

**Sub:- Special Graduate and Diploma Holder Card - Revised
Editing/Verifying and Coding Instructions**

Based on the comments received on the earlier draft, the instructions for editing/verifying and coding the special graduate and Diploma Holder Card have been verified and circulated for your reference. Still if you have any comments, please send the same to Mrs Jallow, Data Processing Section.

(N. Rama Rao)

1993 POPULATION AND HOUSING CENSUS OF THE GAMBIA

EDITING/VERIFYING AND CODING INSTRUCTIONS FOR SPECIAL GRADUATE AND DIPLOMA HOLDER CARD

1. Identification Particulars

The information required to identify each household is at the top of the schedule. Please check whether these particulars (both name and code) have been properly filled in. You may refer to corresponding form A/B for this purpose. If any correction is needed you should do it.

2. Sex, Age and Nationality

If these have not be filled in, you should enter 1 or 2 for male or female and record the age and nationality with reference to Form A/B entry of this person.

3. Educational Qualifications

In Col 14(b) of form A/B, code 70 or 80 as the case may be, should have been entered for this person. Otherwise bring this to the notice of your supervisor. You have to code only the highest qualification. If a person has both technical and non-technical qualification, technical qualification will be treated as the higher qualification. Take into account area of study also while coding. The three digit code (as per enclosure) should be given in the space between name of Degree or Diploma and Area of study.

If more than one degree/diploma is recorded, code the highest degree eg. if a person has Bsc, Msc, and Phd code Phd.

If the area of study is not stated or wrongly stated as the country of study, area of study should be derived from the degree i.e. for instance BA (Economics), then code 301. If area of study cannot be derived then the degree should be coded as "other"

4. Occupation

If the three sub columns (i), (ii), (iii) under this head are left blank, fill them up with the help of information provided in columns 16, 17 and 18 of Form A/B.

Coding (Use green ink)

Sex Give 1 for male and 2 for female near the column on the left.

Age Give 98 if anybody is aged 98 and over. Otherwise leave it as it is.

Nationality (To be coded near the column on the right side).

Nationality Code

	Code
Gambia	00
Senegal	80
Guinea (Conakry)	81
Guinea (Bissau)	82
Mali	83
Sierra Leone	84
Mauritania	85
Ghana	86
Nigeria	87
Liberia	88
Other West Africans Countries	89
Other African Countries	90
Non African Countries	91
Not Stated/Blank	99

Occupation (Codes to be given on the right hand side of each entry).

- 3(i) Name of Occupation Give the 3 digits occupational code with reference to occupation code structure. For non-workers, give 000
- 3(ii) Name of Organisation etc Give code 1 if self employed. Otherwise no coding.
- 3(iii) Nature of Product/Services etc Give the 3 digits industrial code with reference to industrial code structure. For non workers, give 000.

Average Monthly Income/Salary Range

Give code 1 for less than 500 Dalasis, 2 for 501-1000 Dalasi, 3 for 1001-1500 Dalasis, 4 for 1501-2000 and 5 for 2001 Dalasis and above.

NON-TECHNICAL DIPLOMA

	Code
Acting	101
Art	102
Beautician	103
Business Management	104
Commerce	105
Domestic Science	106
Embroidery	107
Languages	108
Library Science	109
Music and/or Dancing	110
Secretariat Practice and Shorthand	111
Sewing	112
Subjects like Maths, Physic etc.	113
Other Non-technical Diploma	119
Not Stated	999

TECHNICAL DIPLOMA

	Code
Agriculture	201
Dairying	202
Diploma awarded by Technical and Industrial Institutes	203
Engineering (any branch)	204
Forestry	205
Medicine (any branch)	206
Photography	207
Physiotherapy	208
Teaching	209
Technology (any branch)	210
Veterinary	211
Other Technical Diploma	219
Not Stated	999

GRADUATE DEGREE OTHER THAN TECHNICAL DEGREE

	Code
Bachelor of Arts (B.A.) (any subject)	301
Bachelor of Bank Management	302
Bachelor of Business Administration	303
Bachelor of Commerce	304
Bachelor of Fine Arts	305
Bachelor of Labour Management	306
Bachelor of Law	307
Bachelor of Science (Physics, Maths, Chemistry etc.)	308
Any other Graduate Degree	309
Not Stated	999

POST GRADUATE DEGREE OTHER THAN TECHNICAL DEGREE

	Code
Chartered Accountant	401
Cost Accountant	402
D. Litt	403
D Sc.	404
M.A. (any subject)	405
Master of Business Management	406
M. Com	407
M.Litt	408
M.Phil	409
Master of Public Administration	410
M.Sc (Physics, Maths etc)	411
Master of Social Work	412
Ph.D. (any subject)	413
Other Post Graduate Degree (other than technical degree)	419
Not Stated	999

TECHNICAL DEGREE

	Code
Agriculture	501
Dairying	502
Engineering/Technology (any branch)	503
Forestry	504
Horticulture	505
Medicine (any branch)	506
Teaching	507
Veterinary	508
Other Technical Degree	509
Not Stated	999

PROFESSIONAL & NON-DIPLOMA/DEGREE HOLDER

	Code
HTC - Higher Teachers Certificate	601
SRN - State Registered Nurse	602
SMN - State Medical Nurse	603
Hotel Management	604
AAT - Level 2 - Association of Accounting Technicians	605
ACCA - Association of cost & Chartered Accountant	606
CPA - Chartered Public Accountant	607
Computer Programmers	608
Higher Certificate in Agric.(Gambia College)	609
HNC - Higher National Certificate	610
Other Professional	611
Not Stated	999