Frequently asked questions about completing the Destinations of Leavers questionnaire

This information provides answers to some of the common queries about completing the questionnaire.

I am still at the University doing another course. Do I need to complete the questionnaire? Yes as you have completed one course and started another. Complete the questionnaire with details of your new course in Section D. If you are working to support your studies, complete section B. Even though you are still at Liverpool, we can’t include your information automatically.

I have more than one job. How do I complete the questionnaire? It depends on your circumstances. For the purposes of the follow up, working full time means having one job in which you work a minimum of 35 hours per week. If you have one role where you work/volunteer more than 35 hours per week and other part-time jobs, tick Working full-time and Working part-time in Section A. If you work 34 hours or less in ALL your jobs, select Working part-time. In both cases tell us the number of jobs you have in Q2.

I didn’t complete my course, so never graduated. We invite all leavers who have been awarded an exit qualification to take part. Please tell us about your current status.

Does Q9 ‘Approximately how many hours a week do you work’ mean the hours I actually work? This should be the contracted hours (not on-call or actual hours worked) for the job you’ve stated in Q3. If you are on a zero-hours contract, are volunteering or do not have contracted hours, tell us the number of paid hours you work for the job stated. Don’t total up all the hours you work if you have more than one job.

What does Q7 ‘What payment period does the above figure refer to’ mean? Look at the figure you’ve answered in Q6 (your gross pay). Is this figure the amount you earn per year? If so, tick Annually. Don’t get confused – even though you may be paid on a monthly basis, the figure you’ve entered is your annual pay.

I am retired and only did the course because I was interested in the subject matter. We’d still appreciate a reply. Just tick Doing something else in Section A.

I’m working in a temporary role whilst I look for something related to my subject. I don’t need to reply Please reply. Tell us about anything you are doing on the census date. If you need support from Careers & Employability please contact us on 0151 794 4647 or email careers@liverpool.ac.uk

I’m a member of staff at the University. I don’t need to complete the questionnaire. We have to ask everyone the same questions, even if they are working at the University of Liverpool on the census date. We do not have access to the HR system at the University. We cannot automatically include your information.

I am still working at the same employer. Do I need to complete the questionnaire? Yes. Please tell us about any employment or further study you will be doing on the census date. We do not have records on your employment status before starting your course so cannot automatically include the information.

I’m unemployed. You only want replies from those working or studying We want our data to be as accurate as possible so please reply. If you need support from Careers & Employability please contact us on 0151 794 4647 or email careers@liverpool.ac.uk

I’ve got a job, but it will not start until after the census date. Should I still fill in the questionnaire? Yes. If you are due to start a job within 4 weeks from the census date please complete Section A where there is an option for this. If you are currently working, complete the questionnaire with this information NOT the job you will be starting.

I don’t want to take part If you don’t want to participate, please let us know. Email kirsty.rothwell@liverpool.ac.uk if you don’t want to take part. Let us know your full name, student ID if you know it and the course you completed so we can identify you.