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CENSUS OF CANADA

**TM-203**

## **Economic Coding Referral**

### **Training Guide**

### **Operation 2**



Statistics  
Canada

Statistique  
Canada

Canada



**Economic Coding Referral Training Guide  
Operation 2**

Au mois de décembre 1996, des mises à jour furent apportées à ce document. Suite aux directives de la Division des opérations du recensement, certaines pages furent remplacées, et d'autres furent modifiées à la main.

In December 1996, this document was updated. Following instructions supplied by the Census Operations Division, some pages were replaced, and others modified by hand.

Prepared by: Census Operations Division  
Social, Institutions and  
Labour Statistics Field



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## **I. Introduction**

Sub-operation 2D – Referral Coding differs from other sub-operations since many referred questions have no specific procedures to follow in order to obtain the correct code. Several different sources of information may have to be searched for a single-referred question.

Some Industry and Occupation cases described in the Economic Coding Referral Procedures Manual require specific instructions be followed in order to arrive at the correct code.

The exercises contained in this guide have been designed to enable you to become familiar with four main aspects of sub-operation 2D:

1. Reference materials;
2. General procedures for referral;
3. Specific instructions for students/trainees, Industry and Occupation;
4. Completion of coding in sub-operation 2D – Referral Coding.

Your trainer and the Coding Consultant will guide you through the training session. If you do not understand the instructions or if you require additional information, they are available to assist you.





**II. Reference Materials for Referral**

Indicate whether each of the following statements is true or false, by circling the appropriate letter beside the statement.

- |  |   |   |
|--|---|---|
| 1. City directories may be used to identify the industry in which a respondent works.  | T | F |
| 2. The provincial lists of educational institutions can be used to clarify a respondent's occupation.  | T | F |
| 3. The Dun and Bradstreet (Canadian Key Business Directory) contains industry codes which correspond to those found in the Industrial Coding Manual (ICM). | T | F |
| 4. City directories may provide a respondent's occupation and employer.  | T | F |
| 5. The yellow pages of telephone directories are primarily used in determining a respondent's occupation.  | T | F |
| 6. The Dun and Bradstreet can be used by all referral coding staff in determining the industry in which a respondent is employed.                          | T | F |



**III. Coding of Referred Questions**

**A. Receipt of Enumeration Area (EA) box from Sub-operation 2C – Adjudication**

Indicate the action(s) to be taken for the following situation:

You have received an EA box in sub-operation 2D – Referral Coding. *gg*

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**B. General Instructions for Referral**

1. Indicate the action(s) to be taken for the following situations:

(a) You have extracted all economic coding referral forms from the EA box. What must you do before beginning actual referral coding?

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(b) The referred question is resolved by applying only sub-operation 2B procedures.

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- (c) You have applied sub-operation 2B procedures for a referred question but a code could not be found.

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2. Complete the following statements.

- (a) When you first receive an Economic Coding Referral Form, the \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ columns should have been completed by the Coder in sub-operation 2B or the Adjudicator in sub-operation 2C.
- (b) A check mark (✓) in the \_\_\_\_\_ column indicates that the question could have been coded in sub-operation 2B.
- (c) Once you have determined the correct code for a referred question, this code is entered on the \_\_\_\_\_ and the \_\_\_\_\_.
- (d) The \_\_\_\_\_ column on the Economic Coding Referral Form is reserved for use by the Coding Consultant only.
- (e) Additional reference materials are used only after you have determined that the referred question cannot be resolved by

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and \_\_\_\_\_

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C. Specific Instructions for Referral

The following series of questions are designed to assist you in becoming familiar with the special referral instructions for students/trainees, Industry and Occupation. Write the correct action for the following questions in the space provided below.

Referral Procedures for Students and Trainees

Exercise 1

<b>LABOUR MARKET ACTIVITIES</b>	
<p>31. Last week, how many hours did this person spend working for pay or in self-employment?</p> <p><i>Include:</i></p> <ul style="list-style-type: none"> <li>• working directly towards the operation of a family farm or business without formal pay arrangements (e.g., assisting in seeding, doing accounts);</li> <li>• working in his/her own business, farm or professional practice, alone or in partnership;</li> <li>• working for wages, salary, tips or commission.</li> </ul>	<p>17 <input type="radio"/> None → Continue with the next question</p> <p>OR</p> <p>18 <input checked="" type="radio"/> 67 (Number of hours (to the nearest hour))</p> <p>→ Go to Question 27</p>
<p>32. Last week, was this person on temporary lay-off or absent from his/her job or business?</p> <p><i>Mark one circle only.</i></p>	<p>49</p> <p>01 <input type="radio"/> No</p> <p>02 <input type="radio"/> Yes, on temporary lay-off from a job to which this person expects to return</p> <p>03 <input type="radio"/> Yes, on vacation, ill, on strike or locked out, or absent for other reasons</p>
<p>36. When did this person last work for pay or in self-employment, even for a few days?</p> <p><i>Mark one circle only.</i></p>	<p>15 <input type="radio"/> In 1996 → Continue with the next question</p> <p>16 <input type="radio"/> In 1995</p> <p>17 <input type="radio"/> Before 1995 → Go to Question 47</p> <p>18 <input type="radio"/> Never</p>

<p>39. What kind of work was this person doing?</p> <p><i>For example, janitor, medical lab technician, accounting clerk, manager of civil engineering department, secondary school teacher, supervisor of data entry unit, fishing guide. (If in the Armed Forces, give rank.)</i></p>	<p>Kind of work</p> <p>05 <u>Trainee</u></p>
<p>40. In this work, what were this person's most important duties or activities?</p> <p><i>For example, cleaning buildings, analysing blood samples, verifying invoices, coordinating civil engineering projects, teaching mathematics, organizing work schedules and monitoring data entry systems, guiding fishing parties.</i></p>	<p>Most important duties or activities</p> <p><u>Learn to operate office equipment</u></p> <p>06 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>

<p>45. In how many weeks did this person work in 1995?</p> <p><i>Include those weeks in which this person:</i></p> <ul style="list-style-type: none"> <li>• was on vacation or sick leave with pay;</li> <li>• worked full time or part time;</li> <li>• worked for wages, salary, tips or commission;</li> <li>• was self-employed;</li> <li>• worked directly towards the operation of a family farm or business without formal pay arrangements.</li> </ul>	<p>09 <input type="radio"/> None → Go to Question 47</p> <p>OR</p> <p>10 <input checked="" type="radio"/> 12 ← Number of weeks</p>
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<p><b>Note:</b> Questions 37 to 44 refer to this person's job or business last week. If this person held no job last week, answer for the job of longest duration since January 1, 1995. If this person held more than one job last week, answer for the job at which he/she worked the most hours.</p>	<p>55</p> <p>Name of firm, government agency, etc.</p> <p>01 <u>Human Resources Canada</u></p> <p>Section, plant, department, branch or division</p> <p>02 <u>Worker Programs</u></p> <p>Kind of business, industry or service</p> <p>03 <u>Data re-entry programme</u></p> <p>04 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>37. For whom did this person work?</p>	
<p>38. What kind of business, industry or service was this?</p> <p><i>Give full description. For example, wheat farm, trapping, road maintenance, retail shoe store, secondary school, temporary help agency, municipal police.</i></p>	

<p>46. During most of those weeks, did this person work full time or part time?</p> <p><i>Mark one circle only.</i></p>	<p>11 <input checked="" type="radio"/> Full time (30 hours or more per week)</p> <p>12 <input type="radio"/> Part time (less than 30 hours per week)</p>	
<p><b>INCOME IN 1995</b></p>		
<p>47. During the year ending December 31, 1995, did this person receive any income from the sources listed below?</p> <ul style="list-style-type: none"> <li>• Answer "Yes" or "No" for all sources.</li> <li>• If "Yes", also enter the amount; in case of a loss, also mark "Loss".</li> <li>• Do not include Child Tax Benefit.</li> </ul>	<p>73</p>	
<p><b>PAID EMPLOYMENT:</b></p> <p>(a) Total wages and salaries, including commissions, bonuses, tips, etc., before any deductions</p>		<p>Dollars - Cents</p> <p>01 <input checked="" type="radio"/> Yes → <u>6,000</u> -</p> <p>02 <input type="radio"/> No</p>
<p><b>SELF-EMPLOYMENT:</b></p> <p>(b) Net farm income (gross receipts minus expenses), including grants and subsidies under farm-support programs, marketing board payments, gross insurance proceeds</p> <p>(c) Net non-farm income from unincorporated business, professional practice, etc. (gross receipts minus expenses)</p>		<p>03 <input type="radio"/> Yes → <input type="text"/> <input type="text"/></p> <p>04 <input type="radio"/> Loss</p> <p>05 <input checked="" type="radio"/> No</p> <p>06 <input type="radio"/> Yes → <input type="text"/> <input type="text"/></p> <p>07 <input type="radio"/> Loss</p> <p>08 <input checked="" type="radio"/> No</p>
<p><b>INCOME FROM GOVERNMENT:</b></p> <p>(f) Benefits from Unemployment Insurance (total benefits before tax deductions)</p>		<p>13 <input type="radio"/> Yes → <input type="text"/> <input type="text"/></p> <p>14 <input checked="" type="radio"/> No</p>

Note: The respondent reported that income in Question 47(a) was a training allowance only.

ACTION: \_\_\_\_\_

Exercise 2

<p><b>LABOUR MARKET ACTIVITIES</b></p> <p>31. Last week, how many hours did this person spend working for pay or in self-employment?  <i>Include:</i>                  • working directly towards the operation of a family farm or business without formal pay arrangements (e.g., assisting in seeding, doing accounts);                  • working in his/her own business, farm or professional practice, alone or in partnership;                  • working for wages, salary, tips or commission.</p>	<p>17 <input checked="" type="checkbox"/> None → Continue with the next question                  or                  18 <input type="checkbox"/> (Number of hours (to the nearest hour))                  ↓                  Go to Question 27</p>
<p>32. Last week, was this person on temporary lay-off or absent from his/her job or business?                   Mark one circle only.</p>	<p>49. <input type="checkbox"/> No                  02 <input type="checkbox"/> Yes, on temporary lay-off from a job to which this person expects to return                  03 <input type="checkbox"/> Yes, on vacation, ill, on strike or locked out, or absent for other reasons</p>
<p>36. When did this person last work for pay or in self-employment, even for a few days?                   Mark one circle only.</p>	<p>15 <input type="checkbox"/> In 1996 → Continue with the next question                  16 <input checked="" type="checkbox"/> In 1995 →                  17 <input type="checkbox"/> Before 1996 → Go to Question 47                  18 <input type="checkbox"/> Never</p>

<p>39. What kind of work was this person doing?   <i>For example, janitor, medical lab technician, accounting clerk, manager of civil engineering department, secondary school teacher, supervisor of data entry unit, fishing guide. (If in the Armed Forces, give rank.)</i></p>	<p>Kind of work                  05 <u>Student</u></p>
<p>40. In this work, what were this person's most important duties or activities?   <i>For example, cleaning buildings, analysing blood samples, verifying invoices, coordinating civil engineering projects, teaching mathematics, organizing work schedules and monitoring data entry systems, guiding fishing parties.</i></p>	<p>Most important duties or activities  <u>skills upgrading</u>                  08 <input type="checkbox"/></p>

<p>45. In how many weeks did this person work in 1995?   <i>Include those weeks in which this person:</i>                  • was on vacation or sick leave with pay;                  • worked full time or part time;                  • worked for wages, salary, tips or commission;                  • was self-employed;                  • worked directly towards the operation of a family farm or business without formal pay arrangements.</p>	<p>09 <input type="checkbox"/> None → Go to Question 47                  OR                  10 <u>30</u> ← Number of weeks</p>
<p>46. During most of those weeks, did this person work full time or part time?                   Mark one circle only.</p>	<p>11 <input checked="" type="checkbox"/> Full time (30 hours or more per week)                  12 <input type="checkbox"/> Part time (less than 30 hours per week)</p>

<p><b>Note:</b>                  Questions 37 to 44 refer to this person's job or business last week. If this person held no job last week, answer for the job of longest duration since January 1, 1995. If this person held more than one job last week, answer for the job at which he/she worked the most hours.</p>	<p>55. <input type="checkbox"/></p>
<p>37. For whom did this person work?</p>	<p>Name of firm, government agency, etc.                  01 <u>Alberta Vocational Centre</u>                   Section, plant, department, branch or division                  02 <u>School</u></p>
<p>38. What kind of business, industry or service was this?   <i>Give full description. For example, wheat farm, trapping, road maintenance, retail shoe store, secondary school, temporary help agency, municipal police.</i></p>	<p>Kind of business, industry or service                  03 <u>Upgrading</u>                   04 <input type="checkbox"/></p>

<p><b>INCOME IN 1995</b></p> <p>47. During the year ending December 31, 1995, did this person receive any income from the sources listed below?                  • Answer "Yes" or "No" for all sources.                  • If "Yes", also enter the amount; in case of a loss, also mark "Loss".                  • Do not include Child Tax Benefit.</p>	<p>73. <input type="checkbox"/></p>
<p><b>PAID EMPLOYMENT:</b>                  (a) Total wages and salaries, including commissions, bonuses, tips, etc., before any deductions</p>	<p>01 <input type="checkbox"/> Yes \$ <u>1,200</u> -                  02 <input type="checkbox"/> No</p>
<p><b>SELF-EMPLOYMENT:</b>                  (b) Net farm income (gross receipts minus expenses), including grants and subsidies under farm-support programs, marketing board payments, gross insurance proceeds                  (c) Net non-farm income from unincorporated business, professional practice, etc. (gross receipts minus expenses)</p>	<p>03 <input type="checkbox"/> Yes \$ <input type="checkbox"/>                  04 <input type="checkbox"/> Loss                  05 <input checked="" type="checkbox"/> No                  06 <input type="checkbox"/> Yes \$ <input type="checkbox"/>                  07 <input type="checkbox"/> Loss                  08 <input checked="" type="checkbox"/> No</p>
<p><b>INCOME FROM GOVERNMENT:</b>                  (f) Benefits from Unemployment Insurance (total benefits before tax deductions)</p>	<p>13 <input checked="" type="checkbox"/> Yes \$ <u>4,000</u> -                  14 <input type="checkbox"/> No</p>

**ACTION:** \_\_\_\_\_

Exercise 3

LABOUR MARKET ACTIVITIES	
<p>31. Last week, how many hours did this person spend working for pay or in self-employment?</p> <p><i>Include:</i></p> <ul style="list-style-type: none"> <li>working directly towards the operation of a family farm or business without formal pay arrangements (e.g., assisting in seeding, doing accounts);</li> <li>working in his/her own business, farm or professional practice, alone or in partnership;</li> <li>working for wages, salary, tips or commission.</li> </ul>	<p>17 <input type="radio"/> None → Continue with the next question</p> <p>OR</p> <p>18 <input checked="" type="radio"/> 40 (Number of hours (to the nearest hour))</p> <p>Go to Question 37</p>
<p>32. Last week, was this person on temporary lay-off or absent from his/her job or business?</p> <p>Mark one circle only.</p>	<p>49.</p> <p>01 <input type="radio"/> No</p> <p>02 <input type="radio"/> Yes, on temporary lay-off from a job to which this person expects to return</p> <p>03 <input type="radio"/> Yes, on vacation, ill, on strike or locked out, or absent for other reasons</p>
<p>38. When did this person last work for pay or in self-employment, even for a few days?</p> <p>Mark one circle only.</p>	<p>13 <input type="radio"/> In 1996 → Continue with the next question</p> <p>16 <input type="radio"/> In 1995</p> <p>17 <input type="radio"/> Before 1995 → Go to Question 47</p> <p>18 <input type="radio"/> Never</p>

<p><b>Note:</b> Questions 37 to 44 refer to this person's job or business last week. If this person held no job last week, answer for the job of longest duration since January 1, 1995. If this person held more than one job last week, answer for the job at which he/she worked the most hours.</p>	<p>55.</p>
<p>37. For whom did this person work?</p>	<p>Name of firm, government agency, etc.</p> <p>01 <input checked="" type="radio"/> Federal Government</p>
	<p>Section, plant, department, branch or division</p> <p>02 <input checked="" type="radio"/> Employment</p>
<p>38. What kind of business, industry or service was this?</p> <p>Give full description. For example, wheat farm, trapping, road maintenance, retail shoe store, secondary school, temporary help agency, municipal police.</p>	<p>Kind of business, industry or service</p> <p>03 <input checked="" type="radio"/> Training Program</p> <p>04 <input type="checkbox"/></p>

<p>39. What kind of work was this person doing?</p> <p>For example, janitor, medical lab technician, accounting clerk, manager of civil engineering department, secondary school teacher, supervisor of data entry unit, fishing guide. (If in the Armed Forces, give rank.)</p>	<p>Kind of work</p> <p>05 <input checked="" type="checkbox"/> Taking adult education classes</p>
<p>40. In this work, what were this person's most important duties or activities?</p> <p>For example, cleaning buildings, analysing blood samples, verifying invoices, coordinating civil engineering projects, teaching mathematics, organizing work schedules and monitoring data entry systems, guiding fishing parties.</p>	<p>Most important duties or activities</p> <p>Learning job skills</p> <p>06 <input type="checkbox"/></p>

<p>45. In how many weeks did this person work in 1995?</p> <p>Include those weeks in which this person:</p> <ul style="list-style-type: none"> <li>was on vacation or sick leave with pay;</li> <li>worked full time or part time;</li> <li>worked for wages, salary, tips or commission;</li> <li>was self-employed;</li> <li>worked directly towards the operation of a family farm or business without formal pay arrangements.</li> </ul>	<p>09 <input type="radio"/> None → Go to Question 47</p> <p>OR</p> <p>10 <input type="checkbox"/> ← Number of weeks</p>
<p>46. During most of those weeks, did this person work full time or part time?</p> <p>Mark one circle only.</p>	<p>11 <input checked="" type="radio"/> Full time (30 hours or more per week)</p> <p>12 <input type="radio"/> Part time (less than 30 hours per week)</p>

<p><b>INCOME IN 1995</b></p> <p>47. During the year ending December 31, 1995, did this person receive any income from the sources listed below?</p> <ul style="list-style-type: none"> <li>Answer "Yes" or "No" for all sources.</li> <li>If "Yes", also enter the amount; in case of a loss, also mark "Loss".</li> <li>Do not include Child Tax Benefit.</li> </ul>	<p>73.</p>
<p><b>PAID EMPLOYMENT:</b></p> <p>(a) Total wages and salaries, including commissions, bonuses, tips, etc., before any deductions</p>	<p>Dollars Cents</p> <p>01 <input checked="" type="checkbox"/> Yes → 19,000 -</p> <p>02 <input type="checkbox"/> No</p>
<p><b>SELF-EMPLOYMENT:</b></p> <p>(b) Net farm income (gross receipts minus expenses), including grants and subsidies under farm-support programs, marketing board payments, gross insurance proceeds</p> <p>(c) Net non-farm income from unincorporated business, professional practice, etc. (gross receipts minus expenses)</p>	<p>03 <input type="checkbox"/> Yes →</p> <p>04 <input type="checkbox"/> Loss</p> <p>05 <input checked="" type="checkbox"/> No</p> <p>06 <input type="checkbox"/> Yes →</p> <p>07 <input type="checkbox"/> Loss</p> <p>08 <input checked="" type="checkbox"/> No</p>
<p><b>INCOME FROM GOVERNMENT:</b></p> <p>(f) Benefits from Unemployment Insurance (total benefits before tax deductions)</p>	<p>13 <input checked="" type="checkbox"/> Yes → 2,400 -</p> <p>14 <input type="checkbox"/> No</p>

ACTION: \_\_\_\_\_

Exercise 4

<b>LABOUR MARKET ACTIVITIES</b>	
<p>31. Last week, how many hours did this person spend working for pay or in self-employment?</p> <p><i>Include:</i></p> <ul style="list-style-type: none"> <li>working directly towards the operation of a family farm or business without formal pay arrangements (e.g., assisting in seeding, doing accounts);</li> <li>working in his/her own business, farm or professional practice, alone or in partnership;</li> <li>working for wages, salary, tips or commission.</li> </ul>	<p>17 <input type="radio"/> None → Continue with the next question</p> <p>or</p> <p>18 <input checked="" type="radio"/> 32 (Number of hours to the nearest hour)</p> <p>Go to Question 47</p>
<p>32. Last week, was this person on temporary lay-off or absent from his/her job or business?</p> <p>Mark one circle only.</p>	<p>49</p> <p>01 <input type="radio"/> No</p> <p>02 <input type="radio"/> Yes, on temporary lay-off from a job to which this person expects to return</p> <p>03 <input type="radio"/> Yes, on vacation, ill, on strike or locked out, or absent for other reasons</p>
<p>36. When did this person last work for pay or in self-employment, even for a few days?</p> <p>Mark one circle only.</p>	<p>15 <input type="radio"/> In 1998 → Continue with the next question</p> <p>16 <input type="radio"/> In 1995 → Go to Question 47</p> <p>17 <input type="radio"/> Before 1995 → Go to Question 47</p> <p>18 <input type="radio"/> Never</p>

<p>39. What kind of work was this person doing?</p> <p><i>For example, janitor, medical lab technician, accounting clerk, manager of civil engineering department, secondary school teacher, supervisor of data entry unit, fishing guide. (If in the Armed Forces, give rank.)</i></p>	<p>Kind of work</p> <p>05 <input type="text" value="Engineering Student"/></p>
<p>40. In this work, what were this person's most important duties or activities?</p> <p><i>For example, cleaning buildings, analysing blood samples, verifying invoices, coordinating civil engineering projects, teaching mathematics, organizing work schedules and monitoring data entry systems, guiding fishing parties.</i></p>	<p>Most important duties or activities</p> <p>Learning</p> <p>06 <input type="text"/></p>

<p>45. In how many weeks did this person work in 1995?</p> <p><i>Include those weeks in which this person:</i></p> <ul style="list-style-type: none"> <li>was on vacation or sick leave with pay;</li> <li>worked full time or part time;</li> <li>worked for wages, salary, tips or commission;</li> <li>was self-employed;</li> <li>worked directly towards the operation of a family farm or business without formal pay arrangements.</li> </ul>	<p>09 <input type="radio"/> None → Go to Question 47</p> <p>OR</p> <p>10 <input checked="" type="text" value="52"/> Number of weeks</p>
<p>46. During most of those weeks, did this person work full time or part time?</p> <p>Mark one circle only.</p>	<p>11 <input type="radio"/> Full time (30 hours or more per week)</p> <p>12 <input type="radio"/> Part time (less than 30 hours per week)</p>

<p><b>Note:</b></p> <p>Questions 37 to 44 refer to this person's job or business last week. If this person held no job last week, answer for the job of longest duration since January 1, 1995. If this person held more than one job last week, answer for the job at which he/she worked the most hours.</p>	<p>55</p>
<p>37. For whom did this person work?</p>	<p>Name of firm, government agency, etc.</p> <p>01 <input type="text" value="Transport Canada"/></p>
	<p>Section, plant, department, branch or division</p> <p>02 <input type="text" value="Canadian Coast Guard Fleet Systems"/></p>
<p>38. What kind of business, industry or service was this?</p> <p><i>Give full description. For example, wheat farm, trapping, road maintenance, retail shoe store, secondary school, temporary help agency, municipal police.</i></p>	<p>Kind of business, industry or service</p> <p>03 <input type="text" value="Engineering"/></p> <p>04 <input type="text"/></p>

<p><b>INCOME IN 1995</b></p> <p>47. During the year ending December 31, 1995, did this person receive any income from the sources listed below?</p> <ul style="list-style-type: none"> <li>Answer "Yes" or "No" for all sources.</li> <li>If "Yes", also enter the amount; in case of a loss, also mark "Loss".</li> <li>Do not include Child Tax Benefit.</li> </ul>	<p>73</p>
<p><b>PAID EMPLOYMENT:</b></p> <p>(a) Total wages and salaries, including commissions, bonuses, tips, etc., before any deductions</p>	<p>01 <input checked="" type="radio"/> Yes → <input type="text" value="10,000"/></p> <p>02 <input type="radio"/> No</p>
<p><b>SELF-EMPLOYMENT:</b></p> <p>(b) Net farm income (gross receipts minus expenses), including grants and subsidies under farm-support programs, marketing board payments, gross insurance proceeds</p> <p>(c) Net non-farm income from unincorporated business, professional practice, etc. (gross receipts minus expenses)</p>	<p>03 <input type="radio"/> Yes → <input type="text"/></p> <p>04 <input type="radio"/> Loss</p> <p>05 <input checked="" type="radio"/> No</p> <p>06 <input type="radio"/> Yes → <input type="text"/></p> <p>07 <input type="radio"/> Loss</p> <p>08 <input checked="" type="radio"/> No</p>
<p><b>INCOME FROM GOVERNMENT:</b></p> <p>(f) Benefits from Unemployment Insurance (total benefits before tax deductions)</p>	<p>13 <input type="radio"/> Yes → <input type="text"/></p> <p>14 <input checked="" type="radio"/> No</p>

Note: Such students are sworn in the Canadian Public Service.

ACTION: \_\_\_\_\_



Exercise 5

<b>LABOUR MARKET ACTIVITIES</b>	
<p>31. Last week, how many hours did this person spend working for pay or in self-employment?</p> <p><i>Include:</i></p> <ul style="list-style-type: none"> <li>• working directly towards the operation of a family farm or business without formal pay arrangements (e.g., assisting in seeding, doing accounts);</li> <li>• working in his/her own business, farm or professional practice, alone or in partnership;</li> <li>• working for wages, salary, tips or commission.</li> </ul>	<p>17 <input type="radio"/> None → Continue with the next question</p> <p>OR</p> <p>18 <input checked="" type="radio"/> 40 (Number of hours (to the nearest hour))</p> <p>→ Do to Question 27</p>
<p>32. Last week, was this person on temporary lay-off or absent from his/her job or business?</p> <p>Mark one circle only.</p>	<p>49.</p> <p>01 <input type="radio"/> No</p> <p>02 <input type="radio"/> Yes, on temporary lay-off from a job to which this person expects to return</p> <p>03 <input type="radio"/> Yes, on vacation, ill, on strike or locked out, or absent for other reasons</p>
<p>36. When did this person last work for pay or in self-employment, even for a few days?</p> <p>Mark one circle only.</p>	<p>15 <input type="radio"/> In 1996 → Continue with the next question</p> <p>16 <input type="radio"/> In 1995</p> <p>17 <input type="radio"/> Before 1995 → Go to Question 47</p> <p>18 <input type="radio"/> Never</p>

<p><b>Note:</b></p> <p>Questions 37 to 44 refer to this person's job or business last week. If this person held no job last week, answer for the job of longest duration since January 1, 1995. If this person held more than one job last week, answer for the job at which he/she worked the most hours.</p>	<p>35.</p> <p>Name of firm, government agency, etc.</p> <p>01 Scarborough General Hospital</p> <p>Section, plant, department, branch or division</p> <p>02</p> <p>Kind of business, industry or service</p> <p>03 Medical Hospital</p> <p>04</p>
<p>37. For whom did this person work?</p>	
<p>38. What kind of business, industry or service was this?</p> <p>Give full description. For example, wheat farm, trapping, road maintenance, retail shoe store, secondary school, temporary help agency, municipal police.</p>	

<p>39. What kind of work was this person doing?</p> <p>For example, janitor, medical lab technician, accounting clerk, manager of civil engineering department, secondary school teacher, supervisor of data entry unit, fishing guide. (If in the Armed Forces, give rank.)</p>	<p>Kind of work</p> <p>05 Student Nurse</p>
<p>40. In this work, what were this person's most important duties or activities?</p> <p>For example, cleaning buildings, analysing blood samples, verifying invoices, coordinating civil engineering projects, teaching mathematics, organizing work schedules and monitoring data entry systems, guiding fishing parties.</p>	<p>Most important duties or activities</p> <p>Studying working on wards</p> <p>06</p>

<p>45. In how many weeks did this person work in 1995?</p> <p>Include those weeks in which this person:</p> <ul style="list-style-type: none"> <li>• was on vacation or sick leave with pay;</li> <li>• worked full time or part time;</li> <li>• worked for wages, salary, tips or commission;</li> <li>• was self-employed;</li> <li>• worked directly towards the operation of a family farm or business without formal pay arrangements.</li> </ul>	<p>09 <input type="radio"/> None → Go to Question 47</p> <p>OR</p> <p>10 25 ← Number of weeks</p>
<p>46. During most of those weeks, did this person work full time or part time?</p> <p>Mark one circle only.</p>	<p>11 <input checked="" type="radio"/> Full time (30 hours or more per week)</p> <p>12 <input type="radio"/> Part time (less than 30 hours per week)</p>

<b>INCOME IN 1995</b>	
<p>47. During the year ending December 31, 1995, did this person receive any income from the sources listed below?</p> <ul style="list-style-type: none"> <li>• Answer "Yes" or "No" for all sources.</li> <li>• If "Yes", also enter the amount; in case of a loss, also mark "Loss".</li> <li>• Do not include Child Tax Benefit.</li> </ul>	<p>13.</p>
<p><b>PAID EMPLOYMENT:</b></p> <p>(a) Total wages and salaries, including commissions, bonuses, tips, etc., before any deductions</p>	<p>Dollars Cents</p> <p>01 <input type="radio"/> Yes</p> <p>02 <input checked="" type="radio"/> No</p>
<p><b>SELF-EMPLOYMENT:</b></p> <p>(b) Net farm income (gross receipts minus expenses), including grants and subsidies under farm-support programs, marketing board payments, gross insurance proceeds</p> <p>(c) Net non-farm income from unincorporated business, professional practice, etc. (gross receipts minus expenses)</p>	<p>03 <input type="radio"/> Yes</p> <p>04 <input type="radio"/> Loss</p> <p>05 <input checked="" type="radio"/> No</p> <p>06 <input type="radio"/> Yes</p> <p>07 <input type="radio"/> Loss</p> <p>08 <input checked="" type="radio"/> No</p>
<p><b>INCOME FROM GOVERNMENT:</b></p> <p>(f) Benefits from Unemployment Insurance (total benefits before tax deductions)</p>	<p>13 <input type="radio"/> Yes</p> <p>14 <input checked="" type="radio"/> No</p>

ACTION:

Exercise 6

<b>LABOUR MARKET ACTIVITIES</b>	
<p>31. Last week, how many hours did this person spend working for pay or in self-employment?</p> <p><i>Include:</i></p> <ul style="list-style-type: none"> <li>working directly towards the operation of a family farm or business without formal pay arrangements (e.g., assisting in seeding, doing accounts);</li> <li>working in his/her own business, farm or professional practice, alone or in partnership;</li> <li>working for wages, salary, tips or commission.</li> </ul>	<p>17 <input type="radio"/> None → Continue with the next question</p> <p>OR</p> <p>18 <input checked="" type="radio"/> 32 (Number of hours (to the nearest hour))</p> <p>Go to Question 27</p>
<p>32. Last week, was this person on temporary lay-off or absent from his/her job or business?</p> <p>Mark one circle only.</p>	<p>149.</p> <p>01 <input type="radio"/> No</p> <p>02 <input type="radio"/> Yes, on temporary lay-off from a job to which this person expects to return</p> <p>03 <input type="radio"/> Yes, on vacation, ill, on strike or locked out, or absent for other reasons</p>
<p>36. When did this person last work for pay or in self-employment, even for a few days?</p> <p>Mark one circle only.</p>	<p>15 <input type="radio"/> In 1998 → Continue with the next question</p> <p>16 <input checked="" type="radio"/> In 1995</p> <p>17 <input type="radio"/> Before 1995 → Go to Question 47</p> <p>18 <input type="radio"/> Never</p>

<p><b>Note:</b></p> <p>Questions 37 to 44 refer to this person's job or business last week. If this person held no job last week, answer for the job of longest duration since January 1, 1995. If this person held more than one job last week, answer for the job at which he/she worked the most hours.</p>	<p>55.</p>
<p>37. For whom did this person work?</p>	<p>Name of firm, government agency, etc.</p> <p>01 Toronto Hospital for Sick children</p> <p>Section, plant, department, branch or division</p> <p>02</p>
<p>38. What kind of business, industry or service was this?</p> <p>Give full description. For example, wheat farm, trapping, road maintenance, retail shoe store, secondary school, temporary help agency, municipal police.</p>	<p>Kind of business, industry or service</p> <p>03 Health Medicine</p> <p>04</p>

<p>39. What kind of work was this person doing?</p> <p>For example, janitor, medical lab technician, accounting clerk, manager of civil engineering department, secondary school teacher, supervisor of data entry unit, fishing guide. (If in the Armed Forces, give rank.)</p>	<p>Kind of work</p> <p>05 Enter HD Program</p>
<p>40. In this work, what were this person's most important duties or activities?</p> <p>For example, cleaning buildings, analysing blood samples, verifying invoices, coordinating civil engineering projects, teaching mathematics, organizing work schedules and monitoring data entry systems, guiding fishing parties.</p>	<p>Most important duties or activities</p> <p>06 Completing internship program</p>

<p>45. In how many weeks did this person work in 1995?</p> <p>Include those weeks in which this person:</p> <ul style="list-style-type: none"> <li>was on vacation or sick leave with pay;</li> <li>worked full time or part time;</li> <li>worked for wages, salary, tips or commission;</li> <li>was self-employed;</li> <li>worked directly towards the operation of a family farm or business without formal pay arrangements.</li> </ul>	<p>09 <input type="radio"/> None → Go to Question 47</p> <p>OR</p> <p>10 52 ← Number of weeks</p>
<p>46. During most of those weeks, did this person work full time or part time?</p> <p>Mark one circle only.</p>	<p>11 <input checked="" type="radio"/> Full time (30 hours or more per week)</p> <p>12 <input type="radio"/> Part time (less than 30 hours per week)</p>

<p><b>INCOME IN 1995</b></p> <p>47. During the year ending December 31, 1995, did this person receive any income from the sources listed below?</p> <ul style="list-style-type: none"> <li>Answer "Yes" or "No" for all sources.</li> <li>If "Yes", also enter the amount; in case of a loss, also mark "Loss".</li> <li>Do not include Child Tax Benefit.</li> </ul>	<p>13</p>
<p><b>PAID EMPLOYMENT:</b></p> <p>(a) Total wages and salaries, including commissions, bonuses, tips, etc., before any deductions</p>	<p>Dollars Cents</p> <p>01 <input type="radio"/> Yes → 23,000 -</p> <p>02 <input type="radio"/> No</p>
<p><b>SELF-EMPLOYMENT:</b></p> <p>(b) Net farm income (gross receipts minus expenses), including grants and subsidies under farm-support programs, marketing board payments, gross insurance proceeds</p> <p>(c) Net non-farm income from unincorporated business, professional practice, etc. (gross receipts minus expenses)</p>	<p>03 <input type="radio"/> Yes →</p> <p>04 <input checked="" type="radio"/> No 04 <input type="radio"/> Loss</p> <p>05 <input checked="" type="radio"/> No 06 <input type="radio"/> Loss</p> <p>06 <input checked="" type="radio"/> No 07 <input type="radio"/> Loss</p>
<p><b>INCOME FROM GOVERNMENT:</b></p> <p>(f) Benefits from Unemployment Insurance (total benefits before tax deductions)</p>	<p>13 <input type="radio"/> Yes →</p> <p>14 <input checked="" type="radio"/> No</p>

ACTION: \_\_\_\_\_

**Referral Coding of Industry and Occupation Questions 37-40**

Indicate whether each of the following statements is true or false, by circling the appropriate letter beside the statement.

- |  |          |          |
|--|----------|----------|
| 1. If the name of the firm in Question 37 is a co-operative which is not found in the List of Establishments (LOE), and there is no clear Industry description, consult your coordinator who will refer the question to the Coding Consultant. | <b>T</b> | <b>F</b> |
| 2. If the responses to Questions 39 and 40 are conflicting, immediately consult your coordinator who will refer the situation to the Coding Consultant.  | <b>T</b> | <b>F</b> |
| 3. Residual Industry codes usually have "8" as the last digit.   | <b>T</b> | <b>F</b> |
| 4. If after searching the reference material you cannot determine whether a teacher is an elementary or secondary school teacher, code E130.   | <b>T</b> | <b>F</b> |
| 5. If "000" appears to be the only appropriate Industry code as a result of applying the sub-operation 2B procedures, consult your coordinator who will refer this question directly to the Coding Consultant.                                 | <b>T</b> | <b>F</b> |
| 6. The Industry code 400 should be used for any construction Industry write-ins referred.  | <b>T</b> | <b>F</b> |

**D. Completion of Coding in Sub-operation 2D – Referral**

Complete the following statements.

1. Once referral coding is completed for an EA, the \_\_\_\_\_ and \_\_\_\_\_ columns are totalled on the Economic Coding Referral Form.
2. The Cumulative Total Number of Codes Referred is the sum of the \_\_\_\_\_ and \_\_\_\_\_ columns.
3. If more than one Economic Coding Referral Form was used for the EA, the cumulative totals for Industry and Occupation are derived by adding the \_\_\_\_\_ and the \_\_\_\_\_ for each Economic Coding Referral Form and enter this total into the \_\_\_\_\_ on the last Economic Coding Referral Form for both \_\_\_\_\_ and \_\_\_\_\_.
4. After all totals have been recorded on the Economic Coding Referral Form(s), the \_\_\_\_\_ are returned to the \_\_\_\_\_ in \_\_\_\_\_ numerical order.
5. The \_\_\_\_\_ and \_\_\_\_\_ are given to your \_\_\_\_\_ once all work has been completed for the EA.

Ca 005





