



**6227.0.30.002**

**Information Paper**

**Survey of Education and  
Work - Confidentialised  
Unit Record File**

**Australia**

**May 2005**



New  
Issue

**Information Paper**

**Survey of Education and  
Work - Confidentialised  
Unit Record File**

**Australia**

**May 2005**

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AUSTRALIAN BUREAU OF STATISTICS

EMBARGO: 11.30AM (CANBERRA TIME) TUES 18 APR 2006

ABS Catalogue No. 6227.0.30.002

ISBN 0 642 48181 4

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## INQUIRIES

- For further information about these and related statistics, contact the National Information and Referral Service on 1300 135 070.

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## INTRODUCTION

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### OVERVIEW

This paper provides information about the release of microdata from the 2005 Survey of Education and Work (SEW). The data are available as a Confidentialised Unit Record File (CURF) released with the approval of the Australian Statistician. The CURF can be accessed on CD-ROM, and/or via the ABS Remote Access Data Laboratory (RADL).

The RADL is an on-line database query system, under which microdata are held on a server at the ABS, to which users can submit programs to interrogate and analyse the data, and access the results.

For further information about the data contained on the CURF, contact the National Centre for Education and Training Statistics on 02 6252 7934.

Further information about the RADL facility and information about obtaining access to the file is available on the ABS website <<http://www.abs.gov.au>> (see Access to ABS CURFs listed under ABS Products and Services).

More detailed information to assist in using the CURF, and in interpreting the data, is also provided in the documentation on or accompanying the CURF.

## SURVEY METHODOLOGY

### ABOUT THE SURVEY

The SEW was conducted throughout Australia in May 2005 as a supplement to the monthly Labour Force Survey (LFS). Respondents to the LFS who fell within the scope of the supplementary survey were asked further questions.

Information collected included socio-demographic characteristics (such as age, sex and birthplace), employment characteristics (such as labour force status, occupation and industry), educational qualifications obtained (such as level and field of qualification), whether attended an educational institution and type of attendance in 2004, and whether attending an educational institution and type of attendance in May 2005.

Estimates from the survey, as well as more information on the survey sample, conceptual framework, definitions and methodology, explanatory notes and glossary, were published in *Education and Work, Australia 2005* (cat.no.6227.0). This publication is on the CURF as an Acrobat file 62270\_2005.PDF.

### CLASSIFICATION OF EDUCATION

*The Australian Standard Classification of Education (ASCED)* (cat. no. 1272.0) was introduced into ABS collections in 2001. It replaced a number of education classifications used prior to 2001, including the *ABS Classification of Qualifications (ABSCQ)* (cat.no.1262.0). ASCED comprises of two classifications: LEVEL OF EDUCATION AND FIELD OF EDUCATION.

### SCOPE

The scope of this survey was persons aged 15–64 years, excluding the following:

- members of the permanent defence forces
- certain diplomatic personnel of overseas governments, customarily excluded from the census and estimated resident population figures
- overseas residents in Australia
- members of non-Australian defence forces (and their dependants)
- persons permanently unable to work; and
- institutionalised persons (e.g. patients in hospitals; residents of homes, e.g. retirement homes, homes for persons with disabilities; and inmates of prisons).

Students at boarding schools were out of scope for this survey.

The survey was conducted in both urban and rural areas in all states and territories, but excluded persons living in very remote parts of Australia who would otherwise have been within scope of the survey. The exclusion of these persons will only have a minor impact on any aggregate estimates that are produced for individual states and territories, with the exception of the Northern Territory where such persons account for around 20% of the population.

Information was collected via face-to-face or telephone interviews. Trained interviewers asked members of each household, or a responsible adult answering on behalf of other household members, detailed questions about their educational attainment and recent participation in education.

## USING THE CURF DATA

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### ABOUT THE MICRODATA

The data are released under the provisions of the *Census and Statistics Act 1905*. This Act allows for the release of data in the form of unit records where the information is not likely to enable the identification of a particular person or organisation. Accordingly, there are no names or addresses of survey respondents on the CURF and other steps have been taken to protect confidentiality of respondents, such as not including all data items that were collected and suppressing the detail of some other data items.

The SEW 2005 CURF contains approximately 44,000 confidentialised respondent records. A range of predefined populations and a list of data items, to assist in analysing data in the CURF, are provided in Appendices 1 and 2.

Subject to the limitations of sample size and the data classifications used, it is possible to manipulate the data, produce tabulations and undertake statistical analyses to individual specifications.

### ABOUT THE FILES

The CD-ROM of the CURF is available in SAS and SPSS formats. If your analysis software is other than SAS or SPSS you may require the services of a computer programmer to use the ASCII file version of the data. Full details of the files on the CURF are given in File Content.

Four types of files relating to SEW 2005 data are provided on the CURF:

Data and metadata - an ASCII data file holding approximately 44,000 records, and metadata files that document the data file and every data item on that file. The metadata are provided in plain text file, for reading:

- SAS user files - including a SAS version of the dataset, and the SAS programs that generated the SAS-formatted version;
- SPSS user files - including an SPSS version of the dataset, and the SAS programs that generated the SPSS-formatted version; and
- Information files - including several in Adobe Acrobat format.

### SAMPLING ERROR

Since the information on the CURF is based on information from a sample of dwellings, any statistics produced from the CURF will be subject to sampling error. Sampling error arises because the estimates are based on a sample of possible observations and so will differ from estimates that would have been produced if all households had been included in the survey.

One measure of the likely difference is given by the standard error (SE), which indicates the extent to which an estimate might have varied because only a sample of dwellings was included. There are about two chances in three (67%) that a sample estimate will differ by less than one SE from the number that would have been obtained if all dwellings had been included, and about 19 chances in 20 (95%) that the difference will be less than 2 SEs.

Another measure of the likely difference is the relative standard error (RSE), which is obtained by expressing the SE as a percentage of the estimate.

Tables of standard errors (which are a measure of sampling error) are provided in the Technical Note of the publication *Education and Work, Australia 2005* (cat. no. 6227.0).

## USING THE CURF DATA *continued*

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### SEASONAL FACTORS

Estimates are based on information collected in the survey month, and due to seasonal factors they may not be representative of other months of the year.

### USE OF WEIGHTS

As the survey was conducted on a sample of all households in Australia, it is important to take account of the method of sample selection when deriving estimates from the CURF. This is particularly important as a person's chance of selection in the survey varied depending on the state or territory or, in some cases, area of state or territory in which they lived.

Each person record contains a weight. This weight indicates how many people are represented by that person.

Where estimates are derived from the CURF, it is essential that they are calculated by adding the weights of persons in each category and not just by counting the number in each category. If each person's 'weight' were to be ignored, then no account would be taken of a person's chance of selection or of different response rates across population groups, and the resulting estimates could be seriously biased.

The application of weights will ensure that the subsequent estimates conform to an independently estimated distribution of the population by age and sex, rather than to the age and sex distribution within the sample itself.

Due to differences in scope and sample size between this supplementary survey and that of the LFS, the estimation procedure may lead to some small variations between labour force estimates from this survey and those from the LFS.

For further information see the Explanatory Notes in the publication *Education and Work, Australia 2005* (cat. no. 6227.0). This publication is available from the ABS website and is also included on the CURF CD-ROM as an Acrobat file 62270\_2005.PDF.

### DATA RECONCILIATION

Steps to confidentialise the data set made available on the CURF are taken in such a way as to optimise the content of the file while maintaining the confidentiality of respondents. As a result, it may not be possible to exactly reconcile all statistics produced from the CURF with published statistics.

### ORDERING TABLES

Access to the full detail from the survey (including data items deleted from the CURF) is only available through tables produced by the ABS. Requirements for these tables should be discussed with the National Centre for Education and Training Statistics on 02 6252 7934.

## FILE CONTENT

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### FILE CONTENT

The CURF is distributed on a single CD-ROM. The CURF contains three groups of files associated with the survey - a total of 12 files - as detailed below.

### DATA AND METADATA

SEW05.DAT - this file contains the raw confidentialised survey data in hierarchical comma delimited ASCII text format.

### SAS AND SPSS FILES

- SEW05.SAS - this file contains the SAS input program which was used to read the data in SEW05.DAT into the SAS dataset SEW05.SD2.
- SEW05.SPS - this file contains the SPSS input program which was used to read the data in SEW05.DAT into the SPSS dataset SEW05.SAV.
- SEW05.SD2 - this file contains the CURF data in SAS for Windows format.
- SEW05.SAV - this file contains the CURF data in SPSS for Windows format.
- SEW05.SAV - This file contains the CURF data in SPSS for Windows format.
- SEW05.DTA - This file contains the CURF data in STATA/SE 8.0 for Windows format.

### INFORMATION FILES

- README.TXT - This file contains a brief description of each of the files comprising a survey CURF package available for purchase by clients of the ABS.
- SEW05\_Record\_Counts - the complete unweighted frequency counts for all populations in TEXT format.
- SEW05\_Weighted\_Estimates - the complete weighted frequency counts for all populations in TEXT format.
- 62270\_2005.PDF - the complete publication Education and Work, Australia 2005 (cat. no. 6227.0) in Adobe Acrobat format.
- 12720\_2001.PDF - Australian Standard Classification of Education (ASCED) 2001 (cat. no. 1272.0), available on the ABS website.
- ABS CONDITIONS OF SALE.PDF - This file describes ABS conditions of sale and copyright obligations.
- IMPORTANT INFORMATION FOR CURF USERS.PDF - This file directs users to the ABS website for more and up to date information on what is available from the ABS. Also responsible Access to ABS CURFs.
- RESPONSIBLE ACCESS TO ABS CURFS TRAINING MANUAL.PDF - This manual tells users of ABS CURFs about their role in protecting the confidentiality of unit record data.

## CONDITIONS OF RELEASE

### RELEASE OF CURF

The SEW 2005 CURF is released in accordance with a Ministerial Determination (*Clause 7, Statutory Rules 1983, No.19*) in pursuance of section 13 of the *Census and Statistics Act 1905*. As required by the Determination, the information contained in the CURF can only be disclosed in a manner that is not likely to enable the identification of the particular person or organisation to which it relates.

The Australian Statistician's approval is required for each release of the CURF. In addition, the ABS requires all organisations and individuals within organisations seeking to use the CURF, to sign an undertaking to abide by the legislative restrictions on use, before access to the CURF will be granted. Organisations and individuals who seek access to the SEW 2005 CURF are required to give an undertaking which includes, among other conditions, that in using the data they will:

- use the information only for the statistical purposes specified in the Schedule to the Undertaking.
- not attempt to identify particular persons or organisations.
- not disclose, either directly or indirectly, the information to any other person or organisation other than members of this organisation who have been approved by the ABS to have individual access to the information.
- not attempt to match, with or without using identifiers, the information with any other list of persons or organisations.
- comply with any other direction or requirement specified in the ABS Responsible Access to ABS CURFs Training Manual.
- not attempt to access the information after the term of their authorisation expires, or after their authorisation is rescinded by the organisation which provided it, or after they cease to be a member of that organisation.

Use of the data for statistical purposes means use of the information contained in the CURF to produce information of a statistical nature, i.e. the arrangement and classification of numerical facts or data, including statistical analyses or statistical aggregates. Examples of statistical purposes are:

- manipulation of the data to produce means, correlations or other descriptive or summary measures.
- estimation of population characteristics.
- use of data as input to mathematical models or for other types of analysis (e.g. factor analysis).
- providing graphical or pictorial representations of the characteristics of the population or subsets of the population.

All CURF users are required to read and abide by the *Responsible Access to ABS Confidentialised Unit Record Files (CURFs) Training Manual* available on the ABS Website <<http://www.abs.gov.au>> (see Access to ABS CURFs). Use of the data for unauthorised purposes may render the user liable to severe penalties. Advice about the propriety of any particular intended use of the data is available from the CURF Management Unit of the ABS at [curf.management@abs.gov.au](mailto:curf.management@abs.gov.au)

### CONDITIONS OF SALE

All ABS products and services are provided subject to the ABS conditions of sale. Any queries relating to these Conditions of Sale should be referred to [intermediary.management@abs.gov.au](mailto:intermediary.management@abs.gov.au)

**CONDITIONS OF RELEASE** *continued*

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**PRICE**

The price of the SEW 2005 CURF on CD-ROM or RADL as at April 2006 is \$8,000, including GST, freight and handling charges as appropriate.

While the utmost care is taken in handling each CURF on CD-ROM, deterioration may occur between the time of copying and receipt of the file. Accordingly, if the CD-ROM is unreadable on receipt and this is reported to the ABS within 30 days of receipt, it will be replaced free of charge.

## ACCESSING THE CURF

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### ACCESSING THE CURF

All clients wishing to access the SEW 2005 CURF should refer to the ABS Website <<http://www.abs.gov.au>> (see Access to ABS CURFs) and read the "Responsible Access to ABS Confidentialised Unit Record Files (CURFs) Training Manual", and other relevant information, before downloading the Application and Undertaking to apply for access.

### AUSTRALIAN UNIVERSITIES

University customers should refer to the ABS Website <<http://www.abs.gov.au>> (under "Services to Universities"). The SEW 2005 CURF can be accessed by universities participating in the ABS/AVCC CURF agreement for research and teaching purposes. Universities wishing to use the CURF for commercial purposes outside this agreement may apply under the standard ABS application process detailed on the Access to ABS CURFs web page.

### FURTHER INFORMATION

For further information about accessing the CURF, clients should contact the CURF Management Unit of the ABS at [curf.management@abs.gov.au](mailto:curf.management@abs.gov.au) or on 02 6252 5853. The CURF is not available to overseas customers.

## APPENDIX 1 POPULATIONS

POPULATION LISTING AND  
RELEATED SAS CODES

<i>Description</i>	<i>SAS Name</i>
<b>Population 1</b> Persons aged 15–64 years excluding institutionalised persons, boarding school pupils and persons permanently unable to work	ALL PERSONS IN SCOPE
<b>Population 2</b> Persons aged 15–64 years who attended an educational institution in previous year	ATSTPRY
<b>Population 3</b> Persons aged 15–64 years who attended school in previous year	PSNATSCH
<b>Population 4</b> Persons aged 15–64 years who attended a tertiary institution in previous year	ATTSTPRY
<b>Population 5</b> Leavers from full-time education (aged 15–64 years) in current year	LVRSNFTS
<b>Population 6</b> Persons aged 15–64 years enrolled in a course of study in current year	ATSMAY
<b>Population 7</b> Persons aged 15–64 years attending a tertiary institution in current year	ATTSMAY
<b>Population 8</b> Persons aged 15–64 years who have a non-school qualification	PNOSQUAL
<b>Population 9</b> Persons aged 15–24 years who attended school in previous year but were not attending school in current year	ASPRNSCY
<b>Population 10</b> Employed persons aged 15–54 years who were apprentices in current year	APPRENTC
<b>Population 11</b> Persons aged 15–64 years who were not enrolled in a course of study leading to a qualification in previous year but who were enrolled in a course of study leading to a qualification in current year	PSNSTDYC
<b>Population 12</b> Persons aged 15–64 years who were enrolled in a course of study leading to a qualification in previous year but who were not enrolled in a course of study leading to a qualification in current year	ARPYNARC
<b>Population 13</b> Persons aged 15–64 years who were enrolled in a course of study leading to a qualification in previous year	RQDPYEAR
<b>Population 14</b> Persons aged 15–64 years who were enrolled in a course of study leading to a qualification in current year	RECSTUDY
<b>Population 15</b> Employed persons aged 15–64 years	EMPTWWWT
<b>Population 16</b> Unemployed persons aged 15–64 years	UNETEWWT
<b>Population 17</b> Persons aged 15–64 years in the labour force	INLABFCE

Note: In this population list below, 'previous year' refers to 2004 and 'current year' refers to 2005.

## APPENDIX 2 DATA ITEM LIST

<i>Classification</i>	<i>SAS Name</i>	<i>Population</i>	<i>Classification</i>	<i>SAS Name</i>	<i>Population</i>
<b>Random identifier</b>	ABSPID	ALL	<b>Period of arrival</b> <i>cont.</i> Arrived 1981–1990		
<b>Person weight</b>	FINPRSWT	ALL	Arrived 1991 to current year		
<b>Replicate weights</b>	REPW0101_REPW0130	ALL	<b>Labour force status</b>	LFSFPTC	1-9, 11-14
<b>Sex</b>			Employed full-time workers		
Males	SEX	ALL	Employed part-time workers		
Females			Unemployed looking for full-time work		
<b>Age</b>			Unemployed looking for part-time work		
Single years 15–24	AGECURF	ALL	Not in labour force		
25–29			<b>Labour force status of leavers in current year</b>		
30–34			Not applicable (non-leavers)	LFSSCHLV	5
35–39			Leavers from full-time tertiary study, employed		
40–44			Leavers from full-time tertiary study, not employed		
45–49			Leavers from full-time school study, employed		
50–54			Leavers from full-time school study, not employed		
55–59			<b>Status in employment in current job</b>		
60–64			Unemployed or not in labour force	SWORKER	15
<b>Marital status</b>			Employee		
Married	MARSTAT	ALL	Other		
Not married			<b>Hours worked in all jobs last week</b>		
<b>Relationship in household</b>			Not applicable	WKDHRS	15
Husband, wife or partner with dependants	RELINHH	ALL	1–15		
Husband, wife or partner without dependants			16–29		
Lone parent with or without dependants			30–34		
Dependent student			35–39		
Non-dependent child			40		
Other family person			41–44		
Lone person			45–48		
Not living alone			49+		
Not determined			<b>Occupation</b>		
<b>State or territory of usual residence</b>			Not applicable	TEWOCC	15
New South Wales	COLSTATE	ALL	Managers and administrators		
Victoria			Professionals		
Queensland			Associate professionals		
South Australia			Tradespersons and related workers		
Western Australia			Advanced clerical and service workers		
Tasmania, Northern Territory and Australian Capital Territory			Intermediate clerical, sales and service workers		
<b>Area of usual residence</b>			Intermediate production and transport workers		
State capital city	AREAUR	ALL	Elementary clerical, sales and service workers		
Balance of state/territory			Labourers and related workers		
**** split not available for Tasmania, NT and ACT					
****					
<b>Country of birth</b>					
Born in Australia	COBPLACE	ALL			
Born overseas in main English-speaking countries					
Born overseas in other countries					
<b>Period of arrival</b>					
Born in Australia	PRDARRVL	ALL			
Arrived before 1981					

## APPENDIX 2 DATA ITEM LIST *continued*

<i>Classification</i>	<i>SAS Name</i>	<i>Population</i>	<i>Classification</i>	<i>SAS Name</i>	<i>Population</i>
<b>Occupation of last full-time job</b>			<b>Whether attended an educational institution, type of institution and type of attendance in previous year (study for a qualification) <i>cont.</i></b>		
Not applicable	TEWOCCL	16	TAFE part-time		
Managers and administrators			Other		
Professionals			Did not attend in previous year		
Associate professionals			<b>Whether attended an educational institution, type of institution and type of attendance in previous year (all study)</b>		
Tradespersons and related workers			School	PYREDUAT	1
Advanced clerical and service workers			Higher education full-time		
Intermediate clerical, sales and service workers			Higher education part-time		
Intermediate production and transport workers			TAFE full-time		
Elementary clerical, sales and service workers			TAFE part-time		
Labourers and related workers			Other		
Last full-time job two years or more ago			Did not attend in previous year		
Never had a full-time job			<b>Whether attended an educational institution and level of education of study in previous year (ASCED)</b>		
<b>Industry</b>			Not applicable	LEDUPYR	1, 2-3, 6-8, 14
Not applicable	TEWIND	15	Post-graduate Degree		
Agriculture, forestry and fishing			Graduate diploma / Graduate Certificate		
Mining			Bachelor Degree		
Manufacturing			Advanced Diploma/Diploma		
Electricity, gas and water supply			Certificate III / IV		
Construction			Certificate I / II		
Wholesale trade			Certificate n.f.d.		
Retail trade			Year 12		
Accommodation, cafes and restaurants			Year 11		
Transport and storage			Year 10 or below		
Communication services			Level not determined		
Finance and insurance			Study not leading to a qualification		
Property and business services			Did not attend in previous year		
Government administration and defence			<b>Main field of education of study in previous year (ASCED)</b>		
Education			Natural and physical sciences	FSPRVYRA	2, 4-5, 12-13
Health and community services			Information technology		
Cultural and recreational services			Engineering and related technologies		
Personal and other services			Architecture and building		
<b>Duration of unemployment</b>			Agriculture, environmental and related studies		
Not applicable	DURATION	16	Health		
Under 4 weeks			Education		
4 and under 13 weeks			Management and commerce		
13 and under 26 weeks			Society and culture		
26 and under 52 weeks			Creative arts		
52 weeks and over			Food, hospitality and personal services		
<b>Whether attended an educational institution, type of institution and type of attendance in previous year (study for a qualification)</b>			Mixed field programmes		
School	TEDUAPYR	1	Field not determined		
Higher education full-time					
Higher education part-time					
TAFE full-time					

**APPENDIX 2 DATA ITEM LIST *continued***

<i>Classification</i>	<i>SAS Name</i>	<i>Population</i>	<i>Classification</i>	<i>SAS Name</i>	<i>Population</i>
<b>Status of course of study undertaken in previous year</b>			<b>Level of study in current year (ASCED) <i>cont.</i></b>		
Not applicable	SCRSEPYR	2 413	Level not determined		
Completed qualification studied for in previous year, highest obtained			Study not leading to a qualification		
Completed qualification studied for in previous year, not highest obtained			Not attending in current year		
Had not completed qualification, studying at a tertiary institution in current year			<b>Main field of education of study in current year (ASCED)</b>		
Had not completed qualification, not studying at a tertiary institution in current year			Natural and physical sciences	FSCURYRA	6-7, 11, 14
<b>Whether attended an educational institution, type of institution and type of attendance in current year (for a qualification)</b>			Information technology		
School	TYPEBTC	1	Engineering and related technologies		
Higher education full-time			Architecture and building		
Higher education part-time			Agriculture, environmental and related studies		
TAFE full-time			Health		
TAFE part-time			Education		
Other			Management and commerce		
Not attending in current year			Society and culture		
<b>Whether attending an educational institution, type of institution and type of attendance in current year (all study)</b>			Creative arts		
School	TYPEBTC	1	Food, hospitality and personal services		
Higher education full-time			Mixed field programmes		
Higher education part-time			Field not determined		
TAFE full-time			<b>Commencement of apprenticeship/traineeship</b>		
TAFE part-time			Not applicable	CAPPTRNP	1
Other			Commenced in the last 12 months		
Not attending in current year			Commenced more than 12 months ago		
<b>Whether attending an educational institution, type of institution and type of attendance in current year (all study)</b>			Not an apprentice/trainee		
School	TYPEDATC	1	<b>Whether applied to enrol in an educational institution in current year and type of institution</b>		
Higher education full-time			Studying currently	AENRCUR	1
Higher education part-time			Gained placement but deferred study		
TAFE full-time			Unable to gain placement		
TAFE part-time			Did not apply to enrol in current year		
Other			<b>Age at time of leaving full-time education</b>		
Not attending in current year			Aged 25 or over, never attended or not asked	AGELFTCF	1
<b>Level of study in current year (ASCED)</b>			Left at age 15 or less		
Postgraduate			Left at age 16 or 17 years		
Degree/Graduate Diploma / Graduate Certificate	LVLSTDC	1-7, 9-16	Left at age 18 or 19 years		
Bachelor Degree			Left at age 20 or 21 years		
Advanced Diploma/Diploma			Left at over 22 years and over		
Certificate III / IV			Attending full-time study in current year		
Certificate I / II					
Certificate n.f.d.					
Year 12					
Year 11					
Year 10 or below					

**APPENDIX 2 DATA ITEM LIST *continued***

<i>Classification</i>	<i>SAS Name</i>	<i>Population</i>	<i>Classification</i>	<i>SAS Name</i>	<i>Population</i>
<b>Year last attended an educational institution full-time</b>			<b>Level of highest non-school qualification obtained (ASCED) <i>cont.</i></b>		
Before 1998	YRLAFTE	1	Bachelor Degree		
1998			Advanced Diploma/Diploma		
1999			Certificate III / IV		
2000			Certificate I / II		
2001			Certificate n.f.d.		
2002			Level not determined		
2003			No non-school qualifications obtained		
Left in previous year or later			<b>Highest year of school completed (ASCED)</b>		
Never attended full-time, aged 25 or over or not asked			Year 12	HGHSCHAT	ALL
Attending full-time study in current year			Year 11		
			Year 10		
			Year 9		
			Year 8 or below, never attended school or not asked		
<b>Time of leaving full-time recognised education (all study)</b>			<b>Main field of highest educational attainment (ASCED)</b>		
January to July previous year	TMELFTEC	5	Natural and physical sciences	MFHIGHED	ALL
August to December previous year			Information technology		
January to May current year			Engineering and related technologies		
Not asked (aged 25+)			Architecture and building		
<b>Main reason left full-time tertiary education</b>			Agriculture, environmental and related studies		
Not applicable (aged 25+)	MRLEFT	5	Health		
Completed course of study			Education		
Other reasons			Management and commerce		
<b>Type of school last attended</b>			Society and culture		
Not applicable	TSCHCURF	Aged 15-24	Creative arts		
Government			Food, hospitality and personal services		
Catholic			Mixed field programmes		
Other non-government			Field not determined (includes Never attended school)		
Not asked or never attended			<b>Year completed highest non-school qualification</b>		
<b>Level of highest educational attainment (ASCED)</b>			Not applicable	YCHQUAL	8
Postgraduate Degree	LVLHEDAT	1	Before 1981		
Graduate Diploma / Graduate Certificate			1981-1990		
Bachelor Degree			1991		
Advanced Diploma / Diploma			1992		
Certificate III / IV			1993		
Certificate I / II			1994		
Certificate n.f.d.			1995		
Year 12			1996		
Year 11			1997		
Year 10			1998		
Year 9			1999		
Year 8 or below / Never attended school			2000		
Level not determined			2001		
<b>Level of highest non-school qualification obtained (ASCED)</b>			2002		
Postgraduate Degree	LHNSCHQ	ALL	2003		
Graduate Diploma / Graduate Certificate			2004		
			2005		

**APPENDIX 2 DATA ITEM LIST *continued***

<i>Classification</i>	<i>SAS Name</i>	<i>Population</i>	<i>Classification</i>	<i>SAS Name</i>	<i>Population</i>
<b>Number of non-school qualifications obtained</b>			<b>Main field of highest non-school qualification (ASCED) <i>cont.</i></b>		
One non-school qualification	NUMNSDQ	1	Architecture and building		
Two non-school qualifications			Agriculture, environmental and related studies		
Three or more non-school qualifications			Health		
No non-school qualifications			Education		
<b>Main field of highest non-school qualification (ASCED)</b>			Management and commerce		
Natural and physical sciences	MFHNSCHQ	8	Society and culture		
Information technology			Creative arts		
Engineering and related technologies			Food, hospitality and personal services		
			Mixed field programmes/Field not determined		

## GLOSSARY

<b>Apprentice</b>	An apprentice is a person aged 15–54 years who has entered into a legal contract (called an indenture or contract of training) with an employer, to serve a period of training for the purpose of attaining tradesperson status in a recognised trade. In this survey, apprentices are identified either by their occupation description or by their answers to a question specifically pertaining to the New Apprenticeship Scheme.
<b>Australian Standard Classification of Education (ASCED)</b>	The ASCED is a national standard classification which includes all sectors of the Australian education system: that is, schools, vocational education and training, and higher education. From 2001, ASCED replaced a number of classifications used in administrative and statistical systems, including the ABSCQ. The ASCED comprises two classifications: Level of Education and Field of Education. See <i>Australian Standard Classification of Education (ASCED), 2001</i> (cat. no. 1272.0).
<b>Certificate not further defined</b>	Survey responses are coded to Certificate not further defined (n.f.d.) when there is not enough information to code them to Certificate I, II, III or IV in the <i>Australian Standard Classification of Education (ASCED), 2001</i> (cat. no. 1272.0), Level of Education classification.
<b>Country of birth</b>	Country of birth has been classified according to the <i>Standard Australian Classification of Countries (SACC), 1998</i> (cat. no. 1269.0).
<b>Educational institution</b>	Any institution whose primary role is education. Included are schools, higher education establishments, colleges of technical and further education, public and private colleges, etc. Excluded are institutions whose primary role is not education, for example, hospitals.
<b>Employed</b>	Persons who, during the reference week: <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 (comprising employees, employers and own account workers); 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:<ul style="list-style-type: none"><li>■ away from work for less than four weeks up to the end of the reference week; or</li><li>■ away from work for more than four weeks up to the end of the reference week and received pay for some or all of the four week period to the end of the reference week; or</li><li>■ away from work as a standard work or shift arrangement; or</li><li>■ on strike or locked out; or</li><li>■ on workers' compensation and expected to return to their job; or</li></ul></li><li>■ were employers or own account workers who had a job, business or farm, but were not at work.</li></ul>
<b>Enrolled</b>	Refers to persons enrolled for a course of study in the particular reference period (e.g. survey month, or previous calendar year) at an educational institution (as defined).
<b>Field of education</b>	Field of Education is defined as the subject matter of an educational activity. It is categorised according to the <i>Australian Standard Classification of Education (ASCED), 2001</i> (cat. no. 1272.0) Field of Education classification.
<b>Field of trade</b>	Refers to the occupation of an apprentice and is classified to the ASCO – <i>Australian Standard Classification of Occupations, Second Edition, 1997</i> (cat. no. 1220.0) Unit Group.
<b>Full-time workers</b>	Employed persons who usually worked 35 hours or more a week (in all jobs) and those who, although usually working less than 35 hours a week, worked 35 hours or more during the reference week.

## GLOSSARY *continued*

<b>Higher education institution</b>	An Australian institution providing higher education courses, e.g. Universities; Colleges of Advanced Education; Institutes of Advanced Education; Institutes of Higher Education; Institutes of Tertiary Education; Agricultural Colleges and some Institutes of Technology.
<b>Industry</b>	From August 1994, Industry has been classified according to the <i>Australian and New Zealand Standard Industrial Classification (ANZSIC), 1993</i> (cat. no.1292.0).
<b>Industry sector</b>	Classification of a respondent's employer as a public or private enterprise. The public sector includes all local government authorities and government departments, Australian defence forces, agencies and authorities created by, or reporting to, the state, territory or Commonwealth Parliaments. All other employment is classified to the private sector.
<b>Leavers</b>	Persons who were enrolled in a course of study leading to a qualification in the previous year, but were not enrolled in a course of study leading to a qualification at the time of the survey.
<b>Level of education</b>	Level of education is a function of the quality and quantity of learning involved in an educational activity. It is categorised according to the <i>Australian Standard Classification of Education (ASCED), 2001</i> (cat. no.1272.0), Level of Education classification.
<b>Level of highest educational attainment</b>	Level of highest educational attainment identifies the highest achievement a person has attained in any area of study. It is not a measurement of the relative importance of different fields of study but a ranking of qualifications and other educational attainments regardless of the particular area of study or the type of institution in which the study was undertaken. See paragraphs 24–26 of the Explanatory Notes for how highest level is derived.
<b>Level not determined</b>	Level (of highest educational attainment) not determined is used when respondents have given their highest level of school completed and have said they have a non-school qualification but have not supplied a level for the non-school qualification. Their highest level of school completed may well be their highest level of attainment but because the level of their highest non-school qualification is not available, it cannot be determined whether their Year 12, 11 or 10 is their highest level of attainment. Level not determined also includes inadequately described responses or where no responses were given.
<b>Non-school qualification</b>	Non-school qualifications are awarded for educational attainments other than those of pre-primary, primary or secondary education. They include qualifications at the Postgraduate Degree level, Master Degree level, Graduate Diploma and Graduate Certificate level, Bachelor Degree level, Advanced Diploma and Diploma level, and Certificates I, II, III and IV levels. Non-school qualifications may be attained concurrently with school qualifications.
<b>Not in the labour force</b>	Persons who were not in the categories 'employed' or 'unemployed' as defined.
<b>Occupation</b>	Classified according to the ASCO – <i>Australian Standard Classification of Occupations, Second Edition, 1997</i> (cat. no. 1220.0).
<b>Other educational institution</b>	Includes institutions or establishments that offer educational courses such as industry skills centres, professional or industry associations, equipment/product manufacturer or supplier, and instances where insufficient information was available to determine the type of educational institution.
<b>Part-time workers</b>	Employed persons who usually worked less than 35 hours a week (in all jobs) and either did so during the reference week, or were not at work in the reference week.
<b>Qualification</b>	Formal certification, issued by a relevant approved body, in recognition that a person has achieved learning outcomes or competencies relevant to identified individual, professional, industry or community needs. Statements of attainment awarded for partial completion of a course of study at a particular level are excluded.
<b>Reference week</b>	The week preceding the week in which the interview was conducted.

## GLOSSARY *continued*

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<b>Starters</b>	Persons who were enrolled in a course of study leading to a qualification at the time of the survey, but were not enrolled in a course of study leading to a qualification at any time in the previous calendar year.
<b>Study leading to a qualification</b>	The reported level of education of any study being undertaken that will lead to formal certification, issued by a relevant approved body, in recognition that a person has achieved learning outcomes or competencies relevant to identified individual, professional, industry or community needs. In this survey, if the respondent was still attending school their level of study was recorded as their current year of schooling. If the respondent had left school and was enrolled in study leading to a qualification they were asked the level of the qualification.
<b>TAFE</b>	A Technical and Further Education institution. In Victoria this may also be interpreted as Training and Further Education.
<b>Unemployed</b>	Persons aged 15 years and over who were not employed during the reference week, and: <ul style="list-style-type: none"><li>■ 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</li><li>■ were waiting to start a new job within four weeks from the end of the reference week and could have started in the reference week if the job had been available then.</li></ul>
<b>Unmet educational demand</b>	Persons who applied to enrol for a course of study in an educational institution and who were unable to gain placement. Excludes persons who were studying at the time of the survey.



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ISBN 0 642 48181 4

RRP \$11.00