Coding your documents in VET research

Segmenting all those electronic documents

QSR NVivo (Qualitative Software and Research -Non-numerical Unstructured Data Information Searching Indexing and Theorising), or a similar system is often used to process the data for analysis.

Documents, interview, observations, questionnaires and pictures imported into such a system need a system of coding.

1 – All documents need to be referenced so that they can be identified.

2 – The characteristics of each data collection incident need to be recorded.

3 – There needs to be system to identify reoccuring themes in the data – a coding system.

Document coding:

An example of a system follows:

Document code	:	Data level : Case : Data Type : No/Name/Date
Document name	:	Text Title or type of interaction
Author	:	Key people names
Distribution	:	Public or restricted
Location	:	In organisation
Date	:	Month and year

Data level :

    1 – Primary cases multiple data sources
    2 – Secondary cases multiple interviews (secondary data)
    3 – Telephone / Visit Interview cases
    4 – Questionnaire contact
    5 - National networks
    6 – State network
    7 – Local networks – Providers Focus groups
    8 – Reports
    9 – Local documents
    10 - International documents
    11 – Memos to self - analysis

Case No :   Case name 3 letters

Data Type :   S – Structured, face to face interviews from transcripts
    I – Interviews, face to face, structured, from field notes
    T - Telephone interviews, structured
    ` D – Discussions and reflections with individuals, unstructured
    M – Meetings of groups as fly on the wall

O – Observations
F – FMI specific reports
X – Texts of the organisation
R – Records of the organisation scanned
L – On-Line scanned documents
E – E-mail interaction
P – Pictures and Posters environment

Number / Name: Sequential within Case

Industry grouping.

Agriculture, forestry and fishing	[1]	Transport and storage	[9]
Mining	[2]	Communication services	[10]
Manufacturing	[3]	Finance and insurance	[11]
Electricity, gas and water supply	[4]	Property and business services	[12]
Construction	[5]	Education	[13]
Wholesale trade	[6]	Health and community services	[14]
Retail trade	[7]	Cultural and rec services	[15]
Accommodation, cafes and restaurants	[8]	Personal and other services	[16]

Document Type

- S – Structured, face to face interviews recorded - from transcripts
- I – Interviews, face to face, structured, from field notes
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- D – Discussions and reflections with individuals, unstructured
- M – Meetings of groups as fly on the wall
- O – Observations
- X – Texts of the organisation
- R – Records of the organisation scanned
- L – On-Line scanned documents- intranet
- E – E-mail interaction
- Pi – Pictures and Posters environment
- IR- Internal report
- Ex – External report – specific reports
- Q – Questionnaire
- Pb – Organisational publicity
- BB – Bulletin board
- FG – Focus group
- V – Video
- S – Seminar
- P - Publication
- R – reflection

Participant role – position in organisation

- Participant
- Coordinator
- Trainer
- Designer
- Administrator
- Academic
- Manager
- HR Manager
- Broker
- Steering group
- Evaluator
- Subordinate – team member
- Publisher
- Standards body
- Various

Data access– public nature of the data

- In confidence
- Blind survey material
- Corporate level
- Group meeting material
- Organisational knowledge
- Virtual group
- FMI users forum
- Public material

L B-P