QUARTERLY SURVEY OF NATIONAL LABOR FORCE

(SAKERNAS)

2011

GUIDANCE OF CENSUS TAKER

CENTRAL BUREAU OF STATISTICS

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CHAPTER 1

INTRODUCTION

A. General

Data of employment collected by the Central Bureau of Statistics (BPS) through census and survey includes: Population Census (SP), Intra Census Population Survey (SUPAS), Social Survey of National Economy (SUSENAS) and Survey of National Labor Force (SAKERNAS). Out of these surveys, only Sakernas has been especially designed to collect data that can picture the general condition of employment between census taking periods.

The employment data was first collected in 1976. To date, Sakernas has undergone several changes both in terms of the census taking period as well as in the scope of area and household samples. From 1986 to 1993, Sakernas was executed Quarterly, from 1994 to 2001 annually every August, and from 2002 to 2004 annually and Quarterly. From 2005 to 2010, Sakernas was executed every semester.

In line with the increasingly urgent demand on employment data in terms of variation, continuity, update and accuracy produced, since 2011, data of Sakernas has been collected Quarterly; in February 2011 (1st quarter), May 2011 (2nd quarter), August 2011 (3rd quarter), and November 2011 (4th quarter), where the data presentation was designed to the provincial level. In 3rd quarter Sakernas (August); apart from Quarterly sample, additional sample was also provided for annual number as an estimation of data presentation to the regency/city level.

B. Purpose

In general, the purpose of data collection of Quarterly Sakernas 2011 was to provide sustainable employment data every three months. In particular, the survey is aimed at obtaining information on data of the number of working population, unemployed population and population who used to resign/change work and the development in the regency/city, provincial and national levels.

C. Scope

Quarterly Sakernas 2011 was executed throughout the region of the Republic of Indonesia with the number of samples 50,000 households every quarter, disseminated in 5,000 census blocks in all provinces in both urban as well as rural areas. In the August Sakernas, apart from Quarterly samples, additional samples were also obtained amounting to 15,000 census blocks for estimation to the regency/city level.

Corps Diplomatic households, households in special census blocks and special households in ordinary census blocks were not selected for samples.

D. Data collected

From each selected household, officers collected information on the general condition of each member of the household, including the name, relation to the head of family, sex, and age. In particular for household members aged above 10 years,

questions also included marital status, education, profession, unemployment and work experiences.

E. Types of Activity Instruments of Quarterly Sakernas 2011

No	Type of instrument	Usefulness	Officer	Double	Kept in
1	Sketch of Sakernas Census Taking Block Map	To get to know assignment area	Census taker	1	BPS Regency/city
2	List of SAK11.P	Households updating of SP 2010	Census taker	1	BPS Regency/city
3	List of SAK11.DSRT	Registration of selected households	Supervisor	2	BPS Regency/city
4	List of SAK11.AK Quarter I: blue Quarter II: yellow Quarter III: red Quarter IV: green	Census taking of selected households	Census taker	1	BPS Regency/city
5	Guidance book 1		-	1	Census takers and supervisor
6	Guidance book 2		-	1	Supervisor
7	KBLI + KBJI Code + Education Code + Job Training Code	Guidance for coding	Supervisor	1	Supervisor

F. Activity Schedule of Quarterly Sakernas 2011

No	Activity	Quarter 1 (Feb)	Quarter 2 (May)	Quarter 3 (August)	Quarter 4 (Nov)
(1)	(2)	(3)	(4)	(5)	(6)
1	Printing and multiplying documents at Provincial BPS	Dec 2010	Dec 2010	Dec 2010	Dec 2010
2	Training: - Main instructor - National instructor Regional officer	Nov 8-13, 2010 Nov 18-25, 2010			
3	Field execution: - Listing updating - Listing supervision and checking - Selecting household samples - Household census taking - Supervision and checking of household census taking	Jan 24-31, 2011 Jan 24-Feb 2, 2011 Jan 25 – Feb 5, 2011 Feb 8-19, 2011 Feb 8-21, 2011	April 24-31, 2011 April 24 – May 2, 2011 April 25 – May 5, 2011 May 8-19, 2011 May 8-21, 2011	July 24-31, 2011 July 24 – August 2, 2011 July 25 – August 5, 2011 August 8-19. 2011 August 8-21, 2011	Oct 24-31, 2-11 Oct 24 – Nov 2, 2011 Oct 25 – Nov 5, 2011 Nov 8-19, 2011 Nov 8-21, 2011
4	Processing in Regency/City BPS	Feb 9 – March 3, 2011	May 9 – June 3, 2011	August 9 – Sept 3, 2011	Nov 9 – Dec 3, 2011
5	Compilation, evaluation at Provincial BPS and delivery of raw data to BPS RI	Feb 24 – March 10, 2011	May 25 – June 10, 2011	August 25 – Sept 10, 2011	Nov 25 – Dec 10, 2011
6	Data compilation and	March 10-20,	June 10-20,	Sept 10 – 20,	Dec 10 – 20,

	tabulation at BPS RI	2011	2011	2011	2011
7	Result evaluation and discussion at BPS RI	March 20 – April 20, 2010	June 20 – July 20, 2011	Sept 20 – Oct 20, 2011	Dec 20, 2011 – Jan 20, 2012
8	Delivery of release material to Provincial BPS	April 25, 2011	July 25, 2011	Oct 25, 2011	Jan 25, 2012
9	Press release	May 2, 2011	August 1, 2011	Nov 1, 2011	Feb 1, 2012
10	Publication at BPS RI	May 2011	August 2011	Nov 2011	Feb 2012

G. Employment Theory Approach

Employment theory approach used in Sakernas 2011 is Standard Labor Force Concept, as in the diagram below:

EMPLOYMENT DIAGRAM

Population

Work age   Not work age

Work force   Not work force

Work R2a. 1=1   Unemployment School Looking after household Others

Working Temporarily not working Looking for a job   Preparing business   Desperate of looking

R2a.1=1 R3=1   R4=1   R5=1   R6=1

for a job   Have got a job but have not started working

        R6=2

Population is grouped into working-age population and non working-age population. Working-age population is divided into two groups, labor force and non labor force. The measurement is based on the time reference, that is activities conducted during the whole week one day prior to the census taking.

Labor force consists of working and unemployed population. Non labor force consists of population who in the time reference does not have/ conduct any economic activities, both because of going to school, looking after the household or others (sports, courses, picnic, and social activities (organization, community service).

What is meant by working is to do activities aimed at obtaining or to help obtaining income or profit at least one hour during last week. The one-hour work must be done simultaneously. Income or profit includes wage/salary/income including all benefits and bonus for workers/employees and proceedings from rental, interest or profit, both money as well as goods for businessmen. Working includes, both those who are working as well as those who have a job but did not actively work during the previous week, because they were ill, on leave, waiting for harvest, on strike, on study assignment and so on.

Unemployment includes population who does not work or is seeking for a job, or is preparing a business, or feels desperate of seeking for a job, or has been admitted to a job but has not started yet. What is meant by seeking for a job is an effort to obtain a job in a time reference. Preparing a business is an activity conducted by a person in the frame of preparing a "new" business, aimed at obtaining income/profit on his own risk, both with as well as without hiring a worker/employee, paid or unpaid. Preparing a business means when an "action is concrete" such as collecting capital or equipment/tool, looking for a location/place, taking care of business license and so on, which has been/is being conducted. Being desperate of seeking for a job means a reason for those who have repeatedly

looked for a job but have not succeeded to get a job so that they feel that they would impossibly get a job expected. Or those who feel because of situation/condition/climate/season, they would impossibly get a job expected. Being admitted to a job but has not started yet is a reason for them to not seeking for a job/preparing a business because they have been admitted to a job, however have not started working yet during the census taking.

CHAPTER II

SURVEY ORGANIZATION

A. Caretaker of Sakernas Execution at Central and Regional Level

Caretaker of the execution of Quarterly Sakernas 2011 at BPS RI was the Director of Population and Employment Statistics. While the caretaker of the execution at the regional level both technical and administration aspects was Chairman of the provincial BPS assisted by Head of the Social Statistical Division, and Chairman of Regency/City BPS assisted by Head of the Social Statistical Section. Both provincial and regency/city BPS were then responsible from selecting the officers, including other field implementation aspects related to this survey.

B. Field Officer

Field officers of Quarterly Sakernas 2011 were **no longer** in a TEAM, instead consisted of: a) supervisor and b) census taker. Supervisor is provincial and regency/city BPS organic (prioritized for Diploma III graduates upward), while Census Taker is an employee of provincial and regency/city BPS both organic as well as non organic (partner) appointed and has minimum education of Senior High School (prioritized Diploma III upward).

1. Supervisor's duties:

    a) To take part in Sakernas 2011 training;

b) With the census takers, to make a planning of the implementation schedule for each census block and to ensure other instruments used in the field execution;

c) To distribute instruments to be used at the field according to the need of each census taker and to arrange the instruments plot;

d) To arrange trips to the location, budgeting, and materials needed before the field activity is started;

e) With the census takers, to get to know the location to be used as the survey target;

f) To take and to copy samples of selected households with List of SAK11.DSRT manually based on List of SAK11.P of the latest examined updating;

g) Particularly for BS selected of Sakernas in SBH, in addition to register the updating result of List of SAK11.P, supervisor also take samples of households at selected census blocks with the computer;

h) To evaluate performance of the census takers from the beginning of the census taking, in which both supervisor and census takers visit selected households on the first day, so that mistakes that may happen can be prevented at the earliest time possible;

i) To help solving problems faced by census takers. If a dubious problem on concept and definition is faced, then supervisor should refer to the guidance book or note.

j) To check and take a Code of List of SAK11-AK which is his responsibility;

k) To maintain high work spirit and cooperation with census takers;

l) To collect and check instruments, such as the accuracy, consistence, normality and quality of data of the processing result before going to other census blocks;

m) To submit all documents of the census taking result to BPS regency/city and then further data entry;

n) To stick to the schedule set.

2. Census taker duties:

a) To take part in Sakernas 2011 training;

b) To get to know the assignment area with SP 2010 WB map to update the buildings and households based on SAK11.P;

c) To revise content in the selected census blocks, to complete information on important buildings on the census blocks map, and to provide a note on the requirement of the map revision and to submit it to the officer;

d) To receive identity of selected households in the SAK11.DSRT made by supervisor, according to the areas under the supervision of census takers;

e) On the first day of census taking, census takers interview respondents accompanied by supervisor to observe the quality of census takers;

f) To create/set up good cooperation with all respondents;

g) To re-check the truth of List of SAK11-AK as result of the census taking;

h) To discuss problems faced with supervisor and to jointly look for a solution;

i) With supervisor, to re-check consistence, completion, and accuracy of the census taking. Upon a dubious content after being checked by supervisor, the survey should be asked again to the related respondent;

j) To keep confidentiality of all information obtained from respondent;

k) To stick to the schedule set.

C. Procedure of Quarterly Sakernas census taking

1. Supervisor and census takers jointly make a planning of the execution schedule for each census block and ensure that all other instruments to be used for the field execution are complete;

2. Guided by SP 2010 WB map, supervisor and census takers jointly get to know borders of the areas of their responsibility;

3. Census takers update households based on the List of SAK11.P;

4. Supervisor then takes and copies samples of the selected households with the List of SAK11.DSRT based on the updating result of the List of SAK 11.P which has been checked;

5. During the first day of census taking, supervisor accompanies census takers to interview each first respondent that is their responsibility to observe the quality of the census takers;

6. Census takers submit the List of SAK11.P which has been filled in to supervisor for editing and coding;

7. To help solve problems faced by census takers upon a dubious fact on concept and definition, by referring to the guidance book or note.

8. Census takers continue the interview with the next selected households based on the List of SAP11.DSRT; the census taking result is then submitted to supervisor for editing and coding. This process repeats through to the last household;

9. Supervisor collects all Sakernas instruments to be used by census takers to be immediately submitted to BPS regency/city.

D. Order of Filling in the List

1. All answers in the list must be written with **black pencil**;

2. All answers must be in Bahasa Indonesia, and clearly written to be easily read. Abbreviations are only allowed for standard things. For too long names, use a nickname that is easy to recognize;

3. Start filling in the blocks from the smallest number to the biggest one;

4. Pay attention to signs or questions plot printed in the list of answers;

5. Use empty parts of the questionnaire to take note of things that need to be known by supervisor and processing division.

E. Method of Filling in the List

When filling in the List of SAK 11-AK, please pay attention to the prevailing filling in method for certain questions. Basically, the method to answer the questions can be grouped as follows:

    a. To write the answers in the boxes provided.

       Example: Block V List SAK11.AK

NAME ….. MUH FURKAM ….. ART NO. 01 0 1

    b. To encircle Code 1 for answer "Yes" or Code 2 for answer "No".

       Example: Detail 2.a. Block V B. List of SAK11-AK

2.a During last week:	Yes	No
1. Did (NAME) work?	1	2
2. Did (NAME) go to school:	1	2
3. Did (NAME) look after the household?	1	2
4. Did (NAME) do any other activities other than "personal activities"?	1	2

    c. To write down clearly and completely on the provided points.

       Example: Detail 9 Block V C List of SAK11-AK

What's the field of business/field of main job of (NAME)'s

work place during the whole last week?

Education   Filled in by supervisor

SLTA Negeri 2   8 5 2 1 0

(write as completely as possible)

CHAPTER III

HOUSEHOLD UPDATING IN POPULATION CENSUS 2010

FOR SURVEY OF NATIONAL WORK FORCE 2011

The method of building and household registration in the Quarterly Sakernas 2011 is an updating of households as a processing result of SP2010-C1 of Population Census 2010. The updating of households in Quarterly Sakernas 2010 uses the List of SAK11.P and was conducted by Sakernas census takers.

A. Purpose

The updating is aimed at updating households as a processing result of the List of SP2010-C1 to be used as a basis for sample taking. The updating is conducted by asking head of families or surrounding neighbors, whether the households to be updated still exist or not.

B. Instruments used

The updating activities of the buildings and households use the following instruments:

1. SP2010-WB Map

   - Map used is the SP2010-WB map from SP2010 listing which has been completed with BF physical construction;

   - SP2010-WB Map is used as a guidance to get to know the census block areas from which buildings and households updating will be conducted.

2. List of SAK11.P

List of SAK11.P contains name of head of families which has been completed with SLS, number of physical buildings, number of census buildings, number of households and address as well as the existence of the households in the selected census blocks which will be updated.

C. Updating procedure of buildings and households

Phases of updating the buildings and households are as follow:

1. Having the SP2010-WB Map as a result of SP2010 listing which contains physical buildings in the selected block areas, census takers check the buildings by visiting the physical buildings and households one by one to ask for the existence of the household in the census blocks with the List of SAK11.P;

2. Updating starts from the smallest number of the physical building in the List of SAK11.P;

3. Upon the visit of the buildings and households, census takers immediately update the buildings and households by filling in the columns (7) to (9) of the List of SAK11.);

4. The map is also updated, this means that if there is a change in the field at the census block, adjust the Map of SAK2010-WB with the real condition;

5. If there is a new physical building not contained yet in the map, insert the new physical building into the Map of SAK2010-WB. The new physical building is numbered following the number of the nearest physical building which has the smallest number before the new physical building exists by adding letters A, B, C and so on;

6. If the new physical building is used as a house, write the household after the last filled line in the last page of the List of SAK11.P from column (1) through to column (9).

D. **Structure of SAK 11.P List**

List of SAK11.P is used to update buildings and households in Sakernas 2011, in which there are four blocks, including:

    a. Block I: Knowing the Place, contains identity of samples of selected census blocks from province, regency/city, district, village/sub district, village classification, PSU number, number of census blocks in PSU, number of census blocks and Code number of samples (NKS);

    b. Block II: Officer Explanation, contains identity of the households updating officers including name, updating date, and signature after having checked the List of SAK11.P;

    c. Block III: Taking Household Samples of the Updating Result, filled in after the updating of buildings and households has been completed at one selected census block and has been verified by an officer;

    d. Block IV: Household Explanation, consists of nine columns including number of SLS, number of physical building, number of census building, number of household, name of head of household, address, existence of the household, eligible household and number of updated household.

E. Method of Filling in List of SAK11.P

1. Columns (1) to (6) have been filled in, while column (7) should be filled in with the Code according to the household existence upon updating;

2. When the household in column (7) has Code 1 (found), Code 2 (change of KRT) or Code 3 (move in the census block), column (8) should be given the sign ( ). If the household in column (7) has Code 4 (move out from the census block) or Code 5 (not found), columns (8) and (9) should be written (-);

3. If there's a **new** household, put column (7) with Code 6, and the new household should be written after the last line filled in the last page from columns (1) to (9);

   - If an old household changes to a new household, the old household should not be deleted, but fill it in with Code 4 (move out from the census block) in column (7). While the new household should be written after the last line filled in the last page, by giving Code (6) in column (7) and giving the sign ( ) in column (8);

4. After all households in the selected census block have been updated, then fill in the number in column (9), starting from number 1 (first) through to the last number for households in which column (8) is checked ( );

5. After numbering the households has been verified, then samples of households are taken and selected households are copied by supervisor.

Explanation of the household existence is as follows:

1. *Found*

A condition where the **name** of the head of household and **address** during the updating are the same with the name of the head of household during census taking of SP2010-C1.

Note: This includes when the name of the head of household is different as a result of a difference of the nickname and the name registered, or other things that may be accepted logically; then it will be considered "found".

2. *Change of head of household (KRT)*

A condition where the **address** during the updating of the household is the same with the address of the household during census taking of SP2010-C1 but the head of household has changed.

Note: Change in the head of household is caused by a difference of the name because the previous head of household has passed away or moved out.

3. *Move in census block*

A condition where the **address** during the household updating is different from the address of the household during the census taking of SP2010-C1 while the name of the head of household remains the **same**.

Note: This does not include address of household because of a mistake in writing the address, for instance BF and BS on the same sticker and the correct address is No. 15, but in the List of SAK 11.P, it is written No. 5.

4. *Move out from census block*

A condition where the head of household registered in the List of SAK 11.P during the updating cannot be found at the field, and after being confirmed with

the surrounding neighbors, it is found out that the household has moved out to another place outside the selected census block.

5. *Not found*

A condition where the head of household during the updating cannot be found at the field, and after being confirmed with the surrounding neighbors, no one does know him.

6. **Newly found**

A condition where there is a household found during the updating but it does not exist in the List of SAK11.P.

An officer is not allowed to change the selected census block.

Updating should be conducted completely at the selected census block areas.

Block IV List of SAK11.P consists of nine columns, including:

Column	Title of column	Code	Explanation/Condition
1	SLS number		
2	Physical building number		
3	Census building number		
4	Household number		
5	Head of household		

	name		
6	Address		
7	Existence of household	1. Found	Household still exists in the census block
		2. Change of KRT	Household found in the census block, but the name of head of household is not the same with the identity mentioned in the List of SAK11.P
		3. Move in census block	Household moves out but still in one census block
		4. Move out from census block	Household moves out from the census block sample
		5. Not found	Household cannot be found and no information on the existence from the

		6. New	surrounding neighborhood The household does not exist in the List of SAK11.P, yet found in the census block sample
8	Eligible household		Give ( ) if column 7 has Code other than 4 and 5
9	Household number, result of updating		Give household number if column (8) is filed in with ( )

CHAPTER IV

HOUSEHOLD CENSUS TAKING

A. Purpose

The purpose of household census taking of Quarterly Sakernas 2011 is to obtain data of employment from selected households. Selected households in Quarterly Sakernas 2011 that will be census taken refer to the List of SAK11.DSRT which has been made by supervisor based on the result of household updating in the List of SAK11.P. In the List of SAK11.DSRT, a number of selected households which will be census taken with the List of SAK11.AK are mentioned.

Advantage of List of SAK 11.P

List of SAK11-AK is used for census taking all members of household in a selected household. Members of household aged above 10 years will be questioned their education and some information related to employment. The List of SAK11-AK consists of five blocks, including:

Block I   : Knowing the Location

Block II   : Resume

Block III   : Officer Explanation

Block IV   : Explanation of Household Members

Block V   : Explanation of Household Members Aged above 10 years

Method of Filling in List of SAK 11-AK

1. **Block I: Knowing the Location**

   This block is used to register main information on the household identity at the selected household, to prevent any mistake in the census taking.

Detail 1 – 7: Province, regency/city, district, village/sub district, classification of village/sub district, number of census block, and Code number through to Quarterly Sakernas.

Detail of this will be copied from detail 1-7 Block I List of SAK11.DSRT.

Detail 8: Number of household sample

Detail of this will copied from column (1) Block III List of SAK11.DSRT.

Detail 9: Name of head of household

Detail of this will be copied from Column (5) Block III List of SAK11.DSRT or the same with the first line in column (2) Block IV List of SAK11-AK.

2. **Block II: Resume**

Detail 1: Number of household members

Detail of this is the same with the number of the last household members in column (1) and in column (2) Block IV List of SAK11-AK.

Detail 2: Number of household members aged above 10 years

This detail is the number of household members aged above 10 years, it must be the same with the number of boxes filled with Code in columns (6) and (7) Block IV List of SAK11.AK or must be the same with the number of sheets of Block V List of SAK11-AK which has been filled in.

3. **Block III: Officer's Explanation**

Purpose of filling in this block is to know who is responsible with the census taking and list verification, information on the time of the census taking execution and verification of the List of SAK11-AK and active cellular phone number of the officer to facilitate communication.

Code of officer is written as follows:

Code of supervisor

Code of census taker

Census taker = 1

Census taker = 2

Status of census taker

1 = Staff of Provincial BPS

2 = Staff of regency/city BPS

3 = KSK

4 = Partner

Detail 1 and 2: Code and cellular phone number of census taker, name of census taker, date of census taking, signature.

Fill in the Code and cellular phone number of the census taker, name of the census taker appointed to conduct the census taking at the selected household, date of the census taking and signature upon completion.

Detail 3: name of supervisor, cellular phone number of supervisor, date of verification, and signature.

Fill in the name of supervisor, cellular phone number of supervisor, and date of the verification. Before signing, verify first the truth and completion of filling in List of SAK11-AK.

4. **Block IV: Explanation of household members**

Purpose of this block is to register all household members in a selected household to prevent any missing or duplication in the census taking. In addition, from this block, the number of household members aged above 10 years and who will be further interviewed, can be found out.

Column (1): number

The numbers of household members have been provided from 01 through to 15. If the number of household members is more than 15 persons, add a new list. Write down the word "to be continued" on the right corner above of the front page of the first list and the word "continued" on the right corner above of the front page of the next list. Change the numbers of household members 01 to 16, 02 to 17 and so on until all members of the household have been registered in the continued list and combine both lists.

> **Ask columns (2) and (3) to each member of the household, before posing questions in the next columns.**

Column (2): name of household members

Write down the name of all household members who live, and sort them according to SP 2010 standard regulation, as follows:

1. The first number is the name of the head of household (KRT), followed by name of the spouse, and unmarried children sorted from the oldest.

2. The next number is the name of married biological children, step children, adopted children, followed by their spouse and their unmarried children, sorted from the oldest and so on.

3. The next number is the name of other members of the household from parents/parents in law, family, servant/driver/gardener, etc, without spouse nor children.

The names should not be abbreviated and without mentioning Mr, Mrs, or titles.

> **After all has been registered, read the names once again one by one and ask again to ensure whether there's no household member who has not been registered.**

Column (3) Relation with the head of household

Ask the relation of each member with the head of household and fill in the appropriate Code in column (3). Relation Code with head of household is mentioned under the box in Block IV.

a) *Head of household* is a person from a group of household members who is responsible with the daily needs of the household or a person considered/appointed as the head of household.

b) *Wife/husband* is wife/husband of the head of household.

c) *Child* is a biological child, step child or adopted child of the head of household.

d) *Son/daughter in law* is husband/wife of a biological child, step child or adopted child.

e) *Grandchild* is a child of a biological child, step child or adopted child.

f) *Parent/parent in law* is father/mother of the head of household or father/mother of wife/husband of the head of household.

g) **Other family** is persons who are familial-related with the head of household or with husband/wife of the head of household, for instance brother, sister, nephew, niece, uncle, aunt, in laws, grandfather and grandmother.

h) **Servant** is a person who works as a servant and lives in the household, and receives a salary in both money as well as goods.

i) **Others** are persons who have no familial relation with head of household or wife/husband of the head of household, for instance those who rent a room in the house.

Explanation:

1. Former son/daughter in law who has no familial relation with the head of household shall be registered as others (Code 9), those have familial relation shall be registered as the relation status with the head of household prior to the marriage.

2. A relative who works as a servant (gets a salary) shall be considered servant (Code 8).

3. In the case of driver and gardener who become members of the master's household (room and boarding in the master's house), then the driver shall be registered others, while the gardener shall be considered a servant.

Column (4): sex

Ask the sex of each household member registered in column (2), and then fill in Code 1 for male and Code 2 for female. Don't assume a sex based on a name.

Colum (5): age (years)

Ask respondent's age and write down the answer in the provided box. Age is calculated in years with **an integration downward** or the age according to the **last birthday** before the census taking. When respondent has mentioned his/her age, ask

again whether he/she has passed his/her birthday before the census taking. The age is counted based on the BC calendar.

As only two boxes are provided for age, for age less than 10, it should be added with 0 in the first box and for age more than 98, it should be written 98 in the box provided.

Example: column (5) Block IV List of SAK11-AK.

11 months	[0] [0]
5 years 11 months	[0] [5]
102 years	[9] [8]

Columns 6 and 7 should only be asked for ART aged above 10 years

Column (6): marital status

Ask respondent's marital status and fill in the Code in the boxes provided. Code for marital status can be seen in boxes Block IV.

- *Unmarried* : clear enough

- *Married* : is a status of those who are bound in a marriage upon census taking, both live together or separately. In this case, not only those who are legally married (custom, religion, state) but also those who are considered man and wife by the surrounding community.

- *Divorced* : is a status of those who are separated as man and wife because they are divorced or have not got re-married. This includes those who admit to be divorced although not officially yet. On the contrary, this excludes those who live separately but are still bound in marriage, for instance man/wife abandoned by man/wife

who has moved to another place to study, work, seek for a job, or any other need. A woman who admits to have never been married but was once pregnant should be considered divorced.

- ***Divorced dead*** : is a status for those whose husband/wife has passed away and have not got re-married.

Column (7): school participation

Fill in the Code that corresponds with respondent's answer in the provided boxes. Code for school participation can be seen in boxes Block IV.

Not/never go to school is never or never been registered and not/never been active in any education both formal as well as non formal (A/B/C package). This includes graduated/not graduated yet from kindergarten but not proceeding to primary school.

Still study in formal education stage is those who are registered and actively participate in education in a formal education stage, under the supervision of the Ministry of Education, Ministry of Religious Affairs, other government institutions or private institutions.

Note: College students on leave will be considered to **still** go to school.

Still study in non formal education stage is those who are registered and actively participate in a non formal education (A/B/C package), under the supervision of the Ministry of Education, Ministry of Religious Affairs, other government institutions and private institutions.

No longer go to school is those who were once registered and actively participated in an education, both formal as well as non formal (A/B/C package), yet during the census taking, they are no longer registered or active.

4. **Block V : Explanation from household members aged above 10 years**

Purpose of this block is to obtain information on the employment condition that includes activities during the previous week, number of working hours, field of main

work, type of work/position of the main work, status of the main work, wage/salary/income, seeking for a job and preparing a new business, as well as work experience.

This block consists of six sub blocks:

- Sub block V.A   : education

- Sub block V.B   : activities during the previous week

- Sub block V.C   : main work

- Sub block V.D   : additional work

- Sub block V.E   : seeking for a job/preparing a new business

- Sub block V.F   : work experience

Write down the name and number of household members aged above 10 years as mentioned in columns (1) and (2) Block IV, in the provided space for identification. Also write down name of the information provider and Code according to columns (2) and (1).

The number of Block V filled in, must be equal with the number of household members aged above 10 years and equal with the number of boxes filled in with Code in columns (6) and (7) Block IV.

5.1 Sub Block V.A: Education

Detail 1.a: What is the highest diploma owned by (NAME)?

Some definitions to be known to fill in this detail:

A diploma is an evidence of having passed a certain degree of study and marked by having passed final exams in the last class or level of a certain educational degree in both government as well as private school. A person who has not attended the highest

class but has taken final exams and passed, shall be considered to have graduated from school.

    a. **SD/SDLB** is a Primary School or of the same level (primary school for children with special needs, ordinary primary school);

    b. **Madrasah Ibtidaiyah (MI)** is a primary school with Islamic characteristics of the same level with SD.

    c. **SMP/SMPLB is** a junior high school or of the same level (MULO, HBS 3 years, and Junior High School for children with special needs).

    d. **Madrasah Tsanawiyah (MT)** is a public school with Islamic characteristics of the same level with SMP.

    e. **SMA/SMLB** is a senior high school or of the same level (Senior High School for children with special needs, HBS 5 years, AMS, and Course of Senior Administration Employees (KPAA).

    f. **Madrasah Aliyah (MA**) is a public school with Islamic characteristics of the same level with SMA.

    g. **Vocational High School (SMK)** is a vocational school of the same level with SMA; for instance Vocational High School of Social Workers (SMPS), Vocational High School of Craft Industry, Vocational High School of Fine Arts, Vocational High School of Indonesian *Karawitan*, Vocational High School of Music, Vocational High School of Technology, Vocational High School of Economy, Vocational High School of Agricultural Technology, Vocational High School of Shipping, Vocational High School of Mining, Vocational High School of Graphics,

Vocational High School of Sports, Vocational High School of Teachers for Children with Special Needs, Vocational High School for Religion Teachers, Vocational High School for Kindergarten Teachers, Course of Teachers Education, Vocational High School for Chemical Analysis, Vocational High School for Pharmacist Assistant, Vocational High School for Midwife, Vocational High School for Rontgen Arranger.

h. **Diploma 1/2 Program** is a D1/D2 program at a college which organizes D1/D2 programs at formal education. Diploma 1 program is only a diploma program at a formal education managed by a college.

i. **Diploma 3 Program** is a D3 program or to obtain a baccalaureate diploma at an academy/college that organizes a D3 diploma program/issues a baccalaureate title.

j. **Diploma 4/Scholar Program** is a diploma 4 education or scholar program at a college.

k. **S2/S3** is a master or doctoral education program at a college.

A/B/C package is an equality education aimed at expanding access to nine-year basic education through A and B Packages program as well as intermediate education through Package C program. Under the Law No. 20/2003 article 23 paragraph, equality education is a non formal education that includes Package A of the same level with SD/MI, Package B of the same level with SMP/MT, and package C of the same level with SMA/MA.

Participants of equality education

   a. Package A program of the same level with SD/MI includes:

- Population who has not finished education at SD/MI;

- Population who has never attended SD/MI or cannot go to school due to various factors such as economy, time, geography, and social/legal problems such as street children, drug addicts, and prisoners.

   b. Package B program of the same level with SMP/MT includes:

- Population who has not finished education at SMP/MT from the group of age between 15-44 years old with the priority for 16-18 years old;

- Population who has finished SD/MI but does not proceed to SMP/MT due to various factors such as economy, time, geography, and social/legal problems such as street children, drug addicts, and prisoners.

   c. Package C program of the same level with SMA/MA includes:

- Population who has passed Package B/SMP/MT, or population who has dropped out from SMA/MA, SMK/MAK;

- Population who has passed SMP/MT but does not proceed to SMA/MA/MK due to various factors such as economy, time, geography, and social/legal problems such as street children, drug addicts, and prisoners.

Note:

For heads of household/members of household who go to two schools (or more), they should be registered at one of the schools.

How to fill in: Encircle one of the Codes that corresponds with respondent's answer. If one of the respondent's answers has Code 1 through to 7, continue to Detail 1.c.

Detail 1.b: Field of study:

Detail 1.b should only be asked when in detail 1.b, one of Codes 8 through to 14 is encircled.

Detail 1.c: Has (NAME) ever obtained a job training and a certificate?

Job training is an education/training that provides a certain skill of which the character is special in a certain period and that provides a certificate which is organized by both the government as well as private. This includes a training organized by a company.

How to fill in: Encircle the Code that corresponds with respondent's answer. If respondent answers ("No"), go directly to sub block V.B.

Detail 1.d: State two types of main job training:

Write down 2 (two) types of certified and main job training owned by a respondent which supports him/her the most both in his/her work as well as in his/her daily routines. Code for the type of job training must be filled in by supervisor.

5.2 Sub block V.B: Activity of the previous week

Detail 2.a: During the previous week

Some definitions to be known to fill in this detail:

- ***Previous week*** is a period of seven consecutive days that end one day before the census taking date. For instance, census taking of Quarter 1 Sakernas

(February) was conducted on February 10th, 2011, what is meant by previous week is from February 3rd through to February 9th, 2011.

- ***Activities*** include working, going to school, looking after the household, and others (courses, sports, recreation and social activities).

- ***Working*** is an activity to do a job aimed at obtaining or to help obtaining an income or profit at least one hour during the previous week. The one-hour work must be done consecutively and continuously. Income or profit includes wage/salary/revenue, including all benefits and bonus for workers/employees and business result such as rent, interest or profit, both money as well as goods for businessmen.

    Note:

    a. To do a job in a work concept is to do an economic activity which produces goods or service. For instance: a house servant is included in work category, both as a member as well as not as a member of the employer's household;

    b. A person who takes advantage of his/her profession for his/her household is considered working. For instance: a doctor who treats members of his/her own household, an artisan who repairs his own house and a tailor who sews his/her own cloth.

    c. A member of a household who helps the work of the head of household or other members of the household; for instance in the rice field, in the shop and so on is considered to work although he/she receives no wage/salary/revenue (unpaid worker);

    d. A person who cultivates crops which are only for self consumption is considered to not work, unless the crops are staples, including rice, corn, *sago*, and or cassava, sweet potato, potato.

e. A freelance worker who works in both agricultural as well as non agricultural sector and is waiting for a job, is considered to **not work**.

- *School* is an activity of going to school in a formal school from primary school, high school or college. This excludes those on vacation/leave.

- **Looking after the household** is an activity to look for the household or to help looking for the household without receiving any wage/salary.

  A housewife or her children who do household activities, such as cooking, washing and so on are categorized to look after the household. On the contrary, a house servant who does the same thing but receives wage/salary, is categorized to work. If a house servant does an activity of looking after a household (not for the interest of his/her employer/work), then he/she is also categorized to have an activity of looking after a household.

- Other activities other than "personal activities" are activities other than to work, to go to school, and to look after a household. These activities should be actively done, such as to do sports, to take a course, to go on a picnic, and to do social activities (organization, community service). This includes those who are unable to do activities, such as the elderly, disabled people, and retired people who receive pension and no longer work, but still do activities, such as light sports, religious activities, *arisan*, etc. this excludes "private activities" such as to sleep, to relax, to play, and to not do any activities.

  How to fill in: for each type of activity, encircle the Code that corresponds with respondent's answer. If Detail 2.a.1 through to Detail 2.a.4 have Code 2 ("No"), continue to Detail 3.

Detail 2.b: From activities 1-4 stating "Yes" above, which activity took most of the time during the previous week?

This detail is asked when in Detail 2.a with Code 1, respondent answers ("Yes") more than one, then ask what activity took most of the time.

Activity that is done the most is an activity that takes most of the time compared to other activities. Most of the time is counted by comparing the time spent for working, going to school, taking care of the household and others (courses, sports, recreation, and social activities). Spare time that is used for *arisan*, visiting families, relaxing, sleeping and playing will not be counted as a comparison.

For example:

> Budi is an employee at BPS. He works eight hours every day, from Monday to Friday. After work, he goes to a private college two hours every day, except Saturday and Sunday where he spends the time relaxing with his family. In this case, activity that takes most of the time is working although he also goes to college.

How to fill in: Encircle the Code that corresponds with respondent's answer; if the answer has Code 1, continue to Detail 4.

Detail 3: Does (NAME) have a job/business, but temporarily did not work during the previous week?

> This detail is asked when Detail 2.a.1 has Code 2.

It is categorized to have a job but temporarily does not work if those who have a job/business did not work but during the previous week because of a reason, for instance ill, on leave, waiting for harvest, study assignment, or on strike.

Those who are categorized to have a job but temporarily do not work, for instance:

a. Professionals (having a certain/special skill) who do not work because of illness or waiting for a next job, such as *dalang*, masseur, healer, singer,

b. Permanent employees, government or private employees who do not work because they are on leave, ill, absent, on stroke, on leave because of being on study assignment/scholarship from the office, or temporarily laid off because the machine is broken, lack of raw material, and so on.

c. Farmers who cultivate the land, do not work because they are ill or waiting for a next job, such as waiting for the harvest or rainy season to work on the rice field.

d. Those who rent dorm rooms but did not do any activity related to the dorm room rental the previous week, are considered to temporarily not work.

How to fill in: Encircle one of the Codes that corresponds with respondent's answer.

> 1. **Non professional workers, such as freelancers, hoe artisans, farm workers and other free workers who temporarily have no job or do not do any "working" activity during last week, are not categorized as temporarily not working.**
>
> 2. **If R3=1 then R12.a should not have Codes 5 or 6 or 7.**

Detail 4: Is (NAME) looking for a job?

Looking for a job is an activity of those who try to get a job.

Explanation:

The activity of looking for a job is not limited to a period of the previous week, but can be done during some time ago as long as respondent was still waiting for an answer the previous week. Thus in this category, those who have submitted an application letter and are waiting for an answer are also included.

Those categorized looking for a job:

a. Those who work or have a job, but are still trying to get another job because of a certain reason;

b. Those who have been laid off but will be re-called back, but are trying to get another job;

c. Those who work at least one hour during the previous week, and are trying to get another job;

d. Those who have never worked and are trying to get a job;

e. Those who worked but have resigned or have been laid off for a certain reason and are trying to get a job;

f. Those who normally go to school or look after the household and are trying to get a job.

   How to fill in: Encircle one of the Codes that corresponds with respondent's answer.

Detail 5: Is (NAME) preparing a new business?

Preparing a new business is an activity done by a person who is preparing a "**new**" business (not an expansion of an existing business), aimed at obtaining income/profit on his/her own risk, both with as well as without hiring any worker/employee both paid as well as unpaid. What is meant by preparing a business is when "**the action is real**" such as collecting capital or equipment/tool, looking for a location/place, taking care of a business license and so on, **have/being done**.

   Preparing a new business does not include planning, intending, and just participating in a course/training in the frame of opening a business. Preparing a new business in this Detail 5 will later tend to an own account worker or assisted by non-permanent/unpaid workers or assisted by permanent/paid workers.

Explanation:

   An activity to prepare a business is not limited to the previous week, but can be some time ago as long as during the previous week, respondent was still trying to prepare a business activity.

Those categorized preparing a business:

   Those who do not have a business and during the previous week were:

a. *Collecting capital* in money or goods for a business or a job both by saving (business plan is clear/definite) as well as borrowing from another person or institution that provides business credit;

b. *Taking care of a business license* to create a business or a job;

c. *Looking for/have looked for a location/place* to create a business or a job;

d. Preparing a business during the census taking, and they *once had a business and quit/got bankrupt.*

Examples:

1. Rahmi **is building a shop** in her house yard to prepare her business selling moslem clothes with a capital borrowed from a cooperative;

2. After having finished a beauty course last month, Intan **buys hairdresser equipment** to open her own hairdresser with capital from her savings which **she took from the bank two days ago**;

3. As he has just been laid off from a company, Udin **bought a motorcycle last week** to prepare an *ojek* business;

4. Eko, a lecturer in a private university, **three days ago took care of a business license** as a preparation to open a *wartel* (phone kiosk);

5. Bingket **is looking for a location** to open a restaurant, after his garment shop got bankrupt eight months ago.

Those not categorized preparing a business:

Are those who already have a business on their own or assisted by permanent workers or assisted by non-permanent workers and during the census taking, are expanding or developing their business, such as: adding the types of sale commodity, opening a new branch, opening a new business, and so on.

Examples:

1. dr. Lisa opens a practice at home, three weeks ago she went to buy electric appliances as a preparation of opening an electric appliance shop;

2. Ganes sells cellular phone voucher at Kota station; to make his business more complete, he prepares a VCD-selling business and bought equipments for the business.

In this case, both dr. Lisa as well as Ganes are not categorized as preparing a business because they are working/work with the status to work.

How to fill in: Encircle one of the Codes that corresponds with respondent's answer.

If Detail 4 has Code 2 and Detail 5 has Code 2, continue to Details 6 & 7. If respondent's status is to work (R.2.a.1=1) and Detail 4 or Detail 5 has Code 1, then continue to Details 8 through to 17. However, if R.2.a.1=2 and Detail 3=2 and Detail 4 or Detail 5 has Code 1, continue to Detail 19.

Detail 6: What's the main reason for (NAME) not looking for a job/preparing a new business?

This detail is one of the questions to get a number of unemployment. This detail is asked when **Detail 4 and Detail 5 have Code 2 ("No")**.

Don't direct respondent's answer into one of the statements in the questioner. Therefore, don't read each statement to respondent, instead focus more on "opinion/reason" of respondent.

- **Desperate (to feel impossible to get a job)**: is a reason for those who repeatedly look for a job but have not successfully got one so that they feel impossible to get a job that they want. Or those who feel that due to a situation/ condition/ climate/ weather, it is impossible to get a job that they want.

   Those who are desperate (feel that it is impossible to get a job) do not include:

a. Children going to school;

b. Those who look after a household;

c. Those who are physically unable to work or are old (elderly).

However, if the reason stated is points a to c, then return it to the reason that corresponds with the available Code, that is:

- For those who go to school, encircle Code 3

- For those who look after the household, encircle Code 4

- For those who are unable to work because they are old or physically disabled, encircle Code 7.

- **Have been admitted to a job, but have not started working**: is a reason for those who are not looking for a job/preparing a business because they have been admitted to a job, but **during the census taking, they have not started working**.

  Explanation:

  A person who has been admitted to a job but has not started working during the census taking, is not categorized as temporarily not working. Fill in the activity according to what he/she did during the previous week before the census taking.

- **Going to school**: is a reason for those who do not look for a job/prepare a business because they go to school.

- **Looking after the household**: is a reason for those who do not look for a job/prepare a business because they look after the household.

- **Already having a job/business**: is a reason particularly for those who already have a job/business or **already work** so that they don't feel that they need to look for a job/prepare a business.

- **Feeling sufficient**: is a reason for those who do not look for a job/prepare a business because they already feel sufficient both in terms of revenue as well as time. It may also be possible that they do not feel the need to look for a job/prepare a business because they have savings or rent house from which they earn revenue in interest or rent money. They therefore feel sufficient to fulfill their need.

- **Unable to do a job**: is a reason for those who do not look for a job/prepare a business because their physical and mental condition does not enable them to do a job, such as being old or disabled.

- **Others**: is a reason for those who do not look for a job/prepare a business because of other reasons not mentioned above.

How to fill in: Encircle one of the Codes that corresponds with respondent's answer. If respondent states more than one reason, ask the main reason. If respondent's reason is "Others", state/explain in the provided column.

Explanation:

If Code 6 is encircled, go to Detail 8 if respondent works or temporarily does not work. However, if respondent does not work or temporarily does not work, continue to Detail 23. If Code 7 is encircled, go to Detail 23.

Detail 7: If there is any job offer, will (NAME) still want to accept?

This detail is submitted to know how far respondent is willing to work or accept a job but does not actively look for a job.

Respondent is categorized willing to accept a job (R7=1) when the spontaneous answer is "**Yes**" or "**willing**". But if he/she answers the question with a pre-condition, such as "depends on the salary/wage" or by asking the type of the job or any other condition or by adding reasons such as "if …, but …", "it depends …", then respondent is **not categorized** as willing to accept a job (R7=2). If R2.a1=2 and R3=2, continue to sub block V.E.

How to fill in: Encircle one of the Codes that corresponds with respondent's answer.

> **Details 8 through to 17 will only be asked if the related household members work/temporarily do not work, that is Detail 2.a.1 = 1 or Detail 3 = 1.**

Detail 8.a: How many working days of the whole work during the previous week?

Working day is a day when a person works at least 1 (one) hour continuously during the previous week of the whole work.

How to fill in: Write down the number of working days of the whole work during the previous week according to the days used to work, and fill in to the provided boxes.

Detail 8.b: How many working hours of the whole work every day during the previous week?

Number of working hours is the period (in hours) used to work of the whole work done during the previous week. Counting starts from one day ago (day 7th), two days ago (day 6th) and so on until seven days ago (day 1st), then add the working hours. If respondent temporarily does not work, fill in the numbers 00.

Explanation:

a. For workers/employees who normally have fixed working hours, official working hours are subtracted by official break or hours where workers/employees leave the office. If workers/employees work overtime, working hours must be calculated.

b. Working hours of peddlers are calculated from the hour they leave home until they return home subtracted by the hours which are not working hours, such as visiting families/friends and so on. The calculation of peddlers' working hours

include activities from buying raw materials to the market, cooking, preparing food to sell, selling and get the selling equipment back into order.

c. For respondents who rent a house or party equipments, the calculation of working hours during the previous week starts from respondent is ready to wait for their clients and clean the house or party equipment to rent.

How to fill in:

1. Write down the number of working hours of every working day during the previous week in each day box, adjusted with the census taking day.

   Example: Quarterly Sakernas census taking was conducted on Thursday, February 10th, 2011, then the number of working hours every day starts from the box of Wednesday, February 9th, 2011, then Tuesday, February 8th, 2011 through to Thursday, February 3rd, 2011.

2. Add the number of working hours during the previous week in one digit behind coma and fill in the number of working hours into the box on the right after integration.

   The maximum number of working hours that can be put into the box is 98 hours. If the number of working hours exceeds 98 hours, write down as it is in the provided space, but just write down 98 in the box.

   Sample: Detail 8 block V B List of SAK11-AK

8.a. How many working days of the whole work during the previous week? ….. days							
b. How many working hours of the whole work every day during the previous week?							
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Number
8,0	8,0	8,0	8,0	7,0	3,0	3,0	45,0

- Number of working days   : 7

- Number of working hours   : 49,0 integrated into 49

5.3.   Sub block V.C: Main Job

This question is asked to obtain information on respondent's main job during the previous week. The method to determine whether an activity is a main job or not is as follows:

- If respondent during the previous week only had one job, then the job is registered as the main job;

- If respondent during the previous week had more than one job, then the job that *takes most of the time* is registered as the main job. If the jobs take equal time, then the job that *provides the largest income* is registered as the main job. If the time spent and the income are equal, then it's up to respondent, which job is considered the main job.

Detail 9: **What is the field of business of the main job of (NAME)'s work place during the previous week?**

Field of business is a field of activity of work/business/company/office where a person works, or produced by the company/office where respondent works.

Classification of field of business uses Standard Classification of Indonesian Business Field (KBLI) 2009 which categorizes economic activities in Indonesia based on the main categories, consisting of two digits and a category consisting of three digits, sub categories consisting of four digits and a group consisting of five digits. In addition to the Code naming in KBLI 2009, KBLI 2009 structure has one alphabet called category. This category does not take part of KBLI 2009 Code, instead this alphabet Code is mentioned just to facilitate conversion to classification of the previous field of business (KBLI 2005).

How to fill in: Write down the field of business of the main job during the previous week as completely as possible to facilitate the processing, particularly in giving Codes (five numbers/digits) in the boxes by supervisor.

Sample of writing down field of business:

Wrong writing	Correct writing	Code
Trading	Trading of retail clothes at "Indah" shop	47711
P.T. Mayori	Candy industry at P.T. Mayori	64127
Bank	Bank Perkreditan Rakyat Maju Terus	10739

Detail 10: What is type of work/position of (NAME)'s main job during the previous week?

Type of work is a work done by a person or assigned to a person. Ask what respondent does in the work place.

Classification of type of work in this Quarterly Sakernas 2011 uses the Standard Classification of Type of Work in Indonesia (KBJI) 2002. In KBJI 2002, the types of work are classified based on two dimensions/criteria from the skill concept, including "***level of skill***" and "***specialization of skill***". The criteria "***level of skill***" is determined based on the dimension and complexity of the tasks and types of works. This is measured by the number of years of formal education, training, skill and relevant experience. The criteria "***specialization of skill***" is related with the required knowledge, used tools and equipment, raw materials, as well as goods and service produced in relation with the tasks of the type of work. KBJI 2002 structure has 4 (four) levels: first level is called main category consisting of one digit, second level is called category consisting of two digits, third level is called sub category consisting of three digits, and fourth level is called group consisting of four digits. First level is based on the *level of skill,* second to fourth levels are based on the *specialization of skill*.

How to fill in: write down the type of work from the main job as completely as possible to facilitate the processing, in particular when giving Code (five numbers/digits). The boxes are filled in by supervisor. Use terms in Bahasa Indonesia, do not use vernaculars (*bawon, matun*, and so on).

Write down as completely as possible respondent's type of main job, with a question approach: "what does respondent do at the company/office/work place?" respondent's answer on the type of work is expected to be written down by avoiding vernaculars (*bawon, matun*, etc).

Following are samples of writing down types of work

Wrong writing	Correct writing	Code
Machine operator	Wood processing machine operator	8141
	Rubber-made goods machine operator	8231
Textile producer	Weaver, knitting artisan	7432
	Tailor	7433
	Fur-made tailor	7434
Production manager	Agriculture manager	1221
	Hotel manager	1225
	Company's service manager	1227
General manager	Processing industry general manager	1312
	Transportation service general manager	1316
Engineering technician	Civil engineering technician	3112
	Chemical engineering technician	3116

Administration	Accountancy administration	4121
	Warehousing administration	4131
	Library administration	4141

Detail 11: How many working hours of (NAME)'s main job during the previous week?

Write down the working hours of the main job during the previous week. The method to calculate the working hours during the previous week is the same with the method to calculate the working hours for the whole work in Detail 8.b. Remember, the working hours of the main job must be less or equal to the working hours for the whole work performed during the previous week.

Detail 12: What's (NAME)'s status/position in the main job during the previous week?

Work status is the type of position of a person in a job, consisting of:

a. *Own business:* is to work or to do business bearing a risk economically, among others production cost that has been spent for a business that does not return, not using paid or unpaid workers both technology as well as special skill.

Explanation:

In a company set up by more than one person and has no worker/employee, each person has the status of own business.

Examples:

A freelance driver (who receives no fixed salary and uses deposit system instead), *becak* driver, carpenter, bricklayer, electrician, masseuse, well digger, newspaper agent, *ojek* driver, merchant, doctor/midwife/healer who open their own practice, ticket seller, property broker and so on.

b. ***To do business assisted by non permanent/unpaid worker*** is to work or to do business one his/her own risk, and uses unpaid worker/employee and or non permanent worker/employee.

Non permanent worker/employee is a worker/employee who works for a person or institution/office/company and receives salary only based on working hours or volume of the work.

Examples*:*

1. A shop owner assisted by members of the family/unpaid worker and or assisted by another person who receives wage based on the working days.

2. A pitchman assisted by unpaid worker or another person who receives wage only when he/she helps.

3. A farmer who cultivates his land assisted by unpaid worker. Although at harvest, the farmer shares the harvest, the harvester is not considered as a permanent worker.

c. ***To do business assisted by permanent worker/paid worker*** is to do business on his/her own risk and employs at least one permanent and paid worker/employee.

Permanent and paid worker/employee is a person who works for another person or institution/office/company and receives salary permanently, whether there is or there is no activity.

Examples*:*

1. A shop owner who employs one or more permanent workers;

2. A cigarette plant owner who employs permanent workers.

d. ***Worker/employee*** is a person who works for another person or institution/office/company permanently and receives wage/salary both money as well as goods. A worker who *has no permanent employer*, is not categorized as

worker/employee but freelancer instead. A person is considered to have a *permanent employer*, if he/she has a permanent employer during the last one month. Especially for worker in the construction field, he is considered to be worker if he has worked for at least three months for one employer.

> For instance: Rico is a construction worker and has been repairing Mr. Bedu's house for the last four months. He is considered a worker/employee.

e. ***Freelance worker at agriculture*** is a person who works for another non permanent person/employer/institution (more than one employer during the last one month) in agriculture both home business or not and receives wage in both money as well as goods, both daily as well as contract system.

Agricultural sector includes crops, plantation, forestry, stock breeding, fishery, and hunt.

Employer is a person or a party that provides a job on an agreed payment.

Examples of a person who is an employer:

1. A rice farmer who employs a farm worker to cultivate the rice field on daily wage basis;

2. A plantation owner who employs several persons to pick coconuts on wage basis.

Examples of freelancer in agriculture: rice harvest worker, hoe artisan, rubber tapper, fishpond prawn harvest worker, coffee, coconut, clove picker, and so on.

f. ***Freelancer in non agriculture*** is a person who works for another non permanent person/employer/institution (more than one employer during the last one month), in non agriculture and receives wage in both money as well as goods, both daily as well as contract system.

Explanation: Non agriculture business is business in all sectors except agriculture.

Examples of freelancer in non agriculture: coolie in the market, railway station or other places that have no permanent employer, prospective passenger of public transportation, mobile washerwoman, scavenger, construction worker, free parking attendant, and so on.

g. ***Family worker/unpaid*** is a person who works helping another person who makes a business and receives no wage/salary, nor money nor goods.

Unpaid worker consists of:

1. Household member of the person he/she helps, for instance a wife who helps her husband at the rice field;

2. Not a permanent member of the household of the person he/she helps, for instance a relative who helps selling in the shop;

3. Not a member of the household and not a relative of the person he/she helps, for instance a person who helps weaving hats in a neighbor's home industry.

How to fill in: Encircle one of the Codes that corresponds with respondent's answer. When respondent's answer is one of Codes 1, 4, 5 or 6, continue to Detail 13. If the Code is 2 or 3, continue to Detail 14, and if the Code is 7, go to Detail 15.

Some examples to determine field of business/work, type of work and status of work:

1. Anwar, Edi, Mita, Beny, Rano and Ramli work in a shoe industry owned by Mrs. Leli. Anwar buys material for the shoes, Edi supervises the workers, Mita is a typist, Beny is a driver, Rano is a shoe maker, and Ramli is an office boy. In the daily activities, Mrs. Leli is assisted by her son, Dodi, who is an unpaid treasurer. Mrs. Leli is the general manager in the company.

Field of business/work, type of work and status of work of the respondents

Name	Field of business/work	Type of work	Status of work
Mrs. Leli	Leather shoe industry	General manager of leather shoe industry	Doing business with permanent/paid workers
Dodi	Leather shoe industry	Treasurer at leather shoe industry	Unpaid worker
Anwar	Leather shoe industry	Buys material at leather shoe industry	Worker/employee
Edi	Leather shoe industry	Supervisor of workers at leather shoe industry	Worker/ employee
Mita	Leather shoe industry	Typist at leather shoe industry	Worker/employee
Beny	Leather shoe industry	Driver at leather shoe industry	Worker/employee
Rano	Leather shoe industry	Shoe maker at leather shoe industry	Worker/employee
Ramli	Leather shoe industry	Office boy at leather shoe industry	Worker/employee

Detail 13: How much is the net wage/salary received by (NAME) during last month from the main job both in money as well as goods?

Detail 13 is only asked if Detail 12 has one of Codes 1, 4, 5 or 6 that is to have to have a job with the status of running own business, worker/employee, freelancer at agriculture or freelancer at non agriculture.

Wage/salary during one month is return received during the previous month by worker/employee both in money as well as goods paid by company/office/employer after being subtracted by mandatory contribution (health insurance, pensioner savings, income tax, and so on).

Write down the net wage/salary normally received by worker/employee during one month that corresponds with respondent's answer.

- If he/she has not received wage/salary, estimate it according to the agreement with employer/institution/company;

- If wage/salary normally received during one month is in:

    a) Money, fill in the provided space Detail 13 and move it into the box;

    b) Goods that have been assessed with local price, fill in the provided space Detail 13 and move it into the box;

    c) Money and goods, fill in money in the provided space and value of the goods in the provided space.

Explanation:

Write down net wage/salary normally received by worker/employee during one month that corresponds with respondent's answer.

- If wage/salary has not been received yet, estimate it according to the agreement with employer/institution/company;

- If wage/salary received during one month is in:

    a) *Money*, fill in the provided space Detail 13 and move it into the box;

    b) *Goods* that have been assessed with local price, fill in the provided space Detail 13 and move it into the box;

    c) *Money and goods*, fill in money in the provided space and value of the goods in the provided space.

Explanation:

1. For permanent worker/employee, if during the census taking, he/she has just been working for a week or some days, net wage/salary received during one month must still be calculated;

2. For worker/employee who normally receive wage/salary weekly or bi-monthly, fill in the monthly net wage/salary as follows:

   Weekly wage/salary:

   5 working days = weekly wage/salary divided by 5 and multiplied by 21

   6 working days = weekly wage/salary divided by 6 and multiplied by 25

   Bi-monthly wage/salary:

   5 working days = bi-monthly wage/salary divided by 10 and multiplied by 21

   6 working days = bi-monthly wage/salary divided by 12 and multiplied by 25

Net revenue of last month is return or income during one month both money as well as goods received by a person who works with the status of own business, freelancer at agriculture or freelancer at non agriculture.

Explanation:

1. *Freelancer at agriculture or non agriculture*, revenue asked is the revenue of last one month, whether in one month he/she only works a week or several days. Fill in the revenue according to what he/she receives from the one-week or several-day work, including in goods (for instance food, cigarettes, etc). Census taker is not allowed to make his/own calculation, for instance one-week work of a freelancer is multiplied by four to get a one-month revenue.

2. *Particularly for business status*, net revenue can be calculated with four methods: a) directly, b) turnover and cost, c) turnover and profit percentage, and d) cost and profit percentage.

Method to calculate net revenue is conducted with the following approaches:

a) Turnover – production cost (approach for agriculture)

b) Turnover x profit percentage (approach for trade)

c) $\dfrac{\text{Production cost}}{1 - \text{profit percentage}}$ - production cost (approach for home industry

3. ***For horticultural plants***, revenue is calculated – (production value/production in one growing season subtracted by production cost during one growing season) divided by the number of months in one growing season. When it's not harvest yet, fill in 0. If it's not growing season yet, and the last harvest was two months ago, fill in Detail 12 with revenue from the last harvest/production divided by the number of months in one growing season.

4. ***For yearly plants***, revenue is calculated = (production value during last one month subtracted by production cost spent last month).

If it's loss, write down **R** in the first box, and the loss value in the next box.

Example: Detail 13 block V C List of SAK11-AK

1. An employee at a private company receives a monthly net salary of Rp 1,800,000, 40 kilograms of rice, 10 kilograms of sugar, table money Rp 550,000 while the local price for rice is Rp 6,000/kg, sugar Rp 10,000/kg. Thus, the salary received by a member of the Indonesian Army is Rp 2,350,000 (in money) and Rp 380,000 from converted goods.

> 13. How much is the net wage/salary received by (NAME) last month from the main work in both money as well as goods?
>
> Money
>
> Rp 3,180,000

```
Goods

Rp 420,000
```

How to fill in: Write down net wage/salary in both money as well as goods received by a worker/employee during one month that corresponds with respondent's answer.

Ask one more time, if the net wage/salary received is beyond normal

Detail 14: How long has (NAME) been working in his/her current main job?

This question is particularly asked to respondent who works with own business status (R12a=1), own business assisted by non permanent/unpaid worker (R12a=2), own business assisted by permanent/paid worker (R10a=3) and worker/employee (R10a=4). Fill in the answer (in year and month) then fill in the next box provided next to it.

Detail 15.a – Detail 15.e

The aim of this question is to see phenomena of commuter workers. Information includes location, distance, duration of trip, and type of transportation used.

Commuter worker is a person who routinely commutes daily between house and work place in a regency/city.

Detail 15.a: Where's the location of (NAME)'s main job?

Location of the main job is a location where a person does working/business activities as the main job.

Write the name of the province and regency/city where a person last works/does business of the main job during the previous week.

Explanation:

- If the location of the last work place of respondent's main job is abroad, write down the name of the country where the respondent last worked in the line of province. Fill in Code 96 in the box of province and box of regency/city provided.

- If the location of work place continuously moves but there's a permanent office, write down the location of the office. If there's no permanent office, write down the furthest location.

- Pilot, bus driver, machinist, captain of which the location of airport/ pool/ terminal/ railway station/ port where he works is the same with his house will not be considered as commuter although he commutes passing the border of regency/city in his work. This also applies to hawker who sells things in vehicles, such as bus, train and so on.

- If the province and regency/city as the location of the main job are the same with the province and regency/city of respondent's house, continue to question 16.a.

Detail 15.b: If (NAME) lives outside the regency/city, does (NAME) commute daily, weekly or monthly?

Detail 15.b is filled in if the location where respondent works/does business is outside the regency/city where he/she lives. Ask if respondent commutes every day, every week or every month. If respondent lives in the same regency/city with where he/she works/does business, then Detail 15.b must not be asked. If R.15.b. has Codes 2 or 3, continue to Detail 16.a.

Code 1, daily   : if respondent commutes daily (routinely)

Code 2, weekly : If respondent commutes every more than one day to one week

Code 3, monthly: if respondent commutes every more than one week and less than

six months. For instance, every two weeks or three months.

Explanation:

- Employee who works in shift, such as nurse, factory worker, night guard, police who due to his/her job cannot commute on the same day (for instance, starts working in the afternoon/evening and goes home in the morning/afternoon of the next day), is still considered to commute daily.

- Respondent who temporarily does not work because of illness, on leave, waiting for harvest, or on strike (Detail 3 Code 1), such as worker/employee on study assignment, farmer waiting for harvest, is considered to commute monthly (Code 3) although he/she commutes daily.

How to fill: Encircle the Code that corresponds with respondent's answer.

Detail 15.c: How far is the house from the work place?

Ask respondent how far is the house from the work place. The distance registered here is one way, not return.

How to fill in: Encircle one of the Codes that corresponds with respondent's answer.

Detail 15.d: How long is the trip from the house to the work place?

Duration of a trip is calculated from respondent leaves home to the work place, including the time for waiting for public transportation (for those who take public transportation). Visiting friends/families, shopping, or other activities not related to the work is not calculated.

How to fill in: Encircle one of the Codes that corresponds with respondent's answer.

Detail 15.e: What's the mode of transportation normally used by (NAME) to commute?

Types of transportation:

❖ Public transportation is a type of transportation of which the use is not limited to certain people, instead it is used by everybody. Those who use this transportation normally pay.

Examples: train, bus, *ojek* and so on.

❖ Shared transportation is a type of transportation used by a group of people, both by paying or not, for instance employees bus.

Example: employees bus.

❖ Private transportation is a type of transportation which can only be used privately. Included in private facility is vehicles **controlled** by respondent, both motor vehicles as well as non-motor vehicles.

❖ Walking is when respondent walks to and from the work place.

If respondent normally uses more than one type of transportation, ask the type of transportation for the furthest distance.

How to fill in: Encircle one of the Codes that corresponds with respondent's answer.

Detail 16.a: When did (NAME) start working/doing business for the first time?

This detail is aimed at obtaining information on a person who has just started working or doing business (new entrance).

What is meant with when to start working/doing business for the first time is the first time a person works/does business and has never worked before.

Example: Rinto now works as a government official at BPS. When he was still in Senior High School, Rinto used to work as a newspaper agent which was his first work experience. The first time Rinto worked was as a newspaper agent.

How to fill in: Encircle Code 1 when respondent first time works/does business is more than one year ago, then continue to Detail 17.

Detail 16.b: How long did (NAME) look for a job/prepare a business?

Detail 16.b is asked when Detail 16.a has Code 2.

The duration of looking for a job/preparing a new business is calculated since a person looks for/prepares a new business to get a job. If a person used to work/do business more than once in some periods of time, then what is registered in Detail 16.b is the duration of looking for a job **for the first time**. The answer is filled in months. The duration of looking for a job in Detail 16.b may be more than 12 months.

Some possibilities of looking for a job/doing business for the first time in the last one year.

1.   May 2010   February 2011

Looking for a job/   Start working

preparing a business

A =================B--

                                                              Census taking

2.   May 2010   February 2011

Looking for a job/   Start working   Looking for a job   Working

preparing a business   preparing a business

A===============B-----------------------C==============D Census taking

A ============== B = duration of looking for a job for the first time

Example of filling in: boxes for answering the duration of looking for a job/preparing a business.

0 – 14 days = 0 month   0 0

15 – 31 days = 1 month	0 1
1 ½ months = 2 months	0 2
0 year and 11 months = 11 months	1 1
1 year and 6 months = 19 months	1 8

5.4 Sub Block V.D. Additional Job

Detail 17: Did (NAME) during the previous week have an additional job?

Additional job is another job apart from the main job to get or to help getting an additional income. If a person is on leave and does another job, the job becomes the main job. The other job from which he/she is on leave becomes an additional job.

How to fill in: Encircle the answer Code that corresponds with respondent's answer. If Code 2 is encircled, continue to Sub Block V.E.

Detail 18: What is (NAME)'s main field of business/additional job?

If respondent has more than one additional job, determine the main field of business/additional job. The concept of field of additional job is determined the same way with Detail 9.

Main field of business/additional job is the main field of business/additional job from all additional work/ business/ company/ institution where a person works.

How to fill in: the method to fill in Detail 18 is the same with Detail 9.

5.5 Sub Block V.E: Activity to look for a job/preparing a new business

This sub block is aimed at obtaining information in relation with the activity of looking for a job at (Detail 4) and preparing a new business (Detail 5).

Detail 19: What is (NAME)'s main reason of looking for a job/preparing a new business?

Detail 19 is only asked if Detail 4 has Code 1 (is looking for a job) and or Detail 5 has Code 1 (is preparing a new business).

- ***Finished school/no longer go to school*** is a reason for those who look for a job/prepare a business because they have finished school and or no longer go to school.

- ***Responsibility of making a living/helping household or family's economy*** is a reason for those who look for a job/prepare a business because they feel responsible of making a living or helping household/family's economy.

- ***Make additional income*** is a reason for those who look for a job/prepare a business with the aim of adding income. This reason goes to respondent who already works.

- ***Existing job is not really suitable*** is a reason for those who look for a job/prepare a business because the existing job or the job they are doing is considered to be not suitable enough, in relation with the work atmosphere, wage/salary, time, type of job, education and son.

- ***Lay off*** is a reason for those who look for a job/prepare a business because they got laid off (to quit a job not on their own intention and no longer have a relation with their employer or organization where they work).

- ***Business stopped*** is a reason for those who look for a job/prepare a business because their business has got bankrupt.

- ***Others*** is a reason for those who look for a job/prepare a business because other reasons not mentioned above.

How to fill in: Encircle the Code that corresponds with respondent's answer. If respondent states more than one reason, ask the main reason. If respondent's reason is "others", write it down in the provided space.

Every answer of this Detail must be read one by one by the census taker to respondent. Detail 20 having Codes 1, 3 ("Yes") or Codes 2, 4 ("No") may be more than

one, by encircling the Codes that correspond with each answer. This Detail must have at least one Code 1 or 3 ("Yes") encircled.

Example: Detail 20 Block V.E. of List SAK11-AK:

<div style="border:1px solid black; padding:1em;">

20. What efforts has (NAME) made in looking for a job/preparing a new business?

	Yes	No
1. To register in a job fair	1	2
2. To contact a company/office	3	4
3. To apply from an advertisement	1	2
4. To contact a relative/friend	3	4
5. To collect capital/equipment	1	2
6. To look for a location/business place	3	4
7. To take of business license	1	2
8. Others (………………..)	3	4

Write down

</div>

Detail 21: How long has (NAME) been looking for a job/preparing a new business?

Ask and write down how long (NAME) has been looking for a job/preparing a new business (in months). The duration of looking for a job/preparing a new business can be calculated since a person makes an effort to look for a job. If a person has looked for a job/prepared a business more than once in some periods of time, what is registered is *the last period of time*. The maximum month to fill in is 11 months.

1. Looking for a job   A   Looking for a job   B

Preparing a business   Working   preparing a business

                                                        Census taking

2. Looking for a job/   Working Looking for a job/   Looking for a job

    Preparing a business   preparing a business School A   preparing a business B

                                                        Census taking

A ========== B = duration of looking for a job in months

Example of filling in the boxes of duration of looking for a job:

1 month	0 year	0	month	0 1
13 months	1 year	1	month	0 1
17 months	1 year	1	month	0 5

Detail 22: Job being looked for/business being prepared

Full time job is a job that has to be performed according to the working hours prevailing in the work place and is normally a main job.

Part time job is a job that is only performed partly of the normal working hours prevailing in the work place.

Example: Mr. Toni, apart from being a government official at BPS, also gives lectures in a private university. In a week, Mr. Toni gives lecture for only two hours. As a full time lecturer, he must give lectures 37 hours a week. Thus, Mr. Toni's job as a lecturer is categorized *part time job*.

How to fill in: Encircle of the Codes that corresponds with respondent's answer.

5.5 Sub Block V.E: Work Experience

This sub block is aimed at obtaining information on the working experience of both those who are working, as well as those who are looking for a job/preparing a business or not working during census taking.

Detail 23: Did (NAME) ever have a job/business before?

To ever have a job/business before is when a person used to have a job/business before he quit for a reason. The previous job/business from which he/she quit can be a main job or an additional job.

Explanation:

For a person who works during census taking, then used to work means a working experience before the current job. The field of work, type of work, and status of work of the previous work place, one of them or all of them may be the same with the job during census taking. **If the person works for the first time, then he/she is not considered to have worked before (Detail 23 must have Code 2).**

How to fill in: Encircle one of the Codes that corresponds with respondent's answer. `If the answer has Code 2 ("No"), interview with respondent must be stopped and continue to next respondent (household member aged above 10 years).

Detail 24: Did (NAME) quit his/her job/move to another job during the last one year?

Quit a job is a condition where a person no longer works and no longer has a relation with the business or organization of the work place.

For paid employee, he/she no longer gets revenue/return from the business or organization of the work place.

Move to another job is to move to another field and or status of work so that a person no longer has a relation with the business (work) or organization of the previous work place. Move to another job has only two criteria: to move from a status of doing business to a status of worker or the contrary. In some cases, a person can be said to move to another job although the field of work and status of work remain the same.

Examples:

- Two months ago, Rudi got fired by "Carvil" shoes company. Two weeks before census taking, Rudi already works again in "Bata: shoes company until present time. Rudi is categorized to quit a job once (Carvil and Bata are not under management).

- Six months ago, Cecep worked at Bank BNI. As the wage/salary was too small, Cecep moved to a private bank until present time. Cecep is categorized to have moved to another job although the field of work and status of work are the same.

- Two months ago, Ani worked as a worker for a chilly trader. Being experienced, Ani has become a chilly trader herself. Ani is categorized to have moved to another job because the status of work is different although the field of work remains the same.

- Mr. Yanto normally sells fruits. As the price of rice raises, Mr. Yanto switched to selling rice. Mr. Yanto is categorized to not move to another work.

- Mrs. Tati has a "*warung tegal*" business where she hires a worker. Two weeks before the census taking, Mrs. Tati had to fire her worker because she could no longer afford the wage because the turnover has drastically dropped. Mrs. Tati has ever since worked on her own. In this case, Mrs. Tati is categorized to not move to another work because her status remains doing business.

  How to fill in: Encircle one of the Codes that correspond with respondent's answer. If the answer has Code 2 ("No"), the interview with respondent should be stopped and continue to next respondent (household member aged above 10 years).

Detail 25: (NAME)'s main reason of quitting/moving to another work during the last one year?

Reason here means the reason of quitting a job/moving to the last work during the last one year.

If respondent states more than one reason of quitting a job/moving to another work during the last one year, ask the main reason. If respondent's reason is "others", write it down in the provided space.

- *Lay off* is a reason for worker/employee who quits a job not on his/her own intention, instead because of a certain reason that results in the termination of rights and obligations between worker/employee and employer.

- *Business bankruptcy* is a reason to quit a job because there is no longer order or demand, also includes because the business gets bankrupt or stops.

- *Insufficient revenue* is a reason of quitting a job because the revenue received does not meet with expectations.

- *Unsuitable environment* is a reason of quitting a job because a person feels unsuitable with the work environment (location, place, personnel, equipment, room).

- *Terminated contract* is a reason of quitting a job because the contract is terminated.

- **Others** are a reason of quitting a job because of other reasons other than what have been mentioned above.

    *How to fill in***:** Encircle of the Codes that corresponds with respondent's answer.

Detail 26: What was (NAME)'s field of business/work before quitting/moving to the last job?

Explanation and *how to fill in* see Detail 9.

Example: During census taking, Ali sells cigarette and staples at home. Before, he worked at PT. Carvil shoes factory but due to a reason, in October 2010, Ali was laid off by PT. Carvil. Thus the field of work to fill in Detail 26 should be PT. Carvil shoes industry.

Detail 27: What is (NAME)'s status/position before quitting/moving to the last work?

The concept of status/position is similar to Detail 12. The difference is the status/position before quitting the last job/moving to the last work.

How to fill in: Encircle one of Codes 1, 2, 3, 4, 5, 6 or 7 that corresponds with respondent's answer. Then interview with respondent is finished and continue to next respondent (household member aged above 10 years).