

# **NATIONAL POPULATION AND HOUSING CENSUS 2011**

## **Questionnaire Manual Instructions for the questions in the PC1 and PC2 Forms**

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# **PART 1 - HOUSEHOLD QUESTIONNAIRE FORM (PC2: POPULATION CENSUS 2)**

## **Question H1 - ROSTER OF HOUSEHOLD MEMBERS**

**List the names and sex of all persons residing in the household on Wednesday, November 30<sup>th</sup>, 2011.**

Firstly, the household members have to give the name of the head of household. This will depend on who is mainly responsible for the actual operating of the family. The purpose of identifying the head of the household is solely to *establish a reference point* for all other members of the household to be linked to the head. The household members themselves need to designate who they consider the person with the primary authority and responsibility for household affairs.

In traditional households where there is a mother, father and children with perhaps other relatives, the person who provides the *chief source of economic support* for the household is often designated as head. Due to child rearing and related household and family responsibilities of the mother, this person is usually the father. However, in many households, spouses are treated with equal authority and responsibility and may share economic support. In these cases, the household members need to designate one person as the head for reference purposes only, and understand that this has no implication on that person being head in the traditional sense.

Secondly, the rest of the members of the household have to be listed under the head starting from number 2 onwards. It is recommended that the next one on the list will be the spouse of the Head of Household, followed by the unmarried children, then married children, then the rest of the relatives with the friends and visitors at the end of the list. The sex of the members should be written on the box provided as 'M' for Male and 'F' for Female. Finally, the total of male and female has to be recorded in the box and the final total for both male and female as indicated.

## **Question H2 – MAIN DWELLING STYLE AND CONSTRUCTION MATERIAL USED.**

### **1. What is the main type of material used for the outside wall of this dwelling?**

**Poured concrete:** This refers to the wall that is made of cement used by throwing and those that is using stucco, the American product called 'Sitako' in Tongan.

**Concrete block:** Refers to brick walls or cement that smoothens on the outside.

**Metal:** All that consists of iron, thin or metal walls.

**Thatch:** This refers to walls that are made of coconut leaves or any other type of leaves e.g. Au, pola etc.

**Other:** Code 6 refers to any other related material used for outside wall which does not belong to the above 5 categories. You must circle 6, specify the main type on the space provided then write code 6 in the box.

### **2. What is the main type of material used for the roof of this dwelling?**

Categories are the same as the one for outside wall except that there is no poured concrete. This means that poured concrete is categorized under concrete.

### **3. What is the main type of material used for the floor of this dwelling?**

Note, only two types of material were used for the floor. One is concrete, where cement is being used. The other type is wood.

### **Question H3 – GIVE ONLY THE MAIN SOURCE OR FACILITY**

#### **1. What is the main source of drinking water?**

Since this is a household question, the main source of drinking water refers to the main source of drinking water used by the majority of the household.

**Own Cement or Other Tank:** refers to any tank, cement or any other form of tank used to collect only rain water but is owned by household.

**Neighbor / Community Cement or Other Tank:** refers to any tank, cement or any other form of tank used to collect only rain water but is owned by neighbor or community.

**Bottled water (Purchased water):** refers to the water being packed in bottles and sold in shops or from manufacturing. Also refers to the water that are sold at the Small Industries and other related places where people uses containers they brought with them.

**Boiled water:** refers to the water that has been boiled, whether it is rain or any other type of water. If it is boiled prior to be used as drinking water, then it is recorded in this category.

**Piped water supply (Tap water):** refers to the water distributed through the pipe into the households. In town areas, their water supply is owned by the Tonga Water board, while in most villages, they have their own individual piped water.

**Other:** Any other related category that is not in the above-mentioned groups is coded as 7. This needs to be specified then write number 7 in the box.

#### **2. What is the main source of water apart from drinking water?**

This question refers to the main source of water used apart from drinking. Here, the categories are piped water supply, cement or other tank and own well. Own well refers to the underground water found in a hole that has been dug in the ground.

#### **3. (a) Does this household have any of the following facilities?**

**Solar, Electricity or Liquid Propane Gas hot water system:** refers to the hot water system which is running with by solar energy, electricity power or Gas.

**Shower or bath:** refers to “falekaukau” in Tongan.

**Toilet:** refers to; if this household have toilet (has toilet facilities) or not (toilet facility has not established) which means that individuals use the fields, sea etc. If YES, then attend H3.3 (b) and if NO, then skip to H3.4.

#### **3. (b) What is the main toilet facility?**

**Flush toilet** – refers to the one that automatically flushes after use, in which a button is pressed to activate the flushing process.

**Manual flush** – refers to the type of toilet where the user collects water using a container and manually poured the water inside, causing it to be flushed.

**Pit** – refers to the ones that are not using water at all.

#### **4. What is the main source of lighting?**

Answer only the main source of lighting used to illuminate the household during dark periods.

#### **5. What is the main type of energy for cooking?**

Answer only the main type of energy used in preparing food.

#### **Question H4 – GOODS IN THE HOUSEHOLD**

##### **1. Does this household have any of the following goods?**

All the goods coded from 01 to 13 are to be asked one after the other. If yes to any of the goods, then circle the appropriate code of choice and enter that code in the box provided on the right side of the listed goods.

#### **Question H5 – INFORMATION TECHNOLOGY**

##### **1. Does this household have access to internet?**

This question refers to at least one of the members of the household who access the internet. It also requires an indication of the place where this particular person accesses the internet, whether at home, work, or any other place like the family or friend's house or access to internet by mobile phone. Note that there can be more than one choice if more than one person is accessing the internet or just one person is accessing the internet at more than one of these three categories. For number 4, no access to the internet means, no one in the household accesses it.

#### **Question H6 – HOUSEHOLD WASTE DISPOSAL**

##### **1. How does this household mainly dispose its waste?**

Indicate which of the 5 possible methods are used mainly by the household to dispose of its household wastes.

#### **Question H7 – TENURE**

##### **1. What is the tenure of this household?**

This question is designed to determine if the dwelling in which the household lives is owned or rented. It may be rent free (residents are allowed to live there for free), which in this case, circle 3. If there are some other arrangements, circle 4 and write it down on specified space.

##### **2. Where does the owner live?**

This question is done only if the house is *not owned* by the residents. It determines the residence of the owner of the dwelling in which the household resides. Enter the village/island in which the owner lives if the he or she lives in Tonga. On the other hand, if the owner lives outside Tonga, write the name of the country. *The coded box is to be coded in office.*

#### **Question H8 – INCOME**

##### **1. What was the main source of income for this household during the past 12 months?**

This question is designed to determine which type of activity was completed to earn the most money, i.e. what was the main source of income? Do not record all sources of income, but only the *source that the household earned its greatest amount of money*. The purpose of this question is to determine how the household earned money over the past 12 months.

**Wages or salaries** are normally earned from an employer who has paid the members of the household to complete some forms of work.

If the household **owns a business** such as a store or factory from which money was earned, then this was their main source of income

If any member of the household had sold **the fish they caught, the crops they grew or the handicrafts** they made and these are the main sources of income for the household, and then this answer should be selected.

If the **household owns a house that is rented for money** and this is the main source of income, then this option should be selected.

Money sent to the household from friends or relatives overseas or who reside outside the household, is known as **remittances**.

If the income of the household mainly comes from the periodical allowance for past services paid by the government or employers, then **Pension allowance** should be selected.

If the household has depending from outside source of income, such as churches, NGO, relatives, friends, etc then this household has **No strong income**.

Money from any other source should be noted in the **'Other source'** if this was the main source of income.

### **Question H9 – REMITTANCES**

#### **1. Did this household receive any remittance from within Tonga or outside Tonga during the past 12 months?**

The purpose of this question is to determine if the household received any remittance and where this remittance came from. That is, whether this was given to the household by individuals who *live in Tonga* or individuals who *live outside Tonga*.

#### **2. How often did this household receive these remittances?**

The second part of the question, "How often did this household receive these remittances?" is to determine the frequency or how often the remittances have been received. If there is no pattern of regular receipt of remittances or the frequent use, then answer box 6: 'Occasionally' refers to not regular which means, it can come at anytime or just when occasions happen.

### **Question H10 – MORTALITY**

#### **1. Have any residents of this household died during the last 12 months?**

The purpose of this question is to find out if any person who lived in the household died during the past year, and his or her sex and age at the time of death.

If the answer is yes that there has been death in the household during the past 12 months, then provide the details in the boxes below the question. If there have been no deaths then the answer is 2. If No, then proceed to the personal questionnaire, beginning with the head of the household.

## **PART 2 - PERSONAL QUESTIONNAIRE FORM (PC3: POPULATION CENSUS 3)**

### **Question P01 – What is this person’s full name?**

This question is asked for identification purposes only; for example, checks can be made to make certain that the person is not counted twice, and to ensure that each person listed in the roster on the household questionnaire is accounted for with a personal questionnaire.

Names should be written following the custom of the person being enumerated. All names should be written, and ensure that the spelling of all names is correct. ‘Unofficial’ names that is ‘nicknames’, ‘pet names’ etc., should not be used. If a very young child has not yet been named, write ‘**unnamed child**’ in the box.

### **Question P02 – What is this person’s relationship to head of Household?**

This question is asked of everyone in the household to show how each person is related to ONE REFERENCE PERSON, that is the person identified as the Head of Household, who should be identified first – person number 01. All other persons in the Household are shown in the way they are related to the Head in the following way, e.g.

Spouse (Wife or husband)                      of Head of Household  
Biological – born son/daughter              of Head of Household  
Adopted – son/daughter                      of Head of Household  
Brother/Sister                                      of Head of Household  
Grandchild  
Parents of head  
Parents of spouse  
Child of spouse  
Other relatives  
No relation

‘**Adopted**’ here means that the son/daughter is not the ‘*natural*’ or ‘*biological*’ son of the Head but has been ‘adopted’ by him/her as a son/daughter. Legal and customary adoptions are *not* treated differently.

The same system applies to marriage as to adoption. Marriage is recognized by the census whether it is legal or by custom, ‘*de facto*’, consensual union, etc. as one and the same. As an enumerator, you should not treat the two separately. ‘*Wife*’ and ‘*Husband*’ should be used if they relate to persons in a domestic relationship who think of themselves as “**married**”.

Relatives who are not close, e.g. Wife’s sister’s husband’s mother, (more than three parts) should be described as ‘**Relative**’.

Persons who are not related but who are living in the household (e.g. friends of the Head, housekeepers, and unrelated visitors) should be shown as ‘**No Relation**’.

Do NOT use the English terms such as nephew, uncle, aunt, brother-in-law, mother-in-law and mother-in-law, but use the Tongan terms for example, brother’s son, mother’s husband, father’s sister or wife’s mother. *Note that the office use only shaded box is to be coded in the Statistics office.*

**Question P03 – What is this person’s sex?**

This question should be answered for all persons, by putting number 1 in the box if this person is a male, and number 2 if female. In the case where the sex of the individual is not apparent, for instance with very young children, the Head of Household or other responsible person should be questioned. There is no need to take your investigation further than this. It is important that this question be answered correctly so do not guess in doubtful cases, and do not go to extremes.

**Question P04 – What is this person’s date of birth and age?**

For some people, this question may be one of the hardest to answer with certainty. You are likely to find many people who do not know their exact date of birth, and now have no certain way of finding out. An incorrect statement of a person’s age is one of the most serious problems which census analysts have to put up with, and this happens in all censuses. Some patience and good sense can be used to reduce the errors and arrive at the best response.

The best source of information for dates of birth will be **Birth Certificates or Church records** where these exist. One reliable date of birth in the household may help others in the same household remember their own birth date more accurately. For example, if the wife’s birth date is known, it may be possible to work out the husband’s date approximately if it is known whether he is older or younger than his wife. If they were in the same class at school for instance, they would be close to the same age, at least within a year or two. You will be able to think of similar examples yourself.

A calendar of events can be used to assist you in determining approximate dates of birth together with a table which converts date of birth to age. Often, parents or relatives will remember the birth or approximate age of a person by relating to the occurrence of some special events, e.g. the Coronation of the present King or the outbreak of War in the Pacific, with the bombing of Pearl Harbor in December 1941. Some, who were just babies (not yet walking) when this occurred, would have been born in 1941 or 1940. If someone remembered having just finished primary school at the time, it is likely that the person was about 12 years old and so would have been born at about 1929. Other examples and possibilities that occur to you can also be used. The appearance of the person being enumerated can help you judge the approximate age, and you can fix the date of birth more exactly by using the Calendar of Historic Events (see appendix). For example, find an event which happened some times when the person’s age was known or can be guessed fairly accurate, and work out the date of birth by subtracting the age at that time from the year of the event. It is important not to be confused in remembering “an event which happened when I was X years old”, and remember **hearing** about the event perhaps some time after it actually occurred. You must have a year of birth for **everyone** counted in the census. Where the day and month are known as well as the year, write them in the space provided. Where the birth date must be estimated, write the year only.

As a check, please use the table provided to establish the person’s age in years, confirming it with the respondent by saying **so you must be xx years of age?** Write the age in the age box.



**Question P05 – What is this person’s place of birth?**

**Place of birth** of a person means is the usual place of resident of mother when this person was born.

Ask in which village this person was born. If the person was born within the division of Tongatapu you are helping to enumerate, just enter the name of the village. If they were born elsewhere in Tonga, write down the name of village and the island group. If the person was born abroad, state the name of the country only. Where a mother travels to another area (say to a hospital) or another country in order to give birth, record the village or country in which she usually resided at the time the person was born.

*Note that the office use only shaded box is to be coded in the Statistics office.*

**Question P06 (a) – What is this person’s Ethnic Origin?**

This question is related to a person’s ancestry and/or the ethnic group with which they are identified. The answer provided by your respondents should normally be accepted. The most frequently occurring answer will be ‘Tonga’. This and the more common responses are pre coded in the questionnaire, so please circle the response then write the number of your answer in the box provided. Do not read the list out loud but rather let the respondent say what they believe their ethnicity to be. Where there is no appropriate pre coded answer, please write the ethnic group declared by the respondent in the ‘other specify’ answer category. Persons from other Pacific Islands should answer ‘other Pacific Island’. Persons of Indian ancestry from Fiji should be described as ‘Fiji Indian’. Persons of Asian descent are those such as Japanese, Korean, Indian, Pakistani etc. Chinese are categorized separately. All people of European descent (this will include white Australians, New Zealanders and Americans) should be classified as “European”.

**Question P06 (b) – What is this person’s Citizenship?**

Citizenship is the legal nationality of each person. A citizen is a legal national of the country of the census; a foreigner is a non-national of the country. The country of citizenship is not necessarily identical to the country of birth. Therefore, information on citizenship should be collected so as to permit the classification of the population into:

1. Tonga by birth / citizen by birth
2. Tonga by naturalization / citizen by naturalization (by marriage or other means)
3. Other country / foreigner

*Note that the office use only shaded box is to be coded in the Statistics office.*

**Question P07 - What is this person’s Marital Status?**

*Only* ask the question as it is worded on the questionnaire and record the response provided by the respondent.

**1. Never married** applies to a person who is not now and never has been married.

**2. Married** applies to a person who is *presently married*, and who normally lives with the spouse. The census is not trying to find out who is legally married and who is not. No distinction should be made between couples whose marriage has been sanctioned by Church or State and those couples living together as husband and wife.

**3. Widowed** is for a person, male or female, who has been married but whose spouse has died.

**4. Divorced/Separated** is for a person who has been married but is divorced or separated, either legally or by custom, and no longer thinks of the former partner as a spouse. A person whose spouse is temporarily absent but intends to return should be shown as married.

**5.** Any other type of marital status apart from what has been explained is categorized as '**other**' and needs to be specified.

Although it is possible for a person to have been in each of these categories at one time, at the time of the census a person may only be in *one at the time of the census*.

#### **Question P08 – What is this person's Religion?**

Write the religion or church for an individual's congregation that the respondent indicates in response to the question. Below is the list of possible religious names for the answers given by the respondents. Put the correct code in the answer box.

- |                                  |                                    |
|----------------------------------|------------------------------------|
| 1. Free Wesleyan Church          | 10. Constitutional Church of Tonga |
| 2. Roman Catholic                | 11. Gospel Church                  |
| 3. Latter Day Saints             | 12. Bahai Faith                    |
| 4. Free Church of Tonga          | 13. Hindus                         |
| 5. Church of Tonga               | 14. Islam/Muslim                   |
| 6. Tokaikolo Christian           | 15. Buddhist                       |
| 7. Anglican/Church of England    | 16. No religious affiliation       |
| 8. 7 <sup>th</sup> Day Adventist | 17. Refuse to answer               |
| 9. Assemblies of God             | 18. Others                         |

You must write the name of the religion on the space provided and the appropriate number code that corresponds to that church. If any respondent indicates any religion that is not on the list, then write the name of that religion on the space provided, and put 18 in the answer box. If that person refuses to answer, then write down 'refusal' since they have the right to do so and use code 17. If the person says they have no religion then write no religion and enter code 16.

Young children may be assumed to have the religion of the Head of Household, unless questioning indicates otherwise.

*Note that the office use only shaded box is to be coded in the Statistics office.*

#### **Question P09 – Does this person usually live in this village?**

This question is included in the census to distinguish between those who usually live in the village from those who do not usually live there, and whose presence is temporary. The **place of usual residence**: is the geographic place where the enumerated person (a) has lived for the past six months or more, or (b) having arrived in that geographic area during the last six months and intends to stay there for 6 months".

If the *person usually lives in this village* being enumerated, circle '**yes**' then put code 1 in the box. If the person is in the Household at the time of enumeration but is not considered to be a usual member and is *normally living elsewhere*, circle '**no**' and write the name of the village or country if not in Tonga where the person usually lives. The distinction between being a residence and merely visiting is sometimes difficult to make but in this case, we should accept **6 months or more** as 'residence'. If the individual normally resides on another island in Tonga, enter the name of the island group as well as the village. If the person is normally residing abroad, state only the name of the country. *Question P09.2 is to be coded later in the Statistics office.*

## **Question P10- INTERNAL MIGRATION**

### **1 Where did this person live 1 year ago?**

*If this person is less than 1 year of age, then mark 0000 in the box provided.*

Write down the name of the village where this person lived at the same time last year. If it is here in Tonga, if available, then write down the name of the island group as well as the village. If this person lived outside Tonga one year ago, then write only the name of the country. *The code is to be done in the Statistics office.*

### **2 Where did this person live 5 years ago?**

*If this person is less than 5 years of age, then mark 0000 in the box provided.*

Write down the name of the village where this person lived 5 years ago. If it is here in Tonga, then write down the name of the island group as well as the village. If this person was living outside Tonga five years ago, then write only the name of the country. In cases where people find it hard to recall their memories, historical events would be very useful to mention in order to arrive at an answer. *The code is to be done in the Statistics office.*

## **Question P11**

### **1. Does this person have any disabilities?**

**Persons who have disabilities are defined as those who are at greater risk than the general population, for experiencing restrictions in performing specific normal day to day activities, or from participating in role activities.**

If yes, this question refers to persons having problems with seeing, hearing, walking, climbing stairs or the use of their arms, remembering or concentrating. If any of these four disabilities exist, then information on the extent of the disability is asked. The 4 possible responses include: no difficulty at all; some difficulties; a lot of difficulties; and finally, cannot do at all. This question refers to all persons who answered 'yes' to question P11-1.

### **2. Does this person have difficulty in:**

#### **a. Seeing, even wearing glasses?**

##### **1. No difficulty at all:**

The condition applies even if they use glasses. Typical types of things that a person can see with no difficulty are:

- Can identify objects, signs and people from across the road.
- Can identify materials (book, pictures) that are held at arm's length.
- Can see pictures clearly on the television.

##### **2. Some difficulties:**

Respondents, who experience some activities difficulties such as a little difficulty seeing objects far away or needing to look at it close up, should respond to this section.

Other situations in this section include: objects from across the road, at a close range or at arm's length, pictures on the television appears blurry or are unclear.

##### **3. A lot of difficulties:**

Persons who answer this section have great difficulty navigating their environment.

Objects from across the road, at a close range or at arm's length, and pictures on the television cannot be identified. The person may experience peripheral vision loss.

##### **4. Cannot do at all:**

The person is essentially blind. The person is unable to navigate his or her environment without the aid of equipment (e.g. white cane) or the help of a person.

## **b. Hearing, even if using a hearing aid?**

### 1. No difficulty at all:

- The person can hear soft and loud sounds.
- The person can hear high ('sssss') and low ('mmmm') pitch sounds clearly.

### 2. Some difficulties:

- The person may not be able to hear soft sounds (quiet talking) clearly.
- The person may not be able to hear loud sounds (yelling) clearly.
- The person may not be able to hear high pitch ('sssss') sounds clearly.
- The person may not be able to hear low pitch ('mmmm') sounds clearly.

### 3. A lot of difficulties:

- The person needs to face other people talking to them.
- The person may rely a lot on lip reading, gestures and sign language for communication, however can still hear some sounds.

### 4. Cannot do at all:

- The person is deaf.
- The person is unable to hear any sounds.
- The person communicates through lip reading, gestures and sign language.

## **c. Walking, climbing steps or use of arms?**

### 1. No difficulty at all:

- The person can walk and climb stairs freely and use arms, unaided and in a coordinated manner.

### 2. Some difficulties:

- The person has some difficulties walking or climbing stairs or using their arms in a coordinated manner.
- However, the person is able to function independently with limited use of equipment.
- The person may need the long term use of equipment to help them such as a walking stick, walking frame, grab rails or crutches. The person may need the use of a wheelchair when traveling long distances.
- The person may have an amputation, however is still independent and does not need much help from another person or from the use of equipment.
- The person can still perform most tasks without the help of another person.

### 3. A lot of difficulties:

- The person has a lot of difficulty walking or climbing stairs or using their arms in a coordinated manner.
- The person needs the long term use of equipment to help them move such as a wheelchair or hoist.
- The person may have an amputation however needs help from a person or from the use of equipment to complete tasks.
- The person needs help from another person to do some tasks (e.g. bathing, eating, dressing, and moving from one place to another e.g. bed to chair or one level in a building to another). The person can still assist with these tasks in some way.

### 4. Cannot do at all:

- The person requires the assistance of another person to do all tasks for them (e.g. bathing, eating, and dressing, moved from one area to another, e.g. bed to chair).
- The person needs the long term use of equipment to help them move (e.g. wheelchair, hoist)
- The person has very limited voluntary movement and coordination.

#### **d. Remembering or concentrating?**

##### 1. No difficulty at all:

- The person is able to learn, understand and remember information given to him or her easily.
  - The person learns, understands and remembers information at a level that is similar to other people of the same age.

##### 2. Some difficulties:

- The person is slow in learning, understanding and remembering information given to him or her.
  - The person learns, understands and remembers information at a level that is slightly below other people of the same age.

##### 3. A lot of difficulty:

- The person has a lot of difficulties in learning, understanding and remembering information given to him or her.
  - The person learns, understands and remembers information at a level that is significantly below other people of the same age.

##### 4. Cannot do at all:

- The persons cannot learn, understand or remember information given to him or her.
- The person is at a level that is severely below other people of the same age.

#### **Question P12-Injury or Illness**

##### **1. Did this person had any health complaint, illness or injury, during the last 2 weeks?**

A person should answer 'yes' to this question if he or she had experienced any medical condition that was different from his or her usual condition. This includes all health complaints such as headaches, backaches, cuts and wounds, broken limbs, scrapes or bruises. It also includes all illnesses, including any non-communicable disease such as diabetes etc. If no, then go to question P13.

##### **2. Where did this person seek care?**

The respondent has to specify the following types of care being used (from code 1 up to 6) and it refers to the main one. 'Other' is classified as any other medical care other than code 1 to 5. So if the answer is from code 1 to 6, then go to P13. If on the other hand the respondent chooses code 0, then go to question 12.3. ***Refer to the supplementary information provided for more information.***

##### **3. Why did this person did not seek care?**

Respondents only go to P12.3 if they answered 0 (Did not seek care) in P12.2. This question requires the reason that the person did not seek care for the ailment that he or she suffered from. Write the answer in the space provided on the questionnaire and select the most appropriate response from the list of codes below.

***Refer to the supplementary information provided for more information.***

- Not ill enough**
- Cannot afford treatment**
- Too far to travel**
- Service at provider is poor**
- Too busy**
- Other**

Note that the office use only shaded box is to be coded in the Statistics office.

**QUESTIONS P13-P16 APPLY ONLY TO PERSONS 5 YEARS OF AGE AND OVER.**

**Question P13-School Enrollment**

**1. Is this person currently attending school or pursuing other forms of education or training?**

This question refers to all of those who are currently engaged with any form of education or training. Identify those who are in either part-time or full-time study as well as those who are not doing any study at all. 'Full time' means that the person attends classes throughout the normal academic day, whilst 'part time' refers to a person who does not attend classes throughout the normal academic day.

**2. What type of school is this person attending?**

This question refers to the type of school that is, whether it is operated by the government and is a public school, or by a private group, or by a church.

**3. What is the highest level and grade of schooling reached?**

Report only the highest grade in each level that has been reached by using the codes listed on the questionnaire.

Never been to school (0): applies to those that never been to school before or no schooling. You must circle 0 and write 0 in the level box also 0 in the grade box just like the example is shown on the other page then go to P15.

0 Never been to school → GO TO P15

1. Pre-school / Kindergarten

2. Primary school

3. Secondary School

Highest class reached

1	2	3	4	5	6
---	---	---	---	---	---

Highest form reached

1	2	3	4	5	6	7
---	---	---	---	---	---	---

level

0
---

grade (year)

0
---

Pre-school /Kindergarten (1): applies to those that are currently at the pre-school or kindergarten as the highest level of schooling attended. You must circle 1 (Pre-school /Kindergarten) and write 1 in the level box and 0 in the grade box. Its example is shown below.

1 Pre-school / Kindergarten

2. Primary school

3. Secondary School

Highest class reached

1	2	3	4	5	6
---	---	---	---	---	---

Highest form reached

1	2	3	4	5	6	7
---	---	---	---	---	---	---

level

1
---

grade (year)

0
---

Primary School (2): For example, if the student is currently attending Primary School. If the person is class 1, then circle 2 (Primary School) in the level box and 1 (highest class reached) in the grade box.

2 Primary school	Highest class reached						level	grade (year)
	1	2	3	4	5	6	2	1

The rest of the code will apply the same answer as shown above and for others answer similar to the example below.

2. Primary school	Highest class reached						level	grade (year)	
	1	2	3	4	5	6	2	1	
3. Secondary School	Highest form reached								
	1	2	3	4	5	6	7		
4. Technical /vocational (TVET)	Year reached								
	1	2	3	4	5	6			
5. University	Year reached								
	1	2	3	4	5	6			
6. Other									

**Question P14 - What is the highest qualification this person has achieved?**

The next page shows a table to categorize the qualifications and where they belong to. It is required for you to circle the appropriate choice of the highest qualification the person reached and write its number in the clear box provided then specify the qualification on the space provided below.

None of the above: means that the person did not pass to secondary school as still in Pre-school/Kindergarten and Primary School.

Other qualification: if the qualification achieved is not found in the categories below 1 to 5 and 7.

Note that the office use only shaded box is to be coded in the Statistics office.

	<b>Qualification Achieved</b>	<b>School Level</b>
<b>1. Primary School</b>		
	Pass entry to secondary school	
<b>2. Secondary School Certificate</b>		
	Lower Leaving Certificate	F/4
	Higher Leaving Certificate	F/5
	Tonga School Certificate (TSC)	F/5
	New Zealand or Australia School Certificate	F/5
	NZ University Entrance (NZ UE)	F/6
	New South Wales Higher School Certificate	F/6
	Pacific Secondary School Certificate (PSSC)	F/6
	NZ or Australia Bursary Exam	F/7
	South Pacific Form Seven Certificate (SPFSC)	F/7
<b>3. Certificate or Diploma (TVET)</b>		
	Certificate in Information Technology, Nursing, Teaching, Accounting, Agriculture, Tourism and other technical certificates	
	Diploma in Information Technology, Nursing, Teaching, Accounting, Agriculture, Tourism and other technical certificates	
<b>4. Degree</b>		
	BA, BD, BSc, LLB, MBBS, etc	
<b>5. Post Graduate Degree</b>		
	Post Graduate Diploma, Master of Arts, Master of Science, and PhD	
<b>6. Other qualification</b>		
<b>7. None of the above</b>		

**Question P15 - Can this person read and write a simple sentence?**

This question is asking whether the person can read and write in Tongan and English. Note that there is no methodology of testing used, but it relies on the question being asked to the respondents and their responses to the question. Therefore, each person that indicates he or she **can read and write in each language**, must circle 'Yes', with the corresponding code number 1 inserted in both boxes. If no, code 2 is to be circled and entered in the answer box.

*Note that the office use only shaded box is to be coded in the Statistics office.*

**Question P16 – Does this person smoke tobacco or cigarettes on a daily basis?**

This question is for any tobacco or cigarettes user. Any other form of smoking is not considered in this question. In addition, the person has to be smoking regularly with at least one cigarette or tobacco per day before the "Yes" answer is circled, with the corresponding code number 1 written in the box.



## **ASK P17.1 – P28 ONLY TO PERSONS 15 YEARS OF AGE AND OVER**

### **Question P17 – Labour Market Activities**

#### **1. During last week, what type of work did this person mainly do?**

- a. **‘Work for pay’** refers to work for pay which includes wages, salary, contract, commissions or was operating a business.
- b. Secondly, it refers to work to support the household by producing goods mainly for sales. For instance, work that involves farming, gardening, fishing and handicrafts mainly for sales.
- c. The answer refers to work to support the household by producing goods **mainly for consumption** as in farming, gardening, fishing and handicrafts.
- d. ‘Other’, refers to all other types of work that this person pay from it or unpaid that does not fall in either of category 1 to 7 or part (a) to (c). You are to circle category 8 and specify those as ‘Other’ in the space provided.
- e. *None of the above, because he or she did only **housework, full time student, retired/too old or disabled/handicapped** – circle 9.*

#### **Question P18 – During the last week, did this person have a job at which he/she did not work?**

This question refers to those who have had a job but did not work last week due to some reasons. 1=Yes and 2=No.

#### **Question P19 – What was the main reason this person did not work at his/her job last week?**

*Select the most appropriate code based upon the answer to the question provided by the respondent. If ‘Other’ is the best answer, please specify the reason the person did not look for work.*

This question refers to those who did not work last week due to being sick or being injured, being temporarily lay off from work due to casual leave, special personal leave or any other kind of leave. It also includes those who were on school holidays, and vacation. Also includes reasons like bad weather or national events like funeral, and wedding etc. Any other related-reason should be included as ‘other’ and specify accordingly.

### **Question P20 - OCCUPATION**

#### **1. What is this person’s principal occupation?**

Occupation here refers to the kind of work done by a person during the reference week. The principal occupation means the occupation which is regularly followed and to which the person devoted **most of his/her time**. General or vague entries are not satisfactory. The best short description of a person’s occupation is usually his/her job title.

Avoid making vague entries such as laborer, inspector, clerk, repairman etc. You should carefully take into account your description, to give some idea of the level of skill or responsibility involved in the job and what function is performed. Two or more words may be used to describe an occupation properly e.g. farm laborer, dock laborer, accounts clerk, police inspector, health inspector, car repairman, telephone repairman etc.

Avoid “inflating” or general job descriptions for example, ‘engineer’ is an occupation which requires a level of education and skill beyond that of ‘mechanic’ where the occupation can usually be earned by apprenticeship or on the job. Someone who does machinery repairs is

more likely to be described as a 'mechanic' than an 'Engineer'. The *Code is to be done at the Statistics office.*

## **2. What task did this person perform in that job?**

This refers to the person's specific principle role within the occupation, for example, teaching mathematics, washing dishes, building houses etc.

### **Question P21 – INDUSTRY**

#### **1. What is this person's main employer?**

State the name of the department if Government or name of Employer. Main employer refers to place where the person is employed or the source from which most of his/her income is derived. It is important that the distinction between industry and occupation is clearly understood.

#### **2. What is the main activity of this employer?**

The employer's main activity is being asked here for example, providing telephone services, selling groceries, painting houses, providing transportations etc. *The code is to be done later in the Statistics office.*

### **Question P22 – What is this person's status of employment? (Answer P22 then go to P27).**

Status of employment has been classified under 6 main groups, namely, an employee government, employee quasi government, employee – private employer, an employer, self-employed, and unpaid family worker.

1. **An employee government**: A person who works for the Government.
2. **An employee quasi government**: A person who works for the Government Statutory Boards and Commission, for example; TCC, Reserve Bank of Tonga, Tonga Electoral Commission, Boundary Commission etc
3. **An employee private employer**: A person who work for the private firms or business, for example; OE, Leiola Duty Free Shop, Fund Management etc.
4. **An employer**: An employer is a person who operates his/her own firm or business, is engaged independently in a profession or trade and employs **one or more paid workers**.
5. **Self employed**: A person who operates his/her own farm or business or is engaged independently in a trade or profession **without having any paid worker to assist him/her**.
6. **An unpaid family worker**: A person who works without pay of any kind, in a business or economic enterprise operated by a related person living in the same household.

### **Question P23 – Did this person look for paid work last week?**

We now have to look for the definition of unemployment, which is the combination of both this question, P23 and P25. This is to see if this particular person is looking for job and was available to work. Hence, if the answer is yes then go to question 25, if no then continue to question 24 where we have to know the reason for not looking for job.

### **Question P24 – Why didn't this person look for paid work last week?**

Possible reasons for not looking for jobs have been coded from 1 to 6 as being shown in the questionnaire form. Note that 'Believes no work available' means that the person is very familiar with labor market conditions and knows that there are no jobs available in the area and therefore know that it would be fruitless to look for work. Based upon the listed possible responses, choose the most appropriate one, circle it and write the equivalent code in the code answer box. Any other related reason should be coded 7 and specify.

**Question P25 – During the last week, was this person willing and available to start work?**

This is to determine whether this particular person was willing and available to start work last week if a job had been offered to him or her.

**Question P26 – Is this person registered for employment?**

This question is to check whether the respondent is registered for employment in either by Government Ministries or Non-Government Organization (NGO), whereby these two sectors help persons look for jobs. All who are interested in finding a job should contact this department and give them details of qualification and experience so that the department can contact with possible employers for work opportunity. Sometimes organizations will leave their work requirements to this section and these sectors will try to find a suitable employee.

**Question P27 – UNPAID WORK**

**1. During last week, did this person do any unpaid work for the family, church or community?**

This question is to determine if the person did any voluntary or unpaid work for the family, church or community or any other related organization and for which no compensation was paid.

**2. What is the main type of unpaid work that this person did?**

Based upon the response to this question, circle the most appropriate answer from the list and put the appropriate code in the code answer box.

**Question P28 –During the last week, what other activities did this person engage in?**

This question is targeted to get all those who have engaged in any fishing including gathering live or dead marine products or other cultural activities such as those ones like farming, handicrafts or others.

**Question P29 – ELECTORAL VOTER (Ask this question only to person 22 years of age and over or born before 1<sup>st</sup> of October 1989)**

**Question P29.1-Did this person register to vote in the 2010 election?**

This question is to determine if the person registered to vote in the 2010 election. If yes then GO TO P29.3, if No then GO to next question P29.2.

**Question P29.2-Why this person did not register to vote in the 2010 election?**

There are 5 choices for selection if the person did not register and they are: was travel overseas during the registered period, sick, not interested to register, he or she did not know they were to register to vote and any other reason why this person did not register will have to be specified in the space provided.

**Question 29.3- Where this person most likely to be in the next 3 years?**

This question is to determine where most likely this person live in the next 3 years for the next election that will be held in the next 3 years.

*Note that the office use only shaded box is to be coded in the Statistics office.*

**Question P30 – FERTILITY (ASK QUESTION P30.1-30.5 ONLY TO FEMALES 15 YEARS OF AGE OR OVER.**

These questions are designed to determine the numbers of children born. This information is essential to policy makers in making estimates of the size of future populations of the country and the types of government services they might need. Because some of these questions deal with death of a child, some respondents may find it difficult to discuss these matters. Try to be sympathetic and patient with the woman who finds these questions to be sensitive.

**1. Has this female ever given birth, even if the child died later?**

This question refers to all live births even if the child died shortly after the birth.

**2. How many did this female give birth to who are still alive and are living?**

This refers to the live births that are still alive and are living either within the household, secondly, somewhere in Tonga and those who are overseas. The sex of each of these child is requested and the total of both sexes.

**3. How many children of each sex did this female give birth to who have died?**

This refers to those children that have been dead by now. Record here the number of children, by sex, who have died later.

**4. How many children have ever been born alive to this female?**

This question is to check the responses to the two previous questions. The total by sex in P29.2 + P29.3 = the total in P29.4.

**5. What is the date of birth and sex of this female's last child born alive?**

This question is to determine when the woman last had a live birth.