



## **Technical Manual**

# **Labour Force Survey and Forms of Employment Survey, Australia: Basic and Expanded CURF, Technical Manual**

**Australia**

**November 2008**



**Technical Manual**

**Labour Force Survey and  
Forms of Employment  
Survey, Australia: Basic  
and Expanded CURF,  
Technical Manual**

**Australia**

**November 2008**

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AUSTRALIAN BUREAU OF STATISTICS

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## INQUIRIES

- For further information about these and related statistics, contact the National Information and Referral Service on 1300 135 070 or Labour Market Statistics Section on Canberra (02) 6252 7206.

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## ABBREVIATIONS

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<b>ABS</b>	Australian Bureau of Statistics
<b>ABSDL</b>	Australian Bureau of Statistics Data Laboratory
<b>ANZSCO</b>	Australian and New Zealand Standard Classification of Occupations
<b>AVCC</b>	Australian Vice-Chancellors' Committee
<b>CURF</b>	confidentialised unit record file
<b>FOES</b>	Forms of Employment Survey
<b>LFS</b>	Labour Force Survey
<b>RADL</b>	Remote Access Data Laboratory
<b>RSE</b>	relative standard error
<b>SACC</b>	Standard Australian Classification of Countries
<b>SAS</b>	software package for preparing and executing computerised data analysis
<b>SE</b>	standard error
<b>SPSS</b>	software package for preparing and executing computerised data analysis
<b>STATA</b>	software package for preparing and executing computerised data analysis

# INTRODUCTION

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## OVERVIEW

This manual provides information about the release of microdata from the November 2008 Labour Force Survey (LFS) and the Forms of Employment (FOE) Survey. The microdata are available as a Basic Confidentialised Unit Record File (CURF) and an Expanded CURF released with the approval of the Australian Statistician. The Basic CURF is available on CD-ROM, and via the Australian Bureau of Statistics (ABS) Remote Access Data Laboratory (RADL). The Expanded CURF is accessible only through the RADL. Expanded CURFs allow more detail to be presented for some data items, for example, age, industry, occupation, hours and number of employees.

The RADL is a secure, on-line database query service, which clients can access via the ABS website. Users of the RADL can submit programs in SAS, SPSS and STATA software to interrogate and analyse the microdata, and access the results. Further information about the RADL facility and information about obtaining access to the file is available on the ABS website.

## ABOUT THE SURVEY

The monthly LFS provides information on the labour market activity of the usual resident civilian population of Australia aged 15 years and over, including estimates of the number of employed and unemployed people, the unemployment rate and the labour force participation rate. Estimates from the November 2008 LFS were published in *Labour Force, Australia* (cat. no. 6202.0) in December 2008. This publication is included on the CURF CD-ROM and the RADL website as the Acrobat file 62020\_NOV2008.pdf.

The FOE Survey is conducted in November each year as a supplement to the LFS. The 2008 survey collected information about employed people aged 15 years and over regarding the nature of employment arrangements in the Australian workforce as well as information about independent contractors, other business operators and employees. Information was also collected about people who found their job through a labour hire firm/employment agency. Estimates from the survey were published in *Forms of Employment, Australia, November 2008* (cat. no. 6359.0) in June 2009. This publication is included on the CURF CD-ROM and RADL website as Acrobat file 63590\_NOV2008.pdf.

## FUTURE RELEASES

The November 2008 LFS and FOE Survey CURFs are the sixth containing microdata from the LFS. Upcoming LFS CURFs are:

- LFS and Labour Mobility, February 2010, scheduled for release in November 2010; and
- LFS and Employee Earnings, Benefits and Trade Union Membership Survey, August 2010, scheduled for release in July 2011.

It is planned that future CURFs will be released as basic and expanded CURFs.





## SURVEY METHODOLOGY

### SAMPLE DESIGN

The LFS is based on a multi-stage area sample of private dwellings and a list sample of non-private dwellings and covers about 0.24% of the population of Australia. Households are interviewed each month for eight months, with one-eighth of the sample being replaced each month. In November 2008, the number of fully responding individuals was 42,112.

The FOE Survey is conducted on 7/8ths of the LFS sample and covers both urban and rural areas in all states and territories, but excludes people living in Indigenous communities in very remote areas of Australia. Information is collected about employed people aged 15 years. In November 2008, the number of fully responding individuals (after taking into account scope, coverage and subsampling exclusions) was 22,037.

### SAMPLE SIZE

The LFS sample size in November 2008 was approximately one-third smaller than the sample size in November 2007. This is due to an 11% sample reduction that was implemented from November 2007 to June 2008 based on the 2006 sample design, and an additional 24% sample reduction implemented in July 2008. Detailed information about the sample reduction is provided in *Information Paper: Labour Force Survey Sample Design, Nov 2007 (Second edition)* (cat. no. 6269.0).

The reduced sample will still be representative, with selections made across all parts of Australia.

- The scope of the LFS is restricted to people aged 15 years and over and excludes the following people:
- members of the permanent defence forces
- certain diplomatic personnel of overseas governments, customarily excluded from the census and estimated population counts
- overseas residents in Australia
- members of non-Australian defence forces (and their dependants).

Additional exclusions for the FOE Survey were:

- students at boarding schools
- institutionalised people (e.g. patients in hospitals; residents of homes, such as retirement homes and homes for people with disabilities; and inmates of prisons)
- people living in Indigenous communities in very remote parts of Australia.
- people who were contributing family workers in their main job.

### WEIGHTING, BENCHMARKING AND ESTIMATION

Weighting is the process of adjusting results from a sample survey to infer results for the total population. To do this, a 'weight' is allocated to each sample unit. The weight is a value which indicates how many people are represented by the respondents.

#### *Weighting*

Separate weights were calculated for LFS and FOE Survey samples (as some units were in scope for LFS but not for the FOE Survey). The LFS weighting method ensures that LFS estimates conform to the benchmark distribution of the population by age, sex and geographic area, and also LFS region by sex (two sets of benchmarks). Weights are allocated to each sample respondent according to their state/territory of selection, state/territory of usual residence, part of state of usual residence, age group and sex. The weights are calculated using the inverse of the probabilities of selection, adjusted for any under-enumeration and non-response.

## SURVEY METHODOLOGY *continued*

### *Benchmarking*

The FOE Survey is benchmarked to LFS estimates for the following variables: state of usual residence, area of usual residence, sex, age group full-time or part-time status of employment and labour force status.

Benchmarking to LFS estimates accounts for the one eighth of the sample where the FOE Survey is not conducted and for non-respondents to the FOE Survey. The FOE Survey weighting excludes all residents in institutions, boarding schools, and people living in Indigenous communities in very remote parts of Australia areas because the sample scope excludes these people.

### *Estimation*

Survey estimates of the number of people with a particular characteristic are obtained by summing the weights of people who have that characteristic.

For more information on weights, see the 'Using the CURF Microdata' chapter in this *Technical Manual*.

### RELIABILITY OF THE ESTIMATES

Since the information on the CURF is based on information from a sample of dwellings, any statistics produced from the CURF will be subject to sampling error and non-sampling error.

### *Sampling error*

Sampling error is the difference between the survey estimate and the value that could have been produced had all dwellings in scope of the survey been included. One measure of the likely difference is given by the standard error (SE), which indicates the extent to which an estimate might have varied because only a sample of dwellings was included.

There are about two chances in three (67%) that a sample estimate will differ by less than one SE from the number that would have been obtained if all dwellings had been included, and about 19 chances in 20 (95%) that the difference will be less than two SEs. Another measure of the likely difference is the relative standard error (RSE), which is obtained by expressing the SE as a percentage of the estimate. Generally, only estimates with RSEs less than 25% are considered sufficiently reliable for most purposes.

### *Non-sampling error*

Non-sampling error arises from inaccuracies in collecting, recording and processing the microdata. These inaccuracies may occur in any enumeration, whether it be a full count or a sample. Every effort is made to keep the non-sampling error to a minimum by careful design of questionnaires, intensive training and supervision of interviewers, and effective processing procedures.

### SEASONAL FACTORS

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

### MORE INFORMATION

Further information on the survey methodology can be found in:

- *Labour Statistics: Concepts, Sources and Methods* (cat. no. 6102.0.55.001)
- *Information Paper: Labour Force Survey Sample Design, November 2007 (Second edition)* (cat. no. 6269.0)
- *Labour Force Survey Standard Errors, 2005* (cat. no. 6298.0)
- *Information Paper: Questionnaires Used in the Labour Force Survey, 2004* (cat. no. 6232.0).

## USING THE CURF MICRODATA

### ABOUT THE MICRODATA

The LFS and FOE Survey microdata are released under the *Census and Statistics Act 1905*, which has provision for the release of microdata in the form of unit records where the information is not likely to enable the identification of a particular person or organisation. Accordingly, there are no names or addresses of survey respondents on the CURF and other steps have been taken to protect the confidentiality of respondents. These include removing some data items from the CURF, reducing the level of detail shown on the CURF for some other items and swapping some characteristics between records.

Steps to confidentialise the data sets made available on the CURF are taken in such a way as to ensure the integrity of the data sets and optimise their content, while maintaining the confidentiality of respondents. The steps taken to preserve confidentiality include:

- reducing the level of detail for some items (e.g. geographic and demographic)
- ranging or collapsing the values of some variables
- modifying some records identified as high risk
- swapping weights between some of the Northern Territory and Australian Capital Territory records on the CURF.

As a result, it may not be possible to exactly reconcile all statistics produced from the CURF with published statistics.

Intending purchasers should ensure that the data they require, at the level of detail they require are available on the CURF they are intending to use. Data obtained in the survey but not contained in the CURF may be available in tabulated form on request. The full list of CURF survey data items is available on the ABS website. To view the data item list, refer to Appendix 1 of this *Technical Manual*.

The CURF contains 42,112 confidentialised respondent records. Each person record has a unique person identifier (ABSPID). Subject to the limitations of sample size and the data classifications used, it is possible to manipulate the microdata, produce tabulations and undertake statistical analyses to individual specifications.

### USE OF WEIGHTS

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

Each person record contains two weights: LFS weight called LFSWTD and FOE Survey weight called FINPRSWT. These weights indicate how many people are represented by that person. There are two weights because the scope of the LFS is different to the scope of the FOE Survey. For data items that are only applicable to the FOE Survey (refer to Appendix 1, Data Items List), it is important to use the FOE Survey weight, FINPRSWT. Users should take care to ensure the appropriate weight is used for analysis.

The LFS weight is available on all records on the CURF. The FOE Survey weight, FINPRSWT, appears on 22,037 records. The estimates in the FOE Survey publication are based on a subset of these records, that is employees in main job. Therefore when using FINPRSWT, in order to match published FOE Survey estimates, the filter FOEPOP1 = 1 ('Employed persons') must be used.

### USE OF WEIGHTS *continued*

Where estimates are derived from the CURF, it is essential that they are calculated by adding the weights of people in each category and not just by counting the number in each category. If each person's 'weight' is ignored, then no account would be taken of a person's chance of selection or of different response rates across population groups, and the resulting estimates could be significantly biased as they would represent distributions within the actual selected sample and not the population of interest.

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

In addition, there are 30 replicate weights which can be used to derive estimates of standard error. Information on the use of these replicate weights is provided in the section, Standard Errors, below.

For further information see the Explanatory Notes in the publications *Labour Force, Australia* (cat. no. 6202.0) and *Forms of Employment, Australia, November 2008* (cat. no. 6359.0) on the CURF CD-ROM as Acrobat files 6202\_NOV2008.pdf and 63590\_NOV2008.pdf.

### STANDARD ERRORS

Standard errors for each estimate produced from this CURF can be calculated using the replicate weights provided on the file.

Each person record contains two sets of replicate weights. Replicate weights applicable to LFS data items contain the prefix 'WPM01' and those applicable to FOE Survey data items contain the prefix 'WPX02'. Using these replicate weights, it is possible to calculate standard errors for estimates produced from this file, using what is known as the 30 group Jack-knife standard error estimator. For data items that are only applicable to the FOE Survey, refer to Appendix 1 of this *Technical Manual*.

To obtain the standard error of a weighted estimate  $y$ , calculate the same estimate using each of the 30 replicate weights. The variability between these replicate estimates (denoting  $y_{(g)}$  for group number  $g$ ) is used to measure the standard error of the original weighted estimate  $y$  using the formula:

$$SE(y) = \sqrt{(29/30) \sum_{g=1}^{30} (y_{(g)} - y)^2}$$

Where:

$g$  = the replicate groups

$y_{(g)}$  = the weighted estimate, having applied the weights for replicate group 'g'

$y$  = the weighted estimate from the full sample.

The 30 group Jack-knife method can be applied not just to estimates of population total, but also where the estimate  $y$  is a function of estimates of population total, such as a proportion, difference or ratio. For more information on the 30 group Jack-knife method of SE estimation, see *Research Paper: Weighting and Standard Error Estimation for ABS Household Surveys (Methodology Advisory Committee), July 1999* (cat. no. 1352.0.55.029).

## USING THE CURF MICRODATA *continued*

### STANDARD ERRORS

*continued*

Use of the 30 group Jack-knife method for complex estimates, such as regression parameters from a statistical model, is not straightforward and may not be appropriate. The method as described does not apply to investigations where survey weights are not used, such as in unweighted statistical modelling.

The following tables of data have been provided to enable CURF users to check some of the relative standard errors they have produced.

### EMPLOYED PERSONS, Industry in main job (basic curf)—November 2008

	<i>Persons</i>	<i>Relative Standard Error</i>
	'000	%
Agriculture, forestry and fishing	364.0	9.2
Mining	179.1	5.8
Manufacturing	1 010.3	2.1
Electricity, gas, water and waste services	127.0	6.9
Construction	988.7	2.5
Wholesale trade	378.8	4.1
Retail trade	1 186.9	2.3
Accommodation and food services	684.3	3.1
Transport, postal and warehousing	578.4	3.3
Information media and telecommunications	220.8	4.3
Financial and insurance services	379.1	4.4
Rental, hiring and real estate services	205.0	5.3
Professional, scientific and technical services	812.0	2.9
Administrative and support services	340.5	3.9
Public administration and safety	651.5	3.5
Education and training	791.2	2.5
Health care and social assistance	1 106.6	2.8
Arts and recreation services	194.1	5.4
Other services	452.9	3.7

### EMPLOYED PERSONS, Number of days of the week usually worked in all jobs (expanded curf)—November 2008

	<i>Employed persons</i>	<i>Relative Standard Error</i>
	'000	%
1 day	234.0	4.3
2 days	559.5	2.4
3 days	867.8	3.0
4 days	829.4	2.3
5 days	6 484.3	0.8
6 days	1 000.5	2.5
7 days	675.5	3.4

## COMPARISONS BETWEEN CURFS

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### COMPARISON BETWEEN THE 2008 BASIC AND EXPANDED CURFS

The differences between the 2008 Basic and Expanded CURFs are detailed in Appendix 2.

Note that the Identifiers for some data items differ between the Basic and Expanded CURFs for processing reasons. These items are otherwise the same. Therefore, caution should be exercised if using both the Basic and Expanded CURFs.

Key changes to data items between the 2008 Basic and Expanded CURFs are:

- State/territory - The NT and ACT have been combined into 'Balance of Australia' on the Basic CURF.
- Country of birth - A second item with more detail is available on the Expanded CURF.
- Occupation in main job - The Basic CURF presents Major group level only, while the Expanded CURF presents Sub-major group level.
- Industry in main job - The Basic CURF presents Divisions only, while the Expanded CURF presents Sub-divisions.
- A number of data items are presented as ranges on the Basic CURF and as continuous values on the Expanded CURF, e.g. age, hours worked and duration of unemployment, to align with current ABS standards for CURFs.

## CONDITIONS OF RELEASE

### CONDITIONS OF RELEASE

The November 2008 LFS and FOE Survey Basic and Expanded CURFs are released in accordance with a Ministerial Determination (Clause 7, Statutory Rules 1983, No.19) in pursuance of section 13 of the *Census and Statistics Act 1905*. As required by the Determination, the CURF has been designed so that the information on the file is not likely to enable the identification of the particular person to which it relates.

The Australian Statistician's approval is required for each release of the CURF. Prior to being granted access to the CURF, all organisations, and individuals within organisations, who request access to the CURF will be required to sign an Undertaking to abide by the legislative restrictions on use. Organisations and individuals who seek access to the 2008 LFS and FOE Survey Basic and Expanded CURFs are required to give an undertaking which includes, among other conditions, that in using the CURF data they will:

- use the data only for the statistical purposes specified
- not attempt to identify particular persons or organisations
- not disclose, either directly or indirectly, the data to any other person or organisation other than members of their organisation who have been approved by the ABS to have individual access to the information
- not attempt to match, with or without using identifiers, the data with any other list of persons or organisations
- in relation to data made available via the Remote Access Data Laboratory (RADL) or the ABS Site Data Laboratory (ABSDDL), access the data only in a manner specifically authorised in writing by the ABS
- not attempt to access the data after the term of their authorisation expires, or after their authorisation is rescinded by the organisation which provided it, or after they cease to be a member of that organisation.

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

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

All CURF users are required to read and abide by the *'Responsible Access to ABS Confidentialised Unit Record Files (CURFs) Training Manual'* available on the ABS website. Use of the data for unauthorised purposes may render the purchaser liable to severe penalties. Advice on the propriety of any particular intended use of the data is available from the Microdata Access Strategies Section via <microdata.access@abs.gov.au> or on Canberra (02) 6252 7714.

### CONDITIONS OF SALE

All ABS products and services are provided subject to the ABS conditions of sale. Any queries relating to these Conditions of Sale should be referred to <intermediary.management@abs.gov.au>.

## CONDITIONS OF RELEASE *continued*

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### CONDITIONS OF SALE

*continued*

While the utmost care is taken in handling each CURF on CD-ROM, deterioration may occur between the time of copying and receipt of the file. Accordingly, if the CD-ROM is unreadable on receipt and this is reported to the ABS within 30 days of receipt, it will be replaced free of charge. Expanded CURFs are only accessible via the ABS Remote Access Data Laboratory (RADL).

### PRICE

As at June 2009, the recommended retail price (RRP) of the November 2008 LFS and FOE Survey CURFs on CD-ROM or via the RADL is \$1,430 including GST, freight and handling charges as appropriate. The bundled RRP price of the November 2008 LFS and FOE Survey Basic and Expanded CURFs is \$2,140 when applied for in a single application, including GST, freight and handling charges as appropriate.

### ACCESSING THE CURF

All clients wishing to access the November 2008 LFS and FOE Survey Basic or Expanded CURFs should refer to the ABS website and read the Responsible Access to ABS Confidentialised Unit Record Files (CURFs) Training Manual, and other related links, before downloading the appropriate Application and Undertaking forms and applying for access.

#### *Australian universities*

University clients should refer to the ABS website and read Services for Universities. The November 2008 LFS and FOE Survey Basic and Expanded CURFs can be accessed by universities participating in the ABS/Universities Australia (UA) CURF agreement for research and teaching purposes.

#### *Other clients*

Other prospective clients should contact the Microdata Access Strategies Section of the ABS via <microdata.access@abs.gov.au> or on Canberra (02) 6252 7714.

### FURTHER INFORMATION

For further information about accessing the CURF, clients should contact the Microdata Access Strategies Section of the ABS via <microdata.access@abs.gov.au> or on Canberra (02) 6252 7714. The CURF is not available on CD-ROM to overseas customers.

Access to the full detail from the LFS and FOE surveys (including data items excluded from the CURF) may be available as a customised data request. Contact the Labour Market Statistics Section on Canberra (02) 6252 7206 or by email to labour.statistics@abs.gov.au for availability of additional data.



## FILE CONTENT

*The November 2008 Labour Force Survey (LFS) and Employee Earnings, Benefits and Trade Union Membership (FOE) Survey Basic CURF is distributed on a single CD-ROM and via RADL. The LFS and FOE Survey Expanded CURF is distributed via RADL only.*

### 2008 LFS AND FOE SURVEY BASIC CURF

The 2008 LFS and FOE Survey Basic CURF contains the files listed below:

#### Test files

The test files mirror the actual data files, but have random data and random identifiers. These files are on the RADL website and can be downloaded so users can use these to trouble shoot their code prior to submitting RADL jobs.

#### Data and metadata

FOE2008B.csv - this file contains the raw Basic confidentialised survey data in hierarchical comma delimited ASCII text format.

#### SAS files

FOE2008B.sas7bdat - this file contains the data for the Basic CURF in SAS for Windows format.

FOE2008B.sas - this file contains a SAS program to run the SAS formats.

#### SPSS files

FOE2008B.sav - this file contains the data for the Basic CURF in SPSS for Windows format.

#### Stata files

FOE2008B.dta - this file contains the data for the Basic CURF in STATA format.

#### Information Files

FORMATS.sas7bcat - this file is a SAS library containing formats.

FREQUENCIES\_LFSWTD\_FOE2008B.txt; FREQUENCIES\_UNWTD\_FOE2008B.txt;  
FREQUENCIES\_SUPWTD\_FOE2008B.txt

These frequency files contain documentation of the person level data. Data item code values and category labels are provided with frequencies of each value. These files are in plain text format.

README.txt - this file describes what is on the CD-ROM and is in plain text format.

6202030008\_NOV2008.pdf - this is an Adobe Acrobat file that contains this *Technical Manual*

6202030008\_data\_items\_list\_LFS\_FOE08\_BE\_CURF.xls - this file contains the data items contained for both the Basic and Expanded CURFs.

62020\_NOV2008.pdf - this is the complete publication *Labour Force, Australia* (cat. no. 6202.0) in Adobe Acrobat format.

6359\_NOV2008.pdf - this is the complete publication *Forms of Employment, Australia, 2008* (cat. no. 6359.0) in Adobe Acrobat format.

## FILE CONTENT *continued*

### *Information Files continued*

ABS CONDITIONS OF SALE.pdf - this describes the ABS conditions of sale.

COPYRITE1.bat - this describes the copyright obligations for people using ABS data and products.

IMPORTANT INFORMATION FOR CURF USERS\_300903.pdf - this file directs users to the ABS website for additional and updated information.

RESPONSIBLE ACCESS TO CURFS TRAINING MANUAL\_MACROS.pdf - this is an Adobe Acrobat file explaining the CURF users' role and obligations when using confidentialised data.

### 2008 LFS AND FOE SURVEY EXPANDED CURF

The 2008 LFS and FOE Survey Expanded CURF contains the files listed below:

#### *Test Files*

The test files mirror the actual data files, but have random data and random identifiers. These files are on the RADL website and can be downloaded so users can use these to trouble shoot their code prior to submitting RADL jobs.

#### *Data and metadata*

FOE2008E.csv - this file contains the data for the Expanded CURF in hierarchical comma delimited ASCII text format.

#### *SAS files*

FOE2008E.sas7bdat - this file contains the data for the Expanded CURF in SAS for Windows format.

FOE2008E.sas - this file contains a SAS program to run the SAS formats.

#### *SPSS files*

FOE2008E.sav - this file contains the data for the Expanded CURF in SPSS for Windows format.

#### *Stata files*

FOE2008E.dta - this file contains the data for the Expanded CURF in STATA format.

#### *Information Files*

FORMATS.sas7bcats - this file is a SAS library containing formats.

FREQUENCIES\_LFSWTD\_FOE2008E.txt; FREQUENCIES\_UNWTD\_FOE2008E.txt;  
FREQUENCIES\_SUPWTD\_FOE2008E.txt

These frequency files contain documentation of the person level data. Data item code values and category labels are provided with frequencies of each value. These files are in plain text format.

6202030008\_NOV2008.pdf - this is an Adobe Acrobat file that contains this *Technical Manual*.

6202030008\_data\_items\_list\_LFS\_FOE08\_BE\_CURF.xls - this file contains the data items contained for both the Basic and Expanded CURFs.

62020\_NOV2008.pdf - this is the complete publication *Labour Force, Australia* (cat. no. 6202.0) in Adobe Acrobat format.

6359\_NOV2008.pdf - this the complete publication *Forms of Employment, Australia, 2008* (cat. no. 6359.0) in Adobe Acrobat format.

## FILE CONTENT *continued*

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### *Information Files continued*

ABS CONDITIONS OF SALE.pdf - this describes the ABS conditions of sale.

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IMPORTANT INFORMATION FOR CURF USERS\_300903.pdf - this file directs users to the ABS website for additional and updated information.

RESPONSIBLE ACCESS TO CURFS TRAINING MANUAL\_MACROS.pdf - this is an Adobe Acrobat file explaining the CURF users' role and obligations when using confidentialised data.

## APPENDIX 1 DATA ITEMS LIST

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### DATA ITEMS LIST

For data items and structure, see the Excel spreadsheet available as a data cube '6202030008\_data\_items\_list\_LFS\_FOE08\_BE\_CURF.xls' accompanying this Technical Manual. This spreadsheet provides the data items, SAS names and populations which relate to the LFS and FOE Survey CURF. Every record has an identifier ABSPID.

- CURF SURVEY A (LFS): Civilian population aged 15 years and over. The LFS weight is called LFSWTD.
- CURF SURVEY B (FOE Survey): Employed persons aged 15 years and over (FOEPOP1=1). The FOE Survey weight is called FINPRSWT.

## APPENDIX 2 COMPARISON BETWEEN BASIC AND EXPANDED CURFS

### COMPARISON BETWEEN 2008 BASIC AND EXPANDED CURFS

A comparison between the 2008 Basic and Expanded CURFs is presented below. The table shows the Data Item label, the Identifier and notes key differences in the presentation of data items.

<i>Data Item label</i>	<i>Basic CURF</i>	<i>Expanded CURF</i>
State/territory	STATURCB: NT and ACT combined as 'Balance of Australia'	STATEURE: All states/territories listed separately
Age	AGECB: Single years for 15–24 and 55–64. 5 year range categories for 25–54 and 65–79. Top coded at 80 years and over.	AGECE: Single years. Top coded at 85 years and over
Relationship in household	RELHHCBC: 7 major group categories	RELHCE: With or without dependents separated for Husband, wife or partner, and Lone parent categories
Country of birth	Not on dataset, see Country of birth (MESC) – COBPLACE	COBPLCEC: Top 10 countries then major groups.
Year of arrival	YOACB: Born in Australia, Arrived 1985 and before, Arrived 1986–1995, Arrived 1996 to year of collection.	YOACE: Born in Australia, Arrival years grouped commencing 1955 and before, then in 5 year groups until 2000, and 2001 to year of collection
Occupation in main job	ANZSCOCB: 8 major group categories	ANZSCOEC: 51 sub–major group categories
Industry of main job	INDNEWBC: 19 division categories	INDNEWEC: 66 sub–division categories
Continuous duration with current employer/business	CONDURCB: Bottom coded at Less than 1 year, then ranges from 1–2 years, 3–5 years, 6–9 years and 10–19 years. Top coded at 20 years and over.	CONDURCE: Single months under 1 year, then single years from 1 to 19 years. Top coded at 20 years and over.
Hours usually worked in all jobs	HRUWAJCB: Ranges from 1–39, then 40 hours, then ranges from 41–59. Top coded at 60 hours and over	HRUWAJCE: Bottom coded at 1–5 hours, then single hours from 6 to 59 hours. Top coded at 60 hours and over
Hours actually worked in all jobs	HRAJCB: Ranges from 1–39, then 40 hours, then ranges from 41–59. Top coded at 60 hours and over	HRAWAJCE: Bottom coded at 1–5 hours, then single hours from 6 to 59 hours. Top coded at 60 hours or more.
Hours usually worked in main job	HUWMJBC: Ranges from 1–39, then 40 hours, then ranges from 41–59. Top coded at 60 hours and over	HUWMJEC: Bottom coded at 1–5 hours, then single hours from 6 to 59 hours. Top coded at 60 hours or more.
Hours actually worked in main job	HAWMJBC: Ranges from 1–39, then 40 hours, then ranges from 41–59. Top coded at 60 hours and over	HAWMJEC: Bottom coded at 1–5 hours, then single hours from 6 to 59 hours. Top coded at 60 hours or more.
Duration of unemployment (number of weeks since any previous work)	DUNEMPBC: Bottom coded at Under 4 weeks, then ranges from 4 and under 13 weeks, 13 and under 26 weeks and 26 and under 52 weeks. Top coded at 52 weeks and over.	DUNEMPEC: Bottom coded at Under 4 weeks then single weeks from 4 to 103. Top coded at 104 weeks and over.
Duration of unemployment (number of weeks since last full-time job)	DURUNFTJ: Bottom coded at Under 4 weeks, then ranges from 4 and under 13 weeks, 13 and under 26 weeks and 26 and under 52 weeks. Top coded at 52 weeks and over, then Never worked in a job for 35 hours or more.	DUNFTJEC: Bottom coded at Under 4 weeks then single weeks from 4 to 103. Top coded at 104 weeks and over, then Never worked in a job 35 hours or more.
Number of employees	NUMEMPCB: Bottom coded at Less than 10 employees, then ranges from 10–19 employees, 20–99 employees. Top coded at 100 or more employees	NUMEMPCE: Single employees from 1 to 10, then ranges from 11–15 employees, 16–20 employees, 21–25 employees, 26–30 employees, 31–35 employees, 36–40 employees and 41–99 employees. Top coded at 100 or more employees

## GLOSSARY

<b>Considered job to be casual</b>	Employees who considered their job to be casual, regardless of any entitlements that they may receive.
<b>Continuous duration with current employer/business</b>	The length of the current period of employment people had with their employer or in their own business. The length of time includes periods of paid leave, unpaid leave or strike.
<b>Drawings</b>	Drawings are where the owner of a business withdraws money from the business for their personal use, or where an employee withdraws money from their employer for their personal use.
<b>Employed</b>	<p>People aged 15 years and over who, during the reference week:</p> <ul style="list-style-type: none"><li>■ worked for one hour or more for pay, profit, commission or payment in kind, in a job or business or on a farm (comprising employees, employers and own account workers); or</li><li>■ worked for one hour or more without pay in a family business or on a farm (i.e. contributing family workers); or</li><li>■ were employees who had a job but were not at work and were:<ul style="list-style-type: none"><li>■ away from work for less than four weeks up to the end of the reference week; or</li><li>■ away from work for more than four weeks up to the end of the reference week and received pay for some or all of the four week period to the end of the reference week; or</li><li>■ away from work as a standard work or shift arrangement; or</li><li>■ on strike or locked out; or</li><li>■ on workers' compensation and expected to return to their job; or</li></ul></li><li>■ were employers or own account workers who had a job, business or farm, but were not at work.</li></ul> <p>Contributing family workers in their main job were excluded from the Forms of Employment Survey.</p>
<b>Employees</b>	<p>From November 2008 the Forms of Employment Survey definition of employees differs from the definition used in the Labour Force Survey and other household surveys (including earlier FOES) and employer surveys.</p> <p><i>Forms of Employment Survey (from November 2008).</i> Employees are people who work for a public or private employer and receive remuneration in wages or salary. Employees are engaged under a contract of service (an employment contract) and take directions from their employer/supervisor/manager/foreman on how the work is performed.</p> <p><i>Labour Force Survey and other household surveys (including FOES prior to 2008).</i> Employees are people who:</p> <ul style="list-style-type: none"><li>■ worked for a public or private employer; and</li><li>■ received remuneration in wages, salary, or are paid a retainer fee by their employer and worked on a commission basis, or for tips or piece-rates or payment in kind; or</li><li>■ operated their own incorporated enterprise with or without hiring employees.</li></ul> <p><i>Employer surveys.</i> Employees are wage and salary earners who received pay for any part of the reference period.</p>
<b>Employment agency</b>	An employment agency is an organisation which is engaged in personnel search, or selection and placement of people for an employing organisation. The agency or firm may also be engaged in supply of their own employees to other employers, usually on a short-term basis. (See also labour hire firm).

## GLOSSARY *continued*

<b>Fixed-term contract</b>	A contract of employment which specifies that the employment will be terminated on a particular date/event.
<b>Form of employment</b>	Classifies employed people according to the following category groups on the basis of their main job (that is, the job in which the most hours were usually worked): <ul style="list-style-type: none"><li>■ Employees<ul style="list-style-type: none"><li>■ With paid leave entitlements</li><li>■ Without paid leave entitlements</li></ul></li><li>■ Independent contractors</li><li>■ Other business operators</li></ul>
<b>Full-time workers</b>	Employed people who usually worked 35 hours or more a week (in their main job) and others who, although usually worked less than 35 hours a week, worked 35 hours or more during the reference week.
<b>Holiday leave</b>	Provision by an employer of paid holiday, vacation or recreation leave.
<b>Hours usually worked</b>	The number of hours usually worked in a week.
<b>Hours worked</b>	The number of hours actually worked during the reference week.
<b>Independent contractors</b>	Independent contractors are people who operate their own business and who contract to perform services for others without having the legal status of an employee, i.e. people who are engaged by a client, rather than an employer. Independent contractors are engaged under a contract for services (a commercial contract), whereas employees are engaged under a contract of service (an employment contract). Independent contractors' employment may take a variety of forms, for example, they may have a direct relationship with a client or work through an intermediary. Independent contractors may have employees, however they spend most of their time directly engaged with clients or on client tasks, rather than managing their staff.
<b>Industry</b>	An industry is a group of businesses or organisations that undertake similar economic activities to produce goods and services. In this publication, industry of main job refers to ANZSIC Division as classified according to the <i>Australian and New Zealand Standard Industrial Classification (ANZSIC), 2006</i> (cat. no. 1292.0).
<b>Labour hire firm</b>	A labour hire firm is an organisation which is engaged in personnel search, or selection and placement of people for an employing organisation. The agency or firm may also be engaged in supply of their own employees to other employers, usually on a short-term basis. (See also employment agency).
<b>Long service leave</b>	Provision by an employer or industry body of paid long service leave.
<b>Main English-speaking countries</b>	The list of main English-speaking countries provided here is not an attempt to classify countries on the basis of whether or not English is the predominant or official language of each country. It is a list of the main countries from which Australia receives, or has received, significant numbers of overseas settlers who are likely to speak English. These countries comprise the United Kingdom, the Republic of Ireland, New Zealand, Canada, South Africa and the United States of America.

## GLOSSARY *continued*

<b>Main job</b>	The job in which the most hours were usually worked.
<b>Maternity/paternity leave</b>	The provision by an employer of paid maternity/paternity leave.
<b>Multiple job holders</b>	Employed people who, during the reference week worked in a second job. Multiple jobholders exclude those who changed employer in the reference week. People who were contributing family workers or unpaid voluntary workers in their second job were excluded from the Multiple jobholder population.
<b>Occupation</b>	An occupation is a collection of jobs that are sufficiently similar in their title and tasks, skill level and skill specialisation which are grouped together for the purposes of classification. In this publication, occupation refers to Major Group as defined by the ANZSCO— <i>Australian and New Zealand Standard Classification of Occupations, First Edition, 2006</i> (cat. no. 1220.0).
<b>Other business operators</b>	People who operate their own business, with or without employees, but who are not operating as independent contractors. Other business operators are distinguished from independent contractors in that they generally generate their income from managing their staff or from selling goods or services to the public, rather than providing a labour service directly to a client. Other business operators spend little time working on client tasks with most of their time spent on managing their employees and/or business.
<b>Part-time workers</b>	Employed people who usually worked less than 35 hours a week (in all jobs) and who did so during the reference week.
<b>Reference week</b>	The week preceding the week in which the interview was conducted.
<b>Sick leave</b>	Provision by an employer of paid sick leave.
<b>With paid leave entitlements</b>	Employees who were entitled to either paid holiday leave or paid sick leave (or both) in their main job. For more information, see paragraph 19 of the Explanatory Notes in the publication <i>Forms of Employment, Australia, November 2008</i> (cat. no. 6259.0).
<b>Without paid leave entitlements</b>	Employees who were entitled to either paid holiday leave or paid sick leave, or did not know whether they were entitled to paid holiday leave or paid sick leave in their main job. For more information, see paragraph 19 of the Explanatory Notes in the publication <i>Forms of Employment, Australia, November 2008</i> (cat. no. 6259.0).
<b>Worked on a fixed-term contract</b>	Employees with a contract of employment which specifies that the employment will be terminated on a particular date/event.









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