



NEW ISSUE

EMBARGOED UNTIL 11:30 AM WED 13 NOVEMBER 1996

# Standards for Labour Force Statistics

ABS Catalogue No. 1288.0



# **STANDARDS FOR LABOUR FORCE STATISTICS**

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**AUSTRALIAN BUREAU OF STATISTICS**

**CATALOGUE NO. 1288.0**

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## INQUIRIES:

- *for further information about these or other social, labour and demographic statistical standards*, contact the Director, Classifications and Data Standards Section on (06) 252 6300.
- *for information about other ABS statistics and services*, please refer to the back of this publication.

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## PREFACE

This publication presents statistical standards for the five core labour force variables; Labour Force Status, Status in Employment, Hours Worked, Full-time/Part-time Status and Duration of Unemployment. These variables are commonly used in a range of social and labour statistical collections. The standards are part of a series of statistical standards that the Australian Bureau of Statistics (ABS) is developing for the collection, processing and dissemination of variables in social, labour and demographic statistics.

This publication is a reference document for the use of the five core labour force variables and for their associated conceptual issues and definitions. The standards include the recommended concepts, definitions, classifications, coding structures, questionnaire modules and output categories used in ABS interviewer-based and self-enumerated collections.

It is hoped the publication of these standards will encourage government, academic and private sector organisations to implement the standards in their own collections. This would improve the comparability of data from these sources.

The ABS would welcome feedback on any aspect of these standards.

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1996





# 1 OVERVIEW OF THE CORE LABOUR FORCE VARIABLES

## INTRODUCTION

It is important, for an economic and social understanding of a society, to be able to measure the labour force characteristics of the population and the changes which occur to those characteristics over time.

In the ABS the labour force characteristics of the population are measured and described through a group of variables referred to as the labour force variables. The most important of these, 'The Core Labour Force Variables', are:

- Labour Force Status;
- Status in Employment;
- Hours Worked;
- Full-time/Part-time Status; and
- Duration of Unemployment.

These labour force variables, when cross-classified with other social, economic and demographic variables, can provide comprehensive data on a particular topic, issue or population group. The resulting information can ultimately be customised for:

- informed decision making and planning;
- policy formulation and monitoring;
- social research and analysis; and
- program provision and evaluation.

The core variables form a coherent set of variables which jointly provide a detailed description of the labour force.

There are limits to the number and detail of labour force questions that can be incorporated in the household-based surveys that are the most common collection vehicles for this sort of information.

Self-enumerated collections, such as the Census of Population and Housing, are usually even more limited in the amount of space that can be devoted to any one topic. In order to accommodate the different levels of detail required and the space and time constraints of different collections, three conceptually comparable questionnaire modules have been developed.

The longest and most detailed module is the 'full labour force questionnaire module', as enumerated in the monthly Labour Force Survey. The 'reduced module' is much less detailed and is suitable for collections where labour force variables are used as explanatory variables and are not intended to produce intrinsic labour force estimates. The self-enumeration module is the shortest of the modules and is designed for use in the Census of Population and Housing and other self-enumerated collections.

In all household-based surveys the variable Labour Force Status is the first of the core variables to be established when processing data on labour force activity. A derivation process is used to identify the Labour Force Status of each respondent. The derivation combines the responses to several questions according to a specified set of rules in order to correctly assign a classification code. It is during the derivation of Labour Force Status from the question responses that the core variables of Status in Employment, Hours Worked and Full-time/Part-time Status are determined. To determine Duration of Unemployment, additional questions have to be asked.

The five core labour force variables cannot be measured separately. For example:

- Status in Employment and Hours Worked can only apply to a person whose Labour Force Status is Employed;
- Full-time/Part-time Status can only apply to a person whose Labour Force Status is Employed or Unemployed; and
- Duration of Unemployment can only apply if a person's Labour Force Status is Unemployed.

The development of standards for the individual core labour force variables and labour force question modules ensures comparable and compatible labour force data across a variety of ABS collections. This publication outlines the concepts, definitions, classifications, coding structures, questionnaire modules and output categories used in household-based and self-enumerated collections conducted by the ABS.

## 2 THE LABOUR FORCE FRAMEWORK

### THE CONCEPT OF LABOUR FORCE ACTIVITY

Labour force statistics measure the number and characteristics of persons who are economically active. The economically active population comprises persons who furnish the supply of labour for the production of economic goods and services as defined for the purposes of the National Accounts.

The International Labour Organisation (ILO), in its manual, *Surveys of economically active population, employment, unemployment and underemployment*, suggests that the measurement of the economically active involves three basic considerations:

- the scope of the population to be covered;
- the dividing line between economic activity and non-economic activity; and
- a measurement framework for applying the dividing line to that population.

### SCOPE OF THE POPULATION

In practice, statistics of the economically active population are restricted to persons for whom the measurement of economic activity is meaningful. The ILO suggests two main restrictions in determining the scope of the data:

- the scope of the population to be represented by the survey (e.g. the usually resident civilian population in the Australian Labour Force Survey); and
- the scope of the population of interest (i.e. the sub-population for whom the concept of economic activity is meaningful, e.g. age or other limits).

The Labour Force Survey includes all persons aged 15 and over except:

- members of the permanent defence forces;
- certain diplomatic personnel of overseas governments, customarily excluded from censuses of population and housing and estimated population statistics;
- overseas residents in Australia; and
- members of non-Australian defence forces (and their dependents) stationed in Australia.

For other ABS household surveys, such as the Household Expenditure Survey, members of the permanent defence forces are in scope of the survey and so are included in labour force estimates produced from these surveys.

THE DIVIDING LINE BETWEEN  
ECONOMIC ACTIVITY AND  
NON-ECONOMIC ACTIVITY

The ILO manual on concepts and methods states that:

A clear understanding of the concept and boundary of economic activity is fundamental to the correct application of the definitions of employment, unemployment and economically active population in surveys of households or individuals. The exact boundary between economic and non-economic activities is a matter of convention, but unless a precise line is drawn the correct statistical treatment of many situations encountered in practice cannot be determined and, in consequence, the resulting statistics are more likely to be subject to controversy and to higher response errors.

The concept of economic activity adopted by the Thirteenth ICLS (1982) for the measurement of the economically active population is defined in terms of production of goods and services as set forth by the United Nations System of National Accounts (hereafter SNA; United Nations, 1968a). Thus persons should be counted as economically active if (and only if) they contribute or are available to contribute to the production of goods and services falling within the SNA production boundary. The use of a uniform definition of economic activity serves to ensure that the activity concepts of employment statistics and production statistics are consistent, thus facilitating the joint analysis of the two bodies of statistics.

Economic activity as defined by the present SNA covers all market production and certain types of non-market production, including production and processing of primary products for own consumption, own-account construction and other production of fixed assets for own use. It excludes unpaid activities such as unpaid domestic activities and volunteer community services.

(Husmanns, Mehran & Verma, 1990, p. 14)

In Australian practice, the SNA boundary excludes own-account construction and certain non-market activity.

The Labour Force Survey measures regular employment quite precisely. However, many forms of economic activity that deviate from 'core' activity, such as home-based work and certain types of non-market production, are more difficult to measure. Individuals involved in such activities may not recognise the question 'Do you work in a job, business or farm?' as applying to their situation. Thus some activities which are included in the definition of economic activity may go unreported. In countries where a large portion of the economic activity is non-core work the ILO recommends that further questions be asked to elicit this information. There is currently no expectation that the Australian Labour Force Survey needs to change in relation to this issue.

The economically active population is defined to comprise all persons who furnish the supply of labour for the production of goods and services as defined by the SNA, during the specified reference period

(i.e. the Employed and Unemployed populations combined).

The currently economically active population is defined using a short reference period (ILO suggests one week or one day), as opposed to the usually economically active, measured over a longer period. The currently economically active population is referred to as the labour force.

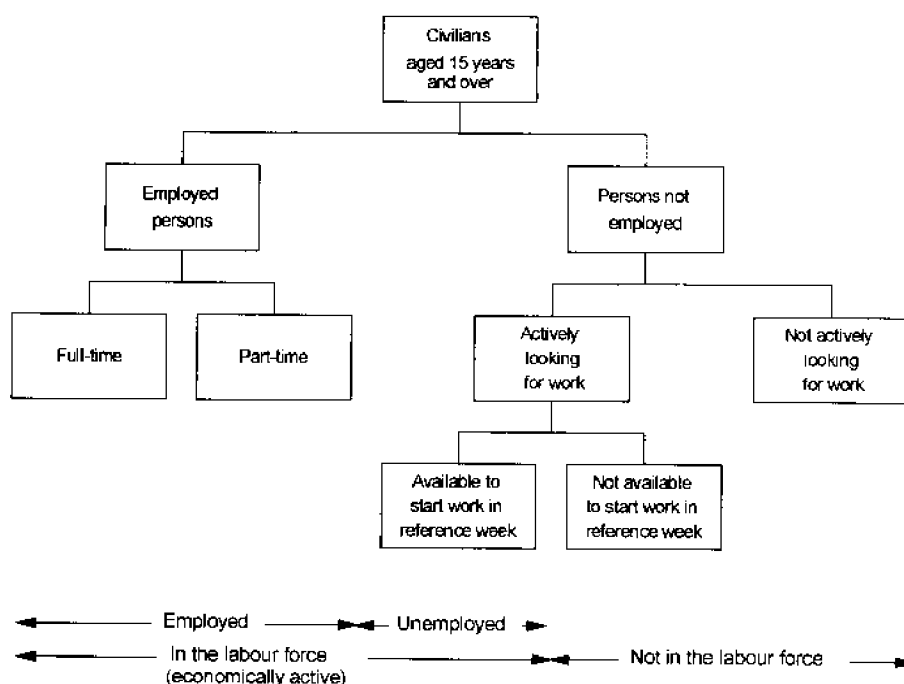
## A MEASUREMENT FRAMEWORK

The conceptual framework for the labour force, currently used in Australia is compatible with the standards for labour force classification recommended by the ILO. It classifies the population over 15 years of age into three mutually exclusive and exhaustive categories: Employed, Unemployed and Not in the Labour Force.

The Employed and Unemployed categories together make up the labour force, or the currently economically active population. This provides a measure of the number of persons furnishing the supply of labour at a given time. The third category, Not in the Labour Force, represents the population not currently economically active.

The following diagram is an illustration of this framework.

### THE AUSTRALIAN LABOUR FORCE FRAMEWORK



Certain rules are required for classifying the population into the categories of Employed, Unemployed and Not in the Labour Force. These rules cover three areas:

- a reference period of one week;

- the classification of the population based on activities performed during the reference period; and
- the use of priority rules to ensure that each person is classified into only one of the three basic categories.

In order to measure the economically active population the concept of economic activity has to be operationalised and an appropriate set of questions used to identify those who are 'economically active'. The questions must be easily understood by the respondent to obtain accurate data. The relevant question modules are described in Chapter 3.

The broad conceptual issues relating to the measurement of the five core variables are presented below. More detailed accounts are given in the full documentation of the standards in Chapters 4 to 8.

#### LABOUR FORCE STATUS

The first core labour force variable is Labour Force Status which identifies a person as Employed, Unemployed or Not in the Labour Force. For formal definitions relating to Labour Force Status see Chapter 4.

#### STATUS IN EMPLOYMENT

The second core variable, Status in Employment identifies an Employed person as being either an Employee, Employer, Own Account Worker, or Contributing Family Worker, in respect to their main job. For formal definitions of these terms see Chapter 5.

#### Classification development

Over the past forty years there has been continued difficulty in reaching an agreed international definition for the concept Status in Employment. The ILO scheduled a revision of the classification in response to expressions of concern about the conceptual basis of the classification, the blurring of the borderlines between categories, and the lack of subgroupings within the structure. It was suggested that the classification was of little use to developing nations and was increasingly becoming irrelevant to developed nations (Hussmanns, Mehran & Verma 1990, p. 170). The variable is nevertheless needed to provide statistics that are widely demanded from ABS collections.

The 15th International Conference of Labour Statisticians resolution concerning the revised International Classification of Status in Employment (ICSE — 93) distinguishes between Employees and Own Account Workers on the basis of economic substance (essentially, whether or not remuneration is directly dependent on profits) rather than the legal status of the enterprise.

However, the ICSE — 93 economic substance concept is not measured through current ABS Labour Force Survey practice, nor are owner-managers of incorporated businesses separately identified in the way suggested by ICSE — 93. Adopting this resolution would require the development of a conceptually complex and lengthy question sequence which would allow Labour Force Survey concepts and the Australian National Accounts to be consistent. Adoption of the proposed conceptual basis can only be seen as a longer-term aim, to be assessed in the light of users' needs for the data. It is possible, however, to bring category titles into line with ICSE — 93 and that

approach has been adopted in these standards.

*Conceptual issues* The variable Status in Employment could conceivably measure mode of remuneration, the relationship of the person to the enterprise or establishment, the legal status of the enterprise, the ownership of the means of production, whether the owner of the enterprise hires employees, and the type of enterprise (i.e. public or private sector).

In Australia, Status in Employment is based on the person's self perception of his or her relationship to the enterprise, together with the legal status of the enterprise where this can be established. The legal status concept has long been used, in accordance with Australian National Accounts practice, to class owner-managers of incorporated businesses as Employees rather than as Employers or Own Account Workers. The same practice is also adopted in the United States of America, Canada, Japan, and New Zealand.

Individuals who indicate that they work in their own business, are queried about the legal status of the company. Although they may 'own' the business, if it is incorporated the individual is not held personally liable for the economic enterprise should it become insolvent. Those individuals who own an incorporated business, with or without hiring one or more employees, are therefore classified as Employees. If the business is unincorporated, that is the owner is liable for the economic enterprise, those who hire employees are classified as Employers and those who do not hire employees are Own Account Workers. The functions the person performs does not affect this variable.

*Category boundaries* This conceptual basis raises a number of issues in relation to the boundaries of categories. The way the ABS definitions of Employer and Employee operate through the use of the legal status of the enterprise may be at odds with the commonly held social understanding of an Employee or Employer. For example, many small business owner-managers of incorporated enterprises operate in a very similar fashion to Employers or Own Account Workers in unincorporated enterprises. It is therefore important to note that the variable Status in Employment is not suitable for identifying owner-managers of businesses in collections where there is a desire to use this variable as an indicator of, for example, socioeconomic status. Furthermore, individuals who operate their own incorporated enterprise yet do not draw a wage or salary are nonetheless classified as Employees.

*Terminology* These standards adopt terminology that is different to that used in the past in some ABS collections.

The title Employee is used to denote the category of persons who are remunerated by wages or salary; paid a retainer fee by their employer while working on a commission basis; work for an employer for tips, piece-rates or payment in kind; or who operate their own incorporated enterprise with or without hiring employees. It replaces the title 'wage and salary earners' which has been used in some collections.

The term Self-employed should only be used collectively to describe the three categories of Employers, Own Account Workers and Contributing

## Family Workers.

In the past, data have often been presented using only three categories: Employee, Employer, and Self-employed. In these instances Self-employed includes the categories of Own Account Worker and Contributing Family Worker but excludes Employers. In other cases the term Self-employed has been used to refer only to the category Own Account Worker. If it is necessary to aggregate the categories Own Account Worker and Contributing Family Worker then both terms should be included in the output label rather than describing this group as Self-employed.

## HOURS WORKED

Hours worked and hours usually worked are formally defined in Chapter 6.

For Employed persons the number of hours worked can be established in two ways, through collecting the number of hours actually worked in the reference week or the number of hours usually worked each week. In the Labour Force Survey:

- for those who worked in the reference week the actual number of hours worked in all jobs that week is used; and
- for those who had a job but were away from it during the reference week the usual number of hours worked in all jobs is used.

In other surveys only hours usually worked per week is asked of both groups to constrain the length of the questions and sequencing instructions. For a more detailed discussion on the conceptual differences between the two approaches, refer to the section headed 'Comparability of the full and reduced questionnaire modules' in Chapter 3.

## FULL-TIME/PART-TIME STATUS

For formal definitions of Full-time and Part-time Status see Chapter 7.

For Employed persons, Full-time/Part-time Status is determined by the actual and/or usual number of hours worked by an Employed person in the reference week in all jobs. Full-time work is defined as 35 hours or more per week.

Full-time/Part-time Status of Unemployed persons is determined by the respondent's perception of whether the work, for which they are looking, is full-time or part-time work. The question does not define full-time or part-time in terms of the number of hours of work sought. In all household-based surveys and population censuses the question asked is whether the person looked for full-time/part-time work in the four weeks preceding the survey week or the census reference night.

## DURATION OF UNEMPLOYMENT

Duration of Unemployment is formally defined in Chapter 8.

Duration of Unemployment includes short periods of casual employment during which the respondent continued to seek work. For operational and response reasons it is impractical to filter these cases out. The effect of such cases is not likely to affect the overall quality of



Duration of Unemployment data significantly.

Duration of Unemployment can be used to produce data on long-term unemployment. Although there is no international standard defining long-term unemployment, analysts have in many recent studies in Australia and internationally, adopted 12 months or more as a working definition for long-term unemployment.

In recognition of the current practice in Australia and internationally, the following formal definition has been adopted by the ABS:  
Long-term unemployed refers to persons unemployed for a period of 52 weeks or more.

### 3 LABOUR FORCE QUESTIONNAIRE MODULES

#### INTRODUCTION

A questionnaire module is a set of questions, response categories and associated sequence guides that has been designed to collect information on a particular topic. More than one questionnaire module may be developed for a topic and each of the modules will be designed for a specific purpose. For example, there are three labour force questionnaire modules: a full and a reduced interview module and a self-enumeration module.

The monthly Labour Force Survey uses a comprehensive and detailed set of questions (the full questionnaire module) to obtain a precise measure of labour force activity and its characteristics.

A less detailed set of questions (the reduced module) is used in all other ABS collections which use personal interviews. These collections are typically interested in Labour Force Status as an explanatory variable with the primary focus of analysis being on socioeconomic well-being.

The third module (self-enumeration module) is used for collections such as the Census of Population and Housing.

#### FULL QUESTIONNAIRE MODULE

The full questionnaire module consists of 71 questions and is used in the current Labour Force Survey. It is presented in Appendix 1. A flow chart showing the derivation of Labour Force Status from this module is presented in Appendix 2.

#### REDUCED QUESTIONNAIRE MODULE

The reduced module recommended for other household-based surveys comprises 13 questions. Sequencing ensures that all 13 questions will never be asked of one individual. For the majority of respondents who have a job, only five questions will be asked; for those who are Unemployed nine will be asked; and for those who are Not in the Labour Force only five will be asked. There are some additional questions which may be asked of a small but significant minority of each of these groups to ensure a sufficiently accurate measure of the core labour force variables.

A flow chart describing the derivation of Labour Force Status from this module is presented in Appendix 3.

This module is still designed to be consistent with the ILO concept of labour force activity. While extra questions may be added to the module if users require a greater level of detail for a particular aspect, it is important that the core variables are derived as described in the standard if data are to be comparable.

The recommended questions for the reduced module are given below. In these questions '.....' indicates information that needs to be inserted in the question such as the dates of the reference week or the name of the respondent. During a personal interview this information would be included by the interviewer.

**Q.1** I would now like to ask you about the week starting Monday the .... and ending last Sunday the .... that is, last week.

**Q.2** Last week did .... do any work at all in a job, business or farm?

Yes ☐ Go to Q.5

No ☐

Permanently unable to work ☐ (No more questions)

**Q.3** Last week did .... do any work without pay in a family business?

Yes ☐ Go to Q.5

No ☐

**Q.4** Did .... have a job, business or farm that .... was away from because of holidays, sickness or any other reason?

Yes ☐

No ☐ Go to Q.9

**Q.5** Did .... have more than one job (last week)?

Yes ☐

No ☐ Go to Q.7

**Q.6** I would now like to ask you about the job in which .... usually works the most hours.

Occupation and Industry Questions if required (see Appendix 4)

**Q.7** (In that job,) did .... work —

for an employer for wages or salary? ☐

in .... own business

with employees?

☐ Go to Q.7a

with no employees?

☐ Go to Q.7a

without pay in a family business?

☐

What are .... working arrangements?

Payment in kind

☐

Unpaid voluntary work

☐ Go to Q.9

**Q.7a** Is .... business a limited liability company?

Yes ☐

No ☐

Question 7a is not part of the reduced question set. However, it must be included in surveys that require a measure of Status in Employment, and are restricted to using the reduced questionnaire module. It is not possible to derive Status in Employment from the reduced module without this additional question.

**Q.8** How many hours a week does .... usually work in (all) .... job(s)?

- |                           |  |
|---------------------------|--|
| 35 hours or more          | <input type="checkbox"/> No more questions |
| 1-34 hours                | <input type="checkbox"/> No more questions |
| Less than 1 hour/no hours | <input type="checkbox"/>                   |

**Q.9** At any time during the last 4 weeks has .... been looking for full-time or part-time work?

- Yes ☐  
 No ☐ No more questions

**Q.10** At any time in the last 4 weeks has ....

(The following categories are read out by the interviewer. Note that ABS experience suggests the question 'looked in newspapers?' assists with the flow of interviewing though the response is not coded. As soon as a positive response is recorded against any of the categories marked 01 to 10 the interviewer leaves this question.)

written, phoned or applied in person  
to an employer for work? ☐ 01

answered a newspaper advertisement  
for a job? ☐ 02

looked in newspapers?  
 Yes ☐  
 No ☐

checked factory or commonwealth  
employment service notice boards ☐ 03

At any time in the last 4 weeks has ...

been registered with the commonwealth  
employment service? ☐ 04

checked or registered with any other  
employment agency? ☐ 05

done anything else to find a job?	<input type="checkbox"/> 06
Advertised or tendered for work	<input type="checkbox"/> 07
Contacted friends/relatives	<input type="checkbox"/> 08 No more questions
Other	<input type="checkbox"/> 09 No more questions
Only looked in newspapers	<input type="checkbox"/> 10 No more questions
None of these	

**Q.11** If .... had found a (part-time) job could .... have started work last week?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/> No more questions
Don't know	<input type="checkbox"/>

**Q.12** When did .... begin looking for work?

Enter date	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Less than 2 weeks	<input type="checkbox"/>
No. of weeks	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

**Q.13** How long ago is it since .... last worked full-time for two weeks or more?

Enter date	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Under 2 years (No. of weeks)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> No more questions
2 years or more	<input type="checkbox"/> No more questions
Never worked full-time for 2 weeks or more but has worked	<input type="checkbox"/> No more questions
Has never worked	<input type="checkbox"/> No more questions

#### COMPARABILITY OF THE FULL AND REDUCED QUESTIONNAIRE MODULES

Although both the full and the reduced questionnaire modules are consistent with the ILO concept of labour force activity, some differences do occur in the statistics they produce. These differences are outlined below for each of the five variables.

##### Labour Force Status

Labour Force Status is determined by four criteria:

- whether a person has a job;
- whether those who do not have a job are looking for work;
- whether those who are looking for work are actively seeking work; and
- whether those who are actively seeking work are available to start work.

The full questionnaire module covers the criteria in detail. The reduced module addresses all the criteria but in much less detail. For example, the reduced module does not go on to ask respondents who were away from work, the reason why they were away from work, nor does it ask those who were not available to start work the reasons they were not available during the reference week. This information is used to derive Labour Force Status in the full module. Therefore, operationally slightly different criteria are applied in the reduced module and slightly different labour force estimates are yielded.

More specifically, compared to the full questionnaire module, the reduced module will reduce the number of persons classified as Unemployed. This is because the reduced module does not identify people who were stood down nor, for people waiting to start work, those who would have been able to start work in the reference week if the job had been available then.

Using the reduced module, persons stood down are classified as Employed rather than Unemployed and, persons waiting to start a job are classified as Not in the Labour Force rather than as Unemployed.

Some cases of absence from work are also treated differently by the two modules. Using the full questionnaire module, persons on worker's compensation last week and not returning or don't know if returning to work, or persons away from work for four weeks or more without pay, are classified as either Unemployed or Not in the Labour Force. Using the reduced module, all cases of absence responding as usually working one hour or more a week, are classified as Employed.

Analysis of responses to the October 1994 Labour Force Survey showed that if the reduced module had been used instead of the full module it would have:

- increased the estimate for Employed by 20,700;
- decreased the estimate for Unemployed by 31,100; and
- increased the estimate for Not in the Labour Force by 10,500.

Status in Employment      Status in Employment describes whether a person is an Employee, Employer, Own Account Worker or Contributing Family Worker.

Status in Employment cannot be measured using the reduced questionnaire module. If this variable is required, an additional question must be asked (Question 7a). This question identifies the corporate nature of a business for those working in their own business. Whether or not the business is a limited liability company is an important question in measuring this core variable. It is essential to the derivation of Status in Employment because those working in their own incorporated business with or without employees are classified as Employees, while those working in their own unincorporated business with employees are classified as Employers.

Hours Worked      The full questionnaire module collects both actual hours worked, and for those who worked less than 35 hours, the number of hours usually worked. This is better suited for the measurement of economic activity and the analysis of earnings.

The reduced questionnaire module collects only the usual hours worked. The reduced module is mainly used in collections that are interested in Labour Force Status as an explanatory variable. The primary focus of analysis in these surveys is on socioeconomic well-being and a measure of the number of hours usually worked is appropriate for this analysis.

Full-time/Part-time Status      Using the full questionnaire module Full-time/Part-time Status is established for Employed persons depending on whether they actually worked for 35 hours or more in the reference week or, for those who worked less than 35 hours in the reference week, whether they usually work 35 hours or more per week.

The reduced questionnaire module uses hours usually worked to establish Full-time/Part-time Status.

Full-time/Part-time Status can be applied to Unemployed persons depending on whether they are seeking full-time or part-time work if the full questionnaire module is used. The reduced module does not separately identify persons seeking full-time or part-time work.

#### Duration of Unemployment

Both the full and reduced questionnaire modules provide conceptually comparable data on Duration of Unemployment.

#### SELF-ENUMERATION QUESTIONNAIRE MODULE

A five-question module is used to measure the core labour force variables in the 1996 Census. In the Census, they are interspersed with occupation and industry questions. A flow chart depicting the derivation of Labour Force Status from this module is presented in Appendix 5.

##### Q.1

**Last week, did the person have a full-time or part-time job of any kind?**

Mark one box only.

(A job means any type of work, including casual or temporary work or part-time work if it was for one hour or more.)

- ☐ Yes, worked for payment or profit
- ☐ Yes, but absent on holidays, on paid leave, on strike or temporarily stood down
- ☐ Yes, unpaid work in a family business
- ☐ Yes, other unpaid work  
Now go to Q.4
- ☐ No, did not have a job  
Now go to Q.4

##### Q.2

**In the main job held last week, was the person:**

Mark one box only.

If the person had more than one job last week then 'main job' refers to the job in which the person usually works the most hours.

- ☐ A wage or salary earner?
- ☐ A helper not receiving wages ?
- Conducting own business in a limited liability company
  - ☐ With employees?
  - ☐ Without employees?
- Conducting own business which is not a limited liability company
  - ☐ With employees?
  - ☐ Without employees?

Occupation and industry questions are included here if required — see Appendix 4.

##### Q.3

**Last week how many hours did the person work in all jobs?**

Subtract any time off, add any overtime or extra time worked.

- ☐ None
- ☐ 1–15 hours
- ☐ 16–24 hours
- ☐ 25–34 hours
- ☐ 35–39 hours
- ☐ 40 hours
- ☐ 41–48 hours
- ☐ 49 hours or more

**Q.4**

**Did the person actively look for work at any time in the last 4 weeks?**

- ☐ No, did not look for work  
No more questions for this person.
- ☐ Yes, looked for full-time work
- ☐ Yes, looked for part-time work

(Examples of actively looking for work include: being registered with the Commonwealth Employment Service; checking or registering with any other employment agency; writing, telephoning or applying in person to an employer for work; or advertising for work.)

**Q.5**

**If the person had found a job, could the person have started work last week?**

- ☐ Yes, could have started work last week
- ☐ No, already had a job to go to
- ☐ No, temporarily ill or injured
- ☐ No, other reason

The self-enumeration module cannot collect the same level of detail as the Labour Force Survey and, as with the reduced module, it does not probe for the reason a respondent was away from work in the reference week. Other differences between this module and the reduced questionnaire module are:

- for persons who were looking for work, slightly more detailed information is collected about their availability to start work;
- for those who are working, only the actual hours worked last week are collected rather than the hours usually worked;
- for those who own their own business, the corporate nature of the business is identified to allow the measurement of Status in Employment;
- Full-time/Part-time Status is measured for the Unemployed; and
- information on Duration of Unemployment is not collected in this module.

The quality of the data from this module is partly dependent on the completeness of the response. In surveys conducted by personal interview it is possible to ensure that all questions are answered. In self-enumerated collections there must be provision for dealing with questions that have not been answered, either because the respondent misread a sequence guide, or did not realise that the question was relevant to them. Where one or more questions are not answered a decision table is used to assist derivation of the labour force variables, using the same priority rules for activity concepts which underlie the sequence of questions for all three modules (see Appendix 6).

The self-enumeration question module presented above is recommended as the basis of question sets for use in other self-enumerated statistical and administrative data collections not conducted by the ABS. It should be noted, however, that this Census-based module is less accurate than the earlier modules and is not suitable for use in statistical collections where labour force activities are a major focus of analysis.



It is recognised that even this limited self-enumeration question module may be difficult to implement in some administrative settings where there is a requirement to collect information on labour force activities from clients for client profiling or service provision analysis. If this is the case, the following single question is suggested to promote comparability of data collected as a product of administrative activities of that nature.

*It should be noted that the question below is **not** an ABS standard and is not used in ABS statistical collections.*

As this question is reliant on the respondent or client's own perception of his or her labour force activities and on that person's understanding of the words for labour force concepts used in the question, its accuracy is very limited. It may nevertheless be useful for agencies which require a broad understanding of the labour force profile of their clientele but cannot use the five question approach of the ABS standard.

**Of the following categories, which best describes your current employment status?**

Mark one box

- |   |                          |
|---|--------------------------|
| Full-Time employee                            | <input type="checkbox"/> |
| Part-Time employee                            | <input type="checkbox"/> |
| Self-employed — not employing others          | <input type="checkbox"/> |
| Employer                                      | <input type="checkbox"/> |
| Employed — unpaid worker in a family business | <input type="checkbox"/> |
| Unemployed — seeking full-time work           | <input type="checkbox"/> |
| Unemployed — seeking part-time work           | <input type="checkbox"/> |
| Not employed — not seeking employment         | <input type="checkbox"/> |

## 4 STANDARD FOR THE VARIABLE LABOUR FORCE STATUS

**DEFINITION** This is the measure which classifies persons aged 15 and over according to whether they are Employed, Unemployed or Not in the Labour Force.

**CLASSIFICATION CRITERIA** Labour Force Status is derived by asking a series of questions about a person's activities, in relation to work, in the reference week. The following criteria for determining a person's Labour Force Status are broadly applied in the order presented below:

- whether a person has a job (i.e. economic work, including production and processing of primary products for own consumption, own-account construction and other production of fixed assets for own use, and excluding unpaid activities such as unpaid domestic work and volunteer community services);
- whether those who do not have a job are looking for work;
- whether those who are looking for work are actively seeking work; and
- whether those who are actively seeking work are available to start work.

The determination of the above means that, in general:

- a person who meets the first criterion is classified as Employed and hence in the labour force;
- a person who meets each of the second, third and fourth criteria is classified as Unemployed and hence in the labour force; and
- persons not meeting these four criteria are classified as Not in the Labour Force.

Use of the criteria involves a set of priority rules whereby employment takes precedence over unemployment. The priority rules provide unambiguous criteria for dealing with multiple labour force related activities. They also ensure that the Labour Force Status classes are exhaustive and mutually exclusive and limit the unemployment concept to total lack of work.

Use of the priority rules would, for example, ensure that a person who was looking for work but already had a job, would be classified as Employed.

**CLASSIFICATION CATEGORIES** The standard classification has one level comprising three categories. The code structure of the classification is:

- 1        Employed
- 2        Unemployed
- 3        Not in the Labour Force

The categories are defined as follows.

- Employed**      Employed persons comprise all those aged 15 years and over who, during the reference week:
- worked for one hour or more for pay, profit, commission or payment in kind in a job or business, or on a farm; or
  - worked for one hour or more without pay in a family business or farm (i.e. Contributing Family Worker); or
  - were Employees who had a job but were not at work and were: on paid leave; on leave without pay for less than four weeks up to the end of the reference week; stood down without pay because of bad weather or plant breakdown at their place of employment for less than four weeks up to the end of the reference week; on strike or locked out; on workers' compensation and expected to be returning to their job; or receiving wages or salary while undertaking full-time study; or
  - were Employers, Own Account Workers or Contributing Family Workers who had a job, business or farm, but were not at work.

- Unemployed**      Unemployed persons are those aged 15 years and over who were not Employed during the reference week and:
- had actively looked for full-time or part-time work at any time in the four weeks up to the end of the reference week and were:
    - available for work in the reference week, or would have been available except for temporary illness (i.e. lasting for less than four weeks to the end of the reference week); or
    - waiting to start a new job within four weeks from the end of the reference week and would have started in the reference week if the job had been available then; or
  - were waiting to be called back to a full-time or part-time job from which they had been stood down without pay for less than four weeks up to the end of the reference week (including the whole of the reference week) for reasons other than bad weather or plant breakdown.

The above definitions accord closely with ILO recommendations.

- Not in the Labour Force**      People who are neither employed nor unemployed, as defined, are considered to be Not in the Labour Force.

They include persons who were keeping house (unpaid), retired, voluntarily inactive, permanently unable to work, persons in institutions (hospitals, gaols, sanatoriums, etc.), trainee teachers, members of contemplative religious orders, and persons whose only activity during the reference week was jury service or unpaid voluntary work for a charitable organisation.

Each of the definitions above describe the labour force categories in terms of the most detailed information likely to be collected, i.e. when the full questionnaire module is used. For collections using the smaller, less detailed question modules the criteria operate less precisely and consequently different labour force estimates are yielded. For a discussion of these differences see Chapter 3.

## MEASUREMENT ISSUES

No set of questions is perfect for all the circumstances of individuals but each of the modules is designed to elicit information with a sufficient degree of accuracy to correctly identify a person's Labour Force Status. This will inevitably lead to additional questions being asked of certain groups of the population. In the case of Labour Force Status it is not always possible to allocate an appropriate category based only on the activities undertaken during the reference week. In these cases, follow-up questions may be asked to correctly identify Labour Force Status.

For example, when a person answers 'No' to the question 'Last week did you do any work in a job, business or farm?' it is necessary to establish whether the person was still 'formally attached' to a job but was temporarily absent from it (e.g. on holidays or sick leave).

Analysis of data from the July 1992 Labour Force Survey showed that, of persons who did not do any work in the reference week, 4.6% did have a job that they were away from. A follow-up question on why they did not work during the reference week showed that 91.3% were on 'paid leave'.

Similarly the measurement of Unemployment cannot be restricted to establishing if persons are looking for work as this would result in an overestimation of unemployment.

In the September 1991 Persons Not in the Labour Force Survey, of the 912,700 who were actively seeking work 46,700 or 5.1% were not available to start work in the reference week and were not classified as Unemployed.

## QUESTIONNAIRE MODULES

The full questionnaire module is presented in Appendix 1 and the reduced and self-enumeration questionnaire modules are presented in Chapter 3.

The questions relevant to measuring Labour Force Status in household-based surveys are as follows:

- questions 18–20, 30, 34, 42, 53–63, 67–75 of the full questionnaire module;
- questions 1–11 of the reduced module; and
- questions 1, 3, 4, 5 of the self-enumeration module.

For both the reduced and the self-enumeration modules, the questions needed to derive Labour Force Status include those used to identify Status in Employment, Hours Worked and Full-time/Part-time Status. These variables can be produced when Labour Force Status is established, without the need for further questions.

## OUTPUT CATEGORIES

The standard output categories are:

Employed  
Unemployed  
Not in the Labour Force

The categories Employed and Unemployed can be aggregated to form the total Labour Force.

If the classification is used with Full-time/Part-time Status the output categories are:

Employed

Working Full-time

Working Part-time

Unemployed

Looking for Full-time Work

Looking for Part-time Work

Not in the Labour Force

Census output tabulations generally include Status in Employment. For example, the 1996 Census standard output classification is:

Employed

Employee

Employer

Own Account Worker

Contributing Family Worker

Unemployed

Unemployed — looking for full-time work

Unemployed — looking for part-time work

Not in the Labour Force

Not in the labour Force

Not Stated

Not Applicable

Overseas visitor

## 5 STANDARD FOR THE VARIABLE STATUS IN EMPLOYMENT

### DEFINITION

Status in Employment describes a person as an Employee, Employer, Own Account Worker or Contributing Family Worker according to the type of job held.

Previously, in ABS collections, this variable was called Status of Worker. Status in Employment is the preferred term. It is recommended by the ILO and its adoption brings the ABS in line with international practice. The term Employment Status should be avoided as it is easily confused with the Labour Force Status concept.

### CLASSIFICATION CRITERION

The criterion used for the classification is a person's position in relation to the main employment (job) in the enterprise in which he or she works. A person's position in relation to the main employment is a function of:

- whether a person operates his or her own economic enterprise or engages independently in a profession or trade, and hires one or more employees;
- whether a person operates his or her own economic enterprise or engages independently in a profession or trade, and hires no employees;
- whether a person works for a public or private employer and receives remuneration; or
- whether a person works in an economic enterprise operated by a relative, without remuneration.

To derive Status in Employment it is necessary to know the corporate nature of the business for those respondents who own their own business (see Measurement Issues below).

### CLASSIFICATION CATEGORIES

The standard classification has one level comprising four categories. The classification and code structure are:

- 1 Employee
- 2 Employer
- 3 Own Account Worker
- 4 Contributing Family Worker

Definitions of the above categories are as follows.

Employee	An Employee is a person who works for a public or private employer and receives remuneration in wages, salary, a retainer fee by their employer while working on a commission basis, tips, piece-rates or payment in kind, or a person who operates his or her own incorporated enterprise with or without hiring employees.
Employer	An Employer is a person who operates his or her own unincorporated economic enterprise or engages independently in a profession or trade and hires one or more employees.

Own Account Worker      An Own Account Worker is a person who operates his or her own unincorporated economic enterprise or engages independently in a profession or trade and hires no employees.

Contributing Family Worker      A Contributing Family Worker is a person who works without pay in an economic enterprise operated by a relative.

## MEASUREMENT ISSUES

All Employed persons are within the scope of the classification. The classification may be used to classify the Status in Employment of a person's other jobs, such as 'second' job, 'last' job etc.

Though the ILO notes that data on the economically active population classified by Status in Employment are collected in almost all national labour force surveys and population censuses, it should be noted that:

- there is no internationally recognised definition of Status in Employment;
- there is no universal adherence to the actual title Status in Employment. For example, Canada uses 'class of worker', Ireland uses 'usual situation in regard to employment' and New Zealand and Great Britain use 'employment status'. The ABS used 'Status of Worker' until August 1994;
- the method of measurement of the various categories can vary from country to country. For example, the method of measuring those who own incorporated and unincorporated businesses varies from country to country; and
- the definitions used in ABS collections are sometimes slightly different to ILO definitions. For example, the ILO definition of a Contributing Family Worker requires the relative to be living in the same household and the ABS definition does not.

## QUESTIONNAIRE MODULES

In order to measure Status in Employment, Labour Force Status must first be established (see Chapter 4). Additional questions relevant to measuring Status in Employment in household-based surveys are as follows.

- questions 28–32, 47–49, 51–52, 81, and 82 in the full question module given in Appendix 1;
- question 7a of the reduced module establishes the corporate status of the business for those who conduct their own business; and
- question 2 of the self-enumeration module.

## OUTPUT CATEGORIES

The full output categories for both the full and reduced questionnaire modules are as follows:

Employee  
Employer  
Own Account Worker  
Contributing Family Worker

The Census output categories for Status in Employment are combined with the output categories of Labour Force Status. The 1996 Census standard output classification is as follows:

Employed

Employee

Employer

Own Account Worker

Contributing Family Worker

Unemployed

Unemployed — looking for full-time work

Unemployed — looking for part-time work

Not in the Labour Force

Not in the Labour Force

Not Stated

Not Applicable

Overseas visitor



## 6 STANDARD FOR THE VARIABLE HOURS WORKED

DEFINITION	Hours Worked is the amount of time a person spends at work, in a week, in all jobs. It may apply to hours actually worked in a week or hours usually worked per week. It includes all paid and unpaid overtime, and does not include any time off.																		
CLASSIFICATION CRITERION	<p>The criterion used to classify units in the classification is 'complete hours worked'.</p> <p>The classification covers all persons whose Labour Force Status is Employed. Hours worked in unpaid voluntary work are excluded from the scope of the classification.</p>																		
CLASSIFICATION CATEGORIES	<p>Hours Worked is a flat classification having only one level with 50 categories and 1 supplementary code.</p> <p>The code structure of the classification is 0 to 49. The supplementary code for Not stated/Inadequately described is 99. The supplementary code is used for responses which are not applicable or are out of scope of the classification.</p> <table><tr><td>0</td><td>No hours</td></tr><tr><td>1</td><td>1 hour</td></tr><tr><td>2</td><td>2 hours</td></tr><tr><td>3</td><td>3 hours</td></tr><tr><td>4</td><td>4 hours</td></tr><tr><td>.....</td><td></td></tr><tr><td>48</td><td>48 hours</td></tr><tr><td>49</td><td>49 hours and over</td></tr><tr><td>99</td><td>Not stated/Inadequately described</td></tr></table>	0	No hours	1	1 hour	2	2 hours	3	3 hours	4	4 hours	.....		48	48 hours	49	49 hours and over	99	Not stated/Inadequately described
0	No hours																		
1	1 hour																		
2	2 hours																		
3	3 hours																		
4	4 hours																		
.....																			
48	48 hours																		
49	49 hours and over																		
99	Not stated/Inadequately described																		
MEASUREMENT ISSUES	<p>Hours Worked provides more detail on the range of hours worked by Employed persons than the broad categories of Full-time/Part-time Status defined in Chapter 7. In particular, Hours Worked can be used to assist the understanding of the level of economic activity; productivity; wage rates; working conditions; living standards; quality of life; and the relationship between labour force activity, household responsibilities and leisure.</p> <p>Hours Worked is measured by counting the total number of complete hours actually worked in the week preceding the survey in all jobs held by a person (including any paid or unpaid overtime, less any time off) or, by counting the total number of complete hours usually worked per week (including any paid or unpaid overtime, less any time off) in all jobs.</p> <p>For a respondent who was at work during the reference period it is appropriate to ask the number of hours actually worked during that week. However, if the respondent was away from work during the reference period (on leave for example) they are asked to report the number of hours usually worked per week.</p>																		

If there is to be comparability of data for Hours Worked across collections, the definition of Hours Worked (i.e. actual hours or usual hours) must be the same in each of the collections being compared. For example, estimates of the number of full-time or part-time workers will vary depending on whether the number of hours actually worked, or the number of hours usually worked has been collected.

In the ABS most social surveys use the reduced questionnaire module which provides data on hours usually worked. This is an appropriate measure for many varied purposes of social analysis, whereas hours actually worked is more suitable for most labour market analysis.

## QUESTIONNAIRE MODULES

The questions used to identify Hours Worked are part of the set of questions used to establish Labour Force Status (see Chapter 4). Hours Worked is produced as part of the Labour Force Status derivation. The number of hours actually worked is collected in both the full module and the self-enumeration module. The number of hours usually worked is collected in the reduced module and is also collected in the full module for those who have a job they were away from, or those who worked less than 35 hours in the reference week. The questions relevant to measuring Hours Worked in household-based surveys are as follows:

- questions 34 and 63 of the Labour Force Status question set in the full questionnaire module (presented in Appendix 1);
- question 8 of the reduced module identifies the number of hours usually worked in all job (hours actually worked is not asked in the reduced questionnaire module); and
- question 3 in the self-enumeration module (see Chapter 3) identifies the number of hours actually worked last week (there is no question on hours usually worked in the self-enumeration module).

## OUTPUT CATEGORIES

The standard output categories are:

0 hours  
1–15 hours  
16–24 hours  
25–34 hours  
35–39 hours  
40 hours  
41–48 hours  
49 hours and over

## 7 STANDARD FOR THE VARIABLE FULL-TIME/PART-TIME STATUS

DEFINITION	Full-time/Part-time Status distinguishes persons in employment as full-time or part-time workers and Unemployed persons as looking for full-time or part-time work.
CLASSIFICATION CRITERIA	Full-time/Part-time Status is determined by the number of hours worked per week or, in the case of Unemployed persons, whether they are seeking full-time or part-time work. Employed persons have Full-time Status if they work 35 hours or more per week, and Part-time Status if they work less than 35 hours per week in all jobs. Unemployed persons are asked if they are seeking full-time or part-time work. This question is answered in terms of the respondent's perception of 'full time' and 'part time'.
CLASSIFICATION CATEGORIES	<p>Full-time/Part-time Status is a flat classification with two categories:</p> <ol style="list-style-type: none"><li>1 Full-time</li><li>2 Part-time</li></ol> <p>The definitions of the categories are operationalised differently depending on whether the full, reduced or self-enumeration questionnaire module is used.</p> <p>Full module</p> <p>For Employed persons, Full-time/Part-time Status is measured by counting the total number of hours actually worked in all jobs in the reference week and/or usually worked per week in all jobs. For Unemployed persons, Full-time/Part-time Status is determined by whether the person is looking for full-time or part-time work:</p> <ul style="list-style-type: none"><li>■ Employed persons are Full-time if they usually work 35 hours or more a week (in all jobs) and others who, although usually working less than 35 hours a week, worked 35 hours or more during the reference week;</li><li>■ Employed persons are Part-time if they usually work less than 35 hours a week and did so during the reference week;</li><li>■ Unemployed persons are Full-time if they are actively seeking full-time work; and</li><li>■ Unemployed persons are Part-time if they are actively seeking part-time work only.</li></ul> <p>Reduced module</p> <p>For Employed persons Full-time/Part-time Status is measured by counting the total number of hours usually worked per week in all jobs:</p> <ul style="list-style-type: none"><li>■ Employed persons are full time if they usually work 35 hours or more a week (in all jobs); and</li><li>■ Employed persons are part time if they usually work less than 35 hours a week (in all jobs).</li></ul>

Where the reduced module is used, it is not possible to differentiate between Unemployed persons seeking full-time work, and those seeking part-time work.

Self-enumeration module For Employed persons Full-time/Part-time Status is measured by counting the total number of hours actually worked in the reference week in all jobs. For Unemployed persons, Full-time/Part-time Status is determined by whether the person is looking for full-time or part-time work:

- Employed persons are full time if they actually worked 35 hours or more a week (in all jobs);
- Employed persons are part time if they actually worked less than 35 hours a week (in all jobs);
- Unemployed persons are full time if they are actively seeking full-time work; and
- Unemployed persons are part time if they are actively seeking part-time work.

In ABS collections, the number of hours work required for Full-time Status is 35 hours or more and for Part-time Status is 1-34 hours. The ILO does not set a specific criterion for the number of hours required for either full-time or part-time work. The criterion varies from country to country. For example, Japan and the United States of America use 35 hours and New Zealand and Canada 30 hours as the benchmarks for Full-time Status.

## MEASUREMENT ISSUES

The variable Full-time/Part-time Status relates to the hours worked by a person in all jobs and to the type of work an Unemployed person is seeking. The classification may be applied to a person's Full-time/Part-time Status in relation to all jobs, main job, last job or second job. It may also be used as an attribute of job vacancies, to indicate whether a vacancy is for full-time or part-time work.

An Employed person is classified as a full-time or part-time worker on the basis of the actual or usual hours worked in all jobs per week. Most ABS collections use usual hours worked. However, the Labour Force Survey uses both actual and usual hours worked to determine the Full-time/Part-time Status of different categories of the Employed population. The Census uses actual hours worked.

Measures of Full-time and Part-time Status show patterns of employment in the labour force. In relation to part-time work it can be an indication of under-employment if there is a preference to work more hours.

Data on Full-time/Part-time Status can be cross-classified by Sex, Age, Family Type, Occupation, Industry, Status in Employment and other socioeconomic characteristics to facilitate analysis supporting economic, social and family policies.

## QUESTIONNAIRE MODULES

Labour Force Status must first be established (see Chapter 4).

Full-time/Part-time Status is derived from Labour Force Status and Hours Worked. The questions relevant to measuring Full-time/Part-time Status in household-based surveys are as follows:

- questions 34, 35, 63, 68 and 69 of the full questionnaire module which is presented in Appendix 1. They are part of the Labour Force Status question set;
- question 8 of the reduced questionnaire module. It is part of the question set used to establish Labour Force Status and is presented in Chapter 3; and
- questions 3 and 4 of the self-enumeration module given in Chapter 3.

## OUTPUT CATEGORIES

Note that Full-time/Part-time Status is never output on its own as it is always output in relation to Labour Force Status:

### Employed

Working Full-time

Working Part-time

### Unemployed

Looking for Full-time work

Looking for Part-time work

### Not in the Labour force

For those surveys using the reduced questionnaire module it will not be possible to derive Full-time or Part-time Status for Unemployed persons.

## 8 STANDARD FOR THE VARIABLE DURATION OF UNEMPLOYMENT

**DEFINITION** Duration of Unemployment is defined as the period from the time a person began looking for work to the end of the reference week, or the period from last Full-time employment of two weeks or more to the end of the reference week, whichever is shorter.

**CLASSIFICATION CRITERION** The criterion used in classifying units in the classification is completed weeks of unemployment.

**CLASSIFICATION CATEGORIES** The standard classification is a flat classification:

- 1 Under 2 weeks
- 2 2 weeks and under 4 weeks
- 3 4 weeks and under 8 weeks
- 4 8 weeks and under 13 weeks
- 5 13 weeks and under 26 weeks
- 6 26 weeks and under 39 weeks
- 7 39 weeks and under 52 weeks
- 8 52 weeks and under 65 weeks
- 9 65 weeks and under 78 weeks
- 10 78 weeks and under 91 weeks
- 11 91 weeks and under 104 weeks
- 12 104 weeks and over

**MEASUREMENT ISSUES** Duration of Unemployment is measured in completed weeks and is calculated according to the following rules.

After a person has been identified as Unemployed (as defined in Chapter 4) the Duration of Unemployment is calculated by:

- obtaining the date the person began looking for work and calculating the number of weeks between that date and the end of the reference week;
- obtaining the date the person last worked full-time for two weeks or more in the last two years and calculating the number of weeks between that date and the end of the reference week (excluding any periods of part-time employment); and
- comparing the time periods — the shorter of the two is the Duration of Unemployment.

When the response to the question 'How long ago is it since ... last worked full time for two weeks or more?' is 'Two years or more', and the response to the question 'When did ... begin looking for work' is 104 weeks or more, it is not possible to compare the time periods and Duration of Unemployment is classified as '104 weeks or more'.

The measure is of current (and continuing) periods of unemployment rather than completed spells. It may include short periods of casual employment if the respondent worked full-time for less than two weeks and continued to look for work during this period.

For persons who may have begun looking for work while still Employed, the Duration of Unemployment is the period from the time

the person last worked full time for two weeks or more to the end of the reference week.

Since its inception in 1960, the ABS Labour Force Survey has collected information about Duration of Unemployment for Unemployed persons. In its current form the survey collects data each month about the duration, in completed weeks, of current (incomplete) spells of unemployment from those who are currently Unemployed.

#### QUESTIONNAIRE MODULES

Labour Force Status must first be established. Additional questions relevant to measuring Duration of Unemployment in household surveys are as follows:

- questions 76 and 77 of the full questionnaire module presented in Appendix 1; and
- questions 12 and 13 of the reduced questionnaire module presented in Chapter 3.

Duration of Unemployment cannot be established using the self-enumerated module.

#### OUTPUT CATEGORIES

The standard output categories are:

Under 2 weeks  
2 weeks and under 4 weeks  
4 weeks and under 8 weeks  
8 weeks and under 13 weeks  
13 weeks and under 26 weeks  
26 weeks and under 39 weeks  
39 weeks and under 52 weeks  
52 weeks and under 65 weeks  
65 weeks and under 78 weeks  
78 weeks and under 91 weeks  
91 weeks and under 104 weeks  
104 weeks and over

Data are sometimes output to show Duration of Unemployment in relation to those who have been Unemployed less than 52 weeks or more than 52 weeks as follows:

Under 52 weeks  
    Under 2 weeks  
    2 weeks and under 4 weeks  
    4 weeks and under 8 weeks  
    8 weeks and under 13 weeks  
    13 weeks and under 26 weeks  
    26 weeks and under 39 weeks  
    39 weeks and under 52 weeks  
  
52 weeks and over  
    65 weeks and under 104 weeks  
    104 weeks and over

The term 'long-term unemployed' should only refer to the category '52 weeks and over' (see Chapter 2).

## **Appendix 1**

### **THE FULL QUESTIONNAIRE MODULE**

Following pages are an example of the Monthly Population Survey which incorporates the full labour force questionnaire module (Questions 18–88).



# IN CONFIDENCE

## POPULATION SURVEY

PSU	BLOCK	DWELLING	HH	PERSON	1 A.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Schedule obtained from person him/herself <input type="checkbox"/> 1
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Other Responsible Adult <input type="checkbox"/> 2
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1 B.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Schedule obtained by phone <input type="checkbox"/> 1
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Schedule not obtained by phone <input type="checkbox"/> 2
1 C. OFFICE USE ONLY					6. COUNTRY OF BIRTH
02 04 06 07 08		Australia <input type="checkbox"/> Q.8 <input type="checkbox"/> 036			9. PERSON TYPE
09 10 11 12 13		U.K. & Ireland <input type="checkbox"/> 962			Usual resident of P.D. (Complete Q.12 to Q.15 when editing) <input type="checkbox"/> Q.11 <input type="checkbox"/> 1
14 15 16 17		Italy <input type="checkbox"/> 180			Visitor to P.D. <input type="checkbox"/> 2
		Greece <input type="checkbox"/> 300			S.D. <input type="checkbox"/> 3
2. SEX		Netherlands <input type="checkbox"/> 324			10. WHAT IS THE POSTCODE OF THE SUBURB OR TOWN WHERE ... USUALLY LIVES?
Male <input type="checkbox"/> 1		Germany <input type="checkbox"/> 260			A. If respondent knows postcode, enter below <input type="checkbox"/> 1
Female <input type="checkbox"/> 2		New Zealand <input type="checkbox"/> 554			If respondent does not know post-code ask for :- <input type="checkbox"/> 2
3. AGE		Vietnam <input type="checkbox"/> 704			Suburb <input type="text"/>
<input type="text"/>		Poland <input type="checkbox"/> 414			City/Town <input type="text"/>
					State <input type="text"/>
4. MARITAL STATUS					When editing, enter postcode below
Married <input type="checkbox"/> 1					Not known <input type="checkbox"/> 3
De facto <input type="checkbox"/> 2					B. Postcode
Separated <input type="checkbox"/> 3					<input type="text"/>
Divorced <input type="checkbox"/> 4					0 1 2 3 4 5 6 7 8 9
Widowed <input type="checkbox"/> 5					
Never married <input type="checkbox"/> 6					
5. S.D. ONLY		7. YEAR OF ARRIVAL			
S.D. Institutionalised person (No more questions) <input type="checkbox"/> 1		0 1 2 3 4 5 6 7 8 9			
S.D. Boarding school pupil (No more questions) <input type="checkbox"/> 2					
S.D. Other <input type="checkbox"/> 3					
		8. SCHOOL ATTENDANCE (If age 15 to 20)			
		Date of leaving school Enter month and year			
		01 02 03 04 05 06 07 08 09 10 11 12			
		86 87 88 89 90 91 92 93 94 95 96 97			
		Still attending <input type="checkbox"/> 1111			
					11. Sequence Guide
					If aged 25 years or more <input type="checkbox"/> Q.18 <input type="checkbox"/> 1
					If still attending school (1111 in Q.8) <input type="checkbox"/> Q.18 <input type="checkbox"/> 2
					Otherwise <input type="checkbox"/> Q.17 <input type="checkbox"/> 3

<b>12. HOUSEHOLD TYPE:</b> 1 (Nothing further) <input type="checkbox"/> 1 2 ..... <input type="checkbox"/> 2 3 ..... <input type="checkbox"/> 3 4 ..... <input type="checkbox"/> 4 5 ..... <input type="checkbox"/> 5 6 (Complete Q.14) ... <input type="checkbox"/> 6 7 (Complete Q.14) ... <input type="checkbox"/> 7 8 (Complete Q.14) ... <input type="checkbox"/> 8 9 (Nothing further) ... <input type="checkbox"/> 9	<b>16. OFFICE USE ONLY</b> <table border="1"> <tr> <th data-bbox="560 210 858 309">A Relationship</th> <th data-bbox="863 210 1161 309">B Family Number</th> <th colspan="2" data-bbox="1166 210 1461 309">C Children 0-14 years</th> </tr> <tr> <td>1</td> <td>1</td> <td>1</td> <td></td> </tr> <tr> <td>2</td> <td>2</td> <td>2</td> <td></td> </tr> <tr> <td>3</td> <td>3</td> <td>3</td> <td></td> </tr> <tr> <td>4</td> <td>4</td> <td>4</td> <td></td> </tr> <tr> <td>5</td> <td>5</td> <td>5</td> <td></td> </tr> <tr> <td>6</td> <td>6</td> <td>6</td> <td></td> </tr> <tr> <td>7</td> <td>7</td> <td>7</td> <td></td> </tr> <tr> <td>8</td> <td>8</td> <td>8</td> <td></td> </tr> <tr> <td></td> <td>9</td> <td>9</td> <td></td> </tr> </table>				A Relationship	B Family Number	C Children 0-14 years		1	1	1		2	2	2		3	3	3		4	4	4		5	5	5		6	6	6		7	7	7		8	8	8			9	9	
A Relationship	B Family Number	C Children 0-14 years																																										
1	1	1																																										
2	2	2																																										
3	3	3																																										
4	4	4																																										
5	5	5																																										
6	6	6																																										
7	7	7																																										
8	8	8																																										
	9	9																																										
<b>13. Husband</b> (Complete Q.15) ... <input type="checkbox"/> 1 <b>Wife</b> (Nothing further) ... <input type="checkbox"/> 2 <b>Son/daughter</b> (Nothing further) ... <input type="checkbox"/> 3 <b>14. Father/mother</b> ... <input type="checkbox"/> 1 <b>Son/daughter</b> (Nothing further) ... <input type="checkbox"/> 2	<b>D</b> UR scope/coverage exclusion 1 2	<b>E</b> Incomplete H/I/L/U 1 2 3 4 5 6	<b>F</b> Schedule initial response 1 2 3 4 5	<b>G</b> Schedule final response 1 2 3 4 5																																								
<b>15. If Household Type</b> 2, 3 or 6 in Q.12, nothing further.  <b>If Household Type</b> 4, 5, 7 or 8 in Q.12, enter number of children aged 0 to 14 years	<b>H</b> 1 2 3 4 5 6 7 8 9	<b>J</b> 1 2 3 4 5 6 7 8 9	<b>K</b> 1 2 3 4 5 6 7 8 9	<b>L</b> 1 2 3 4 5 6 7 8 9																																								
	<b>Interviewer Number</b> <div style="border: 1px solid black; width: 100px; height: 30px; margin: 5px;"></div> 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9	<b>Week</b> <div style="border: 1px solid black; width: 50px; height: 30px; margin: 5px;"></div> 1 2	<b>Workload Number</b> <div style="border: 1px solid black; width: 100px; height: 30px; margin: 5px;"></div> 0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6 7 7 7 7 8 8 8 8 9 9 9 9																																									

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34 A. ON WHICH DAYS DID ..... WORK LAST WEEK  
(IN ALL JOBS)?

	MON	TUE'S	WED	THU	FRI	SAT	SUN
Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

34 B. DID ..... HAVE ANY TIME OFF FROM ..... JOB(S) ON  
THOSE DAYS?

Yes ☐  
No ☐

34 C. DID ..... WORK ANY PAID OR UNPAID OVERTIME  
ON ANY DAY LAST WEEK?

Yes ..... ☐ 1  
No ..... ☐ 2  
Other ..... ☐ 3

34 D. HOW MANY HOURS DID ..... ACTUALLY WORK  
LAST WEEK (LESS THE TIME OFF) (BUT)  
(COUNTING THE OVERTIME)?

35 hours or more (No more questions) ☐ 01  
1-34 hours ☐ 02  
Less than 1 hour/ no hours ☐ 03

35. IN (THAT JOB/THOSE JOBS) DOES ..... USUALLY  
WORK LESS THAN 35 HOURS A WEEK?

Yes ..... ☐ 1  
No ..... ☐ 2

36. WHY DID ..... WORK LESS THAN 35 HOURS  
LAST WEEK?

Own illness or injury ..... ☐ 1  
Leave, holiday or flexitime/  
personal reasons ..... ☐ 2  
Began job during week ..... ☐ 3  
Left/lost job during week ..... ☐ 4  
On strike/locked out ..... ☐ 5  
Bad weather/breakdown ..... ☐ 6  
Stood down/on short time/  
insufficient work ..... ☐ 7  
Shift work/standard work  
arrangements ..... ☐ 8  
Other ..... ☐ 9

37. No more questions

38. WOULD ..... PREFER A JOB IN WHICH .....  
WORKED MORE HOURS A WEEK?

Yes ..... ☐ 1  
No (No more questions) ..... ☐ 2  
Don't know  
(No more questions) ..... ☐ 3

39. AT ANY TIME DURING THE LAST 4 WEEKS HAS  
..... BEEN LOOKING FOR FULL-TIME WORK?

Yes ..... ☐ 1  
No (No more questions) ..... ☐ 2

40. AT ANY TIME IN THE LAST 4 WEEKS HAS .....  
WRITTEN, PHONED OR APPLIED IN  
PERSON TO AN EMPLOYER FOR  
WORK? ..... ☐ 01

ANSWERED A NEWSPAPER  
ADVERTISEMENT FOR A JOB? ..... ☐ 02

LOOKED IN NEWSPAPERS?

Yes ☐  
No ☐

CHECKED FACTORY OR  
COMMONWEALTH EMPLOYMENT  
SERVICE NOTICE BOARDS? ..... ☐ 03

AT ANY TIME IN THE LAST 4 WEEKS  
HAS .....  
BEEN REGISTERED WITH THE  
COMMONWEALTH EMPLOYMENT  
SERVICE? ..... ☐ 04

CHECKED OR REGISTERED WITH  
ANY OTHER EMPLOYMENT  
AGENCY? ..... ☐ 05

DONE ANYTHING ELSE TO FIND A  
JOB?

Advertised or tendered for work ..... ☐ 06  
Contacted friends/relatives ..... ☐ 07  
Other ..... ☐ 08  
Only looked in newspapers ..... ☐ 09  
None of these ..... ☐ 10

41. No more questions

42. DID ..... HAVE A JOB, BUSINESS OR FARM  
THAT ..... WAS AWAY FROM BECAUSE OF  
HOLIDAYS, SICKNESS OR ANY OTHER  
REASON?

Yes ..... ☐ 1  
No ..... ☐ 2

43. DID .... HAVE MORE THAN ONE JOB?

Yes ..... → Q.46 ☐ 1No ..... ☐ 2

44. WHAT KIND OF WORK DOES .... DO?

(Title).....

(Main tasks/duties).....

0: 0: 0:  
 1: 1: 1:  
 2: 2: 2:  
 3: 3: 3:  
 4: 4: 4:  
 5: 5: 5:  
 6: 6: 6:  
 7: 7: 7:  
 8: 8: 8:  
 9: 9: 9:

45. → Q.49

46. WHAT KIND OF WORK DOES .... DO IN EACH OF .... JOBS?

Job 1 (Title).....

(Main tasks/duties) .....

Job 2 (Title) .....

(Main tasks/duties) .....

47. IN WHICH JOB DOES .... USUALLY WORK THE MOST HOURS?

Job 1 in Q.46 ☐Job 2 in Q.46 ☐

0: 0: 0:  
 1: 1: 1:  
 2: 2: 2:  
 3: 3: 3:  
 4: 4: 4:  
 5: 5: 5:  
 6: 6: 6:  
 7: 7: 7:  
 8: 8: 8:  
 9: 9: 9:

48. I WOULD NOW LIKE TO ASK YOU ABOUT THAT JOB.

49. WHO DOES .... WORK FOR?  
(Name/Full address)

0: 0: 0:  
 1: 1: 1:  
 2: 2: 2:  
 3: 3: 3:  
 4: 4: 4:  
 5: 5: 5:  
 6: 6: 6:  
 7: 7: 7:  
 8: 8: 8:  
 9: 9: 9:

50. WHAT KIND OF INDUSTRY, BUSINESS, OR SERVICE IS CARRIED OUT AT THAT ADDRESS?

1:  
2:

51. DOES .... WORK -

FOR AN EMPLOYER FOR WAGES OR SALARY? ..... → Q.53 ☐ 1IN .... OWN BUSINESS WITH EMPLOYEES? ..... ☐ 2WITH NO EMPLOYEES? ..... ☐ 3WITHOUT PAY IN A FAMILY BUSINESS? ..... → Q.53 ☐ 4

WHAT ARE .... WORKING ARRANGEMENTS?

Payment in kind ..... → Q.55 ☐ 5Unpaid voluntary work ..... → Q.68 ☐ 6

52. IS .... BUSINESS A LIMITED LIABILITY COMPANY?

Yes ..... → Q.55 ☐ 1No ..... ☐ 2

53. WHY WAS .... AWAY FROM WORK LAST WEEK?

Own illness or injury ..... ☐ 1Holiday/personal reasons ..... ☐ 2No work available ..... ☐ 3Bad weather/breakdown ..... ☐ 4On strike/locked out ..... ☐ 5Other..... ☐ 6

54. → Q.63

## 55. WHY WAS ..... AWAY FROM WORK LAST WEEK?

- Own illness or injury ..... ☐ 1
- Leave, holiday or flexitime/  
personal reasons → Q.61 ☐ 2
- Bad weather/breakdown  
→ Q.61 ☐ 3
- Stood down ..... → Q.58 ☐ 4
- No work/insufficient work  
→ Q.59 ☐ 5
- On strike/locked out  
→ Q.63 ☐ 6
- Usually works less than one hour  
a week/began job/lost job  
→ Q.68 ☐ 7
- Other ..... ☐ 8
- ..... → Q.61

## 56. WAS ..... ON WORKERS' COMPENSATION LAST WEEK?

- Yes ..... ☐ 1
- No ..... → Q.61 ☐ 2

## 57. WILL ..... BE RETURNING TO WORK FOR ..... EMPLOYER?

- Yes ..... → Q.63 ☐ 1
- No ..... → Q.63 ☐ 2
- Don't know ..... → Q.68 ☐ 3

## 58. WHY WAS ..... STOOD DOWN?

- Bad weather/breakdown  
→ Q.61 ☐ 1
- Other ..... ☐ 2

## 59. WAS ..... PAID OR WILL ..... BE PAID FOR ANY OF LAST WEEK?

- Yes ..... → Q.63 ☐ 1
- No ..... ☐ 2

## 60. HOW LONG HAS ..... BEEN AWAY FROM WORK WITHOUT PAY?

- One week ..... → Q.63 ☐ 1
- Two weeks ..... → Q.63 ☐ 2
- Three weeks ..... → Q.63 ☐ 3
- Four weeks or more  
→ Q.68 ☐ 4

## 61. UP UNTIL THE END OF LAST WEEK, HOW LONG HAD ..... BEEN AWAY FROM WORK?

- Less than 4 weeks → Q.63 ☐ 1
- 4 weeks or more ..... ☐ 2

## 62. WAS ..... PAID OR WILL ..... BE PAID FOR ANY PART OF THE LAST FOUR WEEKS?

- Yes ..... ☐ 1
- No ..... → Q.68 ☐ 2

## 63. HOW MANY HOURS A WEEK DOES ..... USUALLY WORK IN (ALL) ..... JOB(S)?

- 35 hours or more  
(No more questions) ..... ☐ 1
- 1-34 hours ..... ☐ 2
- No hours ..... → Q.68 ☐ 3

## 64. WOULD ..... PREFER A JOB IN WHICH ..... WORKED MORE HOURS A WEEK?

- Yes ..... ☐ 1
- No (No more questions) ..... ☐ 2
- Don't know  
(No more questions) ..... ☐ 3

## 65. AT ANY TIME DURING THE LAST 4 WEEKS HAS ..... BEEN LOOKING FOR FULL-TIME WORK?

- Yes ..... ☐ 1
- No (No more questions) ..... ☐ 2

## 66. AT ANY TIME IN THE LAST 4 WEEKS HAS ..... WRITTEN, PHONED OR APPLIED IN PERSON TO AN EMPLOYER FOR WORK?

- ..... ☐ 01

- ANSWERED A NEWSPAPER  
ADVERTISEMENT FOR A JOB? ..... ☐ 02

- LOOKED IN NEWSPAPERS?  
Yes ☐ 03  
No ☐ 04

- CHECKED FACTORY OR  
COMMONWEALTH EMPLOYMENT  
SERVICE NOTICE BOARDS? ..... ☐ 03

- AT ANY TIME IN THE LAST 4 WEEKS  
HAS .....  
BEEN REGISTERED WITH THE  
COMMONWEALTH EMPLOYMENT  
SERVICE? ..... ☐ 04

- CHECKED OR REGISTERED WITH  
ANY OTHER EMPLOYMENT  
AGENCY? ..... ☐ 05

- DONE ANYTHING ELSE TO FIND A  
JOB?

- Advertised or tendered for work ☐ 06

- Contacted friends/relatives ..... ☐ 07

- Other ..... ☐ 08

- Only looked in newspapers ..... ☐ 09

- None of these ..... ☐ 10

## 67. No more questions

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## 78. WHAT KIND OF WORK DID ..... DO?

(Title) .....

0 0 0  
 1 1 1  
 2 2 2  
 3 3 3  
 4 4 4  
 5 5 5  
 6 6 6  
 7 7 7  
 8 8 8  
 9 9 9

(Main tasks/duties) .....

79. WHO DID ..... WORK FOR?  
(Name/Full address)

.....  
 .....  
 .....  
 .....

80. WHAT KIND OF INDUSTRY,  
BUSINESS, OR SERVICE WAS  
CARRIED OUT AT THAT  
ADDRESS?

0 0 0  
 1 1 1  
 2 2 2  
 3 3 3  
 4 4 4  
 5 5 5  
 6 6 6  
 7 7 7  
 8 8 8  
 9 9 9

.....  
 .....  
 .....  
 .....

## 81. DID ..... WORK -

FOR AN EMPLOYER FOR WAGES  
OR SALARY? → Q.83IN ..... OWN BUSINESS  
WITH EMPLOYEES? → Q.83

WITH NO EMPLOYEES? → Q.83

WITHOUT PAY IN A FAMILY  
BUSINESS? → Q.83WHAT WERE ..... WORKING  
ARRANGEMENTS?

Payment in kind → Q.83

Unpaid voluntary work → Q.87

82. WAS ..... BUSINESS A LIMITED LIABILITY  
COMPANY?

Yes → Q.86

No → Q.86

83. WHY DID ..... LEAVE THE JOB WITH  
(Employer in Q.79)?Laid off- no work available/  
retrenched/made redundant/  
employer went out of business/  
dismissed etc. → Q.85Job was temporary or seasonal  
→ Q.85

Own ill health or injury → Q.85

Unsatisfactory work  
arrangements/pay/hours → Q.85

Holiday job → Q.85

Other reasons - returned to  
studies/marry/children/  
look after others/have holiday/  
moved house/spouse transferred  
etc. → Q.85

## 84. → Q.87

85. DID ..... LEAVE THE JOB TO RETURN TO  
STUDIES?

Yes → Q.87

No → Q.87

86. WHY DID ..... STOP WORKING IN THAT  
BUSINESS?Closed down for economic  
reasons - went broke/ liquidated/  
no work/no supply or demand  
etc. → Q.87

Own ill health or injury → Q.87

Closed down or sold for other  
reasons → Q.8787. (SINCE date in Q.77) HAS ..... WORKED  
PART-TIME FOR TWO WEEKS OR MORE?

Yes → Q.87

No (No more questions) → Q.87

88. HOW LONG AGO IS IT SINCE ..... LAST WORKED  
PART-TIME FOR TWO WEEKS OR MORE?

Enter date .....

Under 2 years  
(no. of weeks)  
(No more questions) → Q.882 years or more  
(No more questions) → Q.88



## **Appendix 2**

### **THE FULL QUESTIONNAIRE MODULE FLOW CHART**

The full questionnaire module flow chart is presented as a poster and can be found in the pocket inside the back cover.

### **Appendix 3**

## **THE REDUCED QUESTIONNAIRE MODULE FLOW CHART**

The reduced questionnaire module flow chart is presented as a poster and can be found in the pocket inside the back cover.

## APPENDIX 4 THE OCCUPATION AND INDUSTRY QUESTIONS

### QUESTIONNAIRE MODULE FOR OCCUPATION AND INDUSTRY DATA

The recommended questionnaire module for occupation and industry data is:

**Q1.** In the main job held last week, what was the person's occupation?

Give full title.

For example, Childcare Aide, Maths Teacher, Pastrycook, Tanning Machine Operator, Apprentice Toolmaker.

For Public Servants, state official designation as well as occupation.

For Armed Services Personnel, state rank and occupation.

**Q2.** What are the main tasks that the person himself/herself usually performs in that occupation?

Describe as fully as possible.

For example, looking after children at day centre, teaching secondary school students, making cakes and pastries, operating leather tanning machine, learning to make and repair tools and dies.

For managers, state main activities managed.

**Q3.** For the main job held last week, what was the employer's business name?

For self-employed persons, give name of business.

For teachers, give name of school.

**Q4.** For the main job held last week what was the employer's workplace address?

For persons with no fixed place of work, provide address of depot or office.

**Q5.** What kind of industry, business or service is carried out by the employer at that address?

Describe as fully as possible, using two words or more, for example, dairy farming, footwear manufacturing.

The questions above are recommended for use (with minor adaptations) in personal interview, or self-enumerated collection methodologies.

Please note that different questions are currently used in ABS interviewer-based collections including the Labour Force Survey. These are questions 44, 46, 49 and 50 of the Full Questionnaire Module found in Appendix 1. ABS interviewers are trained to probe for and record appropriate occupation title and task information using these questions. Because they are not self-sufficient and depend on the use of these particular interviewing practices, these questions are not recommended for use outside the ABS.

## REDUCED QUESTIONNAIRE MODULE

A questionnaire module consisting of Questions 1 and 2 from the above module may be used when there is insufficient space or time to ask the complete set of five questions. However, the accuracy of coding may be affected to some extent.

It is often argued that the inclusion of the second (task) question is redundant and may irritate respondents. The use of an occupation title question only, however, sometimes elicits responses which do not provide a clear occupation title and specification of tasks performed. As a result accurate coding at unit group or occupation level may not be possible.

## QUESTIONNAIRE MODULE FOR EMPLOYER-BASED COLLECTIONS

The following questionnaire module is recommended for use in collections where data is obtained from employers about their employees. (Industry and Employer questions are not included in this module as this information is already known.)

### **Q1. Occupation Title**

Give full title of each employee's occupation, stating trade, class or grade where applicable.

For example, Childcare Aide, Maths Teacher, Pastrycook, Machine Operator.

### **Q2. Main Tasks or Duties**

Describe as fully as possible the main tasks or duties usually performed by the employee in this occupation.

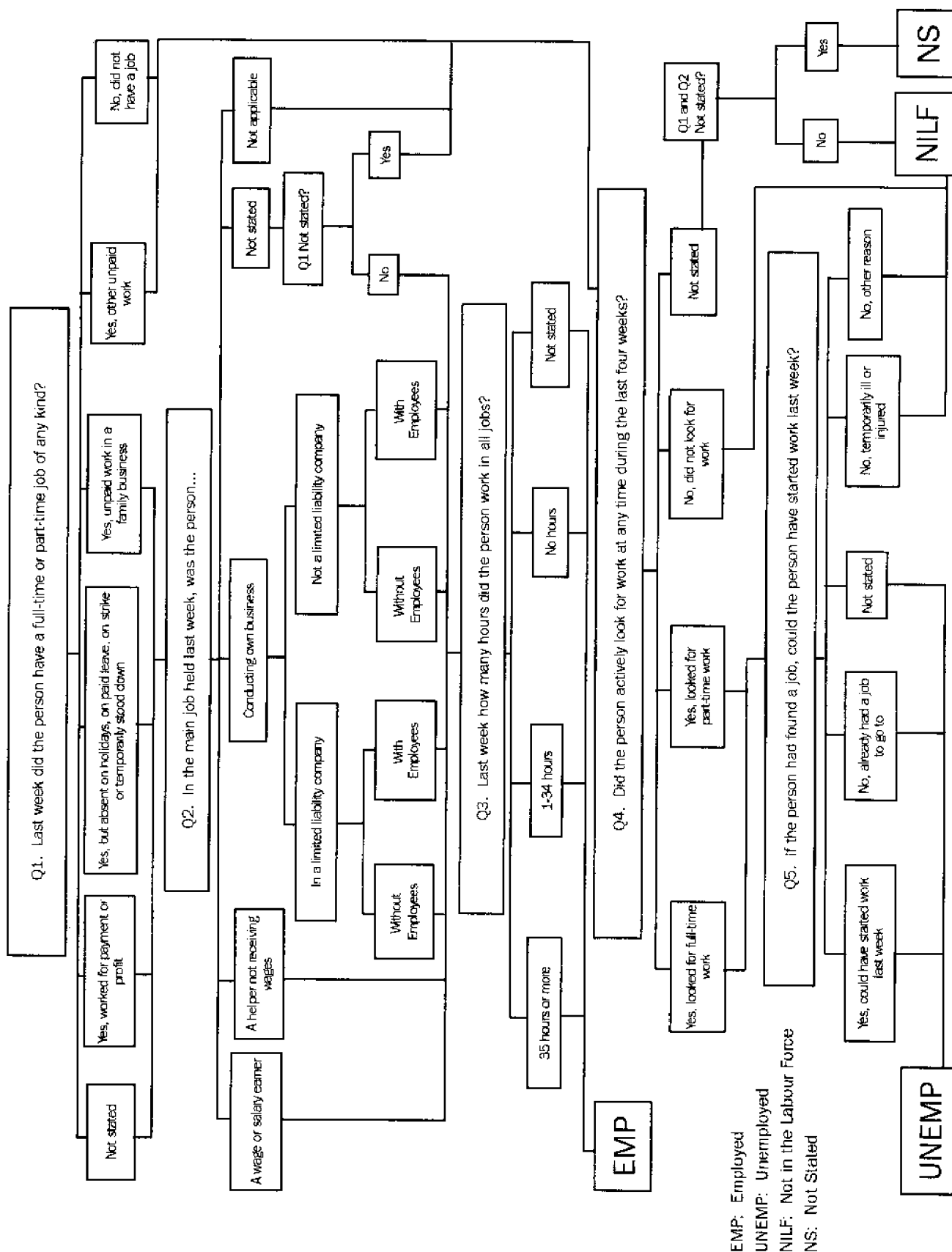
For example, looking after children at day centre, teaching secondary school students, making cakes and pastries, operating wool combing machine.

Note: Descriptions such as General Office Duties or Clerical Duties are not specific enough. Please provide more information.

## CODING RESPONSES

The responses to the occupation and industry questions are coded to the Australian Standard Classifications of Occupations and the Australian and New Zealand Standard Industrial Classification. To ensure accuracy this process should be done using recommended procedures and indexes, which are available from the ABS. For further advice please contact the Assistant Director, Labour Classifications and Standards, PO Box 10, Belconnen ACT 2616, telephone (06) 252 5757.

# APPENDIX 5 THE SELF-ENUMERATION QUESTIONNAIRE MODULE FLOW CHART



## APPENDIX 6 DECISION TABLE FOR THE SELF-ENUMERATION QUESTIONNAIRE MODULE

### DECISION TABLE

The following decision table can be used to derive Labour Force Status from the self-enumeration module where one or more questions have not been answered.

The numbers in the table refer to the response categories to the questions in the module, as shown on pages 15 and 16.

<i>Question 1</i>	<i>Question 2</i>	<i>Question 3</i>	<i>Question 4</i>	<i>Question 5</i>	<i>Derived Labour Force Status</i>
1, 2, 3, Not stated	Stated	*	*	*	Employed
1, 2, 3	Not stated	*	1, 2, 3, Not stated	*	Employed
4, 5	Stated	*	1, Not stated	*	Unemployed
4, 5	Stated	*	2, 3	1, 2, Not stated	Unemployed
4, 5	Stated	*	2, 3	3, 4	Not in the Labour Force
4, 5, Not stated	Not stated	*	1	*	Not in the Labour Force
4, 5, Not stated	Not stated	*	2,	1, 2, Not stated	Unemployed
4, 5, Not stated	Not stated	*	2, 3	3, 4	Not in the Labour Force
4, 5	Not applicable	*	Not stated	*	Not in the Labour Force
Not stated	Not stated	2-8, Not stated	Not stated	*	Not stated
Not stated	Not stated	1	Not stated	*	Not in the Labour Force

### KEY

\* Any Value (including Not stated)  
 Stated Any stated  
 Not stated No value stated

## GLOSSARY

<b>Actively looking for work</b>	Actively looking for work includes: writing, telephoning or applying in person to an employer for work; answering a newspaper advertisement for a job; checking factory or Commonwealth Employment Service notice boards; being registered with the Commonwealth Employment Service; checking or registering with any other employment agency; advertising or tendering for work; contacting friends or relatives.
<b>Contributing Family Worker</b>	A Contributing Family Worker is a person who works without pay in an economic enterprise operated by a relative.
<b>Currently available for work</b>	Currently available for work is defined as being available for work in the reference week, or would have been available except for temporary illness (i.e. lasting for less than four weeks to the end of the survey week).
<b>Currently economically active</b>	Currently economically active is the population that forms the supply of labour for the production of economic goods and services (as defined for SNA purposes).
<b>Duration of Unemployment</b>	Duration of Unemployment is defined as the period from the time a person began looking for work to the end of the reference week, or the period from last Full-time employment of two weeks or more to the end of the reference week, whichever is shorter.
<b>Employed persons</b>	<p>Employed persons comprise all those aged 15 years and over who, during the reference week:</p> <ul style="list-style-type: none"> <li>■ worked for one hour or more for pay, profit, commission or payment in kind in a job or business, or on a farm; or</li> <li>■ worked for one hour or more without pay in a family business or on a farm (i.e. Contributing Family Workers); or</li> <li>■ were Employees who had a job but were not at work and were: on paid leave; on leave without pay for less than four weeks up to the end of the reference week; stood down without pay because of bad weather or plant breakdown at their place of employment for less than four weeks up to the end of the reference week; on strike or locked out; on workers' compensation and expected to be returning to their job; or receiving wages or salary while undertaking full-time study; or</li> <li>■ were Employers, Own Account Workers or Contributing Family Workers who had a job, business or farm, but were not at work.</li> </ul>
<b>Employee</b>	An Employee is a person who works for a public or private employer and receives remuneration in wages or salary, or is paid a retainer fee by his or her employer while working on a commission basis, or works for an employer for tips, piece-rates or payment in kind; or, is a person who operates his or her own incorporated enterprise with or without hiring employees.

<b>Employer</b>	An Employer is a person who operates his or her own unincorporated economic enterprise or engages independently in a profession or trade, and hires one or more employees.
<b>Full-time/Part-time Status</b>	For Employed persons, Full-time/Part-time Status is determined by the actual and/or usual number of hours worked by an Employed person in the reference week in all jobs. For Unemployed persons, it is determined whether the work sought is full time or part time. Full-time work is defined as 35 hours or more per week.
<b>Full-time workers</b>	Full-time workers are Employed persons who (actually or usually) worked 35 hours or more a week (in all jobs).
<b>Hours usually worked each week</b>	Hours usually worked each week is the amount of time a person usually spends at work each week. The time includes all paid and unpaid overtime but excludes time off.
<b>Hours Worked</b>	Hours Worked is the amount of time a person spent at work in the reference week. The time includes all paid and unpaid overtime but excludes time off.
<b>Job</b>	A job is a set of tasks designed to be performed by one individual in any given establishment.
<b>Labour Force Status</b>	This is the measure which classifies persons aged 15 and over according to whether they are Employed, Unemployed or Not in the Labour Force.
<b>Long-term unemployed</b>	Refers to persons unemployed for a period of 52 weeks or more.
<b>Looking for full-time work</b>	Looking for full-time work is defined as looking for 35 hours or more work per week, at any time in the last four weeks up to the end of the reference week.
<b>Looking for part-time work</b>	Looking for part-time work is defined as looking for 1-34 hours of work per week at any time in the last four weeks, up to the end of the reference week.
<b>Own Account Worker</b>	Own Account Worker is a person who operates his or her own unincorporated economic enterprise or engages independently in a profession or trade and hires no employees.
<b>Part-time workers</b>	Part-time workers are Employed persons who usually worked less than 35 hours a week and who did so during the reference week, that is, worked 1-34 hours.
<b>Persons not in the Labour Force</b>	People who are neither Employed nor Unemployed, as defined, are considered to be Not in the Labour Force.
<b>System of National Accounts</b>	The System of National Accounts brings together within one integrated framework the various streams of economic accounts. It is designed to provide international guidance to national statistical authorities in the compilation and presentation of national accounts, and to serve as a basis for standardised reporting to the United Nations and other international bodies such as the Organisation for Economic Cooperation and Development.



<b>Status in Employment</b>	Status in Employment is a person's standing as either an Employee, Employer, Own Account Worker, or Contributing Family Worker in respect to their main job.
<b>Unemployed persons</b>	<p>Unemployed persons are those aged 15 years and over who were not employed during the reference week and:</p> <ul style="list-style-type: none"> <li>■ had actively looked for full-time or part-time work at any time in four weeks up to the end of the reference week and were: <ul style="list-style-type: none"> <li>▣ available for work in the reference week, or would have been available except for temporary illness (i.e. lasting for less than four weeks to the end of the reference week); or</li> <li>▣ waiting to start a new job within four weeks from the end of the reference week and would have started in the reference week if the job had been available then; or</li> </ul> </li> <li>■ were waiting to be called back to a full-time or part-time job from which they had been stood down without pay for less than four weeks up to the end of the reference week (including the whole of the reference week) for reasons other than bad weather or plant breakdown.</li> </ul>
<b>Unpaid helper</b>	An unpaid helper is a person who gives help through a specified organisation only where no payment, either monetary or in kind, was received (other than some reimbursement of expenses incurred while working). Unpaid helpers are not defined as 'economically active' for National Accounts purposes (see also Contributing Family Worker).

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Produced by the Australian Government Publishing Service  
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Recommended retail price: \$17.50



2128800001961  
ISBN 0 642 18174 8