IMPLEMENTING THE TRACER STUDY – USE OF QTAFI

QTAFI MAIN FEATURES

- 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 AND PROJECTS

ACCOUNTS (users).

There can be different roles (hierarchical structure):

Administrator

↓

Manager

↓

Reporter

PROJECTS (surveys)

Different accounts have assigned different projects (surveys)

USER LAYERS: HIERARCHYCAL STRUCTURE

H I E R A R C H Y

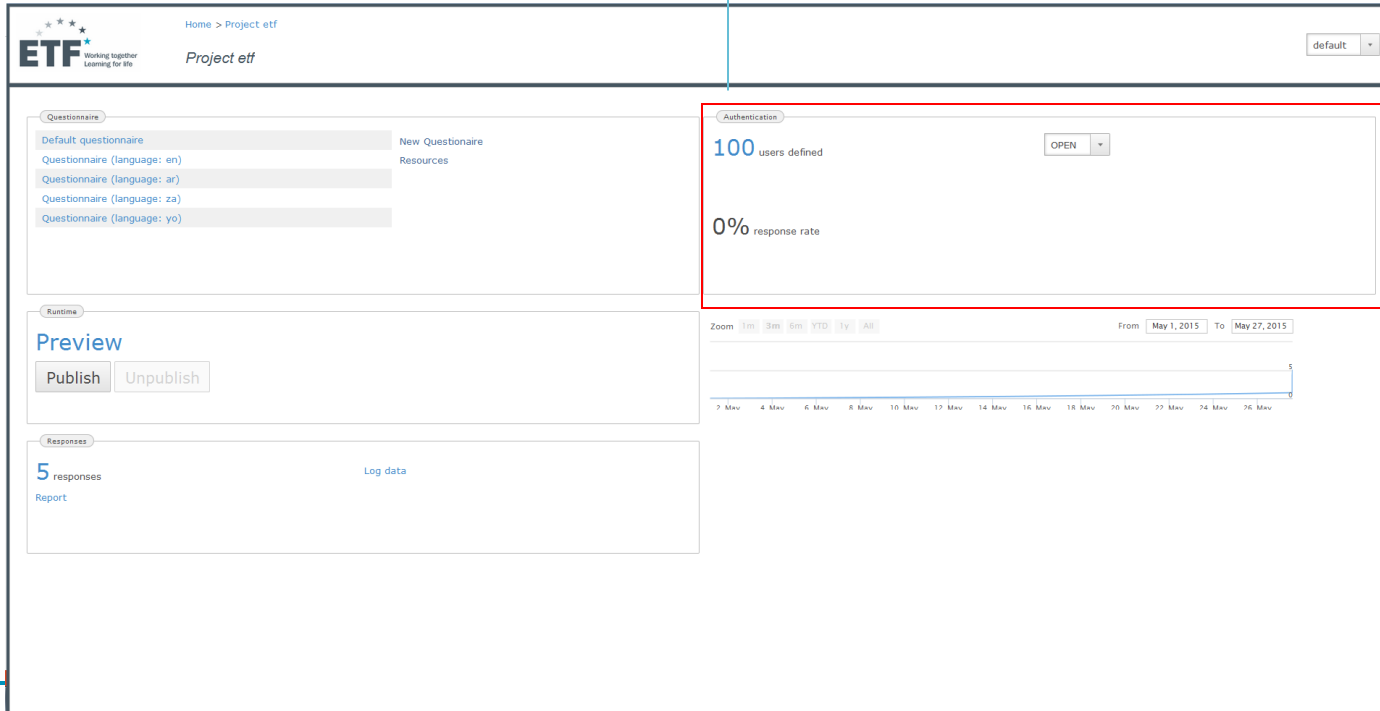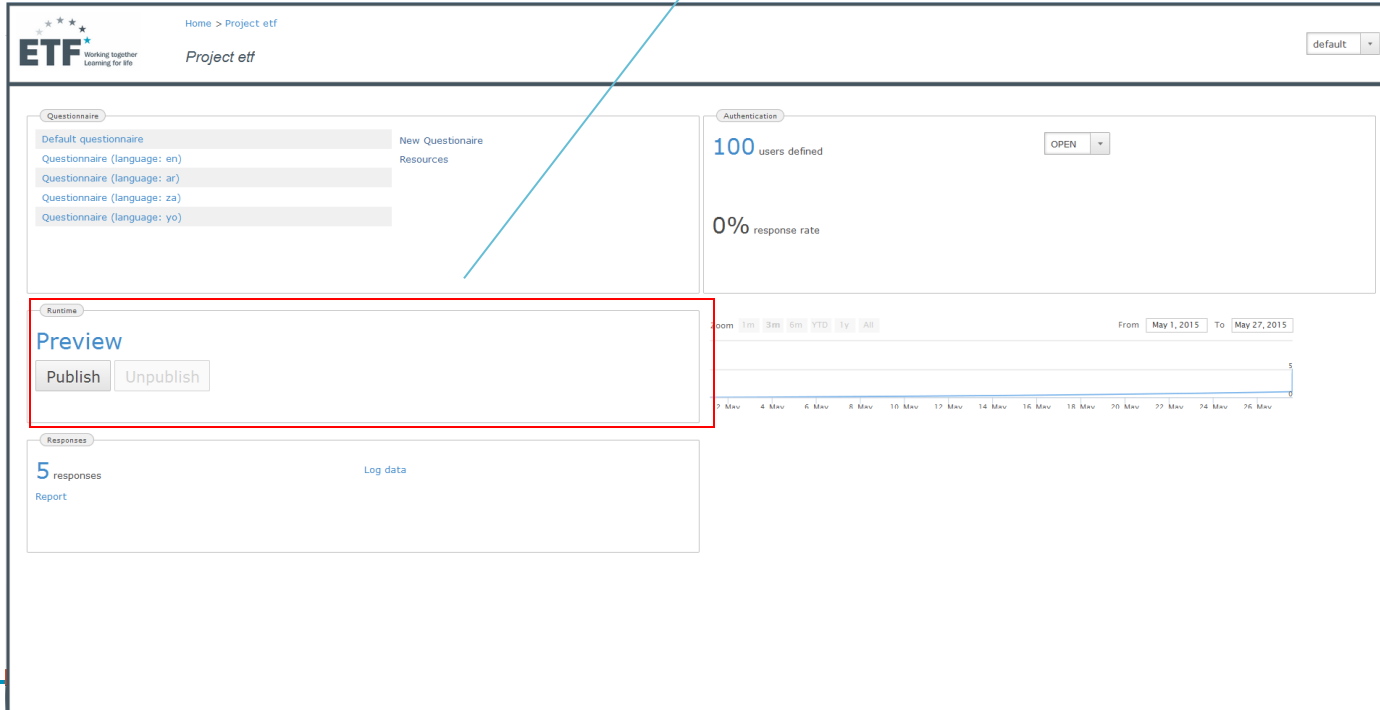| Administrator	**Full rights [create projects, assign projects to users, create questions and defines rights of other users]**
Manager	Full rights with limits: - Can only see projects he has been assigned by administrator or he has created - Cannot modify questions administrator has blocked
Reporter	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

PROJECT MAIN PAGE

Questionnaire design
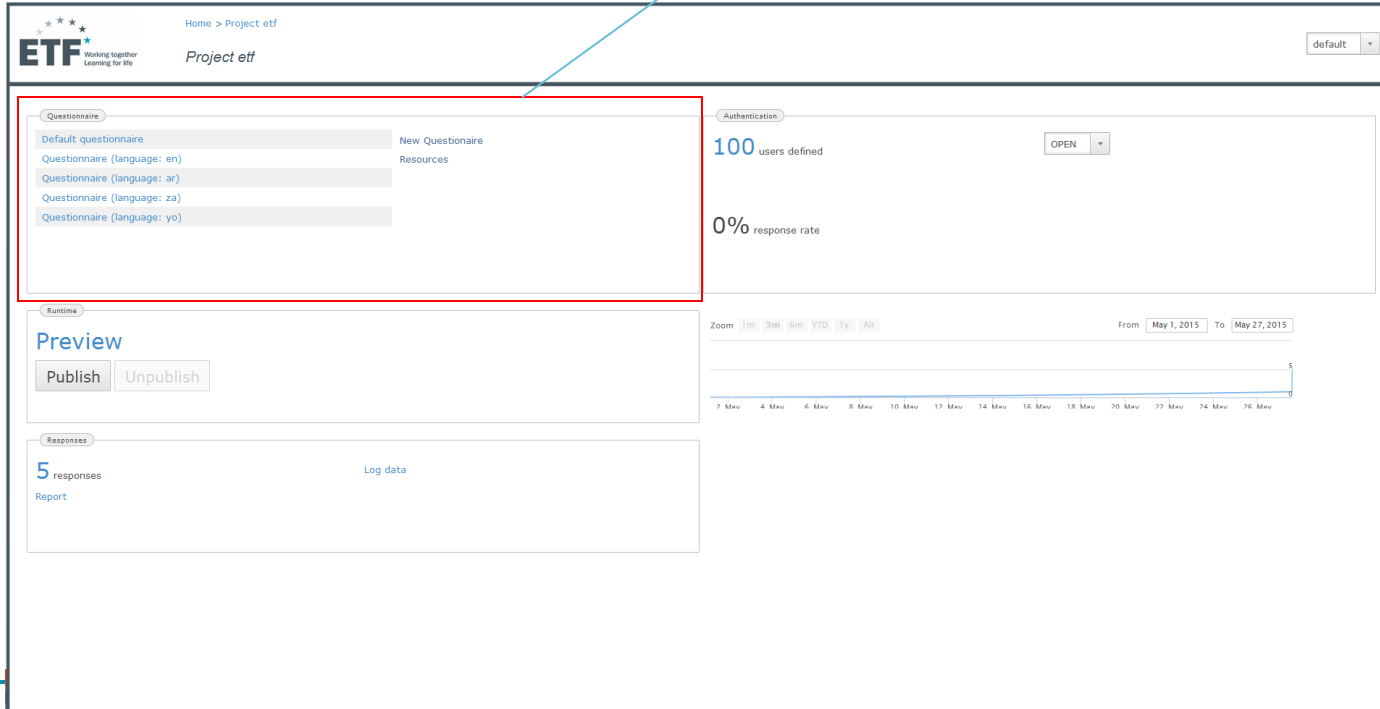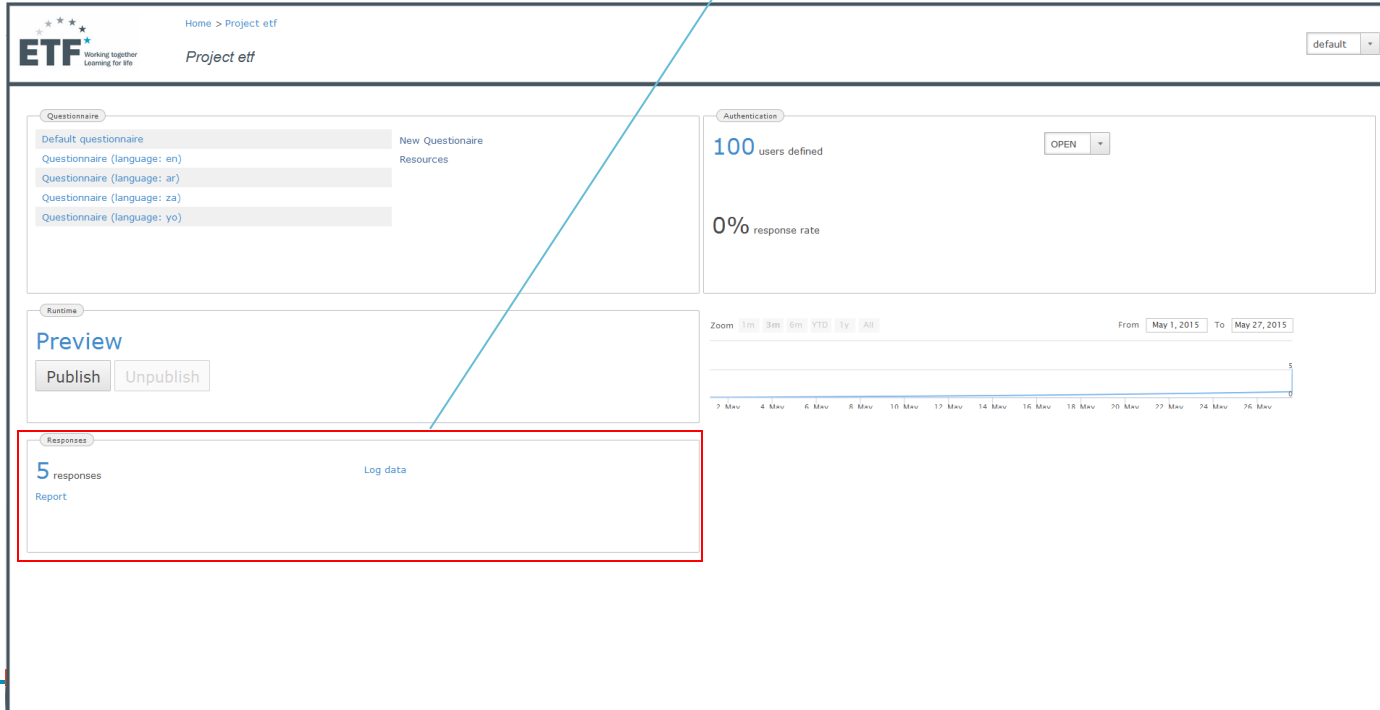
PROJECT MAIN PAGE

Authentication (defining user's access)

Home > Project etf

Project etf

default

Questionnaire

Default questionnaire
Questionnaire (language: en)
Questionnaire (language: ar)
Questionnaire (language: za)
Questionnaire (language: yo)

New Questionaire
Resources

Authentication

100 users defined

OPEN

0% response rate

Runtime

Preview

Publish   Unpublish

Zoom 1m 3m 6m YTD 1y All   From May 1, 2015 To May 27, 2015

2 May 4 May 6 May 8 May 10 May 12 May 14 May 16 May 18 May 20 May 22 May 24 May 26 May

Responses

5 responses
Report

Log data

ETF Working together Learning for life

PROJECT MAIN PAGE

Runtime (mode for online: preview, online-publish/unpublish)

PROJECT MAIN PAGE

Responses (analysis, reports and response rate)

PROJECT MAIN PAGE

Graphic evolution of responses

QUESTIONNAIRE EDITOR

Questionnaire

Default questionnaire
Questionnaire (language: en)
Questionnaire (language: ar)
Questionnaire (language: za)
Questionnaire (language: yo)
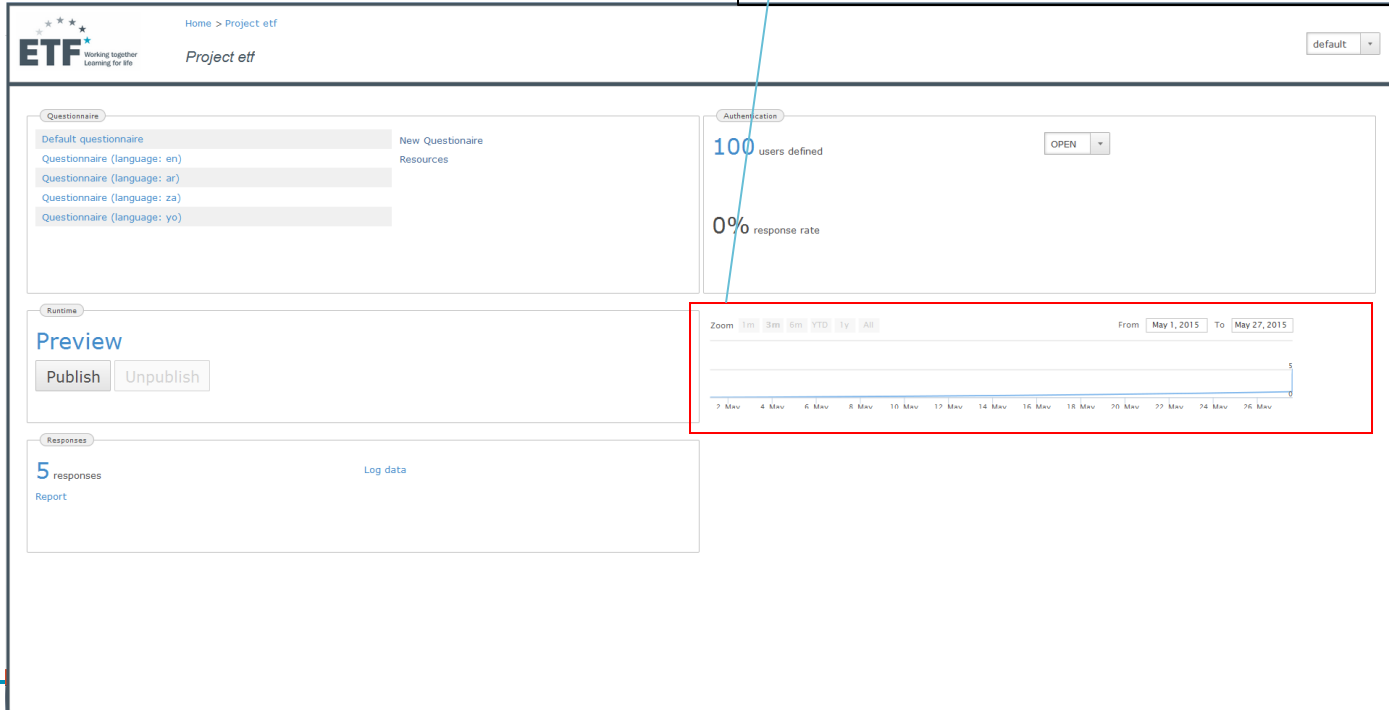
New Questionaire
Resources

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

QUESTIONNAIRE EDITOR

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**

HEADLINE (TEXT)

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

SINGLE CHOICE

A3	When did finish your study at the VET/HE institution?
☐	January 2013
☐	February 2013
☐	March 2013
☐	April 2013
☐	May 2013
☐	June 2013
☐	July 2013
☐	August 2013
☐	September 2013
☐	October 2013
☐	November 2013
☐	December 2013

Source: Harald Schomburg, Carrying out tracer studies. Appendix 2, Questionnaire Modules for a VET/HE Tracer Study.

MULTIPLE CHOICE

F1	What applied to your situation in the first six months after graduating? Multiple answers possible
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.

Five-point ordinal scale

	Not at all important 1	2	3	4	Very important 5	
	☐	☐	☐	☐	☐	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

TEXT IMPUT (OPEN QUESTIONS)

What are your expectations from the course?

METRIC

O6	How many minutes did you need to fill in this questionnaire?
	Minutes needed to fill in the questionnaire

DATE

When is your birthday?

QUESTION EDITOR

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 assigedn by order
_pin allow us to see the PIN of the respondent (anonymization)
…

REPORT (ANALYSIS PAGE)

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

7/2017

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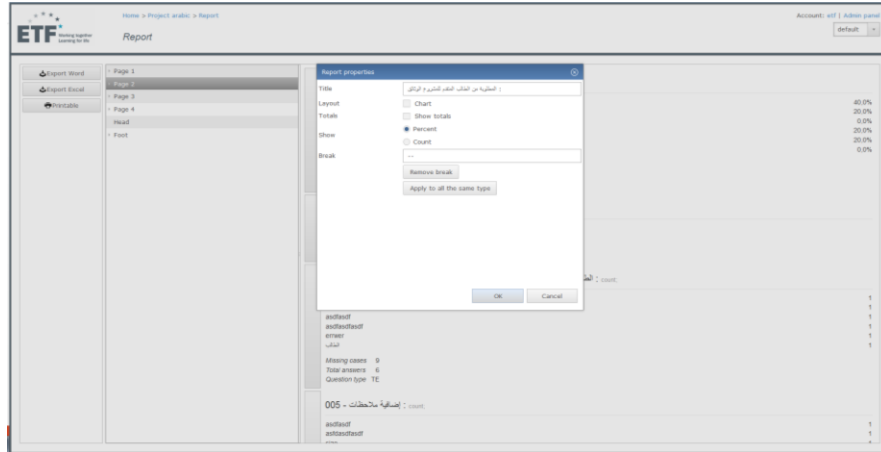
Allow us to chose some features of the analysis (if we want a chart, to show the total, select the statistic (percent, count, mean—in numerical questions)

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

RUNTIME: PREVIEW AND ONLINE (PUBLISH AND UNPUBLISH)

<u>Preview</u> 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 **<u>publish a questionnaire</u>** (put it online), data is stored. So any further modification in the questionnaire might affect the data stored.

MANAGING RESPONDENTS

Important for managing the response rate and send reminders to those who did not answered (via outlook)
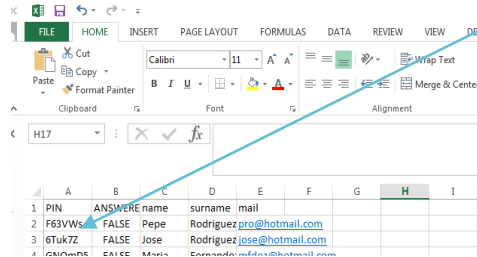
Three modalities of authentication :

- **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)
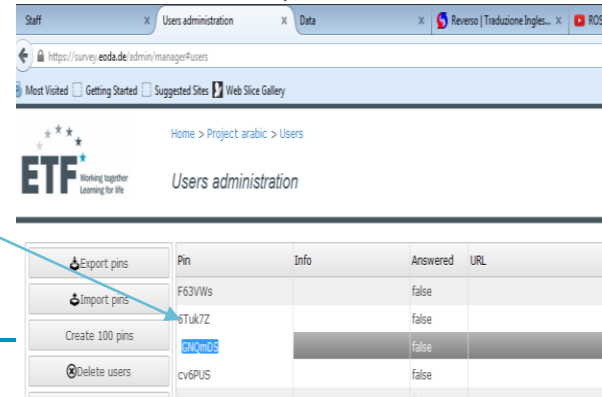
PINS

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).

This link will be used to send reminders and trace responses (F63VWs has not responded)

PINS (II)

You can create you 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