

PART V

CONCEPTS AND DEFINITIONS

5.14 (Cont'd)

3. Did not work because they were on leave, including vacation leave, with or without pay, so long as their job was being held for them until their return.
4. Did not work because of some Labour Dispute, such as a strike or a lock-out.
5. Was on short lay-off of not more than 30 days duration with instructions to return to work at the end of the 30 days. If the lay-off is for longer than 30 days then he should not be classified in this category.

Note that you do not include here, persons who did not work because of the illness of another person; such would be classified under "Other" unless granted leave for the purpose.

5.15 Looking for work

Include in this, persons not classified as "Working" or "With job but not working" who were looking for a job.

By looking for a job, we mean any positive attempt on the part of the respondent to seek a job. Such attempts may be:

1. Registration at any employment agency, either government or private.
2. Being on call as available for work, such as a nurse on the register as a private nurse.
3. Visiting job sites in search of a job.
4. Applying in person to prospective employers.
5. Putting an advertisement in any public press or place.
6. Writing letters of application.
7. Asking someone to try to find him a job.
8. Making investigations with a view to starting his own farm or business.

Classify respondent in this category if he was not working or had no job and had made even one attempt during the week to look for a job.

PART V

CONCEPTS AND DEFINITIONS

5.15 (Cont'd.) Remember however, a person may say he was looking for work during the Survey Week when he already had a job, perhaps because he wants a better job. He may even have advertised or went for an interview.

Such a person must however be classified as "Working" and NOT as "Looking for Work". It is extremely important that you talk with the respondent at some length before deciding how to record his answer.

Note that if respondent was looking for work outside of Jamaica, e.g. in America, he should not be classified as "Looking for work" but as "Other".

5.16 Keeping house This category applies to all persons not classifiable at any of the first three response positions who spent most of the Survey Week engaged in home duties.

If, for some reason such as illness, the person did not spend most of the Survey Week engaged in home duties, but would otherwise have done so, then such a respondent should still be classified in this category.

This category applies mostly to women. However, there will be some men and young adults who will fall into this category.

It is not necessary for the person to be engaged in the physical labour of cooking, cleaning, etc. Any person who spent "most" of the Survey Week managing or being responsible for the care and running of the home, or in caring for children should be included in this category.

Please note that more than one member of the household can fall into this category.

For example, if a daughter who did not work, was not on leave and who did not look for work, spent most of the Survey Week helping her mother in the house, then both mother and daughter would be classified as keeping house.

PART V

CONCEPTS AND DEFINITIONS

- 17 At School full time Under "School" should be entered those persons, of age 14 years, and over, who during the Survey Week was attending school full time. However, persons who were engaged in some form of economic activity during the Survey Week, but who went to school some time during the night or day would if they worked at their economic activity for one hour or more during the Survey Week, have been classified as "Working" and would not therefore be classified as "School".

"School" here includes students at primary and secondary school, university, technical or trade school etc.

- 18 Crippled, Disabled, Mad, etc. Include in this category all those persons who are incapable of working because of chronic old age, physical or mental disability, or chronic illness.

Physical or mental disability must be something specific such as blindness, loss of limb, serious heart troubles, tuberculosis, mental disorders, etc. and not just minor disabilities.

Please note that, although incapability to work is sometimes due to old age, yet this category is not confined to old persons. If a young man or woman is incapable due to some permanent disability, then he or she would be classified in this category. On the other hand there are many elderly people who although of a ripe old age are not incapacitated and are still able to do a little work. These should not be included here but should be classified as "Other" if in fact they did not work, were not "on leave" or were not "seeking work".

- 19 Other All other classifications not included in the above category should be entered in "Other": e.g., Pensioners who are not "disabled".

If the classification is "Other", make a mark in the relevant response position as instructed, and then specify the classification in the space below.

If the information cannot be obtained, write in the space provided "Not Reported".

PART VI

THE QUESTIONNAIRE AND HOW TO USE IT

6.1. General The questionnaire is the main instrument used in any survey. It contains the list of questions which must be directed to the respondent and on it is recorded the responses given by the respondent. It is therefore, of utmost importance that the interviewer fully understand the purpose, content and structure of the questionnaire. If this is not the case, then questions may be left unanswered, the wrong questions may be directed at respondents or the answers may be incorrectly recorded. This will result in the introduction of bias into the survey results or the results may be distorted in other ways.

In this section of the manual, guide line for the proper understanding of the questionnaire is presented. It must be carefully studied by each interviewer and all of the field personnel.

6.2 The Questionnaire The Labour Force Questionnaire (Form CSDS 29) is designed to elicit the information which will be used to determine the size and composition of the Labour Force, various characteristics of the Labour Force and of persons outside of the Labour Force.

The questionnaire is divided into five (5) sections.

- Section 1 - Identification
- Section 2 - Determination of the Labour Force
- Section 3 - For Employed persons
- Section 4 - For Unemployed persons
- Section 5 - For persons outside the Labour Force

Section 1 is to be completed for each person who usually resides in the household in the dwellings selected for the particular survey.

Section 2 is to be completed for all persons who are fourteen years of age or over prior to the start of the survey. There is one exception and that is that persons who are crippled and disabled - that is persons who by virtue of having some physical or mental disability is unable to move about and to work. This will be discussed further at another point in this manual.

The answers given to the questions in this section will determine into which of three categories each individual falls and provide directions as to the relevant questions to be directed to the particular individual.

Section 3 include the questions which are to be asked at all persons who are employed.

Section 4 has in the questions for these persons who are unemployed.

PART VI

THE QUESTIONNAIRE AND HOW TO USE IT

6.2 (Cont'd) Section 5 is for persons who are categorised as being out of the Labour Force.

This means that for an individual who is 14 years and older and is not crippled or disabled, will be asked questions in Sections 1 and 2 and one other section. Therefore on no account should more than three (3) sections be completed for any individual.

6.3 The Questionnaire Its format

The questionnaire makes use of the pre-coding and skip instruction techniques.

Pre-coding means that for a particular question, all the possible or the most likely answers have been determined and indicated on the questionnaires. The interviewer is then required only to appropriately indicate the answer given by, or on behalf of, the respondent. Where not all possible answers are indicated in some instances the interviewer is asked to specify what the other answers are.

All questions have been precoded with the exception of those concerning occupation and industry. In these instances the interviewer must write down in the appropriate place the answer given by, or on behalf of, the respondent.

The skip instruction technique ensures that only relevant questions are directed to any particular individual. This is done by indicating under each possible answer to a question, the next question which ~~must~~ be asked. This is done either by a 'Go to Statement or by an arrow. Where no instruction is given then the next question must be asked.

There are also other instructions given on the questionnaire as a guide to the interviewer and these must be carefully followed if the questionnaire is to be properly administered. These are generally given in italics and boxed.

6.4 Recording Answers

As mentioned above some questions are pre-coded while others are not.

In the case of the pre-coded questions, the answer is recorded by making an identifiable score or 'tick' in the box with the appropriate answer, thus ☒

For questions where the answer must be written in (e.g. question 3.8 and 3.9) the answers given must be written in distinctly, preferably by printing the answer. This is necessary as someone in the office will be assigned to the job of determining the codes based on the answers recorded by the interviewer.

PART VI

THE QUESTIONNAIRE AND HOW TO USE IT

6.5 Survey Week

The survey week for each survey will be specified on the Form CSDS 6. it will be the last week of March or September.

All questions must be asked with reference to that week.

6.6 Who should be enumerated

You will be required to visit each dwelling assigned on Form CSDS 6. At each such dwelling you will identify all the households which occupy the dwelling. You will then proceed to enumerate all members of each household identified within the selected dwelling.

A member of a household is someone whose usual place of residence is with that household in the particular dwelling. Persons visiting with the householders must be enumerated unless they have no other usual place of residences.

Make sure that you check for elderly or very young members of the household as respondent do tend to forget these.

As you will recall from paragraph 6.2 the number of questions to be directed at the individual will depend on his/her age and how he/she will be classified in terms of the Labour Force.

Remember that persons living in Non Private dwellings (Group Dwellings) are not to be enumerated. A private dwelling on the same premises as a Non-Private dwelling will be included as any other private dwelling.

PART VII - THE QUESTIONNAIRE

- 7.1 Introduction** Remember that a questionnaire must be completed for each member of the household, from the youngest to the oldest.
- Remember also that the questionnaire consist of five sections but no individual will be asked questions from more than three.
- SECTION 1 IDENTIFICATION**
- 7.2 Enumerator's Number** Enter your number, that is the number on your identification card, in the space provided in the identification number. If your number has less than four digit, put zeros before your number to make it up to four digit
- 7.3 Parish Code** This you will get from your Form CSDS 6 and from your E.D. map.
- 7.4 Constituency Code** This you will get from your Form CSDS 6 and from your E.D. map.
- 7.5 E.D. Number** This you will find on your Form CSDS 6 and your E.D. map
- 7.6 Dwelling Number** This number will be found in the appropriate column on your Form CSDS 6.
- 7.7 Household Number** At each selected dwelling you will be required to identify all households within the dwelling and to number them sequentially starting from 01. Enter the appropriate number for the household you are enumerating.
- 7.8 Individual Number** Within each household you are to number each member sequentially beginning from 01. The head of the household will always be 01. If a spouse or partner is present, that person is 02 or go on with the sequence being based on the relationship to the head as set out in question 1.
- Enter the appropriate number for the individual.
- 7.9 Respondent Number** Enter here the individual number of the member of the household who is supplying the information.
- 7.10 Vacant and Closed Dwellings etc.,** For dwellings which are closed or vacant or demolished, fill in up to the dwelling number and write vacant, closed or demolished across the page of the questionnaire.
- 7.11 Refusals etc.,** Where the household refuses to supply the information or is away for the survey period or cannot be contacted, fill in up to the household number and put an appropriate note across the page e.g. Refusal or Householders absent or Householder cannot be contacted.
- 7.12 Name of Individual** Fill in here the name of the individual you are enumerating or receiving information about.
- Question 1.1

PART VII

THE QUESTIONNAIRE

7.13 Relationship to head
Question 1.2

Tick (✓) the appropriate box remembering that the members of the household must be numbered in the proper sequence starting from the head.

The types of relationships are quite specific and need further clarification.

For a definition of each category see paragraph in the Concept and Definitions Section.

7.14 Sex
(Question 1.3)

Tick the appropriate box - | ✓ |

| 1 | if the individual is a male and

| 2 | if the individual is a female

Do not enter the sex on the basis of the name only. You should always enquire what sex the person is unless the respondent has already indicated thus, "My son,....." or "My daughter-in-law....." or the like.

7.15 Age

(Question 1.4)

The age required is the age on last birthday. There is an arrangement for part of a year on the questionnaire. Babies under one year old should be recorded as 0 years old and would thus be recorded as "0" in the first box, and "0" in the second box. Persons who are over 99 years should be recorded "99".

The age given should be that of the person at the end of the Specified Survey Week. Remember that even if the person has a birthday during the Enumeration Period or shortly thereafter, the age you should record should be that at the Survey Week.

If the respondent does not remember his age, or does not know it, you should make an effort to determine it by referring him to some outstanding events which may have occurred during his lifetime. For example, if he appears to be over sixty, you may ask him if he remembers the 1907 Earthquake. If he says yes, then you may ask about how old he was at the time. Was he going to School; was he working; etc. This may help you to determine how old he was at the time. Suppose, for example, he was to tell you that he must have been about five years old at the time, then you will know that he should be about 61 years old, since the earthquake was in 1907.

Or, he may remember the 1938 Riots. If he were, say, twelve years old, then he would be 57 years of age now.

If he cannot assist you in any way to determine his age then you will have to estimate it. This assumes, of course, that you are interviewing the respondent himself. In some

PART VI OF THE QUESTIONNAIRE

7.15 (Cont'd)

the information is being supplied by another member of household. In this case the respondent will be required with your help, to make the estimate.

A list of significant events is given at Appendix 11.

This question should never be left unanswered.

Record the information in the manner described above.

7.16 Section 1 - General

All the boxes in the identification number must be filled in and questions 1-4 answered in all cases. This is very important and this instruction must be strictly adhered to.

For persons under 14 years of age this is the end of the interview and no further questions must be asked.

For persons 14 years of age and older proceed to Section

SECTION 2 - DETERMINATION OF THE COMPONENTS OF THE LABOUR

FORCE

7.17 Introduction

The purpose of this section is to identify the members of the Labour Force and further to distinguish between employed and the unemployed Labour Force.

7.18 Question 2.1

This question seeks to determine what was the activity in which the individual was engaged during the survey week. The individual may have been doing one of the following

- (a) Working (for himself or for others);
- (b) with job not working i.e. having a job but not at work due to illness or being on leave etc.;
- (c) looking for work - actively seeking work during the week;
- (d) doing home duties;
- (e) at school full time (If the person was at school part time, he could also be classified in one of the other categories listed as answers to the question and should be classified accordingly). If he was a part time student and did nothing else he should be classified as 'Other';
- (f) crippled or disabled - totally incapable of working;
- (g) other.

Before asking this question you must be sure that you fully understand the concepts as laid down in part five of the manual.

PART VII

THE QUESTIONNAIRE

7.18 (Cont'd)

The answer you record will then determine the next question to be asked of the respondent. This is done through 'sk instructions which must be followed carefully by you.

Remember that working takes precedence over any other answer.

(See definition in Part V .)

If the answer to question 2.1 is "working" then the next question to be asked would be question 3.2.

If the answer, is "with job not working", then go to question 2.2.

If the answer is 'Looking for work', 'At Home' or 'Other' then go to question 2.2.

If the answer is 'School full time' then go on to question 5.1.

If the person is crippled or disabled (mentally and/or physically incapable of working) then ask no further questions about the individual.

7.19 Question 2.2

Although people may not have worked most of the week, they may have worked for some one of for himself or at least 1 hour during the week. This question therefore seeks to identify all the persons who were actually working (either for himself or for others) but did not indicate this at question 2.1. Please see definition of working in Part VI.

If the response to the question is 'Yes' then proceed to Question 3.2.

If the answer is 'No', then check the answer to question 2.1. If this answer is 'with job not working' then go to question 3.1. If there is any other answer go to question 2.3.

7.20 Question 2.3

This question aims to determine if the individual could be classified as 'with job, not working' although at question 2.1 he indicated otherwise. This may be because the individual had been otherwise occupied and forgot to say that he was on leave or was off the job through a labour dispute or because of weather conditions.

Note the definition of with job, not working in Part V of this manual.

If the answer is "Yes" then go on to question 3.1.

If the answer is "No" then check the answer to question 2.1 and if the answer to this question is 'looking for work'

PART VII

THE QUESTIONNAIRE

7.21 Question 2.4 This question seeks to determine whether or not the individual, while not currently employed, wanted to work during the past six months. The individual may have worked in the past six months but is not now working.

If the answer to the question is 'Yes' then proceed to question 2.5 and if the answer is 'No' go on to question 5.1.

7.22 Question 2.5 Although an individual may have wished to work in the past six months and is currently not working, he may not have been available for work during the survey week. Question 2.5 therefore seeks to identify, from among those persons who are generally available for work, those persons who were available for work during the survey week.

If the answer is 'nothing, would accept' then proceed to question 4.1. For any other answer proceed to question

SECTION 3 -- EMPLOYED PERSONS

7.23 General

This section is to be completed only for the following individuals:-

- (i) who answered 'working' or 'with job but not working' at question 2.1;
- (ii) who answered 'Yes' to either question 2.2 or question 2.3;

7.24 Question 3.1

This question is applicable only to persons who answered 'with job but not working' at question 2.1 or 'Yes' at question 2.3. The aim of the question is to determine the principal reason why the individual gave the particular answers to questions 2.1 and 2.3.

For these persons question 3.2 is not applicable so skip over to question 3.4 regardless of the answers given.

7.25 Question 3.2

This question is for persons who worked during the survey week and it seeks to classify these persons as to whether or not they were working regularly. Here regularly is defined as working for at least 5 days over a two week period. Other definitions may be possible but this is the one that is considered most appropriate and the one which must apply.

Tick the appropriate answer and proceed to the next question.

7.26 Question 3.3

This question seeks to determine the number of hours worked during the survey week by all persons classified as 'working'.

PART VII

THE QUESTIONNAIRE

7.26 (Cont'd)

This question will be asked only of those persons who have been marked "working" during the Survey Week (

The number of hours should include:

1. Number of hours actually spent on the job including time-off, rest periods, lunch and coffee breaks.
2. All overtime work performed on the job.
3. Paid public holidays and paid sick leave.
4. Time spent to wash-up and change clothes.

Special attention should be paid to Casual Workers, whose work pattern is irregular - i.e. they might have worked for one hour on one day, five on another day etc.

As may be seen on the questionnaire, hours worked during the Survey Week is divided into the following ranges:

- (a) 1-8 hours
- (b) 9 - 16 "
- (c) 17 - 24 "
- (d) 25 - 32 "
- (e) 33 - 40 "
- (f) 41 - 48 "
- (g) 49 "
- (h) Not Reported

Enter the information in the relevant range in the manner instructed above.

For example, if the respondent worked 13 hours for the week, then you should record your answer at "9-16" hours.

If the number of hours worked is less than 33 then question 3.4 must be asked next. For other answers go to question 3.7.

7.27 Question 3.4

This is to find out from persons working 32 hours or less per week whether or not this was the usual situation for the particular individual.

Note that the question relates to the usual situation ()

It is normal for the person to work 32 hours or less, then go on to question 3.5. Otherwise go on to question 3.6.

PART VII

THE QUESTIONNAIRE

7.28 Question 3.5

This question attempts to identify the reasons why persons usually work less than full time, that is for 32 hours or less per week. The possible answers are:-

- (i) Only part time work available - This indicates that the person would be prepared to work for longer hours if the opportunity existed.
- (ii) Illness - Because of the health and physical conditions he is unable to work for longer hours.
- (iii) Do not want to work longer hours - Here the individual does not wish to work longer hours.
- (iv) Have to care for children and/or relatives. Because of the necessity to care for children and/or other relatives the individual does not wish to work other than on a part time basis.
- (v) Other - Any other response which may be given by the respondent.

Note that whatever the answer to this question, the next question to be asked is question 3.7.

7.29 Question 3.6

This question applies to persons who do not, usually work 32 hours or less but who worked only those hours during the Survey Week. As with question 3.5 the purpose here is to determine the reasons for the reduction in the hours worked.

Here the possible answers are:-

- (i) Started new job - The individual started a new job in mid-week.
- (ii) Job terminated - The individual lost his job during the week.
- (iii) Only Part Time Work available - During the week work was available to the individual for only part time.
- (iv) Illness - Due to illness the individual could only work for part of the week.
- (v) Did not want to work for more hours - While this is not the usual situation, the person did not wish to work more hours.
- (vi) Labour Dispute - Because of a labour dispute the person was only at work for part time.
- (vii) Holidays - The individual may have been on leave for part of the week.

PART VII

THE QUESTIONNAIRE

7.29 (ont'd) (viii) Bad weather - This will generally apply to persons in Construction where the weather conditions may prevent work for part of the time.

(ix) Other reasons.

7.30 Question 3.7-3.10 These questions seek to determine the nature of the current working experience of the individual.

7.31 Question 3.7 You should be very careful to record the answer to this question in the correct group.

However, it is not always easy to determine what group he should fall in. The groups are:

- (a) less than 1 month
- (b) 1 month but less than 3 months
- (c) 3 months but less than 6 months
- (d) 6 months to under 9 months
- (e) 9 months to under 12 months
- (f) 12 months

You should record the number of months worked during the past twelve months up to and including the Survey Week.

Remember, the reference is not to the CALENDAR Year but to the TWELVE MONTH PERIOD just referred to.

The calculation which is to be made varies depending on the work pattern of the respondent.

A conversion table to be used for the calculation is given in the Appendix

7.32 Question 3.8

The question is designed to find out the occupation of the respondent during the Survey Week. What is required here is the exact nature of the job done by the individual.

There are some occupations, however, which tend to be ambiguous and you should pay special attention to these. Included in these are:

Agent	Inspector
Accountant	Labourer
Apprentice	Mechanic
Caretaker	Salesman
Civil Servant	Teacher
Construction Worker	Office Clerk
Doctor	Typist
Engineer	Driver

PART VII

THE QUESTIONNAIRE

7.32 (Cont'd)

Try to get concise and accurate information concerning the occupation of the individual. It might be necessary to do some probing to find out exactly what duties are performed by the individual on the job.

Try to avoid impreciseness or ambiguity in writing in the occupation.

For example, the respondent may reply that he is an "Agent". You should not write this down, because he may be any of a number of kinds of agents.

He could be a Land Agent, a House Agent, a Commission Agent, an Insurance Agent, or one host of other kinds of Agents.

Another example is that of a Civil Servant. There are a number of different kinds of jobs being done by Civil Servants. Some are Enumerators, others are Engineers. Some are Clerical Officers, others are Stenographers; yet others are Surveyors. Thus, it is necessary to find out more details of these types of classification.

Record the answers by WRITING in the occupation in the space provided. Coding on this will be done in office.

(7.33) Question 3.9

This question seeks to determine the industry corresponding to the Occupation entered at Question 3.8.

Give a clear and accurate description of the kind of economic activity carried on by the firm, or in which the respondent was engaged or of the employer to which he was employed.

Industries or groups of Industries may be described in varying degrees of detail. As an example of the type of detail required for the Industry classification take the case of the Sugar Industry.

In recording the type of business carried on, you should find out whether the person worked in the Factory or whether he worked on the agricultural side of it, that is in the growing of sugar cane.

If he worked in the Factory then his Industry is Sugar Manufacturing.

If he worked in the field his Industry is Cane Growing.

Please note that a domestic servant employed in a Private Household should be classified as Industry - Private Household, even though her employer may have a business in a different industry. If however, she worked in a hotel then the Industry would be Hotel Industry.

PART VII

THE QUESTIONNAIRE

- 7.33 (Cont'd) Record the answers by WRITING in the Industry in the space provided. DO NOT TRY TO CODE THE INFORMATION. will be done in office.
- 7.34 Question 3.10 This question seeks to determine how long the person has been working in his present job i.e. with his present employer. Note that the answer here may be less than that given in question 3.7 if the individual had worked for more than one employer during the year.
- 7.35 Questions 3.11-3.15 These questions relate to the job (i.e. employer) held prior to the one in which he is currently working. By relating these questions to questions 3.9 - 3.10 it is possible to get an indication of the mobility of individuals relative to their jobs.
- 7.36 Question 3.11 This question is really to determine if the person had worked previously. If the current job is his first then the answer to the question will be 'No' and the next question to be asked is question 3.16. If he has worked previously score 'Yes' and proceed to question 3.12.
- 7.37 Question 3.12 This question is similar to question 3.8 except that it relates to the last job before the current one
- that is the one held during the survey week.
- 7.38 Question 3.13 This question is similar to question 3.9 and relates to answer to Question 3.12.
- 7.39 Question 3.14 Here the individual is being asked when he stopped work at the job referred to in question 3.12.

Write in the month and the time and the code for the month in the boxes. For the year, write the digits of the year in the boxes. For example if the individual stopped working in September 1982 and started his current job in November then you write September over the word 'month' and fill in the code for September in box 57 and 58 and year '82' in boxes 59 and 60.
- 7.40 Question 3.15 This question is about the reasons why the individual ceased working with his previous employer or in his present job.
The possible answers are:-
- (i) Lost job or was dismissed
 - (ii) Resigned for personal reasons
 - (iii) Job completed - This would apply where the individual was working on a project which has come to an end
 - (iv) Resigned because of job conditions i.e. conditions at the work place

PART VII

THE QUESTIONNAIRE

40 (Cont'd)

- (v) Laid off - This will apply in cases where the job is a seasonal one or in cases of strikes etc.
- (vi) Business failed - This will usually apply when the individual was operating a business of his own and it failed.
- (vii) Retired - The individual had reached retiring age or was retired from his previous job.
- (viii) Moved to a New Area - The individual had to change his residence and was not then in a position to continue in his previous job.
- (ix) Other reasons.

41 Questions 3.16-3.18

These questions relate to the type of training the individual received and the type of job for which he was trained.

42 Question 3.16

This question seeks to determine whether or not the individual got special training for his current job, i.e. the one given at question 3.8. Here special training means formalized and structured training - not just on the job experience.

43 Question 3.17

There are eight categories for this question:

1. Vocational, without Certificate
2. Vocational, with Certificate
3. Professional or Technical, without degree or diploma
4. Professional or Technical, with degree or diploma
5. Apprenticeship
6. On the job training
7. None
8. Not reported

Training received refers to specialized training for a specific occupation or profession, and must not be confused with general educational attainments. General educational attainments are the subject of question 3.19-3.21.

Vocational without Certificate

Persons who attended vocational schools but who left with certificates or diplomas should be included in this category.

The vocational schools included in this category are:

1. Commercial
2. Technical High Schools
3. Practical Training Centres

PART VII

THE QUESTIONNAIRE

Apprentices may be either paid or unpaid.

On the job Training

On the job training should represent official training carried out by the firm or employer to which the respondent was attached with a view to increasing his skill as a worker.

Normal learning by experience should not be confused with "On the job training".

None

If the respondent has had no training, as described above, then he or she should be categorized as "None".

Not Stated

The principles described in Paragraph 59 apply here.

7.44 Question 3.18

This individual is asked here to identify the job for which he was trained. Note, it may be different from his current job.

The answers to this question should be as specific as those given to questions 3.8 and 3.12.

If the answer to question 3.17 is 'None' or 'Not Stated' write 'None' at question 3.18.

7.45 Question 3.19-
3.21

These questions relate to the academic education received by the individual or seeks to determine his years of schooling in primary (or elementary school) and in secondary school and the highest academic examinations passed. Note that examinations specific to training institutions must be included here.

7.46 Question 3.19

This question relates to years of attendances at a primary or elementary school. Include here attendance at a Preparatory School.

Record the number of years spent in these schools. Note that the person may have attended more than one of such schools.

7.47 Question 3.20

This is a similar question to question 3.19 but it relates to schooling at the secondary level. Secondary level schooling here means attendance at a school at which you gain entry normally at or above age 11.

Record the number of years spent at such schools.

PART VII

THE QUESTIONNAIRE

Persons who have not attended these types of schools but have had training in the subjects offered by these schools should be considered to have had vocational training.

For example, persons who studied commercial subjects in Secondary School, or at the College of Arts, Science and Technology should be included in this category.

Vocational with Certificate

Persons who attended the above classified vocational schools and who obtained one or more certificates or diplomas as result of examinations offered by the school should be included in this category.

Professional, Technical, without Degree or Diploma

Persons who have been engaged in professional or technical work with training in the specific fields which does not lead to professional degrees or diplomas of Universities (or equivalent institution).

These would include such persons as:

Teachers with Training College Certificates

Registered Nurses (Trained)

Pharmacists with Certificates from a recognized Institutions

Electricians with Certificates from recognized Institutions

Agricultural Graduates from the Jamaica School of Agriculture

Minister of Religion, with Degree

Professional, Technical, with Degree or Diploma

Persons who have received Professional Degrees or equivalent Diplomas or Certificates should be included in this category.

Thus Doctors, Lawyers, Architects, Engineers, Certified and Chartered Accountants, etc., would be included in this category. Teachers and Ministers of Religion with University Degree would also be included in this category.

Apprenticeship

Persons learning a trade or profession with a view to engaging in skilled work for pay should be included in this category.

PART VII

THE QUESTIONNAIRE

7.48 Question 3.21

This seeks to determine the highest academic examination passed. It will be difficult to obtain the answer because of the wide range of examinations which have been in existence. However, the notes below should provide a guide to determining the answer to be recorded.

For the purpose of the survey, examinations have been ranked in the following order:-

None, J.S.C. (5) or 3rd JLCL., G.C.E. (0) one or two subjects, and so on, up to University Degree.

Mark None if the individual has not passed any of the public examinations specified in these examinations.

J.S.C. 5 or 3rd JLCL. (abbreviations for Jamaica School Certificate - 5 subjects, and Third Jamaica Local Examination) - Mark this if the individual has obtained the Jamaica School Certificate, the Jamaica Certificate of Education, Parts 1 and 2, or has passed the Third Jamaica Local Examination or the Junior Cambridge examination.

For the J.S.C. level include only those persons who have the combinations for which a certificate is given; that is, five subjects, of which three must be English, Mathematics and Civics. Persons who have not attained this level at the J.S.C. should be scored at "Other" as also persons who have passed the First and Second Jamaica Local Examinations and other lesser examinations.

G.C.E. (0) 1/2 (abbreviation for General Certificate of Education - 0 level - one or two subjects). Mark this for individuals who have obtained passes in one or two subjects in these examinations.

G.C.E. (0) 3/4 (abbreviation for General Certificate of Education - 0 level - three or four subjects). Mark this whether or not the individual has passed any of the examinations discussed previously but has passed no more than three or four subjects at the 0 level examinations the General Certificate of Education.

G.C.E. (0) or ScC. or G.C.E. (A) 1 (abbreviation for General Certificate of Education - 0 level - 5 subjects; School Certificate or General Certificate of Education - A level - one subject). Mark this if the individual has passed any of these examinations, whether or not he/she has passed any of the examinations discussed previously.

G.C.E. (A) 2 or more (abbreviation for General Certificate of Education - A level - 2 subjects or more). Mark this for individuals who whether or not they have passed any examination discussed before, have passed 2 or more subjects at G.C.E. "A" levels, or have obtained the Higher School

Certificate of the Universities of London or Cambridge or the Intermediate Examination of the Bachelor's degree (i.e. Int. B.A. or Int. B.Sc.). This assumes that they have not obtained a Diploma, Degree etc. as discussed below.

Diploma - Mark this for individuals who have obtained a Diploma or Certificate (and not a Degree) from a University or Institute of Higher Learning.

Degree - Mark this for individuals who have obtained a Degree from a University or Institute of Higher Learning as a result of examinations taken in connection with the award.

Other - Mark this for individuals who have passed examinations not specified for any of the preceding response positions. Include here persons who have passed the Secondary School Certificate examination (SSCE).

Note, that in relation to passes in G.C.E. "O" level, only persons obtaining Grades A - C in a subject must be regarded as having passed that subject.

The Caribbean Examinations Council Examinations (CXC) have not been specifically identified on the questionnaire but this is to be treated as follows:

C.X.C. Basic Proficiency should be classified as J.S.C. 5 or 3rd Jamaica Local.

C.X.C. General Proficiency should be classified as G.C.E. Exams.

19 Question 3.22

This question is about the economic status of the individual in his present job. (See question 3.8).

The person may be a paid employee of -

- (i) Central or Local Government - Any Ministry or Department of Government or any Parish Council.
- (ii) Government Agencies - Statutory Bodies, Board or Agencies of Government.
- (iii) Private Sector Business - Privately owned businesses in any type of economic activity.

or the person may be an unpaid worker -

This should include all workers who worked either on a farm or in some economic activity, but without expecting to or receiving any payment in cash or kind.

PART VII

THE QUESTIONNAIRE

An Unpaid Worker is usually related to (by blood or marriage) the individual with whom he works.

Household helps, either working in the home or around the home for pay should not be included in this category.

Or the persons may be an employer -

Include in this category any person who operated his (or her) own farm or business (for profit), and who worked with paid help.

Or the person may be an own account worker -

This includes any person who operated a farm or a business (for profit), who did not employ any paid help. If the farm or business operator had the help of unpaid workers then he should still be classified as "Own account worker". However, if he had both paid and unpaid help, he should be classified as "Employer".

Remember that the answer to this question must relate to Question 3.8.

50 Question 3.23

What is your gross average income?

This will perhaps be the most difficult question on the questionnaire. The difficulty lies in:

1. Reluctance on the part of respondents to divulge this information.
2. Genuine lack of memory
3. Misunderstanding of the concept of income
4. Difficulty of calculation

Reluctance on part of respondent

This is understandable. Few people like to give information about their income. Perhaps Civil Servants are the most willing because the salaries in the Government are available to public scrutiny. However, if the Civil Servant has supplementary income he too is reluctant to reveal it.

This reluctance is due largely to the system of taxation in Jamaica. No one likes to have to pay taxes and when taxes are collected on income the less the tax authorities know about the income the more likely it is that the income earner will pay less on his income.

PART VII

THE QUESTIONNAIRE

The Income Tax Department is a Government Department. So is the Department of Statistics. Naturally, the general public is convinced that there is a direct link between the two, and that any information collected will be passed on to the Income Tax Department and used for tax collection purposes.

This is never done and it is up to you to convince the respondent about this.

Genuine lack of memory

If income is from more than one source, a respondent may genuinely forget to mention one of the sources and thus understate his income.

It is your duty to ensure that he does not forget any of these sources.

Misunderstanding of calculation

A respondent may fail to understand what is meant by income. For example, a framer may sell \$50.00 worth of produce in one week. He may collect \$10.00. He may also have received \$300.00 during the same week as a crop bonus. He may be genuinely confused as to what to state as his income for the week.

Difficulty of calculation

We have already dealt with irregular work patterns which operate in Jamaica. These irregularities make it difficult to determine Income.

Gross Income

You will notice that the question ask for "Gross Income". This should represent the total income from all sources, reported for the time period (Weekly, Monthly, Yearly) which will give the most accurate answer.

For wage and salary earners gross income represents total wages and salaries earned, commissions, bonuses, tips, etc., before any deductions for Income Tax, Provident Fund, National Insurance, etc., have been made.

For Employers, and Own Account Workers use gross profits. (Receipts less Operating Costs)

PART VII

THE QUESTIONNAIRE

Persons Paid on a Regular Basis

In the case of a person whose source of income is regular this information is not difficult to calculate.

If he was paid on a daily basis over the Survey Year; then multiply the average day's wage by the average number of days per week which he worked to obtain Income; (in this case you would mark "Weekly" at Question 3.23(a)(ii) and enter the result of the calculation at Question 3.23(a)(1). If he was paid on a weekly basis and his pay fluctuated, then it would be more accurate to report on the basis of the year; you would multiply each of the rates by the number of weeks worked at that rate and add the results.

Persons Not Paid on a Regular Basis

For persons who did not receive regular income on a periodic basis (such as daily, weekly or monthly), try to determine the average income over one of the given periods and enter this.

Source of Income

Remember that an individual could have received income from more than one source such as:

- (a) From Employment
- (b) From Own Account Farming
- (c) From Other Own Account Activity
- (d) From Employers Income (Profits, etc.)
- (e) From Other income

This will be so when he has engaged in more than one economic activity from which he received pay of profit. On this survey, Employee Income is to be given separate from Income from other sources; you are reminded that in dealing with each item on Income you should try to obtain information on all the Income from all sources.

It might therefore be necessary for you to remind the individual of these various sources and it might also be necessary for you to assist him with the calculations.

Recording Ques. 3.23

At Question 3.23, Employment Income is to be recorded separate from Income from all other sources. Employee Income will be shown at (1) and Other Income at (2);

PART-VII

THE QUESTIONNAIRE

the basis relating to both of these entries would be scored at 3.23(a) (ii) or 3.23(b) (ii).

For example, if an individual worked as a factory employee at \$15.00 per week for four weeks of the Survey year, and also made sales of \$250.00 gross profits from his own farm over the Survey year, then you would record your answer as follows:-

3.23(a) (i) \$ 60.00
(ii) yearly

3.23(b) (i) \$250.00
(ii) yearly

Entries must be made at both (a) and (b) even if the individual did not have income from any source.

For cases of No Income, enter "None" either at (a) or (b) or both where applicable.

(Please note that the individual could have been an Unpaid Worker during the Survey Week, but he could have had income relating to the rest of the Survey Year).

If you are unable to get any information on income, and you have the rest of the questionnaire complete except for Question 3.23, then write in "Not Reported" at both (a) and (b) and complete the interview.

PART VII

THE QUESTIONNAIRE

SECTION 4 - UNEMPLOYED PERSONS

General

This section applies only to persons who either, at question 2.1 answered 'looking for work and then said 'No' to question 2.3 or answered 'nothing would accept' at question 2.5.

7.51 Question 4.1

What is required here is the length of time that the individual has been available for and has wanted work. The individual may or may not have been looking for work.

The categories applicable here are:

1. Under 1 month
2. One month to under 3 months
3. Three months to under 6 months
4. Six months to under 12 months
5. Twelve months and over
6. Not Reported

Make no entries at 'Never Worked'.

Note that the length of time given must be less than or equal to the time which elapsed between his last job and the Survey Week.

Ask the question this way "How long was it between the time when was available for work and?" (Give the date of the end of the Survey Week).

7.52 Question 4.2

The categories in which this question is divided are:

1. Applied in writing
2. Applied in person
3. Enquiry of friends
4. Applied to Government Employment Bureau
5. Applied to Private Employment Bureau
6. By Advertisement
7. Tried to set up own business
8. Other
9. None

PART VII

THE QUESTIONNAIRE

Mark, as previously instructed, the method which the individual used to obtain a job (during the period referred to at Ques. 20). If the individual used more than one method, mark the one from which he he expected best results.

Remember, if the person was seeking work outside of Jamaica, and went for instance to an Employment Agency to that effect, then they would not be classified as making an effort to make a job by that visit. The job referred to should be within Jamaica. In that case mark "Other" (Seeking outside Jamaica).

Question 4.3

The time you require in answer to this question is the length of time that has elapsed between the time he made the last attempt to look for a job and the end of the Survey Week.

You should score your answer in one of the following categories.

- (a) less than 1 month
- (b) 1 month and over but less than 3 months
- (c) 3 months and over but less than 6 months
- (d) 6 months and over but less than 12 months
- (e) 12 months and over. (Note there is an error on the questionnaire)
- (f) Not Reported.

The number of months since the individual made the last effort should be less than or equal to the number of months reported in Ques. 20.

Question 4.4

For persons who had not sought work or tried to start a business for 6 months or more, it is necessary to determine the reason for this.

The possible answers are:

- (a) No work available in area
- (b) Can't find suitable job
- (c) Awaiting recall to work
- (d) Tired of looking
- (e) Needed at home
- (f) Awaiting replies to applications
- (g) Illness or Pregnancy
- (h) Awaiting Agricultural Season
- (i) Other

Score the most appropriate one based on the respondents answer.

PART VII

THE QUESTIONNAIRE

- 7.55 Question 4.5 This question only seeks to determine if the individual has ever worked before.
- If the answer is 'Yes' the go on to question 4.6. If the answer is 'No' then proceed to question 4.11.
- 7.56 Question 4.6 Record here the month and year in which the individual stopped working.
- Record your answer thus -
- | | | | | | |
|-------|--------------------------------|--------------------------------|------|--------------------------------|--------------------------------|
| May | <input type="text" value="0"/> | <input type="text" value="5"/> | 19 | <input type="text" value="7"/> | <input type="text" value="9"/> |
| Month | 37 | 38 | Year | 39 | 40 |
- If the answer given was May 1979. The months are numbered beginning from January as 1 to December as 12.
- 7.57 Question 4.7 The answers to this question are -
- (a) less than 1 week
 - (b) 1 week but less than 1 month
 - (c) 1 month but less than 3 months
 - (d) 3 months but less than 6 months
 - (e) 6 months but less than 12 months
 - (f) 12 months or over
- Record the appropriate answer.
- 7.58 Question 4.8 This question is the same as Question 3.15 and so the notes for that question also apply here.
- 7.59 Question 4.9 If the individual worked regularly on his last job, that is, worked for at least 5 days every two weeks, then tick box . If not then tick box .
- 7.60 Question 4.10 This question seeks to determine whether or not the individual worked for under 32 hours per week in his/her job.
- 7.61 Question 4.11 This question seeks to determine whether the individual wished to work for the same number of hours as in his last job, more hours or less hours and also if the individual wanted to work regularly or not.
- 7.62 Question 4.12 This question seeks to determine the occupation the individual would like to have if he were to get a job. The occupation given should be very specific. The instructions re questions 3.8 is also relevant here.
- 7.63 Question 4.13 What is required here is the industry in which the individual would like to get the job. Be as specific as possible in recording the answer. Notes relating to question 3.9 is also relevant here.

PART VII

THE QUESTIONNAIRE

7.6 Question 4.14

As the description of the question implies, this question tries to determine the individual's means of support during the period of unemployment referred to at Ques. 20.

You need to be especially careful in posing this question which some individuals will consider her personal.

The categories given are:-

- (a) Parent or Guradian
- (b) Other Relatives
- (c) Friend
- (d) Personal Saving
- (e) Other
- (f) Not Reported

Note that Spouse or Partner should be included in the category "Other Relatives". Note also that where the means of support is not one of the first four categories given then "Other" will be marked; in this case, write in the means of support in the space provided.

7.6 Question 4.15

This question is similar to question 3.7 with the addition of one other possible answer and that is 'Did no work'. Score the appropriate answer.

7.66 Question 4.16

This question is similar to question 3.8 except that it relates to the last job held; and the notes to that question are relevant here. Record only specific answers as only these can be coded in office. Record 'Never Worked' if the person had never worked.

7.67 Question 4.17

This question is similar to question 3.9 and the notes to that question are also relevant here. Write in the industry in which the job was done.

Record 'Never Worked' if the individual had no previous work experience.

7.68 Question 4.18

This is the same as question 3.16 and the notes and instructions also apply here.

7.69 Question 4.19

This is the same as question 3.17 and the notes and instructions also apply here.

7.70 Question 4.20

This is the same as question 3.18 and the notes and instructions apply here.

7.71 Question 4.21

This is the same as question 3.19 and the notes and instructions apply here.

7.72 Question 4.23

This is the same as question 3.20 and the notes and instructions apply here.

PART VII

THE QUESTIONNAIRE

7.73 Question 4.23

This is the same as question 3.21 and the notes and instructions apply here.

7.74 Question 4.24

This is similar to question 3.22 and question 3.23 with the exception that it applies not to the current job expectation but to the job last held. There is also another possible answer and that is 'Never Worked'.

7.75 Question 4.25

This is the same as question 3.23 and the instructions and the notes also apply.

PART VII

THE QUESTIONNAIRE

SECTION 5 - PERSONS OUTSIDE OF THE LABOUR FORCE

General

This section relates to persons who, although 14 years of age and over and not crippled or disabled, could not be classified either as employed or as unemployed. However, as it is possible that some of these persons will at some time in the future decide to enter the Labour Force. It is necessary to have information about these persons as well.

7.76 Question 5.1

This question is the same as question 3.11 and the notes relating to that question applies. However the wording of the question is Have you/has.....ever worked, either for others or in your (his/her) own business?

If the answer is 'Yes' go on to question 5.2. If 'No' go on to question 5.6.

7.77 Question 5.2

This question is similar to question 3.12 except that the wording of the question is 'What kind of work were you/was.....doing at that time? Specific job titles must be given.

7.78 Question 5.3

This question is similar to question 3.13 but relates to the

7.79 Question 5.4

This question is similar to question 3.14 and the notes apply and the method of recording the answer is the same.

7.80 Question 5.5

This question is similar to question 3.15 and the notes to that question apply here.

7.81 Question 5.6-5.9

These questions do not relate to now, but are an attempt to identify those persons who may be considering entering the Labour Force within the next twelve months.

7.82 Question 5.6

This question is somewhat similar to question 5.1 and seeks to whether or not the person will either be seeking a job or otherwise making himself available for work within the next twelve months.

If the answer is 'Yes' go onto question 5.7 and if not, go on to question 5.11.

7.83 Question 5.7

This is, the same as question 4.9 except that this question relates to a future situation. Notes to question 4.9 are relevant here.

7.84 Question 5.8

See notes on question 4.11 and record the appropriate answer.

PART VII

THE QUESTIONNAIRE

- 7.85 Question 5.9 See notes to question 4.12 and record the appropriate answer.
- 7.86 Question 5.10 See notes to question 4.13 and record the appropriate answer.
- 7.87 Question 5.11 This question simply tries to identify persons who has received special training for the job they had.
The answer may be either 'Yes' or 'No' so tick the relevant box.
- 7.88 Question 5.12 This question is similar to question 4.18 and the notes are appropriate here.
- 7.89 Question 5.13 See notes for question 4.19 as they are applicable to this question.
- 7.90 Question 5.14 See notes for question 4.20 and record the appropriate answer.
- 7.91 Question 5.15 See notes for question 4.21 and record the appropriate answer.
- 7.92 Question 5.16 See notes for question 4.22 and record the appropriate answer.
- 7.93 Question 5.17 See notes for question 4.23 and record the appropriate answer.
- 7.94 Question 5.18 See notes for question 3.23 and apply the principles here.