

**OCTOBER HOUSEHOLD SURVEY**

**1996**

**MANUAL FOR FIELDWORKERS**

# MANUAL FOR FIELDWORKERS OF THE OCTOBER HOUSEHOLD SURVEY

## 1. INTRODUCTION

A population and its characteristics are dynamic. It is essential for any country to measure these characteristics and to monitor change in them over time. The October Household Survey is an official government survey which aims to measure certain important variables describing South African life circumstances and how these change.

## 2. PURPOSE OF THE SURVEY

The main purpose of the October Household Survey is to collect information on households and individuals according to the nine provinces. The survey has been designated as one of the presidential lead projects for the RDP. It includes information on unemployment, the informal sector as well as births and deaths.

The information obtained in the survey is of great importance for planning purposes in the country.

## 3. THE SAMPLE

If the findings of a household survey are to be useful, the sample must be representative of the households in the Republic of South Africa, drawn from both urban and non urban areas.

Just as it is not necessary to drink a whole pot of soup to know if there's enough salt in it, one does not need to interview each and every household in a given area to know what the situation in that specific area is. That is the reason why you are requested to visit only the statistically chosen households in your area. It is of utmost importance that you visit the identified household and not their neighbours or any other household. This will ensure that the end result is within the statistically acceptable accuracy limits.

## 4. CONFIDENTIALITY OF INFORMATION

It is important that the respondent is made fully aware of the fact that all information furnished will remain entirely confidential. There is no manner in which any data on individuals can be traced back to them, because the data are all fed together into a computer in coded form. This makes the tracing back of information to individuals impossible.

The questionnaire does not in any case make provision for the filling in of any person's surname. Space is provided for the use of a first name, but this is only to make the completion of the questionnaire easier, and is not compulsory. First names will never be processed.

In accordance with the secrecy section of the Statistics Act 1976, (Act 66 of 1976), data on individuals must be treated as strictly confidential and personal information will thus under no circumstances be furnished to any other person or organisation.

You as a fieldworker must also remember that it is illegal to give any information you have received from the respondents to anybody who is not directly involved in the survey. If in doubt consult your fieldwork supervisor.

5. **TIME-SPAN OF THE SURVEY**

The fieldwork in your must be completed by **25 November, 1996**.

## 6. DEFINITION, BASIC CONCEPTS AND PROCEDURES

We all need to have a shared understanding of all terms and phrases used in this manual or in the questionnaire. By having a common understanding, we can be sure that the correct procedure is followed and that the information obtained is accurate and reliable.

### 6.1 Household

A household consists of a person or a group of persons who:

- (i) eat together and share resources; and
- (ii) normally resides at least four nights a week at the specific visiting point.
- (iii) for the purposes of this survey, a live-in domestic worker is considered to belong to a separate household.

### 6.2 Visiting point

A visiting point is a physical address or a dwelling where a household or a group of households can be found. It has a specific number in the 09 book (Book which list these points). There may be more than one household at a visiting point. A visiting point can be a house, shack, vacant stand, hotel, shop, house under construction, hut, tent, or a block of flats or apartments.

### 6.3 Household head

A head of household can either be male or female, and is the person who assumes responsibility for the household. Remember that the person who responds may not necessarily be the head of the household. You must ask the respondent who the head of the household is, and record it that way. If the head of the household is an absentee head i.e. he/she does not reside at the visiting point for at least 4 nights a week, the acting head of the household (as indicated by the respondent) should be recorded in column one of the flap.

### 6.4 Lodgers

A lodger is a person who resides in the same dwelling with another household but does not share meals or resources with the household. A lodger is therefore regarded as a separate household and should have an equal chance of being enumerated as the main household other households at the same visiting point. The method used to select the household to enumerate at a visiting point will be discussed in a later section of this manual.

### 6.5 Domestic workers and other resident employees

A domestic worker is a person employed by the household to do domestic work. For purposes of this survey, resident domestic workers and other resident employees of a household such as gardeners, etc., are regarded as separate households. They should also be given an equal chance of being selected for enumeration as the main household and any other households at the same visiting point. The method used to select the household to enumerate at a visiting point will be discussed in a later section of this manual.

## 6.6 Visitors

By the definition of a household above, visitors are not members of the household and should therefore not be enumerated.

## 6.7 Stillbirths

A stillbirth is a child who is born dead. - or the birth of a dead child.

# 7. YOUR ROLE AND DUTIES

## 7.1 Your role

Your main task is to enumerate **each one of the 10 households** you will have selected in the sample in your Enumeration Area (EA). The accuracy of the information collected in this survey will depend on how well you do your job. You are an important member of the survey team.

As a fieldworker you will be in direct contact with the public. You will be representing the CSS. **You should act in a professional way at all times.** Remember that the way you act will affect the accuracy of the information that you collect, as well as public perception of this exercise. **Be willing to listen, be positive and friendly.**

## 7.2 Your duties

*You are required to:*

- ◇ Attend training,
- ◇ Read this Manual and know its contents,
- ◇ Ensure that you have all your field worker materials,
- ◇ Identify/check the boundaries of the EA for which you have been appointed to conduct fieldwork.
- ◇ Plan a route through all the visiting points from one end of your EA to the other end and select a systematic sample of 10 visiting points to be enumerated (excluding vacant stands and non-residential buildings. Strictly follow the procedure described in Section 8 of this manual while selecting the systematic sample.
- ◇ Visit each of the 10 selected visiting points. Establish how many households there are at a visiting point. If there is more than one household at a visiting point, use the grid provided and strictly follow the procedures described to select the household to be enumerated at a visiting point.
- ◇ In case of failure to get response from the selected household, you must visit the household at least 3 times, after which you must ask for permission from the Fieldwork Supervisor to replace the visiting point. Clear instructions are given about this replacement.
- ◇ Carefully complete the cover page of the questionnaire, taking care not to leave out any information.
- ◇ Fully interview the selected households in the assigned EA and complete the questionnaires.

- ◇ Check each completed questionnaire and make sure that you have followed the instructions for completion of the questionnaire.
- ◇ Keep in regular contact with your Fieldwork Supervisor, and report to him or her.
- ◇ Submit all completed questionnaires to the Fieldwork Supervisor, who is responsible for the designated EA, as requested.
- ◇ Fill out all the required OHS control forms and ensure that all questionnaires are complete, consistent, legible. You will be required to correct questionnaires which are not properly completed and to revisit households to correct omissions and errors in this respect.
- ◇ Ensure that all questionnaires and other OHS materials are kept safe and confidential at all times.
- ◇ Work full-time for the CSS.
- ◇ Perform any other duties that may be assigned to you by the Fieldwork Supervisor or by other Senior staff.

## 8. METHODS OF FIELDWORK

### 8.1 SAMPLING PROCEDURE (Selection of the 10 visiting points)

The method to be used to select the 10 visiting points for enumeration will depend on the type of EA and whether or not its 09 book list is available for you to use in the sampling exercise. In all circumstances however, you will need to know the boundaries of your EA in detail before you begin the sample selection. Inform your Fieldwork Supervisor if you have not received the boundary description of your EA.

#### 8.1.1 General methodology

1. Identify the boundaries of the EA. Walk or drive around the boundaries. Your fieldwork supervisor can help you.
2. Plan a route through the EA which covers every visiting point moving from left to right
3. Find out how many visiting points there are in the EA. Do this by counting the number of visiting points in the 09 book if you have one, or else, if you haven't take the average. In rural areas, there are approximately 125 visiting points, while in urban areas there are approximately 250.
4. Divide this number by 10. The result of this division gives you a number "N". For example, if there are 110 households in the EA, divide 110 by 10. You will get the number 11. This means that in your EA, you should visit every 11<sup>th</sup> household. The number 11 is your particular interval. If you do not get a whole number after the division round off to a whole number.
5. Find any place consisting of N visiting points from which you want to start visiting the households:

\* For example, identify a cluster of 11 visiting points on the boundary.

6. Use the random table to select a number between 1 and 11. Go to this visiting point and conduct your first interview.
7. Now count "N" visiting points and visit the "N<sup>th</sup>" one. For example count 11 households from the first one you interviewed and visit the 11<sup>th</sup> moving From left to right along the route you have identified.
8. Keep doing this, until you have visited and interviewed 10 visiting points.

#### 8.1.2 Urban EAs where the 09 book listing of visiting points is not available

1. Assume that an urban EA has a total of 250 visiting points.
2. Identify/check the boundaries of the EA on the ground. Your fieldwork supervisor can help you.
3. Plan a route through the EA from one end of the EA to the other, moving from left to right passing through all the visiting points, and taking care not to leave any behind.
4. Do not include empty stands or non-residential buildings or premises.
5. At the beginning of your planned route, identify the first 25 visiting points , and using the set of random numbers provided, choose the first whole number between 1 and 25.
6. This will be the first visiting point of our sample of 10. Interview the household at this visiting point. Select the remaining nine visiting points by taking every 25<sup>th</sup> one along the planned route.
7. Should you reach the other end of the EA before you have obtained the required 10 visiting points, **go back through a different route** taking every 25<sup>th</sup> visiting point, until the required 10 have been obtained.

#### 8.1.3 Rural EAs where the 09 book listing of visiting points is not available

1. Assume that a rural EA has a total of 120 visiting points.
2. Identify/check the boundaries of the EA on the ground. Your fieldwork supervisor can help you.
3. Plan a route through the EA from one end of the EA to the other, moving from left to right, passing through all the visiting points, and taking care not to leave any behind.
4. Do not include empty stands or non-residential buildings or premises.
5. At the beginning of your planned route, identify the first 12 visiting points , and using the set of random numbers provided, choose the first whole number between 1 and 12.
6. This will be the first visiting point of our sample of 10. Interview the household at this visiting point. Select the remaining nine visiting points by taking every 12<sup>th</sup> visiting point along the planned route moving from left to right.
7. Should you reach the other end of the EA before you have obtained the required 10 visiting points, **go back through a different route** taking every 12<sup>th</sup> visiting point, until the required 10 have been obtained.

#### 8.1.4 EAs made up of large farms

1. If an EA allocated to you is composed of large farms, the distances between these farms will be prohibitive. Ask your Fieldwork Supervisor for the list of farms in the EA and, using the set of random numbers provided, select one farm at random.
2. Enumerate 10 households at this farm. If there are less than 10 households at the farm, move to the next farm and enumerate until the required 10 households have been done.

#### 8.2 ENUMERATION

A single fieldworker is responsible for fieldwork on his own at the 10 visiting points which he/she has selected using one of the methods above. It is your responsibility to ensure that all the 10 households have been visited; that interviews have been conducted and the questionnaires correctly filled in.

All efforts must be made to get responses from each of the 10 households selected for enumeration at the 10 visiting points. You must visit each household at least 3 times before you ask for permission from your Fieldwork Supervisor to substitute any visiting point. In the event of a substitution, you must substitute a visiting point with the one on its left.

#### 9. IF THERE IS MORE THAN ONE HOUSEHOLD AT THE SAME VISITING POINT

It is common to find more than one household (see paragraph 6 for definition) at the same visiting point, or even more than one household sharing a dwelling.

You are requested to interview only one household per address (visiting point). In other words you must interview 10 households in total.

If there is more than one household at a visiting point you must apply the following method:

**STEP 1:** Determine the number of households at the visiting point. (Make sure of the definition of a household).

**STEP 2:** Write down the number of persons in each household on the back page of the questionnaire.

**STEP 3:** Calculate the cumulative total number of persons in each household and write it next to each household size. The last cumulative total (bottom row) represents the total number of persons at the visiting point.

**STEP 4:** Use the grid (table) with random numbers. The table is attached to the back of your enumerator's manual.

The top row of numbers represents the total number of persons at a visiting point. All the other numbers are random numbers.

**STEP 5:** Use the appropriate column of the grid of which the number on the top row corresponds with the total number of persons at the visiting point (i.e. the last cumulative total - see step 3).

**STEP 6:** Select the first household whose cumulative total is equal or greater than the first random number in that particular column. That household now has to be enumerated. Circle this household on the back page in the column marked "Household number".

For example:

Household number	Number of persons in the household	Cumulative total
1	5	5
2	7	12
3	8	20
4		

Suppose there were 3 households at a visiting point, with 5, 7 and 8 household members. The total number of persons at the visiting point would be 20. The first random number in the 20th column on the grid is 8. The first household whose cumulative total is equal or greater than 8 is household No.2 . (with a cumulative total of 12)

**STEP 7:** Cancel the random number that you have just used. The next time you come across a visiting point with the same total number of persons you must use the second random number in that column.

Whenever you come across a visiting point with more than one household repeat steps 1 to 7.

#### **PLEASE NOTE**

Any visiting point where there is a 'live-in-domestic-worker' is considered to have at least two households, that is the main household and that of the live-in-domestic-

worker(s). For the selection of the household to be enumerated follow steps 1 to 7 as described above.

**IMPORTANT:** Under no circumstances must you deviate from the abovementioned steps. If anything is not clear to you, you must make an effort to ask the Fieldwork Supervisor or the officials of the CSS. We will be more than willing to help.

10. **REFUSALS**

This survey is taken in accordance with Section 5 of the Statistics Act, 1976 (Act No. 66 of 1976).

If a respondent is unwilling to participate you must make an effort to try to persuade him/her to co-operate. You can explain the purpose of the survey to the respondents on basis of the accompanying information sheet. If you are unsuccessful you must report the situation to the Fieldwork Supervisor who will again try his/her best to persuade the respondent.

11. **NON-RESIDENTIAL VISITING POINT**

If a visiting point only contains empty or non-residential buildings or a structure is empty or is not used for residential purposes, this visiting point must **NOT** be counted.

12. **"NOT-AT-HOMES"**

When no person or no responsible person to be interviewed is at home when visiting a site/structure, the site/structure must be revisited at least three times. You can ask the neighbours when the household will be home again. After **three** unsuccessful visits, the site/structure should be substituted as described in the previous paragraph.

**Remember:** There will be control over your work so please do not substitute when it is not necessary.

13. **THE INTERVIEW**

It is up to you as interviewer to make the interview succeed. Almost everything you do affects the motivation of the respondent. You must create a situation of trust and openness in which the interview proves to be interesting and rewarding experience for the respondent, otherwise he/ she becomes demotivated, which may lead to a refusal to continue or lack of interest or incorrect answers. Listen to the answers to each question as it may help you later in the questionnaire.

As many of the household members as possible should be involved in the interview. Information regarding children younger than 15 years should as far as possible be given by their mother(s) otherwise by another senior member of the household. Information regarding persons 15 years and older should as far as possible be obtained from each individual or else from a senior member of the household (preferably the head). As far as the questions regarding births (Section 6) are concerned it is of great importance that the information be obtained on each

individual woman, if possible from the relevant woman herself. This increases the reliability of the information.

The introduction to the interview is very important as it establishes rapport gives the respondent an idea of what the study is all about and clears doubts as to why his/her participation is of the utmost importance.

#### 14. COMPLETION OF THE QUESTIONNAIRE

The questionnaire consists of eight different sections. You must always start with Section 1. Complete all the questions of a specific section before you start with the next section. Do not deviate from the sequence in the questionnaire.

Each household must always be enumerated on a separate questionnaire. If there are more than 10 persons in a household, use a second questionnaire.

It is essential that you are familiar with each and every question in the questionnaire before you start your first interview. If there is any uncertainty whatsoever regarding the completion of the questionnaire you must immediately contact the Fieldwork Supervisor.

**Remember:** You will not be paid before all your questionnaires are completed satisfactorily.

The following paragraphs should be of great help during the fieldwork. Please acquaint yourself with the contents.

#### 15. COVER PAGE

Complete the particulars of the visiting point and the enumerator before you start with the interview.

**Number of visiting point:** This is the number of the visiting point as recorded on your list of 10 visiting points selected in the sample. If this is a substitute household, write down the number of the visiting point that has been substituted.

In the case of substitution you must give reason(s) (in the space provided) why you had to make the substitution.

**REMEMBER:** The Fieldwork supervisor must approve all substitutions.

Please make it clear to the respondent that the only reason why the telephone number of the visiting point is asked is to facilitate the task of the Fieldwork

supervisor during the control process. Where telephone numbers are not available the Fieldwork supervisor will have to revisit the specific household.

The part on the cover page with the heading 'Number of households at visiting point' must be completed for each visiting point (given address).

Remember to follow the steps discussed in paragraph 9 (pages 7 and 8 of this manual) if there are more than 1 household at a visiting point.

16. **SECTION 1**

Inform the respondent that you are about to ask a few questions on the dwelling, the services in the dwelling and his/her perceived quality of life.

**Question 1.1** How many dwellings does this household occupy?

Make sure that the respondent understands that we want the number of dwellings occupied by the household at **that particular site**, and circle the applicable code. If the household is sharing a dwelling with other household(s) e.g more than one household occupying the same dwelling or hostel dwellers sharing the same room circle code 1.

**Question 1.2** Which type of dwelling does this household occupy?

If there are more than one household on the site you must make sure that you give information on the dwelling of the household you are interviewing. If the household you are interviewing occupies more than one dwelling, please give the type of the main dwelling occupied by the household. Needless to say this also applies to the services in the dwelling. Please note that a "flat in block of flats" does not refer to a dwelling with a flat roof. Circle the applicable codes.

**Question 1.3** Main materials used for the roof and the walls of the main dwelling.

Only one response must be furnished for "Roof" and one response for "Walls". Make sure that the respondent understands that you want the main materials used for the main dwelling.

**Question 1.4** Total number of rooms occupied by the household.

If the household occupies more than one dwelling, count the total number rooms, excluding bathrooms and toilets.

**Question 1.5** Ownership of the dwelling:

Circle one code. **Make sure that if code "1" was circled you do not ask questions 1.6 to 1.10**

**Question 1.6** Are you required to pay rent for the dwelling(s)?

This question should be answered by households which **do not own** the dwelling(s) they occupy:

Note that the household need not have paid rent to say "Yes". Even households that are observing a rent boycott should answer "Yes" to this question.

**Question 1.7** What was the rent that was charged last month?

Ask for the amount that was charged.

**Question 1.8** Is this rent subsidised?

Rent is subsidised if the tenant does not pay the full commercial rental for the dwelling. This may be because his/her employer pays part of the rent or if the house belongs to the employer, the tenant may be required to pay only a minimal flat rate. Circle one code.

**Question 1.9** Do you rent this dwelling with or without furniture?

Circle one code.

**Question 1.10** Whose property is the dwelling?

This question refers to the owner of the dwelling, if the dwelling is not owned by a member of the household, **go to question 1.13.**

**Questions 1.11 and 1.12** To be asked if **the household does own the dwelling(s).**

Note that Full title includes both free-hold and lease-hold. Sectional title relevant to ownership of a flat in a block of flats or a town house or semi-detached house. If "sectional title", please ask what was the levy paid last month.

Ask also if the household is presently paying off a bond on the dwelling. If "Yes" ask how much was paid last month and record the rand amount in the box provided.

**Services available for the dwelling:** - ASK EVERYONE

**Question 1.13**

Only the main source of water should be recorded; circle only one code.

**Question 1.14** Is the water obtained enough for normal household purposes?

Only one response must be furnished. "Household purposes" refers to water being used for drinking, cooking, washing etc.

**Question 1.15** How far is the water source from the dwelling?

Only one response must be furnished. This question must be answered only where the water source is outside the dwelling(s). A meter is slightly longer than a yard (3 large footsteps).

**Question 1.16** Does the household have to pay for its water?

Only one response must be furnished.

**Question 1.17** Main source of energy/fuel for the household

For each of the three uses viz. Cooking, heating and lighting, indicate the **main** source of energy/fuel used. Circle only source for each use. If wood is not mentioned, go to question 1.23.

**Question 1.18** From where does the household get its wood?

Make sure that the respondent understands that you want the **main source** of firewood. The following definitions may be useful if you do not know the meaning of some of the terms used in the answers provided.

**WOODLOT:** Refers to trees, mainly eucalyptus, specially planted for firewood and poles for household consumption.

**COMMERCIAL PLANTATIONS:** Refers to forests planted for commercial purposes.

**INDIGENOUS forests:** These are indigenous trees growing so dense in a forest that the tops of the trees touch each other.

**VELD:** Refers to firewood collected in the veld or sparsely wooded areas.

**HOMEYARD TREES:** Refers to firewood collected from trees planted at the visiting point.

**MERCHANTS:** Wood bought from wood merchants (eg shops, sawmills).

**Question 1.19** Is wood obtained adequate for normal household purposes?

Only one response must be furnished. "Household purposes" refers to the wood used for firewood.

**Question 1.20** Does the household have to pay for the wood?

Only one response must be furnished

**Question 1.21** Does the household have to fetch wood?

Only one response must be furnished.

**Question 1.22** How far is the wood if it has to be fetched?

Ask for the distance to the main source of wood for the household.

**Sanitation. ASK EVERY HOUSEHOLD**

**Question 1.23** What type of toilet facility is available for this household?

Please note that only **one** response must be furnished. If there is a flush toilet inside the dwelling as well as an outside toilet you only mark "flush toilet in dwelling". i.e only the better facility available should be recorded.

**Question 1.24** Is the toilet facility shared with another household?

Only one answer is required

**Question 1.25** How far is the nearest toilet facility to which the household has access?

Only one answer is required. This question must be asked only if the toilet facility is not in the dwelling.

**Question 1.26** How frequently is the bucket toilet removed?

Only one answer is required. This question must be asked only if the toilet facility is a bucket toilet.

**Refuse disposal. ASK EVERY HOUSEHOLD**

**Question 1.27** How is the refuse or rubbish of this household disposed of?

Only one response must be furnished. If more than one response is applicable, circle the code for the better service. If the refuse or rubbish is removed by local authority or community members, do not forget to ask "how frequently is it removed.

**Question 1.28** Does anyone in this household have a cellular telephone?

Only one answer must be furnished.

**Question 1.29** Is there a telephone in this dwelling?

Remember that cellular telephones are excluded from this question.

**Question 1.30** How far from this household is the nearest available telephone?

Only one answer must be furnished. **Remember**, this question must only be completed for households which do not have a telephone in the dwelling.

**Safety and quality of life. ASK EVERY HOUSEHOLD**

**Question 1.31** How safe do you feel living in this particular neighbourhood?

Read out all the answers and circle the applicable code.

**Question 1.32** How safe do you feel living in your own dwelling?

Read out all the answers and circle the applicable code.

**Question 1.33** Do you feel safer, about the same, or less safe, than you felt a year ago? Circle the applicable code.

**Question 1.34**

Ask whether any member of the household has been a victim of crime in the past 12 months. Circle the applicable code.

If any member of the household has been a victim of crime, **READ OUT** the list of crimes provided in the answers. It is possible that different members of the household were victims of the same or different crimes. It is also possible that one member of the household could have been a victim of more than one crime. Circle **all** the applicable codes.

**Question 1.35 Street lighting**

We want to know if there are street lights on the street where the main dwelling of the household is located. Circle the applicable code.

**Question 1.36**

Before asking this question the enumerator must first determine if there are any children in the household. If there are no children circle code '3' (not applicable)

**Question 1.37**

Read out the answers and circle the applicable code.

**Question 1.38**

Read out the answers and circle the applicable code.

**Question 1.39**

Ask for all the money the household spent during the past month in total, on all items including food, clothing, housing, transport, education, medical care etc. Even the money spent on durable goods like cars, furniture and purchase of property should all be included. Ask the respondent if they keep any record of expenditure in form of till receipts, bank-cheque records or personal notes on purchases as these will be very useful to arrive at a more accurate answer. Enter the rand amount in the box provided.

**Question 1.40 Expenditure on food**

It may not be easy to distinguish expenditure on food from expenditure on general groceries. In such a case, ask the respondent to identify the major food items consumed by the household and find out if he can remember the amount spent on each of these items in the past month. The idea is to get an estimate which is as close as possible to the actual food expenditure. Enter the rand amount in the box provided.

**Question 1.41**

Unusual cash purchases are usually in the form of durable goods e.g furniture, vehicles and some household goods. Indicate whether or not, there were any such purchases, either during the past year or past month or both. Circle the applicable codes.

**Question 1.42**

This question must be asked only when there were unusual cash purchases during the past month. Add up all the amounts spent on unusual cash purchases during the past month and past year and enter the rand amount in the boxes provided. Unusual purchases for the past year should exclude purchases for the past month.

**Question 1.43**

Circle only **one** code.

**Question 1.44**

Circle only **one** code (estimate)

**Question 1.45**

Circle only **one** code

**Question 1.46 Means of transport**

Indicate the main means of transport used to travel to the health facility. This should be the transport used for the longest part of the distance to the health facility. In case of doubt, read out the possible answers to the respondent so he can indicate his/her choice. Circle only one code.

**Question 1.47**

Write down in the space provided, the place name, the magisterial district and the name of the province where the health facility is situated.

**Question 1.48**

A social welfare service point is a place where social welfare services like payment of pension, disability grants etc. is done. Circle a "4" if the household does not know or has never heard of such a facility.

AFTER COMPLETION OF SECTION 1 YOU MOVE ON TO THE FLAP. IT IS VERY IMPORTANT THAT YOU COMPLETE THE FLAP BEFORE YOU START WITH SECTION 2.

17. **FLAP**

**This section covers particulars of each person in the household.**

Inform the respondent that you are about to ask questions about every person who normally resides at least 4 nights a week in this household.

Identify the head or acting head (see definition of household head on page 3) and start with his/ her particulars. Complete questions A-E for head/acting head and then go on to next person. Complete for all persons in the household.

If there are **more than 10 persons in the household** continue on the flap of an additional questionnaire. In that case, person no 1 on the additional questionnaire becomes person no 11, person no 2 becomes person no 12, etc. Change the numbering on the flap of the second questionnaire accordingly. Make sure that you mark the cover page clearly. After completion the extra questionnaire must be put inside the first questionnaire to avoid confusion. Make sure that all persons are enumerated. A considerable proportion of respondents tend to omit to record babies and little children. Enumerators should therefore look out for any signs of the presence of small children, such as nappies, dummies, bottles, toys, etc. and if necessary to enquire about them.

## **Completion of the Flap**

### **A: First name or initials:**

This question is optional but it will make the rest of the interview much easier if you are able to get it answered. You can stress the point that this is only asked for the purposes of the interview and will definitely not be used for anything else.

Column 1 should only be used for the head or acting head of the household.

### **B: Gender:**

Make sure that the gender of each person is correctly circled. If the person is not present at the time of the interview do not use the name to decide whether the person is male or female

### **C: Age:**

This refers to the number of completed years, i.e. age at last birthday. In the case of an infant younger than 1 year write 0.

#### **Year of birth:**

This information is required for control purposes.

Where age as well as a year of birth cannot be given, estimate it as accurately as possible. Try to get this estimate by asking the head of the household probing questions, for example, ask about a historical event related to the birth of the person, such as World War II.

### **D How would the person describe him-/herself?**

If the population group of the relevant person is clear, you do not need to ask the question. Only ask when you are in doubt. You simply circle the applicable code and carry on with Question E. Remember that persons of different population groups do sometimes form part of the same household.

### **E Please indicate the person who answered the questions in section 1**

It is very important for us to know which household member answered the questions in Section 1 and you must therefore circle the applicable respondent number.

After completion of the flap you keep the flap unfolded. Now that you have the essential information on each member of the household you can refer back to it during the rest of the interview.

The flap acts as a heading for Sections 2 and 3.

18. SECTION 2

**This section covers particulars of every person in the household**

Complete questions 2.1 to 2.26 for person no 1. Go on with next person. After last person go to next section.

Do not do it in any other order.

**Question 2.1 What is the person's relationship to the head/acting head of the household?**

To answer this question you must be sure who the head or the acting head of the household is. Look up the definition of a household head on page 3 of this manual and determine each individual's relationship with the head. It is important that each household must have someone identified as head/acting head and furthermore only one person could be head/acting head. The head/acting head could be a man or a woman.

**Question 2.2 Is the person's own mother still alive? and  
Question 2.3 Is the person's own father still alive?**

These questions refer to the person's biological parents, in other words the actual mother or father of the person, not the adoptive or step parents.

**Question 2.4 Give respondent number of the person's mother if she is part of the household and**

**Question 2.5 Give respondent number of the person's father if he is part of the household**

The reason for including this question is to be able to sort out separate families if they form part of the same household. The respondent number is the number which appears at the top of each column. If a parent is not part of the household leave the available space blank

**Question 2.6 What is the person's present marital status?**

This question refers to the present marital status of each person. For example, if a person is presently married for the second time (after being divorced or widowed) you circle one of the codes for 'married'.

Any couple living together as married persons without a civil/religious or traditional/customary marriage should be coded as "living together with partner" (code 4).

For unmarried children in the household circle code 1 (never married) and not code 4 (living together).

**Question 2.7 If the person is married give respondent number of spouse if he/she is part of the household**

Make sure that this question is answered for persons who indicated that they are married (see Question 2.6). Write down respondent number of spouse in the space provided. The information given in this question will enable us to see who is married to whom.

**Question 2.8 Which language does the people speak most often at home?**

For babies write down the home language of their parents. If the parents speak different home languages, write down the mother's home language.

**Question 2.9 Place of birth**

This information could vary from person to person in a household. Do not assume that all the persons in a household were born in the same town/ place. Write down the town/place name, the magisterial district as well as the province.

If the person was born outside the RSA, only the country of birth must be filled in. For persons who were born in the former Transkei, Bobhuthatswana, Venda or Ciskei (the TBVC states) the town/place name, magisterial district and province must also be filled in, since those areas are now also part of the RSA.

If a person does not know the name of the new province the name of the old province will also be accepted, provided the magisterial district is also furnished.

**Question 2.10 In which year did the person move to the dwelling where he/she usually lives?**

Write in the year that the person moved to the dwelling where he/she usually lives. If the person was born in that dwelling then circle code "0".

For the person who has moved, ask **"From where did the person move?"**

Indicate the town/place name, the magisterial district as well as the province (new) where the person previously resided.

If the person has moved from another country to, the dwelling where he/she usually lives, indicate the name of the country only.

**Question 2.11 In what type of dwelling did the person live at the previous place of residence?**

This question must only be asked to persons have moved.

We now want to know what type of dwelling the person occupied at his/her previous place of residence. Circle only one code. If the respondent is not sure whether it should be classified as a house or a traditional dwelling then ask what the main materials of the roof and the walls were and classify it accordingly.

**Question 2.12 Does the person presently attends school, college, technikon or university?**

This question must be recorded for all persons in the household and not only for the children attending school. It is important that only persons who are presently attending school, college, university, etc. on a full-time or part-time basis must answer "Yes". For persons who are not presently attending school, college, university, etc., circle code 3.

If a person (child) is not attending school for a **number of days** because of illness, the person (child) is still regarded as if he/she is attending school.

**Question 2.13 What is the highest level of education that the person has COMPLETED?**

We are interested in the highest educational qualification of the person and not necessary the last qualification he/she has obtained

It should be noted that only qualifications already **obtained** must be entered.

A pupil at school who is in std 7 has an educational level of std 6. Be cautious not to record current school standard, but the standard obtained.

If a person says "std 10" make sure that he/she doesn't perhaps also have a diploma or degree.

For a student at university who has not yet obtained a degree, you should enter standard 10 (code 10).

**Question 2.14 Would the person wish to continue his/her education or training?**

This question should only be asked to persons who are 7 years or older who has never attended school or has dropped out of school before completing Std 10 and is not attending school.

If the answer is 'Yes' ask the latter part of the question which reads, "**What prevents the person from continuing his/her education or training?**" Circle the applicable code.

**Question 2.15 Is the person attending a nursery school, a pre-school, crèche or a day care centre?**

This question must be recorded for all children six years or younger.

**Question 2.16 Does the person get free food through the school feeding scheme?**

This question should only be asked in respect of children who are attending primary school.

**Questions 2.17, 2.18 and 2.19**

These questions should be completed for all persons in the household. This includes people who have some form of permanent injury, disability or ailment. Please note that the reference period is **the past month**

Illness - Any perceived illness e.g. flu, pneumonia, heart attack, diabetes, etc. excluding injuries or disabilities.

Injury - Caused externally e.g. broken arm or leg, stab wound, etc.

**Question 2.20 Does the person have access to a medical aid scheme?**

If the person does not know what a medical aid scheme is, the enumerator must explain that it is a medical insurance which covers medical expenses partially or in total and very often the employer makes a contribution towards the instalments.

**Question 2.21 Did the person go to any health worker during the past month as a result of illness or injury?**

This question should be completed for all persons in the household who had to consult some or other health worker during the **past month**. If the person did consult a health worker, or perhaps more than one, determine **which type(s) of health worker** and circle the applicable codes

When a respondent says that he/she visited a "special doctor", make sure if it was a general practitioner/private medical doctor or a medical specialist (eg. paediatrician, gynaecologist, orthopaedic surgeon).

**Question 2.22 If the person consulted a health worker, where did this consultation take place?**

Make sure that you determine whether the consultation was at a public institution (government, provincial community) or private institution. Circle only one code.

**Question 2.23 Did the household have to pay for this service?**

The reason for including this question is to test the 'free health scheme' project.

**Question 2.24 Does the person smoke?**

If the person considers him/herself as a smoker the answer is "yes".

**Question 2.25 Which, if any, of the following SERIOUS handicaps/disabilities does the person have?**

You can indicate to the person that a serious disability is one which prevents him/her from performing normal activities of daily living, for example getting in and out of buttrressing, washing, or even working, without assistance or equipment. **Do not probe for more disabilities.** Only write down the answer given by the respondent

Circle more than one response if necessary.

**Question 2.26 Did the person make use of a social welfare service during the past year?**

Please note that the period referred to is 'the past year'. If the answer is "Yes", ask which type of social welfare service and circle the applicable code(s)

After completion of question 2.26 you must start with question 2.1 for the next person. Consult the flap in order to make sure that all the questions are asked to all the members of the household and that all replies are recorded.

**Important:** When you are busy with the interview, never assume anything. Rather ask and be sure the response is correct.

**For example:** Do not assume that when one child is attending school the rest of the children of schooling age are automatically also attending school. This is often not the case.

After you are satisfied that Section 2 is fully completed for all members of the household you can continue with Section 3.

## 19. SECTION 3

**This section covers information regarding workers (formal and informal) the unemployed and persons who are not economically active**

Section 3 is basically completed in the same manner as Section 2; that is person by person. There are however the following important differences that must be borne in mind when you are busy with Section 3:

- ◇ This section must only be completed for **persons 15 years and older**. Make sure that it is also completed for all scholars/students that are 15 years and older.
- ◇ This section extends over 21 pages (pages 44 to 69). This means that you complete the whole section for a person and you then page back to page 32 and repeat for all the other persons.
- ◇ Not all the questions are applicable to everyone. Follow the instructions of the different questions **carefully** in order to complete this section correctly. Please note the specific instructions at certain codes. For your convenience a schematic presentation of section 3 is added as an annexure to this manual.
- ◇ With the exception of questions 3.29 and 3.33 only one code (response) per question must be circled. At questions 3.29 and 3.33 more than one response may be circled.
- ◇ It is also important to make sure of the **reference period** referred to at some questions. In some cases the period is a week (eg. Question 3.1), and in other cases the period is a year (eg. Question 3.4).

### **Question 3.1 During the past 7 days did the person actually do work for pay, profit or family gain?**

We are interested to know whether the person **did any work during the past 7 days** for pay or for financial family gain. This work could have been for a salary or wage or informal work such as making things for sale, or selling things or providing a service such as washing cars, or working on a farm whether for a wage or as part of the households farming activities.

If the person has done any work determine whether it was done full-time or part-time and after circling the applicable code go to Question 3.5.

If the person did not do any work continue with Question 3.2.

**Question 3.2 During the past 7 days, did the person actually have a full-time or part-time job even though he/she was absent from work?**

This question must be asked to all persons who did not work during the past 7 days. The aim of this question is, first of all, to determine why the person did not work.

Was it because he was absent from his job or did he not have a job at all?

If he had a job, but was absent for some reason then circle code "1" and continue with Question 3.3.

If, on the other hand he did not have a job, which also means he was not self employed during the past 7 days, the second part of Question 3.2 (if "No", in which of the following categories does the person fall?) wants to determine if he was unemployed or not part of the labour market.

The person who is permanently unable to work (code 8) must continue with Question 3.33. All the other persons must go to Question 3.4.

**Question 3.3 Why did the person not work during the past week?**

This question must only be asked to persons who were employed (including self-employment) but was absent from work. Listen to the reason given and circle the applicable code.

If the person was absent from work due to illness or injury the nature of the illness or injury must also be asked and recorded in as much detail as possible.

**Question 3.4 During the PAST YEAR did the person work for pay, profit or family gain?**

This question must only be asked to persons who did not work during the past 7 days because they were not employed or self-employed.

We are now interested to know whether perhaps these persons **did any work during the PAST YEAR** for pay or for financial family gain. This work could have been for a salary or wage or informal work such as making things for sale, or selling things or providing a service such as washing cars, or working on a farm whether for a wage or as part of the households farming activities.

If the answer is "Yes" then go to Question 3.18 **after** asking the following questions.

**What did the person earn on average, per week, when working?**

An amount should be recorded in the appropriate column, and

**How long ago did the person work?**

Circle the applicable code

If the answer is "No", go to Question 3.27.

ASK FOR ALL PERSONS WHO WERE EMPLOYED DURING THE PAST 7 DAYS

**Question 3.5 What is the total number of hours that the person actually worked per week?**

A normal working-day is about 8 hours long. This means that a 5-day working week consists of about 40 hours. If a person worked less than 35 hours it means that the person is not working the full quota of a normal full-time employee. It is necessary to know if these people would actually prefer to work a normal 8 hour day. This information is used to determine the extent of underemployment.

It is possible to get responses of up to 80 hours per week. Hours worked overtime during the last seven days must be included.

**Question 3.6 Would the person like to work more hours?**

This question must only be asked in regard of a person who worked less than 35 hours or less during the past 7 days.

If the response is "Yes" you ask: "How many hours in **total**?" "Total" means the hours that he/she is prepared to work per week (including his/her current hours).

**Example:** Say a person is currently working 10 hours but he/she is prepared to work another 20 hours. Then the answer would be 30 hours.

**Question 3.7 What time does the person usually leave home for work? and Question 3.8 What time does the person usually get to his/her place of work?**

The aim of these two questions is to determine the time a person takes to get to his/her place of work. If the person works from home, then enter "work from home" for both questions in the appropriate columns.

**Question 3.9 Where does the person work?**

Fill in the town/place name as well as the magisterial district and the province. If the person does not work in the RSA then simply fill in the name of the country where he/she works. Remember that the former TBVC-states (Transkei, Ciskei, Bophuthatswana and Venda) are currently part of the RSA and for those places the town/place name, magisterial district and province are required.

**Question 3.10 What is the main type of transport that the person uses to get to his/her place of work?**

If a person uses more than one type of transport, the **main** type of transport is that type which is used for the longest distance. Circle only one code.

The second part of the question "**Who owns this transport?**" must also be completed by circling one code.

**Question 3.11 Who does the person work for?**

You 'work for someone else' if you receive a salary or wage and do not hire any employees.

In all other cases a person 'works for himself' (eg. car washer, a builder doing a building job at piece-rate, collecting bones or bottles for selling, babysitting, etc.)

**PLEASE NOTE:** Questions 3.12 to 3.17 should be completed for employees only.

ASK ALL EMPLOYEES WHO WERE EMPLOYED DURING THE PAST 7 DAYS

**Question 3.12 What is the name of the person's employer?**

If a person works for a firm/institution fill in the name of the firm/institution and if he works for a private person fill in "private individual"

**Question 3.13 What is the main activity of the person's firm/institution or private employer?**

Here are a few examples of possible responses.

If the person is a domestic worker fill in 'household'.

If the person works for a mine state type of mine.

If the person works for a factory state eg. 'shoe factory'.

If the person works for a garage state 'motor trade', or 'motor repair' or 'petrol sales'.

If a person is a teacher state 'education'.

**Note:** For employees of the State, Transnet, provincial administrations or municipalities state their division and/or branch, eg. electricity division, roads department, etc.

**Question 3.14 What kind of work is the person doing at his/her main job?**

Write down the type of work the person is doing, for example primary school teacher, gardener, domestic worker, typist, statistician.

Furnish as much information as possible. Write the response for each person in the space provided. Concentrate on the type of work and not the detail of each day's activities.

**Question 3.15 When did the person start working with the employer mentioned above?**

State year and month he/she started working for the employer mentioned in the previous question.

**Question 3.16 Is the person a member of a trade union?**

Tell the respondent you are not at all interested in the 'name' of the trade union since this could be a sensitive question.

**Question 3.17 What is the person's total salary/pay (including overtime and bonus) at the main job (before deductions)?**

For planning purposes, income questions are very important. This question is likely to be sensitive. But if the enumerator has established a good relationship with the respondent, and if he/she is tactful, it is highly likely that we will get accurate information. An enumerator show card will be supplied to you. Show the card to all **literate** respondents, and allow them to indicate the category which describes the income of each person in the household.

The person may choose to indicate either a weekly, monthly or annual income. Circle the applicable code in the respondent's column .

Make sure that the salary/wage (including overtime) of the respondent's main job before any deductions is coded.

If the respondent is unwilling, to give income information explain that the information is strictly confidential and that there is no way that a response could be traced back to a specific individual.

**ASK ALL EMPLOYEES AND ALL PERSONS WHO WORKED SOMETIME DURING THE PAST YEAR**

**Question 3.18 In addition to the main occupation that the person did in the past 7 days or the past year , did the person also DO ANY OTHER WORK FOR HIM/HERSELF, such as making thing for sale, selling things or providing a service?**

This question must be asked to persons who were employed during the past 7 days and all persons who worked sometime during the past year.

This question refers to other jobs (**formal** or **informal**) in addition to the main job. Overtime worked at the main job is excluded. It is important to ascertain that you get the correct response.

If the response is "Yes" then continue with Question 3.19.

If the response is "No" you go to question 3.26.

**Question 3.19 Describe the work the person does/did for him/herself.**

**This question must be asked to all persons who are employers or self-employed persons**

The respondent must describe the work (formal or informal) that he/she is doing for him/herself in as much detail as possible. Concentrate on the type of work and not the detail of each day's activities.

It is important to get as much information as possible on the person's occupation/work. If the respondent says for example that he/she is a "Manager" or a "Owner" you must also determine the type of business. "Manager of a garage" or "Owner of a greengrocer" is for example acceptable.

If the response is "Selling" you must ask what he/she is selling. The correct response in this case would for example be "Selling fruit and vegetables". You must in other words get a clear description of the type of work.

If the respondent says that he/she is selling home-made articles you must determine whether he/she is involved in the manufacturing of the articles. If this is the case you must write that the person manufactures the articles. In this case you would for example write "Manufacturing of brooms" in stead of "Selling of brooms".

**Questions 3.20 Do you consider your work/business to be formal or informal?**  
and

**Questions 3.21 Do you consider your work/business to be formal or informal?**

It is important that the respondent must know that these questions are asked to determine whether his/her enterprise is formal or informal. This information will not be used for any other purposes whatsoever.

**Questions 3.22. For how many months during the past 12 months has/was the person's business/enterprise operated?**

If the business has operated all the time write down "12 months", if not, write down the number of months recorded.

**Question 3.23 What is/was the person's TOTAL income/turnover (before deducting expenses) from his/her own activities/business?**

Make sure that the respondent understands that you want the **total income/turnover** before deducting expenses.

This question is also likely to be sensitive. But if the enumerator has established a good relationship with the respondent, and if he/she is tactful, it is highly likely that we will get accurate information. Use the same show card that you have used for Question 3.17. Show the card to all **literate** respondents, and allow them to indicate the category which describes the income of each person in the household.

The person may choose to indicate either a weekly, monthly or annual income. Circle the applicable code in the respondent's column.

If the respondent is unwilling, to give income information explain that the information is strictly confidential and that there is no way that a response could be traced back to a specific individual.

**Question 3.24 How much money did the person spend on the following items in order to earn his/her total income during the last month?**

Please note that the reference period is **a month**. The item "Other" must include all other expenses which are not already included under "Goods/materials" and "Salaries/wages/commissions".

**Question 3.25 How many people are/were working for the person during the last month that he/she worked?**

Do not forget to include family workers even if they are unpaid.

**IMPORTANT:** If one or more of the employees are part of the household don't forget to write down their respondent numbers in the space provided.

**Question 3.26 This question must be asked to all persons who worked any time during the past year "In which category do you fall?"**

Worked during the past 7 days    **Section 3 is complete for this person**

Has a job but was absent from work for some reason    **Section 3 is complete for this person.**

*(If Section 3 is complete for a person then start Section 3 for the next person. If last person go to Section 4.)*

**3 = Other.....This group includes all persons who did not work during the past 7 days because they did not have a job. Their interview has to continue with**

**Question 3.27**

**Question 3.27 If a suitable job is offered, will he/she accept it?**

This question must be asked to persons who did not work during the past 7 days because they did not have a job.

"Suitable job" means that the whole package of remuneration and the conditions the job implies, is acceptable to the respondent. This includes the type of work, working hours, salary, distance from home, etc.

If the person is prepared to accept a job then ask, "How soon can the person start work?"

If the answer to this question is "No" go directly to question 3.32.

**Question 3.28 How long has the person been seeking work?**

If a person is jobless it does not imply that he/she is looking for a job. You must make sure that you record the actual period that the respondent has been looking for a job and not the period since the respondent has been jobless.

**Question 3.29 In the past 4 weeks what has the person done to find work?**

Read the possible responses only if a person does not know how to reply. Circle the applicable responses. More than one response may be circled.

**Question 3.30 Has the person ever worked in the past for pay, profit or family gain?**

Circle one response.

**Question 3.31 What was the person's last occupation ?**

Here we require more details from the unemployed person who have worked before regarding his/her last job. Write down a job title, for example primary school teacher, gardener, etc.

You must therefore describe the type of work in as much detail as possible.

**Question 3.32 Why did the person not work during the past 7 days?**

If the response is "code 4" check at Section 2 (question 2.12) whether the person is currently attending school. If the reason is not easily classifiable then specify in the space provided in the column. Only one response must be furnished.

**Question 3.33**

Code 1 emphasizes the importance of making sure that you get the correct information the first time. If a person did any odd jobs during the past seven days he/she should have answered "Yes" to Question 3.1.

More than one response can be circled.

This is the last question of Section 3. Before you start with Section 4 make sure that you have completed Section 3 for all the relevant persons in the household.

At this stage you can tell the members of the household (the respondents) that the major part of the questionnaire is completed and the rest should not take very long.

**SECTION 4**

**This section covers information regarding migrant workers.**

**In this section we are interested in household members who are usually members of the household, but who are absent from the household for a part of each year for work (for a month or more) because they are migrant workers.**

We do not want to know about household members, such as married children, who have permanently left the household.

**Question 4.1**

Make sure that the respondent understands what a migrant worker is and circle the applicable code. If the answer is "Yes" complete questions 4.2 to 4.10.

If the answer is "No" go to Section 5

**Question 4.2**

Instead of the first name the initials could also be furnished. If there is more than one person in the household who qualifies as a migrant worker then complete questions 4.2 to 4.10 for migrant worker No 1 and then go on with next migrant worker. If there is no other migrant worker, go to Section 5

**Question 4.3 Relationship**

If the migrant worker is not the head of the household then circle code 2

**Question 4.4 Gender**

We also want to know the gender of the migrant worker

**Question 4.5 Occupation**

Here we require more details about the job, for example primary school teacher, labourer in a mine, mechanic at a garage. If the person is unemployed and looking for work then write down "unemployed and looking for work".

**Question 4.6 Highest level of education**

Make sure that the respondent understands we want the **highest** qualification that the migrant has **obtained**. If the highest qualification cannot be established, write in all given information obtained at an educational institution

**Question 4.7 Money sent back home by migrant worker**

Here we want an amount. Assist the respondent to determine the total amount that was sent home if it occurs on a regular basis or an irregular basis

**Question 4.8 Where does/did the person work**

We need the name of the town or place name as well as the magisterial district and the province where the migrant worker is working or seeking work. If the migrant worker does/did not work in the RSA then only the country is required. Remember that the former TBVC states are now also part of the RSA. If the respondent answers "Transvaal" or "Free State" do probing to find out exactly where the place of work is.

**Question 4.9 What is the main activity of the person's employer?**

Here we require more details of the migrant worker's job. For example, working in a gold mine, working for the Department of health, working for a private household. If the migrant worker is unemployed then write "Not applicable".

**Question 4.10 How often does the migrant worker come home?**

Circle the code which is applicable to the number of times the migrant worker usually comes home.

21. **SECTION 5**

**This section covers information regarding deaths in the household**

Deaths of persons who were members of the household at the time of their death and that occurred since 1 January 1995 must be recorded.

**Question 5.1 Were there any deaths in this household since January 1995?**

Ask specifically if there wasn't perhaps a baby who died during the last year. People often tend to omit information on infant deaths. Still births must however be excluded.

This question must be completed even if there were no deaths in the household since 1 January 1995

**Question 5.2**

The name of the deceased is optional. The relationship of the deceased to the respondent can also be used instead of the person's name. It is only asked to make reference during the interview easier.

**Questions 5.3 and 5.4**

Try to record the demographic particulars of the dead as comprehensively as possible. The gender and age are of great importance for demographic calculations. As far as age is concerned you must ask the age at death. Sometimes people tend to give you the age that the person would have been if he/she was still alive at the time of the interview.

**Question 5.5 Month and Year of death**

The answer to this question is required for controlling purposes.

**Question 5.6 Was the death registered?**

To determine if a death was registered you must ask if the household got a death certificate which they handed in at the nearest court, magistrates office or Department of Home Affairs' office.

**Question 5.7 Cause of death**

"Natural causes" include deaths due to illness, heart attacks, etc.

"Accidents" include deaths due to drowning, motor car accidents, etc.

"Violence" include deaths due to murder of any kind.

"Other" include deaths due to suicide, and any other causes not specified above.

**22. SECTION 6****This section covers information regarding births**

This section must be completed for all women in the household who are younger than 55 years and who have ever given birth.

It is furthermore important that the questions in this section must be asked to every qualifying woman individually. In other words try to get the information from each woman herself. If it is not possible you must try to get the information from one of the other women in the household.

If this is also impossible a senior male should answer the questions.

Consult the flap (question C) to see which women, according to age, could qualify. First copy the name and respondent number from the flap on the space provided for it. Write the number of the respondent after the name.

Start with the first woman and question them one by one. Do not question two or more women simultaneously as this may cause confusion.

**A separate form must be completed for each woman**

Read the notes at the different questions. Make especially sure that **babies** who died at a very young age are also included.

**Question 6.1**

This question is optional. It will however make the interview easier if it is possible to get the name of each child.

**Question 6.3 Is the child still alive?**

If the child is still alive, complete question 6.4 and 6.5. If the child is dead, complete question 6.6.

**Question 6.4 Is the child currently living with this household?**

The answer to this question must be “Yes” if the child is part of this household according to the definition of a household, as given in paragraph 6.3 on page 3 of this manual. If the child is living elsewhere, e.g. with a grandparent or in a school hostel, then the answer must be “No”.

**Questions 6.5 and 6.7 Age and Year of birth**

Make sure that the answers to question 6.5 and question 6.7 compare for all children who are alive. If not, make sure to obtain the correct answers.

For children who have died, the date of birth must also be completed

**Question 6.6**

The age at death must be recorded in as much detail as possible:

Record days if less than one month.

Record months if less than one year.

Record years and months if 1 to 2 years.

Record years if 2 years and older.

**Question 6.8 Where was the child born?**

This question must be completed for all children whether alive or not. Indicate where the child was born, whether in hospital, clinic or elsewhere.

**Question 6.9 Was the birth registered?**

Registration of a birth takes place at a Department of Home Affairs' office or magisterial office

23. **SECTION 7**

**This section covers information regarding income obtained from other sources.**

In Section 3 we have determined the income received from employment by the members of the household who are working. If household members have received any other income during the past year, it must be recorded in this section. You must read out the different categories and ask if any money was received monthly or annually. Some categories may be recorded monthly, whereas others may be recorded annually. If more than one household member receives income from the same category (an elderly couple both receiving old age pension monthly) add them together and only write down the total in the appropriate column.

**Question 7.1 Financial support from relatives/persons not in the household**

In this question we are interested in money that was sent home by relatives or persons who are not part of the household for example, a domestic worker may send money back home to support her child, a factory worker may support family in a rural area, allowances received from divorced spouse living elsewhere .

**Question 7.2 State pensions including old age/civil pensions.**

If no pension is recorded consult the flap (Question C) to see if there are any elderly persons (persons who are 65 years or older) in the household, who will most probably qualify for an old age pension and ask if perhaps that income was forgotten. Money received from war pensions could also be recorded under this category.

**Question 7.3 Private pensions.**

If there are elderly persons in the household (see Flap, Question C) some more probing may be necessary if no pensions were received resulting from employment before retirement.

**Question 7.4 Social grants/disability grants.**

If there are disabled persons in the household then most probably those persons will receive disability grants, depending on the degree of the handicap (see Section 2, Question 2.25 as well as Section 3, Question 3.33)

If according to Section 3, Question 3.33 a household member is supported by charity, church or welfare then an amount must be quoted under this heading.

**Question 7.5 Other grants.**

Probe to find out if perhaps the household received money from any other grants (eg old age grants, maintenance grants, care dependant grants) that have not been recorded yet.

**Question 7.6 Gratuities and other lumpsum payments.**

Ask, if perhaps any household member has received money from gratuities or any other lumpsum payment as a result of retirement or retrenchment. Lobola or dowries received could also be included under this category.

**Question 7.7 Unemployment benefit funds.**

For persons who are unemployed and who have been employed previously (less than six months ago) we would most probably expect an entry under this category. Also if a household member has indicated in Section 3, Question 3.33 that he/she is supported by an unemployment benefit fund.

**Question 7.8 Any other source of income.**

The fieldworker will have to do quite a bit of probing to determine the amount received from other sources. This category includes interest received from savings, bursaries, etc.

24. SECTION 8

TO BE ANSWERED BY HOUSEHOLDS WHICH EMPLOY DOMESTIC WORKERS. (Households of live-in domestic workers which do not employ domestic workers themselves should not answer this section)

**This section covers information regarding domestic workers employed by the household in the past month.**

**Question 8.1 Did this household make use of a domestic worker during the past month?**

This question must be completed for all households. If the answer is "Yes", then the rest of Section 8 must be completed for that household.

**Question 8.2**

Complete this question by first determining the type and number of domestic workers employed. It is then suggested that you complete the rest of the questions for each type of domestic worker separately.

To determine the total number of hours usually worked per month, first determine the number of hours worked per day and the number of days worked per month. Multiply these two totals and that will give you the number of hours/month per domestic worker. If there is more than one domestic worker in a particular category (e.g. two general domestic workers) you have to determine the total number of hours worked per month for each of them and record the **Total** in the column "Total number of hours usually worked per month"

The questions on total monthly remuneration to domestic workers are likely to be sensitive. If the enumerator has established a good relationship with the respondent, and if he/she is tactful, it is likely that we will get accurate information.

As in the case of the total number of hours worked per month do not forget to add the cash wages if the household employs more than one domestic worker of the same type (e.g. two general domestic workers) and record the **total** in the column marked "Cash wage, including transport allowance". Apply the same method to determine the amounts to be recorded in the other columns.

The enumerator can assist the respondent to determine the estimated value of free food by first determining the number of meals per day and the cost involved and then multiplying it by the number of days worked per month.

## 25. AFTER COMPLETION OF THE QUESTIONNAIRE

After completion of the questionnaire quickly check the following particulars:

- ◇ - Make sure that Section 2 is completed for every person on the flap.
- ◇ - Make sure that Section 3 is completed for every person 15 years and older in the household.
- ◇ - Make sure that Section 6 is completed for every women younger than 55 years in the household, who have given birth before.

If the questionnaire is not fully completed apologise for the inconvenience and get the relevant information.

After you are sure that the questionnaire is fully completed thank all the persons for their co-operation during the interview.

Inform them also that the fieldwork supervisor could visit them to check that the interview had been conducted properly.

When all the questionnaires are completed you must deliver them immediately to the fieldwork supervisor. You will only be paid after the fieldwork supervisor has checked your work and the necessary administrative functions have been completed by Head Office , about 6 weeks later.

**But:** Do not rush the job because in that case you will simply be requested to do the job over until the fieldwork supervisor is satisfied.

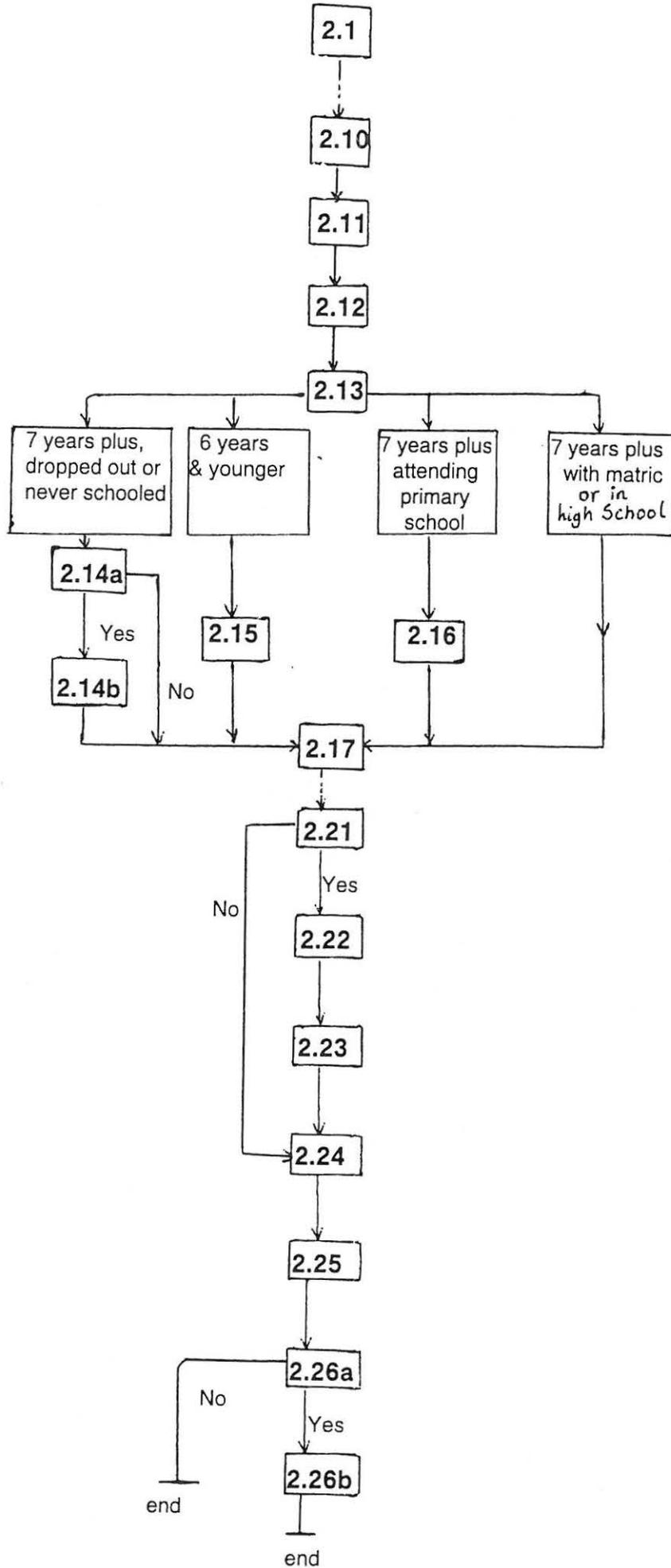
## 23. REMUNERATION

The remuneration of enumerators will be R40.00 per questionnaire, including travel, the identification of the visiting points and all the survey procedures as outlined in this manual. This will amount to R400.00 for the 10 questionnaires you complete.

Please note that the Central Statistical Service is compelled to deduct 25% of the remuneration for tax from those fieldworkers who are employed. **In the case of unemployed fieldworkers, tax deductions will not apply.** If you qualify you can claim part of this amount back from your local Receiver of Revenue after receiving your IRP 5 certificate at the end of the financial year.

**Thank you and Good Luck!**

ANNEXURE





Random Digits  
(Blocked merely for convenience)

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39	65	76	45	45	19	90	69	64	61	20	26	36	31	62	58	24	97	14	97	95	06	70	99	00
73	71	23	70	90	65	97	60	12	11	31	56	34	19	19	47	83	75	51	33	30	62	38	20	46
72	20	47	33	84	51	67	47	97	19	98	40	07	17	66	23	05	09	51	80	59	78	11	52	49
75	17	25	69	17	17	95	21	78	58	24	33	45	77	48	69	81	84	09	29	93	22	70	45	80
37	48	79	88	74	63	52	06	34	30	01	31	60	10	27	35	07	79	71	53	28	99	52	01	41
02	89	08	16	94	85	53	83	29	95	56	27	09	24	43	21	78	55	09	82	72	61	88	73	61
87	18	15	70	07	37	79	49	12	38	48	13	93	55	96	41	92	45	71	51	09	18	25	58	94
98	83	71	70	15	89	09	39	59	24	00	06	41	41	20	14	36	59	25	47	54	45	17	24	89
10	08	58	07	04	76	62	16	48	68	58	76	17	14	86	59	53	11	52	21	66	04	18	72	87
47	90	56	37	31	71	82	13	50	41	27	55	10	24	92	28	04	67	53	44	95	23	00	84	47
93	05	31	03	07	34	18	04	52	35	74	13	39	35	22	68	95	23	92	35	36	63	70	35	33
21	89	11	47	99	11	20	99	45	18	76	51	94	84	86	13	79	93	37	55	98	16	04	41	67
95	18	94	06	97	27	37	83	28	71	79	57	95	13	91	09	61	87	25	21	56	20	11	32	44
97	08	31	55	73	10	65	81	92	59	77	31	61	95	46	20	44	90	32	64	26	99	76	75	63
69	26	88	86	13	59	71	74	17	32	48	38	75	93	29	73	37	32	04	05	60	82	29	20	25
41	47	10	25	03	87	63	93	95	17	81	83	83	04	49	77	45	85	50	51	79	88	01	97	30
91	94	14	63	62	08	61	74	51	69	92	79	43	89	79	29	18	94	51	23	14	85	11	47	23
80	06	54	18	47	08	52	85	08	40	48	40	35	94	22	72	65	71	08	86	50	03	42	99	36
67	72	77	63	99	89	85	84	46	06	64	71	06	21	66	89	37	20	70	01	61	65	70	22	12
59	40	24	13	75	42	29	72	23	19	06	94	76	10	08	81	30	15	39	14	81	83	17	16	33
63	62	06	34	41	79	53	36	02	95	94	61	09	43	62	20	21	14	68	86	94	95	48	46	45
78	47	23	53	90	79	93	96	38	63	34	85	52	05	09	85	43	01	72	73	14	93	87	81	40
87	68	62	15	43	97	48	72	66	48	53	16	71	13	81	59	97	50	99	52	24	62	20	42	31
47	60	92	10	77	26	97	05	73	51	88	46	38	03	58	72	68	49	29	31	75	70	16	08	24
56	88	87	59	41	06	87	37	78	48	65	88	69	58	39	88	02	84	27	83	85	81	56	39	38
22	17	68	65	84	87	02	22	57	51	68	69	80	95	44	11	29	01	95	80	49	34	35	86	47
19	36	27	59	46	39	77	32	77	09	79	57	92	36	59	89	74	39	82	15	08	58	94	34	74
16	77	23	02	77	28	06	24	25	93	22	45	44	84	11	87	80	61	65	31	09	71	91	74	25
78	43	76	71	61	97	67	63	99	61	80	45	67	93	82	59	73	19	85	23	53	33	65	97	21
03	28	28	26	08	69	30	16	09	05	53	58	47	70	93	66	56	45	65	79	45	56	20	19	47
04	31	17	21	56	33	73	99	19	87	26	72	39	27	67	53	77	57	68	93	60	61	97	22	61
61	06	98	03	91	87	14	77	43	96	43	00	65	98	50	45	60	33	01	07	98	99	46	50	47
23	68	35	26	00	99	53	93	61	28	52	70	05	48	34	56	65	05	61	86	90	92	10	70	80
15	39	25	70	99	93	86	52	77	65	15	33	59	05	28	22	87	26	07	47	86	96	98	29	06
58	71	96	30	24	18	46	23	34	27	85	13	99	24	44	49	18	09	79	49	74	16	32	23	02
93	22	53	64	39	07	10	63	76	35	87	03	04	79	88	08	13	13	85	51	55	34	57	72	69
78	76	58	54	74	92	38	70	96	92	52	06	79	79	45	82	63	18	27	44	69	66	92	19	09
61	81	31	96	82	00	57	25	60	59	46	72	60	18	77	55	66	12	62	11	08	99	55	64	57
42	88	07	10	05	24	98	65	63	21	47	21	61	88	32	27	80	30	21	60	10	92	35	36	12
77	94	30	05	39	28	10	99	00	27	12	73	73	99	12	49	99	57	94	82	96	88	57	17	91

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TABLE WITH RANDOM NUMBERS

Total number of persons at visiting point																													
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
	2	2	4	4	6	2	2	9	4	7	12	3	3	7	4	3	3	12	8	5	22	9	23	18	19	25	7	1	5
	2	3	1	4	3	7	5	5	7	2	5	11	5	15	13	10	10	6	15	15	5	14	21	6	1	18	11	14	14
	2	3	4	3	4	2	1	2	10	6	11	2	3	9	13	16	12	12	1	9	20	20	1	6	7	8	17	27	3
	1	2	2	4	4	3	2	8	1	4	6	5	1	5	16	11	17	14	2	13	19	3	1	1	21	7	18	6	3
	1	1	2	3	6	7	7	1	8	5	3	1	7	1	2	3	14	15	8	15	6	2	22	21	19	27	7	11	13
	1	2	3	3	1	6	3	2	4	11	5	6	14	10	15	11	6	10	19	19	6	2	8	15	6	23	20	23	20
	1	2	1	1	4	5	4	8	8	11	5	13	11	10	16	12	1	11	12	9	14	6	7	15	21	12	28	26	11
	1	1	2	2	4	2	4	5	9	6	10	13	1	10	2	5	10	18	5	7	17	9	3	21	10	13	25	27	4
	1	2	2	5	5	3	3	8	8	9	6	9	13	1	3	10	14	1	18	7	6	10	4	24	2	24	21	28	14
	2	3	3	1	3	5	7	5	9	11	6	4	1	13	7	4	7	10	6	5	15	15	13	7	17	26	16	10	11
	1	3	3	4	3	6	7	9	10	3	2	4	1	10	16	3	8	10	16	4	12	2	24	7	23	19	28	13	7
	1	3	3	3	3	5	2	9	7	5	9	5	9	15	14	10	3	1	4	15	3	23	24	14	16	7	9	5	16
	2	1	1	3	4	5	4	5	5	5	6	4	10	11	4	12	18	1	11	7	11	23	19	23	20	14	23	24	19
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	2	1	2	1	1	6	1	7	7	4	7	13	3	11	7	10	16	10	20	4	3	21	13	3	20	25	11	25	4