigned by administrator or he has created  
|        | - Cannot modify questions administrator has blocked     |
| Reporter| Full rights with limits:                                |
|        | - Can only see projects he has been assigned by administrator or manager, or he has created  
|        | - Cannot modify questions administrator or manager has blocked  
|        | - Cannot delete responses                               |
Questionnaire design
Authentication (defining user’s access)
Runtime (mode for online: preview, online-publish/unpublish)
Responses (analysis, reports and response rate)
Graphic evolution of responses
Default questionnaire is our main questionnaire.
New questionnaire tool to add different languages (students might be allowed to choose)
Clicking in the questionnaire we want to work with (start with default) we go to editor page
Two ways of creating an online questionnaire:

✓ Per mouse-click
✓ Import of XML syntax file (=codebook)
KEY ELEMENTS TO CREATE A QUESTIONNAIRE

- We need a login + navigation button to start (in header or footer)
- We need to create n pages + 1. The software stores all but last page
- We can add choose language button
- Design: questions and pages
- Library help us to use pre-defined questions (i.e. common ones)
- Printable allow us to print the questionnaire
- Export and import options very useful to create many projects / share questionnaires easily
TYPE OF QUESTIONS

- HEADLINE (TEXT)
- SINGLE CHOICE
- MULTIPLE CHOICE
- ORDINAL
- TEXT INPUT (OPEN)
- METRIC
- DATE
PRE-COURSE QUESTIONNAIRE

Learning programme:

Skill needs anticipation for shaping education, training and labour market policies (Turin, Italy, 10 – 14 October 2016)

Thank you very much for filling this questionnaire.

It will only take you 10 minutes and will help us better plan the upcoming course.

The ETF team
A3 When did finish your study at the VET/HE institution?

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<tbody>
<tr>
<td>✓</td>
<td>January 2013</td>
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<td>February 2013</td>
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<td>December 2013</td>
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Source: Harald Schomburg, Carrying out tracer studies. Appendix 2, Questionnaire Modules for a VET/HE Tracer Study.
What applied to your situation in the first six months after graduating? Multiple answers possible

- Employment
- Self-employed / freelance work
- Occasional job (just to earn money)
- Internship
- Further academic education (higher education)
- Further vocational education/training
- Housewife, househusband, family work
- Not employed, but searching for a job
- Military or civil service
- Other (please specify)
**ORDINAL QUESTIONS**

A7. To what extent were the following reasons important for your decision to study at the VET/HE institution? Please respond to each factor on the five-point scale.

<table>
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<tr>
<th>Very important</th>
<th>Very important</th>
<th>Not at all important</th>
</tr>
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<tbody>
<tr>
<td>5</td>
<td>4</td>
<td>1</td>
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</table>

- Vicinity to home of parents or other relatives
- Availability of scholarship
- Availability/quality of accommodation
- Attractiveness of town/state/region
- Reputation of the VET/HE institution
- Practice-oriented study program
- Areas of specialisation provided, if applicable
- Advice by my parents/relatives

Eight items = variables

Source: Harald Schomburg, Carrying out tracer studies. Appendix 2, Questionnaire Modules for a VET/HE Tracer Study.
What are your expectations from the course?
How many minutes did you need to fill in this questionnaire?
When is your birthday?

[Calendar]

- Jan
- Feb
- Mar
- Apr
- May
- Jun
- Jul
- Aug
- Sep
- Oct
- Nov
- Dec
To define the basic elements of a question. ID defines the variable name that will appear in the final database.
RESPONSES (DATABASE AS PER EXPORT IN EXCEL)

Variables and cases
Missing is defined as -9
_n is the number assigned by order
_pin allow us to see the PIN of the respondent (anonymization)

| Order | PIN     | Name        | Age | Gender | Language | PIN2 | PIN3 | PIN4 | PIN5 | PIN6 | PIN7 | PIN8 | PIN9 | PIN10 | PIN11 | PIN12 | Date (mm/dd/yyyy) |
|-------|---------|-------------|-----|--------|----------|------|------|------|------|------|------|------|------|-------|-------|-----------------|
Pulling a question (or a page) to the third column we can see an analysis of the results. We can even see **cross-tabulations** putting two pulling two questions one over the other. Elements: missing cases, total answer, question type (important for the type of statistic to be chose)
QTAFI - DATA ANALYSIS - REPORT PROPERTIES

Report properties

Title
Which qualification did you achieve at the VET/HE instituti

Layout
- Chart

Totals
- Show totals

Show
- Percent
- Count

Break
--

Remove break
Apply to all the same type

OK  Cancel
Allow us to choose some features of the analysis (if we want a chart, to show the total, select the statistic (percent, count, mean—in numerical questions)

This reports can be printed out (like pdf) or exported into word/excel to be modified.
LOG DATA

Very technical, but useful to have a record of all the accesses to the tool, both from the administrators, managers, reporters and the interviewees.
Preview allows you to see how the questionnaire might look online, without entering data in the database. It is used in the questionnaire design phase.

When you publish a questionnaire (put it online), data is stored. So any further modification in the questionnaire might affect the data stored.
Important for managing the response rate and send reminders to those who did not answered (via outlook)

Three modalities of authentication:

- **Open** (everybody that has the link to the online questionnaire can access and fill the questionnaire). Does not allow to check for response rate
- **PIN**: it is required a pin to entering the survey and answer it. Allows check response rate
- **URL**: you can include the URL in the message for the interviewees (each will receive a different URL which includes the pin. Allows check response rate)
This is probably the easiest way to manage respondents, and maintaining them **anonymous**, being able to send reminders to those that do not answer.

Need of a **link between the pins in qtafi and the contact database** (excel file where we have the contact details of the interviewees, including their email address).
You can create your own pins and import them into QTAFI.

You can create pins in qtafi that follow a complex structure and export them in excel to be used, and then import again into qtafi with the exact amount of interviewees (students) in order to trace the responses.

The final step is to define in the authentication the pin as the option.
THANK YOU