

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.

(L. JALLOW)

2003 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 80 or 90 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 (SAME FOR THE CENSUS)

| | 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 |