

Technical Manual

Labour Force Status and Other Characteristics of Recent Migrants, Expanded Confidentialised Unit Record File

Australia

November 2007



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ABBREVIATIONS

ABS	Australian Bureau of Statistics
ABSCQ	Australian Bureau of Statistics Classification of Qualifications
ANZSCO	Australian and New Zealand Standard Classification of Occupations
ANZSIC	Australian and New Zealand Standard Industrial Classification
AQF	Australian Qualifications Framework
ARIA	Accessibility/Remoteness Index of Australia
ASCED	Australian Standard Classification of Education
ASGC	Australian Standard Geographical Classification
CURF	confidentialised unit record file
LFS	Labour Force Survey
n.f.d.	not further defined
RADL	Remote Access Data Laboratory
RSE	relative standard error
SACC	Standard Australian Classification of Countries
SAS	software package for preparing and executing computerised data analysis
SE	standard error
SPSS	software package for preparing and executing computerised data analysis
STATA	software package for preparing and executing computerised data analysis

INTRODUCTION

OVERVIEW

This paper provides information on the release of microdata from the 2007 Labour Force Status and Other Characteristics of Recent Migrants Survey (CORMS). The data are available through an Expanded Confidentialised Unit Record File (CURF) released with the approval of the Australian Statistician. The 2007 CORMS CURF is accessible through the Australian Bureau of Statistics (ABS) Remote Access Data Laboratory (RADL). This Expanded CURF option provides access to more detailed information than would otherwise be available from a basic CURF product. A basic CURF has not been produced from this survey.

The RADL is an on-line batch database query system, to which users submit their programs to interrogate and analyse data and access the results. Further information about this facility, including a RADL user guide, is available on the ABS website < http://www.abs.gov.au> (See Services We Provide, Confidentialised Unit Record Files (CURFs) - CURF Microdata - Accessing CURF Microdata).

The CURF enables purchasers to tabulate, manipulate and analyse data to their own specifications.

ABOUT THE SURVEY

The 2007 CORMS was conducted throughout Australia in November 2007 as a supplement to the Labour Force Survey (LFS). The CURF presents information about the labour force status and other characteristics of recent migrants. The file contains labour force information on persons who participated in the LFS and more detailed information on recent migrants. For the purposes of this survey, recent migrants are defined as people who were born overseas, arrived in Australia after 1997, were aged 15 years and over on arrival, were not an Australian Citizen on arrival, were not born in New Zealand, do not hold New Zealand Citizenship and had permanent Australian resident status. Information is also provided for people who were temporary residents who planned to stay in Australia for 12 months or more.

Information collected included socio-demographic characteristics (such as age, sex and birthplace), employment characteristics (such as labour force status, occupation and industry), job characteristics (before coming to Australia to live and since arriving in Australia), educational qualifications obtained (such as level and field of education, both before coming to Australia to live and since arriving in Australia) and migration information (such as visa category and residency status on most recent arrival to live in Australia, visa category and residency status as at November 2007, as well as visa category and residency status before becoming an Australian citizen).

Estimates from the survey, as well as more information on the survey sample, conceptual framework, definitions and methodology, explanatory notes and glossary, were published in *Labour Force Status and Other Characteristics of Recent Migrants*, *Australia 2007* (cat. no. 6250.0).

SURVEY METHODOLGY

SCOPE AND COVERAGE Scope

The scope of the LFS includes all persons aged 15 years and over and excludes the following people:

- members of the Australian permanent defence forces
- certain diplomatic personnel of overseas governments, customarily excluded from censuses and estimated resident population figures
- overseas residents in Australia
- members of non-Australian defence forces (and their dependants) stationed in Australia.

Students at boarding schools, patients in hospitals, residents of homes (e.g. retirement homes, homes for people with disabilities), and inmates of prisons are excluded from all supplementary surveys.

This survey was conducted in both urban and rural areas in all states and territories, but excluded persons living in very remote parts of Australia.

This supplementary survey was restricted to persons who were born overseas, arrived in Australia after 1997, were aged 15 years and over on arrival, and had either obtained permanent Australian resident status prior to or after arrival, or were temporary residents who planned to stay in Australia for 12 months or more. Persons who were Australian citizens prior to their arrival in Australia, or who were born in New Zealand or who hold New Zealand citizenship were excluded from the survey.

Coverage

The records in this CURF relate to persons covered by the survey in November 2007. In the LFS, coverage rules are applied which aim to ensure that each person is associated with only one dwelling, and hence has only one chance of selection in the survey. See *Labour Force, Australia (cat. no. 6202.0)* for more details.

WEIGHTING, ESTIMATION AND BENCHMARKING

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

Weighting is the process of adjusting results from the sample survey to infer results for the total in-scope population. To do this, a weight is allocated to each sample unit i.e. each person. The weight effectively indicates how many population units are represented by the sample unit.

The first step in calculating weights for each sample unit is to assign an initial weight which is equal to the inverse of the probability of being selected in the survey. For example, if the probability of a person being selected in the survey was one in 600, then the selected person would have an initial weight of 600 (that is, they represent 600 persons in the population). The initial weights are then calibrated to align with an

WEIGHTING, ESTIMATION
AND BENCHMARKING
continued

independent estimate of the population of interest, referred to as 'benchmarks'. Weights are calibrated against population benchmarks to ensure that the survey estimates conform to independently estimated distribution of the population, rather than to the distribution within the sample itself. Where estimates are derived from the CURF, it is essential that they are calculated by adding the weights of persons in each category and not just by counting the number in each category. If each person's 'weight' were to be ignored, then no account would be taken of a person's chance of selection or of different response rates across population groups, and the resulting estimates could be seriously biased. Replicate weights have been included on the CURF which can be used to calculate sampling error. For more information, refer to the 'Standard Error' section in Chapter 3.

CORMS is benchmarked to LFS estimates in a two-stage process. In the first stage, the survey data are benchmarked to state of usual residence, part of state of usual residence, sex, age group and labour force status. In the second stage, the survey data are benchmarked to people who were born in a country other than Australia or New Zealand and who arrived in Australia after 1997 and were aged 15 years and over on arrival. Benchmarking to LFS estimates accounts for the one eighth of the LFS sample where CORMS is not conducted and for non-respondents to the CORMS.

RELIABILITY OF ESTIMATES

Estimates derived from the CURF are subject to both sampling and non-sampling error.

Sampling error

Sampling error arises because the estimates are based on a sample of units and so will differ from estimates that would have been produced if all units in the population had been included in the survey. One measure of the likely difference is given by the standard error (SE), which indicates the extent to which an estimate might have varied because only a sample of dwellings was included. There are about two chances in three (67%) that the sample estimate will differ by less than one SE from the number that would have been obtained if all persons have been surveyed and about 19 chances in 20 (95%) that the difference will be less than two SEs.

Another measure of the sampling error is the relative standard error (RSE) which is obtained by expressing the SE as a percentage of the estimate. Generally, only estimates (numbers, percentages, means and medians) with RSEs less than 25% are considered sufficiently reliable for most purposes. The formula for calculating the RSE of an estimate (y) is:

 $RSE(y) = SE(y)/y \times 100\%$

Non-sampling error

Non-sampling errors are inaccuracies that occur because of imperfections in reporting by respondents and interviewers, and errors made in coding and processing data. These inaccuracies may occur in any enumeration whether it be a full count or a sample of the population. Every effort is made to reduce the non-sampling error to a minimum by careful design of questionnaires, intensive training and supervision of interviewers, and efficient processing procedures.

USING THE CURF DATA

ABOUT THE MICRODATA

The 2007 CORMS Expanded CURF enables users to manipulate the data, produce tabulations and undertake statistical analysis to individual specifications.

The CORMS 2007 microdata is released under the *Census and Statistics Act 1905* which has provision for the release of data in the form of unit records where the information is not likely to enable the identification of a particular person or organisation. Accordingly, there are no names or addresses of survey respondents on the CURF, and other steps have been taken to protect the confidentiality of respondents. These include removing or reducing the level of detail for some data items and changing characteristics such as state or area for several records. Data from the 2007 CORMS Expanded CURF will therefore not exactly match published data.

Steps to confidentialise the datasets made available on the CURF are taken in such a way as to ensure the integrity of the data and optimise the content of files, while maintaining the confidentiality of respondents. Intending users should ensure that the data they require, at the level of detail they require, are available on the CURF. Data obtained in the survey but not contained on the CURF may be available in tabulated form on request. Information on where to find a full list of data items on the CURF is provided in the Appendix.

FILE STRUCTURE

The 2007 CORMS Expanded CURF contains three data files (SAS, SPSS and STATA), each containing 53,402 confidentialised records. Each record holds the person level data of a respondent to the survey. Using the person weights provided for each record, the data can be used to estimate characteristics for the Australian population.

GEOGRAPHY

To enable analysis at a regional level, each record contains a state/territory identifier (STATEURC) and a part of state identifier (CCBOSUR). The CCBOSUR data item has two output categories - Capital city and Balance of state. Only the statistical divisions for the six state capital cities defined in the *Australian Standard Geographical Classification* (cat. no. 1215.0) are classified as capital cities. All other regions in Australia, for example, the Australian Capital Territory (including Canberra) and the Northern Territory (including Darwin) are classified to the Balance of state category.

MULTIPLE RESPONSE FIELDS

A number of questions asked during the CORMS allowed respondents to give more than one response. Two of these items are included on the CURF. On the CURF, each response category for these multiple response questions is treated as a separate data item. Each data item has either a 'Not applicable' or a response category. A 'Not applicable' response has a code of '0' indicating that the response category is not relevant for the respondent. A response having a code greater than '0' indicates a positive response for that category.

MULTIPLE RESPONSE FIELDS continued

An example of this is the 'All difficulties finding a job before starting a/first job held in Australia' question which has 8 response categories. From these categories eight separate data items have been produced - ALDIFJCA, ALDIFJCB, ALDIFJCC...ALDIFJCH. Refer to the data item list in the Appendix.

WEIGHTS AND ESTIMATION

The CURF contains records which can be adjusted (weighted) to infer results for the total in-scope population in Australia. The CURF contains one person weight, FINWTP. The application of weights ensures that person estimates conform to an independently estimated distribution of the population by age, sex, state/territory and part of state. If weights were to be ignored, no account would be taken of a person's chance of selection in the survey or different response rates across population groups, with the result that population counts produced would be biased.

STANDARD ERRORS

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

Each record of the CURF contains 30 sets of replicate weights, REPW0101 to REPW0130. Using these weights, it is possible to calculate the standard errors for estimates produced from this file, using what is known as the 30 group Jack-knife standard error estimator.

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

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

where

g = the replicate groups no.

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

y= the weighted estimate from the full sample.

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

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

SEASONAL FACTORS

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

FILE CONTENT

FILE CONTENT

Expanded CURF files

The 2007 CORMS CURF contains the files listed below which are available through the RADL.

MIG07E.sas7bdat - the CORMS file in SAS for Windows format.

Format.sas7bcat - the format file which provides labels for associated codes in the SAS version of the CORMS CURF.

MIG07E.SAV - the CORMS file in SPSS format.

MIG07E.DTA - the CORMS file in STATA format.

6250055001_DATA_ITEM_LISTING_CORMS07(MIG07E).XLS - the documentation file which includes data item names and populations. The file is in Microsoft Excel format.

FREQUENCIES_MIG07E.TXT - data item code values and category labels are provided with weighted and unweighted person frequencies for each response category. The file is in plain text format.

Expanded CURF test files

The test files mirror the actual data files, but contain random data. The test files can be used to troubleshoot SAS, SPSS or STATA code or to solve any syntax problems prior to submitting RADL jobs. The test files can also test code without the restrictions imposed by RADL. Data from the test files will not match data from the actual CORMS CURF files.

MIG07E.sas7bdat - the CORMS test file in SAS for Windows format.

Format.sas7bcat - the format test file which provides labels for associated codes in the SAS version of the CORMS CURF.

MIG07E.SAV - the CORMS test file in SPSS format.

MIG07E.DTA - the CORMS test file in STATA format.

CONDITIONS OF RELEASE

RELEASE OF CURF

The Australian Statistician's approval is required for each release of the CURF. In addition and prior to being granted access to the CURF, all organisations, and individuals within organisations, who request access to the CURF will be required to sign an Undertaking to abide by the legislative restrictions on use. Organisations and individuals who seek access to the 2007 CORMS Expanded CURF are required to give an undertaking which includes, among other conditions, that in using the CURF data they will:

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

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

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

All CURF users are required to read and abide by the 'Responsible Access to ABS CURFs - Training Manual' available on the ABS website http://www.abs.gov.au (See Services We Provide - Confidentialised Unit Record Files (CURFs) - CURF Microdata - Accessing CURF Microdata). Use of the data for unauthorised purposes may render the purchaser liable to severe penalties. Advice on the propriety of any intended use of the data is available from the Microdata Access Strategies Section via <a href="mailto:smith] <a href

CONDITIONS OF SALE All ABS products and services are provided under conditions of sale. Any queries relating

to these Conditions of Sale should be referred to <intermediary.management@abs.gov.au>.

PRICE The Recommended Retail Price (RRP) of the 2007 CORMS Expanded CURF, as at June

2008 is \$1,320 including GST.

HOW TO ORDER All clients wishing to access the 2007 CORMS Expanded CURF should refer to the ABS

website, <http://www.abs.gov.au> (see Services We Provide - Confidentialised Unit Record Files (CURFs) - CURF Microdata - Accessing CURF Microdata) and read the *Responsible Access to ABS CURFs - Training Manual*, and other relevant information,

before downloading the Application and Undertaking to apply for access.

Australian Universities University clients should refer to the ABS website http://www.abs.gov.au (see

Services We Provide - Services for Universities). The 2007 CORMS Expanded CURF can

be accessed by universities participating in the ABS/Universities Australia CURF

agreement for research and teaching purposes.

Other Clients Other prospective clients should contact the Microdata Access Strategies Section via

<microdata.access@abs.gov.au> or on (02) 6252 7714.

APPENDIX	DATA ITEM LIST
	For data item and structure see the Excel spreadsheet titled '6250055001_DATA_ITEM_LISTING_CORMS07(MIG07E)' associated with this technical manual.

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GLOSSARY

Australian citizen

Being an Australian citizen formalises a person's membership of the Australian community. It entitles a person to live permanently in Australia, hold an Australian passport and do such things as vote to elect Australia's governments, stand for parliament, work in the Public Service and serve in the armed forces. A person may acquire Australian citizenship in a number of ways, for example, by birth, adoption, descent, resumption or grant of Australian citizenship (naturalisation). Migrants no longer require a visa once citizenship is granted.

Australian Standard Classification of Education (ASCED)

The ASCED is a national standard classification which includes all sectors of the Australian education system: that is, schools, vocational education and training, and higher education. From 2001 ASCED replaced a number of classifications used in administrative and statistical systems, including the Australian Bureau of Statistics Classifications of Qualifications (ABSCQ). The ASCED comprises two classifications: Level of Education and Field of Education. See Australian Standard Classification of Education (ASCED), 2001 (cat. no. 1272.0).

Balance of state

This area comprises the region outside the six state capital Statistical Divisions. The area includes the Australian Capital Territory and the Northern Territory (except those in very remote areas).

Capital city

This area comprises the Statistical Divisions of the six state capital cities which are defined in the *Australian Standard Geographical Classification (ASGC)*, 2007 (cat. no. 1216.0).

Certificate not further defined

Survey responses are coded to Certificate not further defined (n.f.d) when there is not enough information to code them to Certificate I, II, III or IV in the *Australian Standard Classification of Education (ASCED)*, 2001 (cat. no. 1272.0), Level of Education classification.

Country of birth

Country of birth has been classified according to the *Standard Australian Classification* of *Countries (SACC)*, *Second Edition*, *2008 (cat. no. 1269.0)*.

Employed

Persons who, during the reference week:

- worked for one hour or more for pay, profit, commission or payment in kind in a job, business or farm (comprising employees, employers and own account workers); or
- worked for one hour or more without pay in a family business or on a farm (i.e. contributing family workers); or
- were employees who had a job but were not at work and were;
 - away from work for less than four weeks up to the end of the reference week; or
 - away from work for more than four weeks up to the end of the reference week and received pay for some or all of the four weeks up to the end of the reference week;
 - away from work as a standard work or shift arrangement; or
 - on strike or locked out; or
 - on workers' compensation and expected to return to their job; or
- were employers or own account workers who had a job, business or farm, but were not at work.

Employed full time

Employed persons who usually worked 35 hours or more a week (in all jobs) and those who, although usually working less than 35 hours a week, worked 35 or more during the reference week.

Employed part time Employed persons who usually worked less than 35 hours or more a week (in all jobs)

and either did so during the reference week, or were not at work in the reference week.

Field of education Field of education is defined as the subject matter of an educational activity. It is

categorised according to the Australian Standard Classification of Education (ASCED),

2001 (cat. no. 1272.0) Field of education classification.

Had a job since arrival Includes persons who currently have a job or who had a job at some time since their

arrival.

From 2006 Industry has been classified according to the Australian and New Zealand Industry

Standard Industrial Classification (ANZSIC), 2006 (cat. no. 1292.0).

Job network or employment A government or private agency that provides various kinds of support for people agency

looking for work, to help them find and keep a job.

Level of highest non-school Level of highest non-school qualification identifies the highest qualification a person has qualification

attained in any area of study. It is not a measurement of the relative importance of different fields of study but a ranking of qualifications and other educational attainments regardless of the particular area of study or the type of institution in which the study was

undertaken.

countries

qualification

It is categorised according to the Australian Standard Classification of Education

(ASCED), 2001 (cat. no. 1272.0) Level of Education classification.

Level not determined Level (of highest educational attainment) not determined is used when respondents

have given their highest level of school completed and have said they have a non-school qualification but have not supplied a level for the non-school qualification. Their highest level of school completed may well be their highest level of attainment but because the level of their highest non-school qualification is not available, it cannot be determined whether their Year 12, 11 or 10 is their highest level of attainment. Level not determined

also includes inadequately described responses or where no responses were given.

Main applicant The 'main applicant' is generally the person whose skills or proposed activities in

> Australia are assessed by the Department of Immigration and Citizenship (DIAC) as part of the visa application. They will usually have been specifically identified on the

application form as the 'main applicant'.

Main English-speaking This refers to the main countries from which Australia receives, or has received,

> significant numbers of overseas settlers who are likely to speak English. These countries comprise the United Kingdom, the Republic of Ireland, New Zealand, Canada, South

Africa and the United States of America.

Main field of non-school Main field of non-school qualification is defined as the subject matter of the qualification.

It is categorised according to the Australian Standard Classification of Eductaion

(ASCED), 2001 (cat. no. 1272.0) Field of Education classification.

Non-school qualification Non-school qualifications are awarded for educational attainments other than those of

> pre-primary, primary or secondary education. They include qualifications at the Postgraduate Degree level, Master Degree level, Graduate Diploma and Graduate Certificate level, Bachelor Degree level, Advanced Diploma and Diploma level, and Certificates I, II, III and IV levels. Non-school qualifications may be obtained concurrently

with school qualifications.

Not in the labour force Persons who were not in the categories 'employed' or 'unemployed' as defined.

> Occupation From 2006, occupation is classified according to the Australian and New Zealand

Standard Classification of Occupations (ANZSCO), First Edition, 2006 (cat. no. 1220.0).

Comprises people who arrived after 1997 but; were an Australian/New Zealand citizen Other overseas born

before arrival; currently hold New Zealand citizenship; or, are planning to stay less than

12 months.

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Permanent visa

The permission or authority granted by Australia for foreign nationals to live in Australia permanently.

Recent Migrant

A person who was born overseas, who arrived in Australia after 1997, was aged 15 years or over on arrival, was not an Australian Citizen on arrival, was not born in New Zealand, does not hold New Zealand citizenship, and has permanent Australian resident status.

Reference week

The week preceding the week in which the interview was conducted.

Status in employment

Employed people are classified according to whether they were employees, employers or own account workers.

Temporary visa

The permission or authority granted by Australia for foreign nationals to travel to Australia and stay up to a specified period of time. Temporary entrants include:

- tourists
- students
- business people
- people with specialist skills, such as managers, academics and medical practitioners
- people who make a social or cultural contribution to the community, such as entertainers, media and film staff, sports people, religious workers, visiting academics and public lecturers
- people who contribute to the development of international relations, such as participants in exchange programs and working holiday makers.

Type of visa as at November 2007

The visa the respondent held at the time of interview, that allowed them to stay in Australia. Categories for type of visa as at November 2007 are:

- Permanent Skilled (Independent) Independent skilled migrants are selected on the basis of their age, skills, qualifications, English language ability and employability, so that they can contribute quickly to the Australian economy.
- Permanent Skilled (Other/n.f.d.) includes professionals and other skilled workers seeking work or business in Australia, other than Permanent Skilled (Independent).
- Permanent Family (Partner) includes Spouse, Prospective Marriage (Fiance(e)) and Interdependency visas.
- Permanent (Other.n.f.d.) includes all other permanent visa categories (other than Skilled and Family (Partner)). This includes other family visas (e.g. Child or Parent visa) and all Humanitarian and Refugee visas.
- Temporary Student people studying or seeking study, training or skills development in Australia and planning to stay in Australia for 12 months or more.
- Temporary (Other/n.f.d.) includes business visitors, tourists, working holiday makers and visitors planning to stay in Australia for 12 months or more.

Type of visa on most recent arrival to live in Australia

The visa the respondent held when they most recently arrived in Australia to live that allowed them to come to Australia.

Categories for type of visa on most recent arrival to live in Australia are:

- Permanent Skilled (Independent) Independent skilled migrants are selected on the basis of their age, skills, qualifications, English language ability and employability, so that they can contribute quickly to the Australian economy.
- Permanent Skilled (Other/n.f.d.) includes professionals and other skilled workers seeking work or business in Australia, other than Permanent Skilled (Independent).
- Permanent Family (Partner) includes Spouse, Prospective Marriage (Fiance(e)) and Interdependency visas.
- Permanent (Other.n.f.d.) includes all other permanent visa categories (other than Skilled and Family (Partner)). This includes other family visas (e.g. Child or Parent visa) and all Humanitarian and Refugee visas.
- Temporary Student people studying or seeking study, training or skills development in Australia and planning to stay in Australia for 12 months or more.
- Temporary (Other/n.f.d.) includes short-term business visitors, tourists, working holiday makers and visitors planning to stay in Australia for 12 months or more.

Unemployed

Persons aged 15 years and over who were not employed during the reference week, and;

- had actively looked for full-time or part-time work at any time in the four weeks up to the end of the reference week and were available for work in the reference week; or
- were waiting to start a new job within four weeks from the end of the reference week and could have started in the reference week if the job had been available then.

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