

**CENSUS 2011**  
*You Count!*

# Self-enumeration guide

English



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## Census 2011 Self-enumeration Guide

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Census 2011 hotline: 0800 110 248

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## Preamble

This enumeration guide will assist you and your household if you are unable to follow instructions in the questionnaire during the process of completing the Census 2011 household questionnaire. Examples on some sections of the questionnaire are also provided to assist. If the guide is still of no help to you, you are encouraged to call the Census 2011 hotline (0800 110 248), where there will be someone to assist you in completing the questionnaire correctly.

## Objectives of the guide

- To assist households in completing the Census 2011 questionnaire
- To outline key aspects of the questionnaire

## What is the Census about?

A population census is a total count of people in a country. Basic questions are asked about the number of people and where they live to determine their needs. The census is done to enable the government, private sector, non-governmental organisations (NGOs) as well as community-based organisations (CBOs) to understand the composition of the population and to make plans based on evidence. Most questions in the census are also used as inputs to measure how far the Millennium Development Goals (MDGs) have been achieved.

A census is about benefiting the country as a whole and everybody who lives in it (rich or poor). That is why it is very important for people to understand the census and participate fully in order to make it a success.

After the advent of democracy, South Africa has already conducted two censuses (1996 and 2001). The October 2011 census will be the third census to be conducted in the country.

## Census in South Africa

- South Africa conducts a census where people are counted according to where they spent the census night (snapshot of the country on census night).
- People will be counted from where they spent the **census night** (which is the midnight of 9–10 October 2011).

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- From the morning of 10 October (census day), census officials will visit every home to count all people that:
  1. Spent the census night (midnight 9–10 October) with the household including **VISITORS**
  2. Were travelling back home on census night
  3. Were working on census night (e.g. nurses, security guards, police, etc.)
  4. Were away on census night attending religious gatherings such as night prayers, or social gatherings (e.g. nightclubs, etc.)
- On **census day**, you are requested to write down the names of every person that spent the census night/day (as per numbered points above) with the household. The list will help the household or census official to complete the correct information on the questionnaire without forgetting anybody.

## Your answers are confidential

- The Statistics Act (Act No. 6 of 1999) sections 17 and 18 states that the information provided for the census shall be kept confidential, and that persons involved in the collection of census data must first take an oath of confidentiality.

The law also provides that any person found guilty of disclosing data collected to other parties, is liable on conviction to a fine not exceeding R10 000, or imprisonment for a period not exceeding 6 months or both. This means that the information that you provide as a respondent during the census will be **kept confidential and will NOT be discussed with any other government departments or organisations.**

## Census questionnaire completion

### General guidelines:

1. A census questionnaire will be issued to your household for completion if you wish to complete the questionnaire yourselves.
2. In cases where the household may need a second (or third) questionnaire, the census official will provide his/her telephone number on the cover page of the questionnaire. This number can be used for any queries regarding the questionnaire.
3. Every household that has a **paid** live-in domestic worker (including drivers and gardeners) must obtain a separate census questionnaire for that person, even if the person is considered part of the household.

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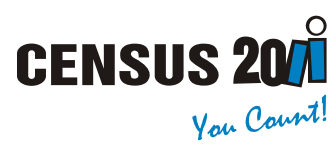
4. **You are requested to complete the entire questionnaire.**
5. PLEASE COMPLETE THE QUESTIONNAIRE ONLY AFTER THE CENSUS NIGHT (MIDNIGHT 9–10 OCTOBER 2011).
6. Please consult every member of your household for age and other information that you might not have readily available when completing the questionnaire on their behalf.
7. If words are too long, use standard abbreviations (e.g. Johannesburg Metropolitan Municipality: Joburg metro, or Statistics South Africa: Stats SA).
8. Do not leave spaces between the words.
9. Some questions may seem personal, e.g. sex, income, children no longer alive, but they are all useful and necessary for planning.
10. Please answer the questions honestly so that the government can obtain accurate information.
11. Please write/mark in the centre of the boxes/ovals provided. See example below:

**Correct**

X

**Incorrect**

X



## Skips/Instructions:

1. Skips are there to help you complete relevant questions and leave out the ones that do not apply to you and some of your household members. For example, pay extra attention to instructions on skips such as “If 01-09 or 11 on Province of birth (P-07), then Go to Citizenship (P-09)”
2. Note that a skip is applicable to individuals, not the whole household.
3. Other instructions are part of section headings, e.g. Employment: ask of all persons aged 15 years and older listed on the flap.

### Remember:

- **Keep the census form neat and away from children.**
- **When or after completing the questionnaire, do not fold, seal, laminate, remove pages or damage the questionnaire.**
- **All completed and partly completed questionnaires must be given back to the census official on time (before or on 31 October 2011).**
- **In cases where the official requires you to provide information that you could have missed, please do so.**

## Questionnaire sections

### 1. Cover page

- **DO NOT COMPLETE THE COVER PAGE** of the questionnaire as the census official will complete the information for you before leaving the questionnaire with your household.

### 2. Flap: Particulars of all individuals

*Purpose: This page will collect information on name, age and gender of every household member and all visitors present on census night.*

- The first person to be listed on the census questionnaire must be the **head or acting head of the household (a household member that makes decisions for the household)**.
- If the household has two equal decision-makers, then the oldest person of the two will be put as the head of household (person 01).

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- F-00: Complete the leading zeros for each person in the household (depending on the number of people in the household). E.g. First person in the questionnaire (head of household) must be 01, followed by person 02, then 03 for the third person, etc.
- If there are more than 10 people in the household, use a second questionnaire (start with 11 in the second questionnaire until person 20).
- Names are used for reference purposes when completing the questionnaire. Names will not be processed.
- The names of the head of the household must be written in full (name and surname). For the rest of the household members sharing the same surname as the head of household, only their names can be completed. Those members with a different surname to that of the head of the household must complete their names in full (name and surname).
- For age, please provide completed years, e.g. if a baby is nine months old, complete 000, as the baby is not yet a year old. For a person aged 17 and 11 months, complete 017 as the person is not yet 18 years old.

**a. Example – Flap (below):**

- This household had three people on census night. Note that the examples are there to guide you when completing information for your own household.

F-00 PERSON NUMBER	F-01 PERSON NAME	F-02 AGE IN COMPLETED YEARS	F-03 SEX 1 = Male 2 = Female
0 1	D I A N A P E T E R S O N	0 3 6	<input type="radio"/> 1 Male <input checked="" type="radio"/> 2 Female
0 2	A D A M	0 0 0	<input checked="" type="radio"/> 1 Male <input type="radio"/> 2 Female
0 3	F R A N C I N A H B O O Y S E N	0 6 6	<input type="radio"/> 1 Male <input checked="" type="radio"/> 2 Female



### **3. Section A: Demographics (*remember to follow instructions*)**

*Purpose: The information is collected to establish the total population of the country, their gender, age and other characteristics.*

- This section must be completed for every person listed on the questionnaire.
- A person who is not married should not answer the question on who their spouse/partner is, e.g. "If 3-6 on Marital status (P-03), then Go to Population group (P-05)".

### **4. Section B: Migration (*remember to follow instructions*)**

*Purpose: Information is used to measure the movement of people from one geographical area to another for better understanding of the population and for planning purposes.*

- This section must be completed for every person listed on the questionnaire.
- A person whose usual residence is outside South Africa should not answer the questions on province or municipality of usual residence.
- If municipality/magisterial district is not known, leave the question blank.

**b. Example – Migration (below):**

- All three people in this scenario were born in Western Cape.
- Questions on country of birth and the year they moved to South Africa are only for those who were born outside the country.
- The question on citizenship is answered by all persons listed on the questionnaire.

		P-07 PROVINCE OF BIRTH	P-08 COUNTRY OF BIRTH	P-08a YEAR MOVED TO SOUTH AFRICA	P-09 SOUTH AFRICAN CITIZENSHIP
		<b>In which province was (name) born?</b> 01 = Western Cape 02 = Eastern Cape 03 = Northern Cape 04 = Free State 05 = Kwa-Zulu Natal 06 = North West 07 = Gauteng 08 = Mpumalanga 09 = Limpopo 10 = Outside South Africa 11 = Do not know  <i>Write the appropriate code in the box.</i> If 01-09 or 11, Go to P-09	<b>In which country was (name) born?</b>  Use CAPITAL LETTERS only	<b>In which year did (name) move to South Africa?</b>  If moved more than once into South Africa, please indicate the year of last move.  Example 1 9 9 8	<b>Is (name) a South African citizen?</b> 1 = Yes 2 = No  Mark the appropriate circle with an X.
F-00 PERSON NUMBER	F-01 PERSON NAME				
0 1	D I A N A P E T E R S O N	0 1		Y Y Y Y	<input checked="" type="radio"/> 1 Yes <input type="radio"/> 2 No
0 2	A D A M	0 1		Y Y Y Y	<input checked="" type="radio"/> 1 Yes <input type="radio"/> 2 No
0 3	F R A N C I N A H B O O Y S E N	0 1		Y Y Y Y	<input checked="" type="radio"/> 1 Yes <input type="radio"/> 2 No

### c. Example – Migration cont. (below):

- Francinah was visiting her daughter on census night.
- Only visitors report on the province, municipality and nearest city/town **where they usually live (P-10a, P-10b and P-10c)**.
- Infants (younger than six months) should answer YES on **(P-10)** if their parents/guardians intend for them to live with the household for at least four nights a week for the next six months.
- Persons who have recently moved to a new place and intend to live there for at least four nights a week for the next six months should also answer YES on **P-10**.

		P-10 USUAL RESIDENCE	P-10a PROVINCE OF USUAL RESIDENCE	P-10b MUNICIPALITY/MAGISTERIAL DISTRICT OF USUAL RESIDENCE	P-10c CITY/TOWN OF USUAL RESIDENCE
		Does (name) usually live in this household for at least four nights a week and has done so for the last six months? OR intends to live in this household for at least four nights a week for the next six months 1 = Yes 2 = No <i>Mark the appropriate circle with an X.</i>	In which province does (name) usually live? 01 = Western Cape 02 = Eastern Cape 03 = Northern Cape 04 = Free State 05 = Kwa-Zulu Natal 06 = North West 07 = Gauteng 08 = Mpumalanga 09 = Limpopo 10 = Outside South Africa 11 = Do not know  <i>Write the appropriate code in the box.</i>	In which municipality or magisterial district does (name) usually live?  <i>Use CAPITAL LETTERS only</i>	In which city/town does (name) usually live or what is the nearest city/town?  <i>Use CAPITAL LETTERS only</i>
F-00 PERSON NUMBER	F-01 PERSON NAME	<i>If 1, Go to P-11</i>	<i>If 10, Go to P-11</i>		
0 1	D I A N A P E T E R S O N	<input checked="" type="radio"/> 1 Yes <input type="radio"/> 2 No	<input type="text"/>		
0 2	A D A M	<input checked="" type="radio"/> 1 Yes <input type="radio"/> 2 No	<input type="text"/>		
0 3	F R A N C I N A H B O O Y S E N	<input type="radio"/> 1 Yes <input checked="" type="radio"/> 2 No	0 1	S T E L L E N B O S C H L O C	F R A N S C H H O E K

**d. Example – Migration cont. (below):**

- Diana has **not** been living in this place since October 2001.
- She moved into this place in **November 2007** from within Western Cape.
- Adam was born after October 2001 and has never moved.
- Francinah has never moved from her place of usual residence (Please note that Francinah is a visitor and is reporting on her place of usual residence).
- As Adam and Francinah have never moved, they do not have to complete the questions.
- Household members that have moved more than once should report their last move.

F-00 PERSON NUMBER		F-01 PERSON NAME	P-11 SINCE 2001  Has (name) been living in this place since October 2001? 1 = Yes 2 = No 3 = Born after October 2001 but never moved 4 = Born after October 2001 and moved  Write the appropriate code in the box.  <i>If 1 or 3, Go to P-12</i>	P-11a MONTH AND YEAR MOVED  When did (name) move to this place? Write the month and year in the appropriate boxes.  Example 0 4 2 0 0 2	P-11b PROVINCE OF PREVIOUS RESIDENCE  In which province did (name) live before moving to this place? 01 = Western Cape 02 = Eastern Cape 03 = Northern Cape 04 = Free State 05 = Kwa-Zulu Natal 06 = North West 07 = Gauteng 08 = Mpumalanga 09 = Limpopo 10 = Outside South Africa 11 = Do not know  Write the appropriate code in the box.  <i>If 10, Go to P-12</i>
0 1	D I A N A P E T E R S O N	2	1 1 2 0 0 7	0 1	
0 2	A D A M	3	M M Y Y Y Y		
0 3	F R A N C I N A H B O O Y S E N	1	M M Y Y Y Y		

**e. Example – Migration cont. (below):**

- Household members that moved, should complete the province, municipality and nearest city/town of previous residence.
- Diana moved from Stellenbosch local municipality where her nearest city/town was Franschhoek where she was staying with her mother (Francinah).
- Adam and Francinah have never moved, so they do not have to complete the questions.

F-00 PERSON NUMBER	F-01 PERSON NAME	P-11c MUNICIPALITY/ MAGISTERIAL DIS- TRICT OF PREVIOUS RESIDENCE	P-11d CITY/TOWN OF PREVIOUS RESIDENCE
		In which municipality or magisterial district did (name) live before moving to this place? <i>Use CAPITAL LETTERS only</i>	In which city/town did (name) live before or what was the nearest city/town? <i>Use CAPITAL LETTERS only</i>
0 1	D I A N A P E T E R S O N	S T E L L E N B O S C H L O C	F R A N S C H H O E K
0 2	A D A M		
0 3	F R A N C I N A H B O O Y S E N		

## **5. Section C: General health and functioning (*remember to follow instructions*)**

*Purpose: Helps to determine the number of people with disabilities in the country for planning and provision of services.*

- This section must be completed for every person listed on the questionnaire.

## **6. Section D: Parental survival and income (*remember to follow instructions*)**

*Purpose: Provides information on orphanhood and helps in the estimation of adult mortality.*

- This section must be completed for every person listed on the flap.
- Information on income is used by the National Treasury for budget allocation to provinces and municipalities and also helps in determining the country's socio-economic status.
- Social grants income for children should be recorded under the child, NOT the caregiver.

## **7. Section E: Education (*remember to follow instructions*)**

*Purpose: This section collects information regarding the knowledge and skills in the country.*

- This section must be completed for every person listed on the questionnaire aged 5 years and older.
- All persons attending school (P-17) must answer questions on educational institution (P-18).
- Level of education should be the highest level completed by the person, not what is currently being attended.
  - o E.g. if a child is currently attending grade 4, then the child's highest level of education is grade 3.
  - o If someone has completed grade 12, and is currently doing their last year before graduating with a degree/diploma, then their highest level of education is Grade 12.
- P-21, if a person has a diploma or degree (from university or technikon or college), they should answer from option 01 to 22. Those who have qualifications from FET colleges should answer options 23 to 36.

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**f. Example – Education (below):**

- No response is expected for Adam because he is younger than 5 and this question addresses people that are 5 years and older.
- Diana's highest level of education is a Bachelor's degree, hence her choice of option 25 (Note the skip to P-21).
- Francinah only has Grade 2 as her highest level of education (Note the skip to P-22).

P-20 LEVEL OF EDUCATION		What is the highest level of education that (name) has completed?	
		98 = No schooling 00 = Grade 0 01 = Grade 1/Sub A 02 = Grade 2/Sub B 03 = Grade 3/Std 1/ABET 1 (Kha Ri Gude, SANLU) 04 = Grade 4/Std 2 05 = Grade 5/Std 3 / ABET 2 06 = Grade 6/Std 4 07 = Grade 7/Std 5 / ABET 3 <b>If 98 or 00-07, Go to P-22</b> 08 = Grade 8/Std 6 / Form 1 09 = Grade 9/Std 7/Form 2/ ABET 4 10 = Grade 10/Std 8/Form 3 11 = Grade 11/Std 9/Form 4 12 = Grade 12/Std 10 /Form 5 <b>If 08-12, Go to P-23</b> 13 = NTC I/N1/ NIC/(V) Level 2 14 = NTC II/N2/ NIC/(V) Level 3	15 = NTC III/N3/ NIC/(V) Level 4 16 = N4/NTC 4 17 = N5/NTC 5 18 = N6/NTC 6 19 = Certificate with less than Grade 12/ Std 10 20 = Diploma with less than Grade 12/Std 10 21 = Certificate with Grade 12/Std 10 22 = Diploma with Grade 12/Std 10 23 = Higher Diploma 24 = Post Higher Diploma (Masters, Doctoral Diploma) 25 = Bachelors degree 26 = Bachelors degree and Post graduate diploma 27 = Honours degree 28 = Higher degree (Masters/PhD) 29 = Other
F-00 PERSON NUMBER	F-01 PERSON NAME	<i>READ OUT: Diploma or certificate should                      have been at least six months study                      duration full-time (or equivalent).</i>	
0 1	D I A N A P E T E R S O N	<b>If 13-28, Go to P-21</b> <b>If 29, Go to P-22</b>	
0 2	A D A M	2 5	
0 3	F R A N C I N A H B O O Y S E N	0 2	

## g. Example – Education cont. (below):

- The question on field of education (P-21) is to be answered by people who have post-school qualifications.
- NOTE: options 01 to 22 are for people with qualifications from a university or technikon while options 23 to 36 are for people with qualifications from FET colleges.
- Diana is the only person in the household who should complete this question.
- Diana reports that her degree is in health care (option 09).

P-21 FIELD OF EDUCATION		
In which field is (name's) highest post-school qualification?		
		UNIVERSITY/TECHNIKON/COLLEGE
		01 = Agriculture or Renewable Natural Resources 02 = Architecture or Environmental Design 03 = Arts, Visual or Performing 04 = Business, Commerce or Management Sciences 05 = Communication 06 = Computer Sciences 07 = Education, Training or Development 08 = Engineering or Engineering Technology 09 = Health Care or Health Sciences 10 = Home Economics 11 = Industrial Arts, Traders or Technology 12 = Languages, Linguistics or Literature 13 = Law 14 = Libraries or Museums 15 = Life Sciences or Physical Sciences 16 = Mathematical Sciences 17 = Military Sciences 18 = Philosophy, Religion or Theology 19 = Physical Education or Leisure 20 = Psychology 21 = Public Administration or Social Services 22 = Social Sciences or Social Studies
		FURTHER EDUCATION AND TRAINING (FET)
		23 = Management 24 = Marketing 25 = Information Technology and Computer Science 26 = Finance, Economics and Accounting 27 = Office Administration 28 = Electrical Infrastructure Construction 29 = Civil Engineering and Building Construction 30 = Engineering 31 = Primary Agriculture 32 = Hospitality 33 = Tourism 34 = Safety in society 35 = Mechatronics 36 = Education and Development 37 = Other
F-00 PERSON NUMBER	F-01 PERSON NAME	Any response, Go to P-23
0 1	D I A N A P E T E R S O N	0 9
0 2	A D A M	
0 3	F R A N C I N A H B O O Y S E N	



## h. Example – Education cont. (below):

- Household members who are 5 years and older, without any formal education and those with primary education (up to grade 7) (P-20) must complete this question.
- Francinah is the only person in the household who can complete this question.
- Francinah reported that she has some difficulty in writing her name, a lot of difficulty in reading, she is unable to complete a form, some difficulty in writing a letter and that she is unable to read road signs and calculate change.
- Only codes 1 to 5 can be written in the boxes provided.
- A person whose level of education is secondary school or tertiary should not answer the question on literacy (P-22).

P-22 LITERACY: Does (name) have difficulty in doing any of the following?		A = Writing his/her name B = Reading (e.g. newspapers, magazines, religious books etc) in any language C = Filling in a form (e.g. social grants forms) D = Writing a letter in any language E = Calculating/working out how much change he/she should receive when buying something F = Reading road signs  1 = No difficulty 2 = Some difficulty 3 = A lot of difficulty 4 = Unable to do 5 = Do not know  Write the code in the appropriate box.	
F-00 PERSON NUMBER	F-01 PERSON NAME		
0 1	D I A N A P E T E R S O N	<input type="checkbox"/> Writing his/her name (A)	<input type="checkbox"/> Writing a letter (D)
0 2	A D A M	<input type="checkbox"/> Reading (B)	<input type="checkbox"/> Calculating (E)
0 3	F R A N C I N A H B O O Y S E N	<input type="checkbox"/> Filling a form (C)	<input type="checkbox"/> Reading road signs (F)
		<input checked="" type="checkbox"/> 2 Writing his/her name (A)	<input checked="" type="checkbox"/> 3 Writing a letter (D)
		<input checked="" type="checkbox"/> 3 Reading (B)	<input checked="" type="checkbox"/> 4 Calculating (E)
		<input checked="" type="checkbox"/> 4 Filling a form (C)	<input checked="" type="checkbox"/> 4 Reading road signs (F)

## 8. Section F: Employment (*remember to follow instructions*)

*Purpose: Provides information regarding the country's labour force (people who are employed, in business, unemployed and not economically active).*

- This section must be completed for everyone aged 15 years and older listed on the flap.
- Employment: P-23a, P-23b and P-23c: You must complete all of the questions (a, b and c), and if you answered a 'Yes' on any of them, you skip the following questions and continue answering on P-29a (Industry).
- For employment (P-29a), PRIVATE HOUSEHOLD refers to domestic workers and gardeners only.

### i. Example – Employment (below):

- No response is expected for Adam, because the question is for people who are 15 years and older.
- Diana and Francinah provided answers to all the three questions (P-23a, b and c).
- Neither Diana nor Francinah worked for a wage, ran a business or helped in a family business in the seven days before October 10 (NO to P-23a, b and c).

P-23 EMPLOYMENT STATUS				
F-00 PERSON NUMBER	F-01 PERSON NAME	In the SEVEN DAYS before 10 October ... P-23a Did (name) work for a wage, salary, commission or any payment in kind (including paid domestic work), even if it was for only one hour?  1 = Yes 2 = No 3 = Do not know  Mark the appropriate circle with an X.	In the SEVEN DAYS before 10 October ... P-23b Did (name) run or do any kind of business, big or small, for herself/himself or with one or more partners, even if it was for only one hour?  1 = Yes 2 = No 3 = Do not know	In the SEVEN DAYS before 10 October ... P-23c Did (name) help without being paid in any kind of business run by her/his household, even if it was for only one hour?  1 = Yes 2 = No 3 = Do not know
		<b>If 1 (Yes) to any of P-23a, P-23b or P-23c, Go to P-29a</b>		
<b>0 1</b>	D I A N A P E T E R S O N	<input type="radio"/> 1 Yes <input checked="" type="radio"/> 2 No <input type="radio"/> 3 Do not know	<input type="radio"/> 1 Yes <input checked="" type="radio"/> 2 No <input type="radio"/> 3 Do not know	<input type="radio"/> 1 Yes <input checked="" type="radio"/> 2 No <input type="radio"/> 3 Do not know
<b>0 2</b>	A D A M	<input type="radio"/> 1 Yes <input type="radio"/> 2 No <input type="radio"/> 3 Do not know	<input type="radio"/> 1 Yes <input type="radio"/> 2 No <input type="radio"/> 3 Do not know	<input type="radio"/> 1 Yes <input type="radio"/> 2 No <input type="radio"/> 3 Do not know
<b>0 3</b>	F R A N C I N A H B O O Y S E N	<input type="radio"/> 1 Yes <input checked="" type="radio"/> 2 No <input type="radio"/> 3 Do not know	<input type="radio"/> 1 Yes <input checked="" type="radio"/> 2 No <input type="radio"/> 3 Do not know	<input type="radio"/> 1 Yes <input checked="" type="radio"/> 2 No <input type="radio"/> 3 Do not know

**j. Example – Employment cont. (below):**

- Diana has a paid job, although at the time of completing the questionnaire, she was on maternity leave.
- Francinah is a pensioner.

		<b>P-24 TEMPORARY ABSENCE FROM WORK</b>	<b>P-25 LOOKING FOR WORK</b>	<b>P-26 LIKED TO WORK</b>
		<p>Even though <i>(name)</i> did not do any work for pay, profit or did not help without pay in a household business in the SEVEN DAYS before 10 October, did he/she have a paid job or business that he/she would definitely return to?</p> <p>1 = Yes 2 = No 3 = Do not know</p> <p>Mark the appropriate circle with an X.</p>	<p>In the four weeks before 10 October was <i>(name)</i> looking for any kind of job or trying to start any kind of business?</p> <p>1 = Yes 2 = No 3 = Do not know</p> <p>Mark the appropriate circle with an X.</p>	<p>Would <i>(name)</i> have liked to work in the SEVEN DAYS before 10 October?</p> <p>1 = Yes 2 = No 3 = Do not know</p> <p>Mark the appropriate circle with an X.</p>
F-00 PERSON NUMBER	F-01 PERSON NAME	<p><i>If 1,</i> Go to P-29a</p>	<p><i>If 1,</i> Go to P-28</p>	<p><i>If 2 or 3,</i> Go to P-32</p>
<b>0 1</b>	D I A N A P E T E R S O N	<input checked="" type="radio"/> 1 Yes <input type="radio"/> 2 No <input type="radio"/> 3 Do not know	<input type="radio"/> 1 Yes <input type="radio"/> 2 No <input type="radio"/> 3 Do not know	<input type="radio"/> 1 Yes <input type="radio"/> 2 No <input type="radio"/> 3 Do not know
<b>0 2</b>	A D A M	<input type="radio"/> 1 Yes <input type="radio"/> 2 No <input type="radio"/> 3 Do not know	<input type="radio"/> 1 Yes <input type="radio"/> 2 No <input type="radio"/> 3 Do not know	<input type="radio"/> 1 Yes <input type="radio"/> 2 No <input type="radio"/> 3 Do not know
<b>0 3</b>	F R A N C I N A H B O O Y S E N	<input type="radio"/> 1 Yes <input checked="" type="radio"/> 2 No <input type="radio"/> 3 Do not know	<input type="radio"/> 1 Yes <input checked="" type="radio"/> 2 No <input type="radio"/> 3 Do not know	<input type="radio"/> 1 Yes <input checked="" type="radio"/> 2 No <input type="radio"/> 3 Do not know

**k. Example – Employment cont. (below):**

- For those who are working, the industry (P-29a) question must be completed.
- For people with no-name businesses (from home or street), write OWNHOUSE or NOFIXEDLOCATION.
- Diana works at the Chris Barnard Memorial Hospital.

F-00 PERSON NUMBER		F-01 PERSON NAME	P-27 REASONS FOR NOT WORKING	P-28 AVAILABLE TO WORK	P-29a INDUSTRY
			<b>What was the main reason for not trying to find work or starting a business in the last four weeks before 10 October?</b> 01 = Awaiting the season for work 02 = Waiting to be recalled to former job 03 = Health reasons 04 = Pregnancy 05 = Disabled or unable to work (handicapped) 06 = Housewife/homemaker (family considerations/child care) 07 = Undergoing training to help find work 08 = No jobs available in the area 09 = Lack of money to pay for transport to look for work 10 = Unable to find work requiring his/her skills 11 = Lost hope of finding any kind of work 12 = No transport available 13 = Scholar or student 14 = Retired 15 = Too old/young to work 16 = Did not want to work 17 = Other <i>Write the appropriate code in the box.</i>	<b>If a suitable job had been offered or circumstances had allowed, would (name) have been able to start work or a business in the SEVEN DAYS before 10 October?</b>  1 = Yes 2 = No 3 = Do not know  <i>Mark the appropriate circle with an X.</i>  <b>Any response, Go to P-32</b>	<b>What is the name of (name's) place of work/ organisation/ company/ business?</b> <i>Use CAPITAL LETTERS only</i>
01		D I A N A P E T E R S O N	□ □	<input type="radio"/> 1 Yes <input type="radio"/> 2 No <input type="radio"/> 3 Do not know	C B A R N A R D M E M O R I A L H O
02		A D A M	□ □	<input type="radio"/> 1 Yes <input type="radio"/> 2 No <input type="radio"/> 3 Do not know	
03		F R A N C I N A H B O O Y S E N	□ □	<input type="radio"/> 1 Yes <input type="radio"/> 2 No <input type="radio"/> 3 Do not know	

## I. Example – Employment cont. (below):

- For those that have a job, P-29b (main goods or services), P30a (occupation), P-30b (main task/duty) and P-31 (type of sector) must be completed.
- If a member of the household has more than one job (e.g. has a paid job and runs a business), he/she should report on the one where they spend most of their time.
- See Diana's example.
- Type of sector:
  - o Formal sector employment is where the business, institution or private individual is registered in some way with the government or statutory bodies to perform the activity. Registration may involve collecting taxes (e.g. PAYE), making UIF contributions or having a business licence.
  - o Informal sector employment is where the business or private individual is not registered with the government or any statutory body in any way.

F-00 PERSON NUMBER	F-01 PERSON NAME	P-29b MAIN GOODS OR SERVICES	P-30a OCCUPATION	P-30b MAIN TASK/DUTY	P-31 TYPE OF SECTOR
		What are the main goods or services produced at (name's) place of work or its main functions? <i>Use CAPITAL LETTERS</i>	What kind of work (occupation) did (name's) do in his/her last job/business? <i>Use CAPITAL LETTERS only</i>	What is (name's) main task or duty in this work?	Is (name's) place of work .....? 1 = in the formal sector 2 = in the informal sector 3 = Private household 4 = Do not know  <i>Write the appropriate code in the box.</i>
01	D I A N A P E T E R S O N	H E A L T H C A R E	M I D W I F E	D E L I V E R I N G B A B I E S	1
02	A D A M				
03	F R A N C I N A H B O O Y S E N				

## 9. Section G: Fertility (*remember to follow instructions*)

*Purpose: Provides an estimation of fertility in the country which helps in population projections.*

- This section must be completed ONLY for women aged 12 to 50 years.
- This should not include miscarriages, stillbirths and adopted children.
- If the woman stays with all her children and none have died, then put 00 on P-36 to P-37 (for boys, girls and total).
- If a woman is a visitor, the question on total children living with her in the household (P-35) must be about the children she is visiting with. Then all her other children who are not there with her will be living elsewhere.
- If she is visiting alone, then P-35 will be 00 as she does not have any children with her in the household that she is part of on census night.

## 10. Section H: Housing (*remember to follow instructions*)

*Purpose: Information collected here is important to all users such as Eskom, Telkom, etc. as it can be used to monitor progress regarding service delivery issues (or lack thereof).*

- This section must be completed for every household.
- H-02: Other dwelling refers to another structure that the household occupies other than the main house/dwelling.

## 11. Section I: Mortality (*remember to follow instructions*)

*Purpose: Provides an estimation of mortality in the country which helps in population projections.*

- This section must be completed for every household.