

Social Data Collection & Admin
Sources BDB on FA1APP003

Created By: [REDACTED] on 28/11/2014 at 11:43

Title: PROGRESS REPORT 1A 50 - Quota 98/99 - NOV 2014

Categorisation
BUS Field - Research\Response\LFS Local
Area Response Project\Implementation\RM
Progress Reports

Progress report template

Part 1: Interviewer area details

Reporting period:	November 2014
Area reference:	IA 50 - Quota 98/99
Regional manager:	[REDACTED]
Field manager:	[REDACTED]
Region:	East
Area:	Essex

Part 2: Progress report

Description of action	Tasks planned (tasks that need to be carried out to implement the action)	Responsible person (for each task)	Target date (for each task)	Progress update (with dates)
1. Inform interviewers of action being taken to improve response	Meetings with interviewers	[REDACTED]	End of October 2014	[REDACTED]
Data checks to be carried out on work of all interviewers named in report to include review of calling patterns/non contacts and outcome codes	Data on quotas carried out within project area by interviewers identified in report and still working in quota areas to be obtained and reviewed in detail by FM and results fed back to owning FM ([REDACTED])	[REDACTED] [REDACTED] [REDACTED]	End of November	<p>4 data check reports have been completed on the following interviewers and the results fed back to [REDACTED] for her to review and discuss with interviewers:</p> <p>[REDACTED] [REDACTED] [REDACTED] [REDACTED]</p> <p>Training points identified in these reports have been/are being discussed with the individual</p>

				interviewers by [REDACTED] and they are being advised that these issues will form part of the advice and guidance to support them in the field and can be discussed further when a training/observation accompaniment takes place with an FM in December.
Observation and training accompaniments to be made for all interviewers working on these stints in December	<p>Arrangements have been made for observation/training accompaniments of interviewers working on these quotas during December. These observations will be carried out by either [REDACTED] or her FM colleague B Brough who will be appraised of the outcome of the data check carried out on the interviewer and advised by [REDACTED] on any specific training points to be highlighted to the interviewer.</p> <p>FM to provide detailed feedback on observation report to highlight points covered and this report is to be discussed with the interviewers with directed guidance on any issues arising.</p>	[REDACTED] [REDACTED] [REDACTED] [REDACTED]	End of December 2014	
Experienced mentors to be asked to provide assistance to interviewers requiring additional support in the field to implement advice and training provided by FM on accompaniments.	To be discussed by FM carrying out accompaniments in Dec 2014 and Kate after reports received. Mentors to be allocated as considered necessary by [REDACTED]	[REDACTED] [REDACTED] [REDACTED] [REDACTED]	End of March 2015	Mentor training has been carried out.
Weekly contact to	.	[REDACTED]	End of	Ongoing - but very little work on

be kept with interviewers working on these stints with detailed breakdown of work progress to be recorded. Any issues with capacity to be discussed with RM so additional resource can be identified if required.		RM	March 2015	these quotas during November so main focus on progress monitoring will be from December onwards. No issues currently identified with capacity for work coverage.

Part 3: Other relevant update(s)

Issue	Update