

LABOUR AND EMPLOYMENT SURVEYS OF THE DEPARTMENT OF LABOUR

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The Department of Labour has 5 major data collections the results of which are available to the public, viz. (1) The Quarterly Employment Survey (Q.E.S.); (2) The Job Vacancy Survey (J.V.S.); (3) Monthly Employment Operations (M.E.O.); (4) Immigration Permit Information (I.P.I.); and (5) Apprenticeship Statistics. The Department also maintains a computerized mailing list, for the use of Q.E.S. and J.V.S., the Central Address Register of Business (CARB). This paper does 2 things. First, it sets out details of each of these collections, and of CARB, and secondly it outlines some new developments which the Department has planned for the near future.

(1) QUARTERLY EMPLOYMENT SURVEY (Q.E.S.)

Objectives The objectives are to provide continuing information of seasonal, cyclical, and structural trends in employment, labour turnover, earnings and hours worked for purposes of policy formulation.

Frequency/timing Quarterly. The data relate to the payweek ending on or before the 28 February for the full survey, and 15 May, August and November for the sample surveys.

Coverage Questionnaires are posted to establishments where 2 or more persons are employed in all industries except farming, fishing, hunting, trapping, waterfront and seagoing work, domestic service in households and the armed forces. Working proprietors are deemed to be persons employed.

Data collected All data is collected separately for males and females.

Employment : Working proprietors (WP), full-time employees (FT) and part-time employees (PT). *Labour turnover* : Total engagements, replacement engagements, total terminations and voluntary terminations. *Wages* : Gross ordinary time weekly wages (including taxable allowances) (ord wages) and gross overtime weekly wages (OT wages). *Hours worked* : Ordinary time weekly hours worked (ord hours) and overtime weekly hours worked (OT hours).

Calculations Total employment (FT + PT + WP), surveyed labour force (FT + WP), various turnover rates (e.g. terminations/average payroll strength), average hours

worked, 4 measures of average weekly earnings, viz. (1) ord wages/(FT + $\frac{1}{2}$ PT), (2) OT wages/FT, (3) total wages/(FT + $\frac{1}{2}$ PT), (4) total wages/(FT + PT), and 3 measures of average hourly earnings, viz. (1) ord wage/ord hours, (2) OT wages/OT hours, (3) total wages/total hours.

Classifications Sex : male and female; Sector : private, Government, Government corporation and local authorities (including hospital and education boards); Location : departmental districts (23) and some finer breakdowns by towns. Industry : the New Zealand Standard Industrial Classification (N.Z.S.I.C.) with minor variations at the major division level (1-digit) and at the 4-digit level. Also "Gazette groupings" (from 1-digit to 3-digit subgroupings) and a few industries at the 5-digit level.

Publications The data can be found in 5 publications : (1) *Wages, hours and employment* (New Zealand totals and averages by sex and sector). (2) *The Labour and employment gazette* Statistical Supplement (New Zealand totals and averages by sex and Gazette groupings). (3) *Supplementary tables to the labour and employment gazette* (District totals and averages by sex and Gazette grouping and New Zealand totals and averages by sex and 4-digit industry groups. Turnover rates and extra information on the seasonal and construction industries). (4) *Statistical tables* New Zealand totals and averages by sex and sector in historical series. (5) *INFOS* The Department of Statistics' computer data base. The level of detail available in these publications, and in unpublished tables, is described in Table 3.

Constraints on publication Aggregates of no fewer than 4 establishments are published to maintain confidentiality of earnings data.

Authority The surveys are made compulsory by the Department of Labour Act 1954 (Employment (Information) Regulations 1954).

Processing Processing is by computer. The results are available within 2 months of the full survey and 6 weeks of the sample surveys.

Usage Adjusting National Superannuation rates; adjusting Accident Compensation rates; adjusting State sector pay rates; national and regional planning; business and industry analysis and planning; social and economic research.

(2) JOB VACANCY SURVEYS (J.V.S.)

Objectives To provide a regular guide to unfilled labour demand by occupations industry and area.

Frequency/timing Half yearly questionnaire sent with the Q.E.S. questionnaire in February and August.

Coverage The same as the Q.E.S. except seasonal industries are excluded.

Data collected The number of each type of vacancy classified by those open to full-time employees only, those unfilled for more than 6 weeks and those in which a junior would be considered.

TABLE 3 AVAILABILITY OF DATA FROM THE QUARTERLY EMPLOYMENT SURVEY

Publication	N.Z. DATA	SEX	EMP. ¹ SECTOR	EMP. DIST.	INDUSTRY GROUP			COMMENT
					MAJOR DIV.	GAZETTE LEVELS ²	4-DIGIT LEVEL	
<i>Wages hours & employment</i>	✓	✓	✓					
<i>Lab. & emp. gazette</i> Tables 1A & B	✓	✓						
<i>Lab. & emp. gazette</i> Tables 3A, B, C, D	✓	✓			Sample	Full		
<i>Supplementary tables to the Labour and employment gazette</i> ³				✓		✓		Full (Feb) only
1 - 4	✓	✓					✓	Full only
5 - 8	✓	✓						Turnover tables
9 - 10	✓					✓		FT monthly
12	✓			✓				Seasonal
<i>Statistical tables</i>	✓	✓	✓					
<i>Dept. of Labour annual report</i>	✓	✓						
<i>INFOS</i>	✓	✓	✓		✓	✓		<i>INFOS</i> variables EMPQ.S and EMPA.S
<u>Unpublished tables available from Dept. of Labour (table titles)</u>								
District (employment districts)	✓	✓	✓	✓	✓	✓	✓	Aggregates no averages
Location (towns)	✓	✓		✓	✓	✓	✓	Employment only
INDUS-5 (5-digit level)	✓	✓	✓	✓				Full only
Variance (Estimates of sample variance)	✓	✓	✓	✓	✓			Sample only
Turnover	✓	✓	Pvte. only	✓	✓	✓	✓	
Seasonal	✓	✓	✓	✓			✓	FT Monthly Seasonal

- Notes : ¹ Sectors are : Private, Government Departments, Government Corporations, Local Authorities.
² The levels used in the *Labour and employment gazette* which are a mixture of 1-, 2-, 3- and 4-digit levels.
³ These tables contain data on employment (full-time, part-time and working proprietors) (tables 1, 5 and 12), average weekly and hourly wages (tables 2, 3, 4-8), New Zealand terminations, engagements and turnover rates (tables 9, 10), establishment sizes (table 11) and seasonal employment (table 12).

Classifications New Zealand Standard Industrial Classifications (N.Z.S.I.C.), New Zealand Standard Classification of Occupations (N.Z.S.C.O.), sector, location, (Departmental Districts).

Publications *Job vacancy survey*.

Constraints on publication None.

Authority Like the Q.E.S., the J.V.S. is required by the Department of Labour Act 1954 (Sects 9d and 9e).

Processing Processing is by computer. The results are available within 2 months.

Usage Occupational Priority List for Immigrants. Labour market analysis and planning.

(3) MONTHLY EMPLOYMENT OPERATIONS (M.E.O.)

Objectives To monitor the operations of the Employment Division of the Employment and Vocational Guidance Service of the Department of Labour and provide continuing information on seasonal cyclical and structural trends in labour supply - particularly unemployment and job creation - for policy formulation.

Frequency/timing Monthly flow statistics relate to the calendar month and stock statistics are as at the end of each month.

Coverage Departmental District and satellite offices. Employment Division operations.

Data collected *Notified vacancies* : newly notified and those remaining unfilled. *Enrolments* : new by type of enrollee. *Placements* : (1) by type of placements; (2) by type of enrollee. *Registered unemployed* : (1) by sex and type; (2) by age and duration; (3) by occupation sought. *Job creation programmes* : stocks by sector (Public/private) and by programme name. *Training programmes* : new entrants by programme.

Calculations The unemployment rate using census labour force figures as the divisor.

Classifications Sex; Age groups; Employment and Vocational Guidance Service Classification of Occupations (E.S.C.O.) related to N.Z.S.C.O. at the 4-digit level.

Publications *Monthly employment operations*; *Supplementary tables to the labour and employment gazette* - Table 7; *Statistical tables*; *CISS/INFOS*.

Processing Processing is by computer. The results available in 1 to 2 weeks.

Usage Departmental management, policy formulation, social and economic research, public information.

(4) IMMIGRATION PERMIT INFORMATION (I.M.P.I.)

Objectives To record and analyse applications to enter and/or reside in New

Zealand.

Frequency/timing Monthly; statistics relate to each calendar month and are collated at the end of the month.

Coverage Departmental administrative records - Immigration Division. Coded sheets are completed in District Offices and Overseas Posts.

Data collected (1) By citizenship; (2) by office. The number of applications and number of persons, by the type of entry permit (permanent entry, temporary entry, student, permanent residence), and reason for entry (employment, relations, humanity, refugee).

Processing Processing is by computer. Results available 2 weeks after the end of the month.

Usage Immigration Division management information.

(5) APPRENTICESHIP STATISTICS

Objectives To monitor apprenticeship contracts in force and provide information on potential skilled labour supply.

Frequency/timing Annual and bi-monthly.

Coverage Departmental administrative records of the Training Division.

Data collected Apprenticeship trades by sex. (1) Annual, End of Previous period - stock, new contracts entered, transfers in, transfers out, lapsed or cancelled, completed, stock for the current period. (2) Bi-monthly - new contracts entered into.

Classifications Departmental Districts (23), trades and trade groups.

Publications *Summary of apprenticeship trends.*

Processing Processing is done by hand.

Usage Planning of training policy.

CENTRAL ADDRESS REGISTER OF BUSINESSES (CARB)

Objectives To provide an accurate and up to date mailing list of establishments for the use of the Q.E.S. and J.V.S.

Frequency/timing Quarterly. February, May, August and November.

Coverage See the Q.E.S. coverage. CARB also includes 1-person businesses.

Data collected Each business establishment's name, site and postal address, main industrial activity and the number of its working proprietors, full-time and part-time employees at the last Q.E.S.

Classifications *Industry* : N.Z.S.I.C. at the 4-digit level and a few industries at the 5-digit level. *Sector* : Private, Government, Government Corporation and Local Authorities. *Location* : Departmental District and town location codes.

Processing The list is computerized and updated versions are available 6 to 8

weeks after each Q.E.S.

Constraints on publication *Confidential* : The list is only released outside the Department for "approved" uses.

NEW DEVELOPMENTS

Two major developments are planned, improvements to the Q.E.S. and an increased use of computer processing.

Improvements to the Quarterly Employment Survey Three changes to the Q.E.S. are planned : (1) Re-coding of 75,000 establishments from 4-digit N.Z.S.I.C. codes to 5-digit N.Z.S.I.C. codes (it is hoped this exercise will be completed this year). (2) Improving the information available on the construction industry. The question on the occupation of those working in the construction industry has been dropped from the survey, but the 5-digit coding will give a much better breakdown of the type of work performed than previously. (3) Refining the data available on the location of industry. At present several establishments may be included on 1 firm's Q.E.S. return. Information has been obtained from employers to break their composite return down so that employment can be assigned to the correct location.

Introduction of a new on-line computer system The Department is progressively introducing an on-line network of computer terminals to satellite offices and district offices. The first of the new systems was the Job Vacancy Bank (J.V.B.). The J.V.B. is a computerized vacancy system for the Employment and Vocational Guidance Service. It provides a recording, retrieval, updating and circulation system for all vacancy details and transactions. It will also hold and update client employer details and provide the Employment Service with a wide range of management information.

The Job Seeker Register (J.S.R.) is to be introduced to districts and satellites progressively, beginning later this year. The J.S.R. is a register of job seeker records. Some of the functions that the system can perform are - enrolments, reporting, lapsing, short-listing, referral and placement, job creation and training programmes and statistics. Initially, the only statistics available from J.S.R. will be the current M.E.O. statistics, but eventually a far wider range of statistics, will be available; for example, the age and duration on scheme of people on job creation programmes.

The new system records every individual transaction with each job seeker. Thus it will eventually be possible to carry out longitudinal studies. For example, it will be possible to follow selected groups of clients from enrolment through referral to various training programmes and then to job creation programmes. These studies should help to measure the effectiveness of some of the Department's targetted programmes.

It will also be possible eventually to obtain statistics on the duration of completed spells of unemployment in addition to the current measure of duration which records only the uncompleted spells of unemployment.