

FOREWORD

This manual has been prepared for the benefit of persons involved in implementing the St Lucia Labour Force Survey. It is to be used primarily as a training and reference manual for survey interviewers.

The manual provides an understanding of the survey, its objectives, its content and the conditions under which it is to be conducted. It also defines the role of the interviewer.

Persons involved with the survey are encouraged to read this manual thoroughly, re-read it continuously and carry it along whenever you are out on your work.

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ENUMERATION/VISITATION RECORD

0.1 ENUMERATION MAPS

0.01 Your Enumeration kit

In order to carry out your assignment your supervisor will give you all the necessary documents and materials. These will include:

- (a) The enumeration district map and description of the boundaries.
- (b) Visitation Record with a complete listing of households or one which is completely blank.
- (c) An adequate supply of questionnaires.

(d) An identification card (I.D. Card).

(e) Pencils.

(f) Income Flash Card.

(g) Call back Cards.

Please note that all these supplies remain the property of the Statistics Office and must be handed over to your Supervisor on completion of your assignment.

You will receive, in addition, a letter of appointment as a Labour Force Survey interviewer which must be carried around with you, along with your I.D. card, at all times that you are working as an interviewer. Always show your identification to establish the legality of your position as a Labour Force Survey interviewer.

0.02 **Your Hours of Work**

You should not expect to work regular hours during enumeration. You VAIH have to adjust your working hours to the times when you are most likely to find people at home and this often means making calls in the afternoons and early evenings *as well as on weekends*.

0.03 **Your enumeration District Map**

Your enumeration district maps are of extreme importance and serves several purposes:

- (a) It is the basic instrument for locating your enumeration district.
- (b) It identifies clearly the boundaries of your workload/assignment.
- (c) It provides a specific route for you to follow to complete enumeration and/or identify selected households.
- (d) It provides a one-to-one link with your Visitation Record. Therefore each building that you visit must be serially numbered on

your map with the corresponding number on your Visitation Record.

- (e) It shows at a glance the progress of your work in the field.
- (f) It permits the Statistics Office to check for Completeness of coverage.

However, problems may still arise in using your district maps. Whenever you are in doubt, seek clarification from your supervisor.

Your supervisor will show you the boundaries of your district before enumeration begins. You may, however, need to make corrections on the map itself during enumeration, such as crossing out demolished buildings, drawing in new buildings, and correcting or adding street names as necessary. All Corrections, must be brought to the attention of your supervisor immediately.

0.04 Know Your Enumeration District

The boundaries have been clearly marked on your enumeration district map and the starting and finishing points indicated. If a street, road, river, canal, alley, road junction or other permanent feature forms one of its boundaries, be sure you know which side of it is in your district. You will cause great trouble and double counting of the population if you list or interview households belonging to another enumeration district.

On the other hand, it is important that you do not overlook or forget to list any household in the districts that have been assigned to you. Every household in your districts, no matter how remote, must be listed if a listing of the ED has not been given to you. If a listing has been given to you, you should ensure that households which correspond to the sample interval are enumerated. Households to be re-interviewed will be indicated on the visitation record you receive.

If a householder tells you that an interviewer has already collected information from him and you are convinced that the household is located within the boundaries of your district, report the matter *immediately* to your supervisor. It may be that some other enumerator is working in your district by mistake and there will be double counting of the population/sample interviews.

0.05 Ensure that you locate all buildings in cases where a complete listing is required

Your must locate every building in your enumeration district. Number each building on your map in serial order beginning at 001. These building numbers must correspond with the building numbers entered in the Visitation Record. In cases where a building should have been numbered and was not, assign the next available number, **DO NOT ERASE AND RENUMBER.**

It is especially important in covering rural districts to ensure that all section of your enumeration district, especially those which appear to be uninhabited, are carefully found useful in rural areas to make a chalk-mark in an appropriate spot on each building visited in order to avoid later double counting.

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THE VISITATION RECORD

0.02 It is necessary for you to grasp some basic concepts and become familiar with their definition if you are to complete the Visitation Record correctly. Remember that the purpose of the Visitation Record is to keep track of all the buildings in your district and to indicate their uses.

0.03 Building

The building is the most important unit of enumeration since each building, that is an independent physical structure, must be accounted for on the Enumeration district Map and recorded in the Visitation Record. It is the major means of checking progress in the field and the coverage of the Survey.

A building is defined as a physical structure which is separate and independent of any other structure. It must be covered by a roof and enclosed within external walls. A building may be a factory, shop, detached dwelling, apartment building, warehouse, repair shop, poultry pen etc. **NOTE** that detached rooms relating to main buildings are treated as part

of the main buildings, for example detached kitchens, toilets, servants quarters, garages, etc.

0.04 Closed Building

A closed building is one which, at the time of enumeration, is in use but with all the tenants temporarily absent i.e. absent for less than six months (the neighbours can usually help with identifying a closed building). Please ensure that a household number is assigned to a closed building.

0.05 Vacant Building

A vacant building is one which at the time of enumeration is not being used for any purpose. Also to be included in this category are buildings which are closed for six (6) months or more. In this case a household number must not be assigned to the building

0.06 A Dwelling Unit

A dwelling unit is any building or separate and independent part of a building in which a person or group of persons is living at the time of the Survey enumeration. It must have direct access from the street or common landing, staircase, passage or gallery where occupants can enter or leave without passing through anybody else's living quarters.

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0.07 Private Household

A private household consists of one or more persons living together (i.e. sleeping most nights of a week) and sharing at least one daily meal. It is important to note that a *Member* of a household need not be a relative of the main family. For example, a boarder or a domestic servant who sleeps in most nights of the week is a member of the household. It is possible for a household to consist of just one person, or of just one person, or of more than one family, as long as they share living arrangements. A group of unrelated persons living together can also comprise a household.

Many types of living arrangements may be found in the

Field, and some examples are given below for your guidance:-

- (a) If a person has recently moved in with a group of persons, as long as he/she intends to make his/her home with them, that person is to be considered a member of the household.
- (b) A boarding house which caters for less than six boarders or lodgers is to be classified as a private household.
- (c) If a house is divided into flats or other separate dwellings, each such separate dwelling accommodates at least one separate household. A tenant or subtenant, if he makes his own arrangements for eating, also forms a separate household.
- (d) A boarder or lodger, i.e. a person who eats and sleeps with the household during most nights of the week, is to be considered a member of the household.
- (e) A person who rents a room but does not share any meals with his/her landlord or landlady constitutes a separate single-person household.
- (f) Persons living, working and sleeping away from their families most nights of the week are to be enumerated where they sleep most nights. They may be boarders or lodgers in a household or may constitute separate households.
- (g) Persons who because of the nature of their jobs i.e. watchmen, shift-workers, medical and health personnel etc, spend most nights away from their home MUST be enumerated at the same place as the other members of their households i.e. at their place of usual residence.

0.08 Head of Household

For Survey purposes every household must have a head. The head of the household is the person recognized as such by the respondent. In cases where the respondent does not accept the idea of a head, assign a head and continue the interview.

In the case of a group of unrelated persons sharing a dwelling on an equal basis, take as head the member of the group who is recognized as such by the others.

COMPLETION OF THE VISITATION RECORD

0.09 Having studied the definitions above you are now in a position to complete your Visitation Record. This consists of (5) numbered columns each of which serves a specific purpose.

Col.(1)-Date of first-visit

Enter here the date you first visited each building, Unit or business place during enumeration.

Col. (2) - Building Number-

The purpose of this column is to provide a precise count of the number of buildings in each enumeration district. Each building that you visit must be given a number in serial order as you visit it, starting from 001, 002, 003, etc.

IT MUST BE EMPHASIZED that the building number recorded On your sketch map must agree with the number in the Visitation Record, and you must follow exactly the route indicated on your sketch map.

The last recorded building number should indicate the total number of buildings in the E.D.

Col. (3) - Household Number-

Following an identical procedure to that used for cols. (2) and (3), the numbering of households must be in serial order, starting from 001 and continuing 002, 003 etc. Always check back to verify the last number used in order to avoid repeating numbers. The last number appearing in this column should represent the total number of households in the enumeration district. The building number is repeated every time a building has more than one household. If a building contains a shop and a household then the building must be given it's sequential number. As would the household. When recording the shop the building number is repeated at the next row but the household number must remain blank.

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Col. (4) - Full Address-

You must record as much detail as possible. In urban and semi-urban areas where houses are numbered, you must record the number of the house, the name of the road or street, and the town, village or locality. In rural and remote areas, where addresses may be vague, the name of the road, track (if named), mile post, electricity pole (Lamp post) or other permanent landmarks, e.g. a large fruit tree, or a palm tree, should be inserted.

Col. 4 -Name and Surname/

Head Of Household

Name of Establishment/

Name of Institution

You are required in the case of the household, to write in BLOCK Letters the name of Institution and the given (Christian) name or names after, e.g. **MILLER, THOMAS.**

With respect to a business place you must write both the name of the proprietor and the name of the establishment, e.g. "John Black, Green Café".

Col. (5) No.of persons.

Record the total number of persons in the household coded in col(3), in this column. The number of employees must be obtained from all business places listed on your visitation record. This information is useful to allow the department to obtain updated information on establishments.

The interviews which you are required to do are based on a sample interval determined at the statistics department. The first household number on the set of questionnaires you receive is a random number falling within the interval 1 to 20. Thereafter, a number called the sample interval is added. Thus the random start may be 3 and the sample interval may be 6. Therefore the questionnaires you receive will be numbered 003,009,015,021 etc.. These household-numbers are the ones on your visitation which you must choose to conduct the interviews. In approximately half of the ED's selected for this survey re-interviewing needs to be done. In these cases a completed visitation record will be handed to you. The households which are to be interviewed will be indicated on the questionnaire. In the case of households to be reinterviewed, expect that the respondent will already be familiar with the information you require.

LABOUR FORCE SURVEY

Interviewer's Preparatory Information

1.0 INTRODUCTION

1.1 Why have the survey?

The Labour Force Survey aims to collect information on the supply side of the labour market. It provides information on the extent of available and unused labour time and on relationships between employment and income. Thus, the data collected can be used for:

Macro-economic monitoring:- from an economic point of view, a main objective of collecting data on the economically active population is to provide basic information on the size and structure of a country's workforce. The unemployment rate in particular is widely used as an overall indicator of the current performance of a country's economy.

Human resources development: The economy is changing all the time. In order to meet the needs of the changing economy, people need to be trained. These areas of training must therefore be identified.

Employment policies: For an economy to work at its maximum potential, all persons wanting to have work should have jobs. Some persons may wish to have full-time jobs, and can only find part-time work. We need to know what proportion of the labour force these people represent in order to assess the social effects of government employment policies.

Income Support and social programmes: For the majority of people, employment income is their main means of support. People need not only jobs, but more importantly, productive jobs in order to receive reasonable incomes. We need to know what levels of income are being earned by different groups of persons.

1.2, Structure of the survey

1.2.1 The survey is designed to produce information twice a year, once for the period July to December and once for the period January to June. This design allows inclusion of all seasonal fluctuations in the measurement of the size and characteristics of the labour force in St. Lucia (for further information on the design of the survey, see lessons from the St. Lucia Labour Force Survey).

A stratified random sampling procedure is being used to ensure proportional geographic representation. The sample selected will consist of approximately 1,500 households.

Data collection will consist of direct interviewing by you, the interviewer. The basic tool for the data collection is a questionnaire consisting of five parts namely:

1. Identification of members of the household;
 2. Determination of persons employed, unemployed or not in the labour force;
 3. Information on those employed;
 4. Information of those unemployed;
 5. Information on those who are not in the labour force.
- Part 1 will be completed for **ALL MEMBERS** of the household. Parts 2 to 5 by persons 15 years of age and over.

1.3 Role of the Interviewer

1.3.1 Your responsibilities as an interviewer are:

- 1 to make certain that you **LOCATE** and **CONTACT** every household assigned to you;
2. **COMPLETING** interviews with all, or as many as possible, of the households you contact;
3. Immediately **INFORMING** your supervisor of any household at which an interview cannot be conducted;

4. maintaing the **CONFIDENTIALITY** of the survey;
5. **REPORTING** progress daily to your supervisor;
6. **COMPLETING** administrative forms;
7. **RETURNING** completed forms to your supervisor;
8. **UNDERSTANDING** the survey; and
9. Being **POLITE HONEST, CONFIDENT** and to the point.

1.3.2 The main problems which you may encounter include:

- 0 some households may be difficult to contact and you will need to make every effort to reach them
- 0 there will be some reluctance to participate and you will have to attempt to persuade households to participate
- 0 there may be some forms which need to be amended after you have checked them. You may need to contact the household again to clarify some answers.

1.3.3 Your task as the interviewer is central to the entire survey because it is **YOU** who make personal contact with the respondent. The quality of your work ultimately affects, to a very large extent, the results of the survey. It is therefore important that you understand what the survey is all about, know the format of the questionnaire and know what the questions mean. The degree of your confidence and knowledge will inspire the respondent's confidence in you; otherwise he/she may be reluctant to supply the information being sought.

1.3.4 Learning what it takes to be a good interviewer cannot

be accomplish all at once. It takes practice and a good deal of effort on your part. As you gain experience in interviewing, you will find that the techniques you must use, the forms you will fill out and the confidence you display, will become almost second nature to you.

FIRST IMPRESSIONS ARE VERY IMPORTANT. YOU MUST SELL THE SURVEY.

1.4 Role of the Supervisor

1.4.1 The supervisor is there to help. The primary role of the supervisor is to train you, to ensure that the field procedures are correct followed and to help you do the best job you can do. While you will be doing the actual data collection, the supervisor will be ultimately responsible for ensuring that you do your work satisfactorily. You must report to him the outcome of all the interviews assigned to you and return the questionnaires you have completed.

1.4.2 The supervisor serves as a link between you and the other Statistical Office survey organisers. He will inform you of the instructions given by the organisers and you should inform him of the difficulties you encounter.

YOU SHOULD PAY SPECIAL ATTENTION TO AND MAKE NOTE OF ANY PROBLEMS CONCERNING THE INTERPRETATION OF THE QUESTIONS ON THE QUESTIONNAIRE. (A comments page is included at the back of the questionnaire)

1.4.3 To ensure accuracy and consistency, which are vital to the success of the production of statistics from the survey, and to ensure that your work is being done correctly, the

1. scrutinize all the questionnaires you have completed, to check that each interview has been completed properly; and
2. spot-check some of the respondents whom you have interviewed and your household listing.

The supervisor will also meet with you regularly to discuss any difficulties which you may have.

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1.4.4 You will receive your assignment during the Reference Week for the survey. At that time you should organise your work for the coming week when you will start interviewing. you will be instructed by your supervisor when all field work is to be completed. It will be in your best interest and the interest of the survey, to interview all respondents as soon as possible after the reference week. The closer to the Reference week the interview is conducted the better is likely to be the respondent's sense of recall, and hence the more accurate the information collected.

1.5 Confidentiality

1.5.1 The success of the survey depends on full public cooperation. A poor response will NOT provide the information needed. One way to encourage cooperation is to maintain the confidentiality of the survey, which is guaranteed under the Statistics Act. We must re-assure the public that this is being done. You should read the law over to be familiar with its contents. Copies of the Statistics Act are available from the Statistics Department.

1.5.2 You have signed an Oath of Secrecy which guarantees the public that the information they give you will not be revealed to anyone outside the Statistics Office. Penalties for disclosing information, even if it is done simply through carelessness. So be on your guard throughout.

1.5.3 The following simple **"DO's"** and **DON'TS"** will help to ensure that you avoid problems of confidentiality.

SOME **"DO's"**

- **DO** carry your identification card and show it upon introducing yourself.

- **DO** check that you are talking to the correct person if you have to phone back to discuss the questionnaire.
- **DO** treat the respondents with respect. This applies
- no matter how badly you think they have treated you. Remember you are a representative of the Government of official business.

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- **DO** remember that confidentiality covers **ALL** information obtained during your duties, including anything you are told or told or observe for yourself.
- **DO** take a positive line on confidentiality. Reassure the respondents, by your actions that you take confidentiality seriously.

SOME "DON'Ts"

- **DON'T** talk about individuals with other people. In the Office be discreet. Even a casual remark is a breach of confidentiality.
- **DON'T** give questionnaires with any information, even if questionnaires are incomplete, to anyone outside the Statistics Office.
- **DON'T** leave any questionnaire with information unattended. Keep them with you at all times when in the field and store them safely at home.
- **DON'T** let any unauthorised person accompany you on your visits.

In addition, all materials issued to you must be returned to your supervisor so that they may be carefully stored or destroyed.

1.6 Frequently asked questions

1.6.1 While out in the field it is quite likely that you will be asked some general questions about the survey. Respondents may want information on a number of matters before they will agree to participate.

1.6.2 If you cannot answer a specific question you are asked and the person is reluctant to complete the interview, then explain to the person that you will find out the answer and let them know as soon as possible or you will ask the supervisor to visit them.

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Q: WHAT IS THE SURVEY FOR?

A: The survey is designed to collect information on the number of people employed, unemployed and not in the labour force. Information collected will be used to monitor the economy and plan for the future.

Q: WHY/HOW WAS I SELECTED?

A: Your household was randomly selected by a process set out by the Statistics Office. It is actually your accommodation that was selected and not you. It is my responsibility to interview whoever is living here.

Q: DO I HAVE TO PARTICIPATE?

A: You are required by law to complete the survey as provided by the Statistics Act. However, we would prefer that you participate because you understand the importance of the information you will provide.

Q: WHAT IF I REFUSE TO PARTICIPATE?

A: The matter will be reported to my supervisor.

Q: WHAT DO I HAVE TO DO?

A: I will ask the questions and record your answer as you provide me with the answer to each question.

Q: DO I HAVE TO ANSWER ALL THE QUESTIONS?

A: Yes, we would prefer if you answered all questions relevant to your situation. However, if there is a particular question you strongly object to answering, we can leave it and move on to the next one.

Q WHY DO YOU NEED MY NAME?

A: Names are used so that if there are any questions once the questionnaire is returned to the Statistics Office and someone else needs to contact you, we will both know who we are referring to. Names also assist me in

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completing the form and keeping all information straight.

Q WHY ARE YOU ASKING QUESTIONS ABOUT INCOME?

A Employment is the main source of income for most people in St. Lucia. It is also a measure of the productivity of different jobs. Policy makers therefore need to have

realistic measures of income.

Q: IS MY FORM KEPT SECRET?

A: YES! All the information is confidential. I, and all other members of the Statistics Office have taken an oath of secrecy, so the personal information you provide will stay confidential and will not be seen by or disclosed to anyone outside the Statistics Office. Information is used ONLY to

compile data and no information about specific individuals will be used for purposes of taxation or any other regulatory purpose. Your name and address won't be entered on the computer, and once we have the final results your form will be destroyed.

Q: DO YOU NEED TO KNOW IF I HAVE MORE THAN ONE JOB?

A: In St. Lucia many people hold more than one job and all jobs held are important to those analyzing the labour market. The Statistics Office has no interest in those persons holding jobs illegally.

2.0 CONTACTING SELECTED HOUSEHOLDS

2.1 Introducing Yourself and the Survey

2.1.1 It is important that you not offend persons by your manner, approach or dress. You should try to be courteous, tidy and in short, have the appearance of a responsible person. All these help to create a favourable impression which tends to make the person being interviewed more responsive. Be polite in your departure as you were on your arrive. Say good-bye and thank the respondent for the information he provided.

2.1.2 Your introduction as an interviewer must tell the following:

1. who you are
2. whom you represent;
3. what the survey is about; and
4. what you are going to do (ask some questions).

Printed below is a recommended text to use to introduce yourself and the survey:

Hello (Good evening). My name is and I am from the Government Statistics Office. Here is my ID card. We are currently conducting a Labour Force Survey in St. Lucia. I would be grateful if I could talk with you about the survey.

The survey is being conducted to provide data on the number of people employed, unemployed and not in the labour force. Information collected will be used to monitor the economy and plan for the future. I will simply ask you to respond to a series of questions about your household.

EVERYTHING YOU REPORT IN THIS SURVEY WILL BE KEPT COMPLETELY CONFIDENTIAL IN THE STATISTICS OFFICE. No name or information that would allow anyone to identify a specific household **WILL EVER** be released and ALL questionnaires will be destroyed after the publication of the information.

2.2 Interviewing techniques

2.2.1 As mentioned earlier under 'Role of the Interviewer (1.4)', learning what it takes to be a good interviewer cannot be accomplished all at once. It will take practice and a good deal of effort on your part. There are some principles that **EVERY INTERVIEWER** must use if he is to be good at the job. We rely very much on you to be a good

interviewer. Some of the principles of interviewing will be discussed now.

2.2.2 There are three basic elements in any interview situation:

1. the interviewer;
2. the respondent; and
3. the questionnaire.

Given the three basic elements there are three basic things you are asked to do in order to conduct an accurate interview:

1. ask the questions as worded, following the instructions.
2. Listen carefully to the respondent's answers.
3. record those answers properly on the questionnaire.

What could go wrong in each of the above three things?

- a. the interviewer may ask the wrong question, leave off part of the question and/or re-word the question.
- b. the interviewer may not listen to the respondent and/or not give the respondent enough time to answer the question fully.
- c. the interviewer may mark the wrong box, mark the wrong item, forget to mark an answer and/or mark an answer incorrectly.

2.2.3 One of the points emphasised was you must ask the questions as worded. This means that you **MUST NOT** make any assumptions about the ability of the respondent to

understand the questions or to answer them. **DO NOT** add any words and **DO NOT** apologise for the question. However, probing (explained below) may be necessary.

2.2.4 Another point that should be brought up is the problem of an interviewer biasing an interview by failing to be neutral. Forms of bias can be verbal or non-verbal. As an interviewer, you must not 'lead' the respondent to answer questions in a certain way. Your reaction, spoken, could lead the respondent to give inaccurate responses. Remember it is **ABSOLUTELY** essential that you remain neutral in any remarks you make about a subject. Forget how you feel personally about any controversial matter and listen to the respondent. Then quietly, subtly, but firmly, **REDIRECT** the conversation to the questionnaires.

2.2.5 The last point to make about interviewer bias deals with you personally. This point is to "get out of yourself" in interviewing. This means that you must get rid of any preconceived ideas that you have about a particular type of person. **DO NOT** let your attitudes influence the interview. We are interested in the respondent's answers. You must therefore avoid allowing your attitude to influence his/her response.

2.2.6 Your success as an interviewer is related to the degree to which you commit yourself to the job. Your attitude, your knowledge of the survey and your ability to apply the points which have just been discussed **ALL** contribute to your development as an interviewer. It is hoped that you will keep those points in mind as you do your job and that you will apply them.

2.3 How to probe

2.3.1 Another important skill that you need to do your job is the ability to "probe". Your ability to read the questions as they are intended to be read and to accurately record the respondent's answer is vital to the survey. Most of the questionnaire items are straight forward and should present no problem to you or the respondent. However, sometimes the respondent may not understand your question completely and you may have to probe to

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receive an answer.

2.3.2 You should probe when you receive an UNCLEAR response and you do not know exactly what the respondent means. You therefore have to use a more specific probe than just repeating the question. One important aspect of probing is that probes must be neutral. When you probe, avoid the tendency to suggest answers to the respondent. Sometimes you may become impatient with a respondent and may be tempted to actually suggest an answer. DO NOT DO IT! WORD YOUR PROBES VERY CAREFULLY.

2.3.3 One final point to note about probing is DO NOT OVER-PROBE. If a respondent has answered your question, do not continue to probe. Once you have been given an answer that meets the objectives of the question, mark the answer. Do not continue to probe.

2.4 What is a household?

2.4.1 You must identify each separate **"HOUSEHOLD"**. This is essential as the household is the basic unit for which we wish to collect data.

A private household consists of one or more persons living together (i.e. sleeping most nights of a week (4 out of 7) and sharing at least one daily meal. It is important to note that a member of a household need not be a relative of the main family. For example, a

boarder or a domestic servant who sleeps in most nights of the week, is a member of the household. It is possible for a household to consist of just one person, or of more than one family, as long as they share living arrangements. A group of unrelated persons living together can also comprise a household.

Also, Persons in a household must have been living in St. Lucia for the last six (6) months or more, or **INTEND** to live here for six (6) months or more to be included in the survey.

2.5 Whom to include and whom to exclude?

2.5.1 The basic rule is to include everyone who is currently part of the household as previously defined, regardless of age.

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Include persons who, during the reference week, were:

- family members working on another island, in another country if the present accommodation is considered their "home".
- away on vacation.
- away on short-term business.
- Domestics, boarders or lodgers living with the household sharing a daily meal

- Visitors from elsewhere in St. Lucia (such as relatives) who currently consider the accommodation their home.

Exclude persons during the reference week, even if present, who were:

- family members working and living away from the accommodation and considering somewhere else as their home.
- separated spouses visiting only occasionally.
- students at school overseas, but residents of St. Lucia away for more than 6 months.
- persons in an institution (e.g. hospital, prison) for the past 6 months or likely to remain in an institution for at least 6 months.
- daily helpers NOT living-in.
- domestics **NOT SHARING** a daily meal with the household. These individuals are a separate household even though they may live in an 'annex' to the main household accommodation.
- visitors not intending to live at least six (6) months in St. Lucia.

IF YOU HAVE DIFFICULTY DECIDING WHO TO INTERVIEW, CONTACT YOUR SUPERVISOR

2.6.1 As the survey is required to provide accurate statistical information on members of households in St. Lucia it is important that those households cooperating in the survey be a reflection of all households in St. Lucia. The definition of a household thus reflects the fact that all those who live and work within St. Lucia may be included.

2.6.2 To assist you in finding a household, you will be provided with a map of the area that you are to interview. Is the accommodation that is important, not necessarily the householders. You are assigned an accommodation to locate and then interview WHOEVER is currently occupying that accommodation. If you do not contact anybody at an accommodation, you will need to make a least three (3) OTHER visits at different days.

2.6.3 Every attempt to establish contact at an assigned household must be recorded on the survey control sheet of the questionnaire (front page) for the corresponding household. Difficulties in cooperation (e.g..refusals) or communication (e.g. language) with a household must be reported as soon as possible to your supervisor.

IF YOU HAVE DIFFICULTY ESTABLISHING CONTACT TELL YOUR SUPERVISOR

3.0 INSTRUCTIONS FOR COMPLETING QUESTIONNAIRE

3.1 Introduction

3.1.1 This section has been included to assist you in the proper completion of the questionnaire. In addition to the Survey Control Sheet the questionnaire consists of five (5) parts. Each part will be discussed in turn and the technical terms used will be explained. The paragraphs below may also provide you with information to deal with queries respondents might have about certain

questions. It will be necessary for you to have a copy of the questionnaire present in order to fully comprehend this section.

3.1.2 If you cannot answer a specific question you are asked or encounter a case which is not covered below, make a note of it and refer the matter to your supervisor.

3.2 Survey control sheet

3.2.1 The front page of the questionnaire is called the Survey Control Sheet. Your area number, ED number and sub-sample number will be given to you. These numbers AND ONLY these numbers will be used on each and every questionnaire that you complete. The household number will be assigned as you visit the different households. Each household must have a different household number. You will also need to find out how many persons comprise this household. Write in the full address of the household in the space provided. Remember your supervisor or another enumerator may need to find this household from the address you have written.

3.2.2 Continue by asking politely, the respondent's name and his telephone number where he can be reached during the day. Interviewer's are also required to ask the respondent for the number of persons by gender who have left the island permanently to live abroad in the twelve month period preceding reference week.

3.2.2 The section labelled 'record of visits' should be completed every time you visit the household (which should be no more than three times). If no one is at home, record

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the time of your visit and a comment. The time you arrive is entered before the interview, and vice versa when you leave. This information serves as a guide to you to time your next Visit.

3.2.4 The section 'result of interview' should be completed as follows:

1. ONLY if the entire form is completed as required for the household;
2. the respondent(s) has refused one or more questions which should be answered;
3. the household refuses to participate in the survey;
4. you are unable to establish contact with the household and you have knowledge that someone usually leaves at the accommodation. (e.g. the household may be away on vacation);
5. you established contact with a person at the accommodation and discover the entire household is out of scope for the survey;
6. you determine that no one lived at the accommodation at any time during the reference week;
7. you are unable to locate the assigned accommodation;

2.5 Write in your name in block capitals and sign on the respective lines. Also write in the date. Your supervisor will do the same once you have handed in your questionnaire.

3.3 PART 1: FOR ALL MEMBERS OF THE HOUSEHOLD (REGARDLESS OF AGE)

3.3.1 Question I. Name of Person: write the names of **ALL** household occupants who are to in the survey as defined in section 2.4 on page 12. The name is recorded to distinguish persons entered on the form and enable you, as the interviewer, to refer to the correct person if information is missing. Names, or addresses will not be put on computer records and are **NEVER** used in any publication result.

3.3.2 The first person listed should **ALWAYS** be the head of the household. The respondent and not you the interviewer, is the one who should identify the head of his household. The head is usually the primary financial provider and may not necessarily be the respondent.

3.3.3 If there are more than 10 persons in the household, simply continue on a new questionnaire and replace the '01' with 11, '02' with 12 and continue. Make sure that this additional questionnaire is given the same household number as the first one. (It is not necessary to complete the entire control sheet of the additional questionnaire).

3.3.4 **Question 2: Relationship to head of household-** for the first person listed at '01', the answer will always be 1: head. Otherwise indicate the relation to the first person of all other persons listed. Step-children, children of one partner, adopted children are all to be considered children and categorized as child, if they are so related to the head of household. Other relative" would include any other relative who does not fit options 2,3 or 4.

3.35 **Question 3: Sex** - mark the appropriate box. Be sure to ask of all persons who are not visible to you while completing the form, since there are many names which can refer to either sex.

3.3.6 **Question 4. Status** -again, mark the appropriate box. Note that all that is required is whether or not the respondent was born in St. Lucia or abroad. That's all!

3.3.7 **Question 5. Migration-** if the respondent was born abroad in question 4, then we need to know whether he/she came to live in St. Lucia in the twelve months period preceding the reference week for the survey. For example, if the reference week is July 5 - 9, 1993 and respondent answered May 1992, then you should enter 2 as the answer to the question, since it is **BEFORE** the twelve months period preceding the survey.

3.3.8 **Question 6: Age-** Simply record the respondent's age at his last birthday. If the

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respondent is 98 years or older, then you should enter 98 in the box.. If the respondent refuses to give his age then you should enter his response as 99. **NOTE THAT IF THE RESPONDENT IS UNDER 15 YEARS**, you need not continue the interview.

3.4 PART 2: TO BE COMPLETED FOR PERSONS 15 YEARS OF AGE AND OLDER

3.4.1 Question 7: Educational Attainment- for this question you will indicate the highest educational level the respondent has attained. A student over 15 years who has not completed primary school and a 65 year old man who dropped out of primary school when he was young are both to be recorded as **"Incomplete Primary"**. If **"other"** is ticked, be sure to write the level of education in the space provided. Tertiary refers to post secondary education.

3.4.2 Question 8: Educational Qualification - for this question record the highest educational examination passed. For example, if the respondent has acquired three CXC passes, grades III or higher, then the appropriate option to record is 4. Remember if the response is **"other"** be sure to write in the level or type of examination in the space provided.

3.4.3 Question 9: Training Received- If a person has received any type of **"formal"** training for any job, you should mark **"yes"**. If the answer is **"no"**, then skip to question 12.

3.4.4 Question 10: Method of Training- this question is asked if **"yes"** was the response to the previous question. Institutional training (part time or full time) refers to training outside the place of work by means of a **"formal"** process. Remember that Apprenticeship is a formal contractual arrangement whereas on-the-job training is acquired during the period of employment. If a person has received more than one type of training, indicate the method by which **MOST** of the training was acquired.

3.4.5 Question 11: Type of Training - write in the space provided, the type of occupation for which the person has received most training. Coding will be done at the office. Be

sure to be as specific as possible when describing the occupation. Titles such as '**manager**', '**supervisor**', '**clerk**' etc are insufficient. If trained for more than one occupation, enter the one for which most training was received.

3.4.6 Question 12: *Past economic activity* - an understanding of the concept of economic activity is a fundamental requirement of tlzis survey and sets the framework for the classification of the population above the age of 15 into a) the employed, b) the unemployed, c) persons not in the labour force. Persons are therefore described as being economically active if they furnish the supply of labour for the production of goods and services normally available on the market. Persons should be counted as currently economically active if (and only if) they contribute or are available to contribute to the production of goods and services during the reference week. Economic activity covers all market production and certain types of non-market production e.g. own account construction and other production of fixed assets for own use, all production of primary commodities for own consumption, production of goods/services not normally sold for a price e.g. Government services.

It is important that you convey to the respondent a correct interpretation of the concepts, so that the survey will in fact measure what it is intended to measure.

Concept of Working

By "working", we mean that the respondent was engaged in some form of economic activity. Thus women who work in the home at household chores are not to be considered to be "working" by our definition.

NOTE THAT THIS DOES NOT MEAN THAT THE RESPONDENT HAS A STEADY JOB OR EVEN THAT HE/SHE WAS WORKING FOR SOMEONE ELSE.

You will also notice that we did not say "some form of paid economic activity". This is deliberate. We do not want you to be confused by the payment aspect of it. Some workers get paid in cash. Others get paid in kind. A family worker may be classified in the second category. If a young woman helps her mother in the store, she is to be regarded as

"working" i.e. engaged in some form of economic activity, even though she receives no money for it.

Persons "working " should include therefore those who:

1. Worked at anything for wages or salary, at time-rates, piece-rates, on commission, for tips, for board and lodging or for any other kind of payment in kind.
2. Worked for profit or fees in his own business or on his own farm.
3. Worked without money, wages or salary, at tasks (other than housework or household tasks) which contributed to the operation of farm or business owned and operated for profit in most cases by some member of his family (related by blood or marriage).
4. Spent some time in the operation of a business or profession even though no sales were made or professional services rendered, such as a doctor or lawyer spending time in his office waiting for clients.

DO NOT INCLUDE AS "WORKING" those persons who:

1. Worked without pay for a relative or other person at tasks which did not contribute to the operation of a farm or of a business e.g. housework, gardening, odd jobs around the house or yard, such as cutting the lawn or painting the house.
2. Worked without pay assisting a relative or friend in his duties as an employee.
3. Worked without pay, either in cash or in kind as a volunteer worker for service organising activities such as Boys Scout, Girls Guide, Society for the Blind etc..

Question 12 and 13 which follows deal with the **Usual activity** of persons during the **12 months period prior to the survey reference week**. In order to complete these sections accurately, it is very important that you understand clearly the concepts which are outlined.

The measurement of the usually active population is based on activity status, but an activity status determined by the **"main activity"** criterion over a long reference period, as opposed to the priority criterion of the labour force framework (this framework gives priority to employment over unemployment and unemployment over a not in the labour force classification) used over a short reference period, in our case one week.

Question 12 seeks information to enable us to classify the working age population into three (3) groups by identifying the number of weeks spent:

- (a) working (including temporary absence from work);
- (b) without work, but wanting and available for work;
- (c) without work, not wanting and/not available for work.

This will allow us to determine the Usual activity status of persons i.e. what they were doing for most of the year. Categories (a) and (b) constitute the population usually active and category (c) constitutes the population not usually active.

Question 13 seeks to identify the group in which the population not usually active should be classified.

3.4.7 Therefore in **Question 12**, by working, we mean that the respondent was engaged in some form of economic activity. Thus women who work in the home doing household chores are not to be considered to be **"working"** by our definition. i.e. **engaged in some form of economic activity, and receives payment whether in cash or in kind.**

3.4.8 **Question 12** seeks to find out what activity the respondent was engaged in during the last 12 months. You need to find out how many weeks the respondent "worked" to the extent that work is defined as any work at all even if he/she worked only one hour per week. Enter the number of

weeks in the space provided at '1'. Secondly, determine the number of weeks

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for which the respondent did no work at all, but wanted work, and was in a position to accept work. Again, enter the number of weeks in the box labelled '2'. Finally, determine the number of weeks for which the respondent did no work at all, did not want work or was not in a position to accept work. Enter the number of weeks in box '3'.

3.4.9. Note well that if the number of weeks for part 3 of question 12 is greater than 26, then continue at question 13, otherwise skip to question 14. Also note that all three boxes must be filled in for each respondent. Enter '00' (to indicate zero) where applicable. An empty box does not necessarily mean zero.

3.4. 1 0 Question 13. In which of the following groups did you belong - this question seeks to find out the reason why the respondent was without work, not wanting work and not available for work for the most part of the last year. Remember that this question is only asked if the number of weeks for part 3 in question 12 is greater than 26. If the response to this question is 5, remember to specify in the space provided.

Questions 14, 15, 16, 17 refer to the current activity status of persons i.e. their activity during the one week Survey Reference period. We are attempting in these questions to determine the population which was active during the reference week i.e. the currently active population or the labour force.

The "currently active population" or the "labour force" comprises all persons above a specified minimum age who fulfil the requirements for inclusion among the employed or the unemployed. It differs from the usually active population in a number of ways:

First, it is based on a short reference period - one week.

Secondly, it is based on the activity principle which stipulates that a persons labour force status should be determined on the basis of what the person was actually doing during the specified short reference period. Thus only persons who were engaged in an economic

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activity or who were seeking and available for such activity are 'to be considered for inclusion in the labour force.

Thirdly, it is based on the application of priority rules which give precedence to employment over unemployment and unemployment over economic inactivity. Thus a person who is both working and seeking work is classified as employed while a student who is attending school and also seeking work is classified as unemployed. One collorary of the priority rules is that employment always takes precedence over other activity, regardless of the amount of time devoted to it during the reference period: a person working even only for one hour during the reference period will be classified as employed on the basis of the labour force framework, though he/she may at the same time be seeking additional work or going to school.

With reference to Question 14 - This question asks whether a person did any work for pay, profit or family gain during the one seek reference period.

Recall that the respondent's concept of economic activity may differ from the survey organisers, so you should e if necessary, to ensure that he/she understands our

concept. We want to ensure that all categories of workers, including casual workers, unpaid family workers, workers remunerated in kind, respond according to what the concept of economic activity intends to measure. Such persons may not interpret a question like Question 14 as referring to their situation. Thus, you should pay specific attention to the categories identified below to assist you in your probe.

Note that any work is to be interpreted as work for even one hour during the reference period. This means that work in an economic activity for as little as one hour is sufficient for a person to be classified as employed.

We would include the following groups:

- persons in paid employment
- persons in self-employment

- unpaid family workers i.e. those working without money, wages or salaries at tasks (other than housework or household tasks) which contributed to the operation of a farm or business.

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In relation to question 15, the notion of temporary absence from work refers to situations in which a period of work is interrupted by a period of absence. The international definition of employment, specifying certain principles for ascertaining temporary absence from work, differentiates between paid employment and self-employment. In the case of paid employment, these principles are based on national circumstances, according to one or more of the following criteria:

- 1) the continued receipt of a wage or salary;
- 2) an assurance of a return to work following the end of the contingency, or an agreement as to the date of return;

- 3) the elapsed duration of absence from the job which, wherever relevant, may be that duration for which workers can receive compensation benefits without obligation to accept other jobs.

Interviewers should probe where applicable to establish one or more of the above criteria of formal job attachment before classifying an individual as temporarily absent. Regarding temporary absence from self-employment, international standards specify that "persons with an enterprise, which may be a business enterprise, a farm or a service undertaking, who were temporarily not at work during the reference period for some specific reason" should be considered as employed.

3.4.11 Question 14: Current economic activity- this question attempts to determine the population which was active during the reference week. These comprise all persons above the age of 15 years who fulfil the requirements for inclusion among the employed or the unemployed. Include persons who worked for as little as one hour during the reference week. Exclude domestic work around the house.

3.4.12 Having obtained the answer which you think is appropriate in keeping with the concept of economic activity, you may now record the appropriate response. Note that if the response is '**Yes**', you will skip to **PART 3**, which deals with persons who were employed during the reference week. If the response is '**No**', then continue to question 15.

3.4.13 Question 15: Temporary absence- this question seeks to find out the reason why the respondent did no work during the reference week. It may be necessary to probe to establish formal attachment to the job, before deciding that a person is temporarily absent from it. (a definition of formal job attachment has already been discussed). Some reasons for temporary absence from work are:

- own illness
- holiday/vacation
- maternity leave
- personal/family responsibilities
- education leave
- strike/lock-out
- temporary lay-off (with formal job attachment)
- temporary disorganisation, suspension of work, bad weather, mechanical electrical breakdown, shortage of raw materials

In general, the notion of temporary absence from work refers to situations in which a period of work is interrupted by a period of absence. Persons without work who had made arrangements to take up paid employment or to engage in some self-employment at a period subsequent to the reference period but had not yet started work are **not** to be considered as temporarily absent from work. These persons are to be considered unemployed since there is no guarantee what such a job will materialise.

3.4.15 Question 16: Why Absent? - this question seeks to record the reasons why the respondent was temporarily absent from work during the reference week. The reasons are listed, and remember to specify if the respondent gives a reason other than what is listed. If the answer is option 1, 2 or 3, skip to PART 3. For option 4, probe to establish if there is a formal letter from the employer. If yes, skip to PART 3. Remember to define cut-off period.

3.4.16 Question 17: Wanting Work- this question is asked in order to stream out persons who are not interested in working. If the response is 'YES' then continue to question 18. If the response is "NO", then skip to PART 5, on page 17 of the questionnaire.

3.4.17 Question 18: Seeking Work - having established that the respondent wanted work, we need to find out what steps he took in order to find work. The options are listed, all you have to do is record the most appropriate one to the respondent's answer. Note that if the response is '1', then you are to continue to question 19. Otherwise skip to question 20. (options 9 to 11 refer to self employed

persons deciding to get a license or capital to start a business).

3.4.18 Question 19: Not Seeking work - this question seeks to separate the serious, less serious and not serious persons as far as looking for work is concerned. Record response to correspond with respondent's answer. If the response is not listed, then enter 15, in the box, and write in the respondent's reason.

3.4.19 Question 20: Currently available- this question seeks to identify persons who are "not in the labour force" from persons who are unemployed by definition. Note that if the response is 1, 2, 3, 4 or 5, then skip to PART 5. Otherwise if the response is option '9', then move on to PART 4, page 15. The question defines a three week period beginning at the start of the reference week and ending two weeks after it. Ensure that this period is clear in the mind of the respondent when he/she answers this question.

3.5 PART 3: FOR PERSONS EMPLOYED DURING THE REFERENCE WEEK

The employed labour force comprise all persons 15 years and over who during the reference week were in the following categories:

- paid employment (1) "at work": persons who, during the reference period, performed some work for wage or salary, in cash or in kind; (2) "with a job but not at work": persons who, having already worked in their present job, were temporarily not at work during the reference period but had a formal attachment to their job (remember the definition for formal job attachment);

- self-employment (1) "at work": persons who during the reference period, performed some work for profit or family gain, in cash or in kind; (2) "with an enterprise but not at work": Persons with an enterprise, a farm or a service undertaking, who were temporarily not at work during the reference period for some specific reason.

3.5.1 Question 21: Multiple job holdings - this question streams out persons who, during the reference week, held more than one job, enterprise or activity. Note that if the answer is 'yes', then you are to skip to PART 3A on page 10. If the answer is 'NO' then move on to the next question.

3.5.2 Question 22: Usual hours of work - enter in the space provided, the number of hours the respondent usually works for a week as assessed over a longer period than the survey reference period.

3.5.3 Question 23: Actual hours of work - enter in the space provided, the number of hours the respondent actually worked during the reference week. Exclude annual leave, meal breaks and time taken to travel to and from work.

3.5.4 Question 24: Reason for difference- at this point we wish to find out why the respondent worked more or less hours during the reference week than he usually does. Information such at this will help us determine the extent to which persons are underemployed and whether the country is getting maximum use of its employed labour force. Note, if actual number of hours worked is equal to the usual number worked, then enter '1' in the space provided. If the actual hours worked is less than usual hours worked then a reason is required from the respondent, and options 2 to 10 should apply. Remember to specify at option '10' if it is selected. Finally, if actual hours worked is greater than usual hours worked, then respondent must give a reason. Options '11' and '12' apply in this instance. Remember to specify at option '12' if it is selected. Note that if the number of actual hours worked is equal to or greater than 35 hours, skip to question 27. The next question alerts the interviewer by asking the question '**are actual hours worked greater than or equal to 35?**' and directs the respondent to

question 25 if his/her response is no, and to question 27 if his/her response is yes.

3.5.5 Question 25: Reason for working less than 35 hours- thirty five hours is the basic work week in St. Lucia. A person's usual work week may be less than 35 hours, and there could be a number of reasons for that. For example, a hurricane may have struck the island and persons were out away from their job for a few days. In this case option '10' would be appropriate.

option 1 - own illness, injury: ensure that the respondent was away from work because he was ill (as apposed to a relative or friend being ill).

option 2 - holiday./vacation: respondent was away on vacation.

option 3 - personal, family responsibility: respondent took some time off for personal matters.

option 4 - in school, training: respondent took some time off to attend a training course related to his job.

option 5 - did not want more work: as stated

option 6 - full-time work is less than 35 hours per week: choose this option if the respondent usually works less than 35 hours

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That is, his job does not require that he works 35 hours or more.

option 7 - strike, lock-out: as stated.

option 8 - job started/ended within reference week- as stated.

option 9 reduction in economic activity:
tick this option if there has been a low in
activity relating to the respondent's job area, no
work available, lack of clients, lack of orders
etc..

option 10- temporary disorganisation etc: these
could include bad weather, mechanical, electrical
breakdown, shortage of raw material, fuel etc..

option 11- could not find more work: as stated.

option 12- other reason, specify: if none of the
above reasons coincide with the respondent's, then
write in the reason given by the respondent in the
space provided.

3.5.6 Question 26: Seeking/available for additional work -
the key word there is additional, This question
assumes that the respondent had a job during the
reference period but worked less than 35 hours during
that period.

3.5.7 Question 27: Employment Status - workers with
Statutory Boards are to be considered separately from
Central Government employees; examples of Statutory
Boards include St. Lucia Tourist Board, St. Lucia
Social Security Board, St. Lucia Development Board
and St. Lucia Electricity Company. Etc.. Information
on other categories of workers should be recorded as
stated.

3.5.8 Question 28: Occupation - note that it is not
sufficient to say "clerk" or "supervisor". A more detailed
title is required; such as "accounts clerk" or "production
supervisor". A brief description of the duties is also
required. This will help in allocating the correct code.

3.5.8 Question 29: Industry - the name and the activity of
the business where the respondent

works is required. For example: ABC Company Ltd, manufacturing of women's garments.

3.5.10 Question 30. Job turnover - as stated.

3.5.11 Question 31: Income - questions on income (gross) are always very sensitive. Be mindful about the way you ask this question. The respondent need not tell you his exact income (gross). You are provided with flash cards, with different income ranges. All that is required is that the respondent indicates in which range his income falls. Do not force him to give an answer. If necessary move on to another question and come back to this one later (Appendix A shows the flash card that you will use)

3.6 PART 3A: FOR PERSONS HOLDING MORE THAN ONE JOB DURING THE REFERENCE WEEK

3.6.1 Question 32: Usual hours of work - enter for both the main job and the other jobs, the usual number of hours worked during any week.

3.6.2 Question 33: Actual hours of work - enter for both the main job and the other jobs, the actual number of hours worked during any week.

3.6.3 Question 34: Reasons for difference - see section 3.5.4 page 34, in this section the skip pertaining to options '11' and '12' is made to question 37. Remember to read the **INTERVIEWER'S NOTE** before you proceed to the next question. This question must be answered by comparing the sum of usual hours worked at the main job and other jobs at Question 32 with the sum of actual hours worked at the main and other jobs in Question 33.

3.6.4 Question 35: Reason for working less than 35 hours - see section 3.5.5, page 35.

- 3.6.5 **Question 36: Seeking/available additional for work** - see section 3.5.6, page 36.
- 3.6.6 **Question 37: Employment status** - see section 3.5.7, page 36.
- 3.6.7 **Question 38: Occupation** - see section 3.5.8, page 36.
- 3.6.8 **Question 39: Industry** - see section 3.5.9, page 36.
- 3.6.9 **Question 40: Job turnover** - as stated.
- 3.6.10 **Question 41: Income** -see section 3.5.11, page 37.
- 3.6.11 **Question 42: Reason for multiple job holding:** as stated. This question concludes the section for multiple job holders.

3.7 PART 4: FOR PERSONS NOT EMPLOYED DURING THE REFERENCE WEEK

The unemployed labour force comprise all persons 15 years and over who during the reference period were:

- a. "without work" i.e. were not in paid employment or self-employment.
- b. "currently available for work" i.e. were available for paid employment or self-employment.
- c. "seeking work" i.e. had taken specific steps in the two month period previous to the reference week to seek paid employment or self-employment.

The questions in this part relate to the persons who satisfy these criteria. One exception is related to (c) where future starts, some persons responding to Question.19 are included.

3.7.1 This section concerns the unemployed person only. The unemployed are those who answered "yes" at question 17, chose options 2 to 11 for question 18 and option 9 for question 20: that is persons without work, seeking work and currently available for work. All three criteria must be satisfied simultaneously.

3.7.2 **Question 43: - Length of time unemployed** - this question seeks to find out how long the respondent has been without work. Choose the option that corresponds with his answer.

3.7.3 **Question 44: Ever worked** - There are two options to this question. If the response is "NO" then skip to question 49. Otherwise continue to question 45.

3.7.4**Question 45: Why stop working** - at this point we wish to find out that if the respondent did work at some time, then what were the reasons he left the job. **Note** that for option 1 - "lost job" refers to situation where the respondent was fired. Remember to specify if option 8 is selected.

3.7.5 **Question 46: Employment status** - see section 3.5.7 page 36.

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3.7.6 **Question 47: Occupation** - see section 3.5.8 page 36.

3.7.7 **Question 48: Industry** - see section 3.5.9, page 36.

3.7.8 **Question 49. Last look for work** - as stated

3.7.9 **Question 50: Financial support** - this question seeks to find out what means of support the respondent had while

he was without work during the reference week. Remember to specify if option 7 is selected.

3.7 PART 5: FOR PERSONS NOT IN THE LABOUR FORCE IN THE REFERENCE WEEK

3.7.10 **Question 51: Ever worked** - There are two options to this question. If the response is "**no**" then skip to question 56. Otherwise continue to question 52.

3.7.11 **Question 52: Last worked** - as stated.

3.7.12 **Question 53: Employment status** - see section 3.5.7 page 36.

3.7.13 **Question 54: Occupation** - see section 3.5.8 page 36.

3.7.14 **Question 55: Industry** - see section 3.5.9, page 36.

3.7.15 **Question 56: Financial support** - see section 3.7.9 page 40.

3.7.16 **Question 57: Future labour force participation** - this question seeks determine the size of the labour force six months following the reference week. This question completes the section for persons not in the labour force.

4.0 POST SURVEY-EXERCISES

4.1 After the interview

4.1.1 Your job does not finish after the interview. There are some important things which must be carried out to ensure the smooth running of the survey. You should check through each form carefully, question by question looking for the following:

1. Are all the questions that should have been answered, complete? If not you must call back for missing information.
2. Are the answers to all questions clear? Remember that these answers must be understandable to the coding staff back at the office.

4.1.2 Store the checked and completed forms in the envelopes provided. They must be separated from the forms you have left to complete. You should return completed and checked forms to your supervisor who will again check them and hand them to the office.

4.2 The impact of errors

4.2.1 Errors can creep in at every stage of the survey. The questionnaire may be poorly designed resulting in the questions being poorly understood. The interviewers may be poorly trained and so fail to interview correctly, coding may be inaccurate, and so on. Each member of the survey team completes their work better if you have done your part to ensure that the information you have recorded is correct, accurate and clear. When the form arrives at the office, coders read and code the information so that it can be entered on to the computer. This job is made difficult if:

- answers are missing;
- answers do not make sense (e.g a man is recorded as 91 years old and living with his father);
- answers are vague (e.g manager, clerk, operator).

4.2.2 At this stage, if the coders cannot proceed, the questionnaires must be returned to the interviewers for additional information. The end result of errors is that the Statistics office is presented with more work and the results may be misleading. The policies the results are designed to inform may be misconstrued. This would be a huge waste of time and resources for the government, the Statistics Department, yourselves, your respondents and the public.

TAKE PRIDE IN THE QUALITY OF YOUR WORK

GOOD LUCK!

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A P P E N D I X A - Income Flash Card

	Weekly \$	Fortnightly \$	Monthly \$	Annually \$
1	<50	< 100	< 200	< 2400
2	50-99	100-199	200-399	2400-4799
3	100-199	200-399	400-799	4800-9599
4	200-299	400-599	800-1199	9600-14399
5	300-499	600-999	1200-1999	14400-23999
6	500-999	1000-1999	2000-3999	24000-47999
7	1000-1499	2000-2999	4000-5999	48000-71999
8	1500+	3000+	6000+	72000+

9	Not Stated	Not Stated	Not Stated	Not Stated
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