TRADE/VOCATIONAL ENROLMENT SURVEY

FULL-TIME AND PART-TIME

DATA ELEMENT REQUIREMENTS

Statistics Canada

APRIL, 1997

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Trade/Vocational Enrolment Survey

The Trade/Vocational Enrolment Survey prior to 1992-93 provided a Canada-wide data base on full-time enrolments and completions in trade/vocational programs offered by community colleges, public vocational schools and other similar institutions. The survey obtained aggregate counts of full-time students by program rather than student records.

Beginning in 1992-93 the requested method of reporting the data changed from aggregate to **individual student records** for both full and **part-time** enrolment.

Complete data files are available from 1983-84 and can be obtained in specially requested computer-generated tabulations. Trade/vocational information prior to 1983-84 is available only in publication format from 1959-60 to 1976-77 in Statistics Canada catalogue 81-209, Enrolment in Vocational Training and catalogue 81-239, Students in Public Trade Schools and Similar Institutions.

revised December, 1995

Coverage

All students registered in a full or part-time trade/vocational program should be reported. If students are attending full-time, with the exception of those in registered apprenticeship programs, a period of one year or less is usually sufficient to complete programs at the trade/vocational level. Although prerequisites may vary, a secondary school completion is normally not required for students entered in trade/vocational programs.

Include students registered in the following programs:

<u>Pre-employment or pre-apprenticeship vocational programs</u> designed to provide training for occupations in which the student has had little or no prior preparation. Successful completion should qualify the student to enter the labour force using the acquired knowledge and skill.

<u>Registered apprenticeship programs</u> leading to a journeyman status in a number of designated trades that fall under tha direction of a provincial department of labour (or its equivalent). This method of learning by acquiring skills and knowledge combines on-the-job-training and short periods of formal instruction. Upon completion of required courses and work experience, apprentices become qualified tradespeople.

<u>Pre-vocational academic upgrading or basic training for skill development (B.T.S.D.) programs</u> designed to upgrade the knowledge and skill for further training or employment. They are aimed at improving a student's knowledge in the basic subjects of mathematics, English, French, and the general sciences.

<u>Language training programs</u> consisting primarily of second language courses designed to give the student a basic understanding and working knowledge of English or French.

<u>Skill upgrading programs</u> designed to instruct students in new occupational methods and techniques. These students have prior training and work experience in their occupation, but have fallen behind in qualifications due to technological changes or other developments.

<u>Job readiness training programs</u> designed to increase the employability of students wanting to enter or re-enter the labour force. The program assists students by providing them with career exploration, job search, life skills and basic academic training.

<u>Orientation programs</u> designed to guide students into trade or vocational occupations and provide them with job search skills. The programs are not designed to teach the skills necessary for specific employment but to provide the student with sufficient knowledge to pursue an occupation. Programs included in this category are Career Exploration, Employment Orientation for Women, Introduction to Non-traditional Occupations, Industrial Orientation, etc.

<u>Special training or other programs</u> that do not fit into one of the predefined categories. Included in this category are customized training projects.

Institutions are asked to submit one report for a twelve-month period. As much as the reporting period of September 1 to August 31 is preferred, other periods are acceptable.

Reporting Options

The reporting options are as follows:

1. Individual student records on cartridge;

2. Individual student records on diskette (IBM compatable).

For those wishing to report on cartridge, Statistics Canada will make available blank cartridges.

For further information on any of the reporting options or obtaining blank cartridges, please contact Postsecondary Education Section, Culture, Tourism and the Centre for Education Statistics, Statistics Canada, (613) 951-3186.

Data Elements

The following pages describe the data elements requested for the Trade/Vocational Enrolment Survey .

RECORD LAYOUT - CLICHÉ D'ARTICLE

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Page__1__de__1__

TVOC.IND DATA

Field - Zone	Size - Longueur	Position - Poste	Type	Title - Titre	Page
01	1	1	N	INSTYPE	7
02	7	2-8	N	INSTIT	7
03	4	9-12	N	REPEROID	8
04	12	13-24	A/N	STUDID	9
05	1	25	N	GENDER	10
06	6	26-31	N	BIRTHD	11
07	1	32	N	TONGUE	12
08	1	33	N	IMSTAT	13
09	5	34-38	N	CUNCIT	14
10	4	39-42	N	ENTRYD	18
11	5	43-47	N	CUNRES	19
12	2	48-49	N	PRORES	20
13	1	50	N	PGMTYPE	21
14	8	51-58	N	STRTENDD	22
15	5	59-63	N	PROGRAM	23
16	1	64	N	YRSTUD	33
17	11	65-75	N	PGMDUR	34
18	2	76-77	N	SPONSOR	35
19	1	78	N	REGSTAT	36
20	1	79	N	BGNSTAT	37
21	1	80	N	ENDSTAT	38
22	3	81-83	N	PREVACT	39
23	2	84-85	N	PREVED	41
24	1	86	N	MULTREC	42
25	2	87-88	N	YEAR	
	125		A/N	FILLER	

Element: Institution

Description:

A 8-digit numeric code for reporting institutions. Note that several small adult vocational centres or college campuses within a province may be grouped under one number.

Digit   1: institution type (2=college 4=school board for Quebec only)
Digits 2-3: province in which institution is located.
Digits 4-8: institution complex.

Codes:

A complete list of institution codes will be provided.

revised April, 1997

Element: Reporting Period of the Survey

Description:

Institutions are asked to submit a report for a twelve-month period. As much as the reporting period of September 1 to August 31 is preferred, other periods are acceptable.

This element should identify the start date (month/year) of the reporting period.

Codes:

MMYY (Month/Year) numeric

Element: Student Identification Number

Description:

Student identification number to be determined by the reporting institution. It may be alphabetic and/or numeric (i.e. SIN). It is only required to facilitate the editing and verification of the information with the institution.

This field must be included, and a permanent unique identifier for the student while registered in this institution.

Codes:

12 positions: alpha and/or numeric.
Left justified.

Element: Gender

Description:

The gender of the student. Please note, a "not reported" code is not acceptable.

Codes:

1 = Male
2 = Female

Element: Date of Birth

Description:

A 6-digit numeric code.

Codes:

DDMMYY = student's date of birth, (Day/Month/Year)
999999 = not known

Element: Mother Tongue

Description:

Language first spoken and still understood.

Codes:

1 = English
2 = French
3 = Other
9 = Not known

Element: Immigration or Legal Status in Canada

Description:

This determines whether a student is currently a Canadian citizen. If not, it determines his/her immigration status in Canada. (Please provide up-to-date status at time of registration).

Codes:

0 = Canadian citizen (including Inuit, North American Indian and Metis
1 = Permanent resident (Landed Immigrant)

Foreign Students

2 = Student authorization (Student Visa): a permit obtained by a student to enter Canada for the sole
                    purpose of attending an educational instituition.

3 = Other visa (including students who are in Canada on diplomatic, work, trade or other missions)

4 = Foreign Student immigration status undetermined
      (including refugees)

Note:

The information should be updated if a student's immigration or legal status in Canada has changed since last reported. Please insure that this information reflects status at time of registration.

Element: Country of Current Citizenship

Description:

Code country of current citizenship. For permanent resident (formerly landed immigrant) code the country of which the student is currently a citizen, not Canada. In those cases when a student is from a colony or a dependency, code the colony or dependency and not the parent country. For example, code St. Pierre et Miquelon as the country of citizenship for students from that dependency even though France is the country from which they hold citizenship.

If dual citizenship, (Canadian and other) report student as Canadian citizen. However, if the dual citizenship does not include Canadian, report citizenship of country of last residence.

Note:

Country codes are constructed in the following way:

First 3 digits: Unique identifier for each country.
Fourth digit: Identifies continent in which country is located.
Fourth and Fifth digit: Identify continent and region within continent in which country is located.

Codes:

5 digits indicating country and region

See following pages for codes.

ALPHABETICAL LISTING OF COUNTRIES

Afghanistan	00742	Cuba	16023
Albania	01353	Cyprus	16341
Algeria	01611	Czech Republic	16552
American Samoa	01962		
Andorra	02253	Denmark	17251
Angola	02512	Djibouti	21412
Anguilla	02623	Dominica	17523
Antigua and Barbuda	02823	Dominican Republic	17823
Argentina	03131		
Armenia	03253	East Timor	49943
Aruba	02923	Ecuador	18131
Australia	03461	Egypt	65211
Austria	03752	El Salvador	18422
Azerbaijan	03953	England	65851
Azores	03853	Equatorial Guinea	18512
		Estonia	18651
Bahamas	04023	Ethiopia	18712
Bahrain	04341		
Bangladesh	04542	Falkland Island	19331
Barbados	04623	Faroe Islands	19051
Belarus	05052	Fiji	19662
Belgium	05551	Finland	19951
Belize	07322	France	20251
Benin	16912	French Guyana	20831
Bermuda	05821	French Polynesia	21162
Bhutan	06142		
Bolivia	06431	Gabon	22012
Bosnia - Hercegovina	06653	Gambia	22312
Botswana	06512	Georgia	22553
Brazil	06731	Germany	22652
British Virgin Islands	68523	Ghana	23812
British West Indies	08223	Gibraltar	24153
Brunei Darussalam	08543	Greece	24753
Bulgaria	08853	Greenland	25021
Burkina Faso	67012	Grenada	25323
Burundi	09412	Guadeloupe	25623
		Guam	25962
Cameroon	10312	Guatemala	26222
Canada	80021	Guinea	26512
Canal Zone (Panama)	10922	Guinea-Bissau	49312
Canary Islands	10011	Guyana	26631
Cape Verde Islands	11212		
Cayman Islands	11523	Haiti	26823
Central African Republic	11812	Honduras	27722
Ceuta	12111	Hong Kong	28044
Chad	12712	Hungary	28352
Channel Islands	12851		
Guernsey		Iceland	28651
Jersey		India	29242
Chile	13031	Indonesia	29543
China, People's Republic	13644	Iran	29841
China, Republic of (See Taiwan)		Iraq	30141
Christmas Island	13762	Ireland\Eire	30451
Cocos Islands (Keeling)	13962	Isle of Man	30651
Colombia	14231	Israel	30741
Comoros	14512	Italy	31053
Congo	14812		
Cook Islands	15462	Jamaica	31623
Costa Rica	15722	Japan	31944
Côte d'Ivoire	31312		
Croatia	15853		

Jordan	32241	

Kampuchea, Democratic	09743	
Kazakhstan	32342	
Kenya	32512	
Kirabiti	32662	
Korea, Democratic People's Republic of (North)	33144	
Korea, Republic of (South)	32844	
Kuwait	33441	
Kyrgyzstan	33542	
Laos	33743	
Latvia	33851	
Lebanon	34041	
Leeward Island	34323	
Lesotho	34412	
Liberia	34612	
Libya	34911	
Liechtenstein	35252	
Lithuania	35351	
Luxembourg	35551	
Macau	35844	
Madagascar	36112	
Malawi	36212	
Malaysia	36443	
Maldive Islands	36742	
Mali	37012	
Malta	37353	
Martinique	37623	
Mauritania	37912	
Mauritius	38212	
Mayotte	38312	
Mellila	38511	
Mexico	38822	
Moldova	39052	
Monaco	39151	
Mongolia	39444	
Montserrat	39723	
Morocco	40011	
Mozambique	41212	
Myanmar (Burma)	09143	
Namibia	58612	
Nauru	41862	
Nepal	42142	
Netherlands	42451	
Netherlands Antilles	42723	
Neutral Zone (Bonaire, Curacao, Saba, St. Eustatius and Southern St. Martin)	44041	
New Caledonia	43062	
New Zealand	43961	
Nicaragua	44222	
Niger	44512	
Nigeria	44812	
Niue	45162	
Norfolk Island	45462	
Northern Ireland	66151	
Norway	46051	

Oman		41541
Pacific Island Trust Terr. (Micronesia, Northern Mariana Island, Palau & Marshall Island)		46362
Pakistan		46642
Palestine		46741
Panama		46922
Papua New Guinea	43362	
Paraguay	47531	
Peru		47831
Philippines		48143
Pitcairn Islands		48462
Poland		48752
Portugal		49053
Puerto Rico		50223
Qatar		50541
Réunion		50812
Romania		52653
Russia		64971
Rwanda		52912
Ryukyu Island		53244
San Marino		55053
Sao Tome & Principe		55312
Saudi Arabia		55941
Scotland		66451
Senegal		56212
Seychelles		56512
Sierra Leone		56812
Singapore		57443
Slovak Republic		56952
Slovenia		57053
Solomon Islands		07662
Somalia		57712
South Africa Bophuthatswana Ciskei Transkei Venda		58312
Spain		58953
Spanish Sahara		59511
Sri Lanka		12442
St. Helena		53512
St. Kitts and Nevis	53823	
St. Lucia	54123	
St. Pierre and Miquelon		54421
St. Vincent and the Grenadines	54723	
Sudan		59812
Suriname		60131
Svalbard and Jan Mayen Islands		60251
Swaziland		60412
Sweden		60751
Switzerland		61052
Syria		61341

Taiwan, Republic of China	61544
Tajikistan	61442
Tanzania, United Rep. of	61612
Thailand	61943
Togo	62212
Tokelau	62562
Tonga	62862
Trinidad and Tobago	63123
Tunisia	63711
Turkey	64041
Turkmenistan	64441
Turks and Caicos Islands	64323
Tuvalu	24462
Uganda	64612
Ukraine	64752
United Arab Emirates	63441
United Kingdom	65551
United States	66721
Uruguay	67331
Uzbekistan	65642
Vanuatu	43662
Vatican City State	67553
Venezuela	67631
Viet Nam	68243
Virgin Island (U.S.)	68823
Wake and Midway Islands	69162
Wales	66551
Wallis and Fortuna Island	69262
Western Sahara	69311
Western Samoa	69462
Windward Island	69723
Yemen	70041
Yemen, South Democratic	58741
Yugoslavia	70353
Zaire	15112
Zambia	70512
Zimbabwe	51112
Stateless	99988
Country not reported	99999

revised May, 1997

Element: Date of Entry into Canada

Description:

For all students not currently citizens of Canada, report date (month and year) of entry into Canada.

When did student enter Canada to take up residence and/or study at a Canadian institution?

Codes:

MMYY (numeric) = Month/Year
9998 = Not applicable - only citizens of Canada
9999 = Not known - only citizens of countries other than Canada

Element: Geographic Source of Student - Country

Description:

If a student has moved from another country to Canada, give the country from which the student came.

Codes:

5 positions (numeric)
Same list as country of citizenship.

99998 = Not known - only citizens of countries other than Canada

Element: Geographic Source of Student - Province/Territory

Description:

For Canadian citizens and permanent residents, report the permanent home province in Canada. For Canadian citizens living abroad, report 97. All **foreign students** (visa, student authorization, refugee status, etc.) should be reported as code 98 = "student is not a Canadian citizen or a permanent resident of Canada". (Please use the following Guidelines).

a.   For those students entering your institution immediately after high school (i.e. within the last 12 months), report the province of last high school attended.

b.   For all other students (i.e. not coming immediately after high school), report the province of permanent home address on the date of registration.

Codes:

10 = Newfoundland
11 = Prince Edward Island
12 = Nova Scotia
13 = New Brunswick
24 = Quebec
35 = Ontario
46 = Manitoba
47 = Saskatchewan
48 = Alberta
59 = British Columbia
60 = Yukon Territory
61 = Northwest Territories
97 = Canadian citizen living abroad
98 = Student is not a Canadian citizen or a permanent resident
99 = Not known

Note:
The information in this element should not be updated for students who were enrolled at your institution within the last 12 months (continuing/returning students), but should be updated for students who were not enrolled at your institution within the last 12 months but had attended your institution some time in the past (re-entering student).

UPDATING PROCEDURE

Continuing/returning student: not to be updated
Re-entering student: to be updated

Element: Type of Program

Description:

The type of trade/vocational program in which the student is enrolled.

For a description of the program types see the section at the beginning of the manual called "Coverage".

Codes:

1 = Pre-employment or pre-apprenticeship vocational programs;
2 = Programs for registered apprentices;
3 = Pre-vocational academic upgrading or basic training for skill development (B.T.S.D.) programs;
4 = Language training programs;
5 = Skill upgrading or refresher programs;
6 = Job readiness training;
7 = Orientation programs;
8 = Special training or other programs.

Element: Start and End Date of Program

Description:

A eight-digit element identifying the start date and end date of the program or course of study in which the student is registered.

Codes:

Start date:
MMYY (Month/Year)

End date:
MMYY (Month/Year)

Element: Program of Study

Description:

Identify the subject/discipline/field of study the student is registered in from the program of study coding list.

Codes:

5-digit numeric

See following pages for list of program codes.

Note:

If new programs are introduced for which there is no Statistics Canada code, please contact the Postsecondary Education Section, Statistics Canada (613) 951-8285.

<u>**Course Codes**</u>

10000   Arts and Sciences - General Studies

> Code 10000 for programs of study such as academic upgrading, university transfer or pre-technology where the course load is some combination of the following categories.

20000   Arts

20100   Fine & Applied Arts N.R. (Art Colleges only)

21000   Fine Arts

21100	Performing Arts/Theatre Arts
21110	Dance
21120	Music
21130	Drama
21140	Performing Arts - Other
21200	Sculpture and Painting
21300	Handicrafts
21400	Other Fine Arts

22000   Commercial and Promotional Arts

22100	Advertising
22200	Modelling
22300	Commercial Arts
22400	Other Commercial and Promotional Arts

23000   Graphic and Audio-Visual Arts

23100	Photography
23200	Recorded Music Production
23400	Printing and Publishing
23500	Other Graphic and Audio-Visual Arts

24000   Creative and Design Arts

24100	Jewellery Design
24400	Fashion Arts
24500	Interior Decorating
24600	Other Creative and Design Arts

25000   Personal Arts

25100	Barbering/Hairdressing
25200	Other Personal Arts

26000	Mass Communications	
	26100	Cinematography/Film Production/Animation
	26200	Radio and T.V. Broadcasting
	26300	Other Mass Communications Studies

29000	Other Applied Arts	
	29200	Repair and Renovation
	29210	Furniture/Upholstery
	29220	Jewellery Repair
	29230	Musical Instruments
	29240	Clocks and Timepieces
	29300	Other Applied Arts N.E.C.

30000   Humanities and Related

| 31000 | Journalism | |

32000	Library Science	
	32100	Library/Documentation Sciences
	32200	Archival Sciences

| 33000 | Religion/Theology | |

34000	Languages	
	34100	English - Literature, Grammar, Composition
	34200	English as a Second Language
	34300	French - Literature, Grammar, Composition
	34400	French as a Second Language
	34500	Other Language Studies

| 35000 | History | |

| 36000 | Philosophy | |

| 37000 | Other Humanities N.E.C. | |

40000   Health Sciences and Related

41000	Nursing	
	41100	Diploma Nursing
	41200	Nursing Aide/Orderly
	41300	Nursing Refresher
	41400	Psychiatric or Mental Health Nursing
	41500	Public Health Nursing
	41600	Dental Nursing
	41700	Other Specialized Nursing

42000   Diagnostic and Treatment Medical Technologies

	42100	Emergency Para-medical Technologies
	42200	Chiropractic Technologies
	42300	Medical Laboratory Technologies
	42400	X-Ray/Radiology/Radiotherapy/Nuclear Medicine Technologies
	42500	Combined Lab. and X-ray Technology
	42600	Physiotherapy
	42700	Dental Hygiene/Assistant Technologies
	42800	Pharmacy Technologies
	42900	Other Diagnostic and Treatment Medical Technologies

43000   Medical Equipment and Prosthetics

	43100	Dental Appliances
	43200	Optical Prosthetics/Lenses
	43300	Orthopaedic Prosthetics
	43400	Auditory Prosthetics
	43500	Other Medical Equipment Technologies

44000   Other Health Related Technologies

	44100	Dietetics/Dietary Technologies
	44200	Mental Health Technologies
	44300	Speech Therapy
	44400	Health-care Support Technologies
	44500	Biological Sciences/Technologies
	44600	Public/Environmental Health
	44700	Health Education
	44800	Other Health-care Technologies

50000   Engineering and Applied Sciences

51000   Chemical Technologies

	51100	Chemical Engineering Technologies
	51200	Biochemical Technologies
	51300	Metallurgical Chemical Technologies
	51400	Industrial Chemical Technologies
	51410	Textiles
	51420	Plastics and Fibreglass
	51430	Chemical Processing
	51440	Other Industrial Chemical
	51500	Photographic Chemical Technology
	51600	Chemistry
	51700	Other Chemical Technologies N.E.C.

52000   Electrical/Electronic Technologies

	52100	Electrical/Electronic Engineering Technologies
	52110	Electrical
	52120	Electronics
	52130	Other Electrical/Electronic Tech. N.E.C.

	52200	Avionics Technologies
	52300	Marine Electronics Technologies
	52400	Electro-Mechanical Technologies
	52410	Electric Motors
	52420	Microwave
	52500	Telecommunications Technologies
	52510	Radio and T.V. (Broadcasting Electronics)
	52520	Telephone, telegraph, telex
	52530	Radar
	52540	Other Telecommunications Electronics
53000		Mathematics and Computer Science
	53100	Mathematics
	53200	Computer Science
	53210	Computer Programming
	53220	Computer Science - systems design and analysis
	53230	Computer Technology
	53240	Data Processing
54000		Transportation Technologies
	54100	Air Transportation
	54110	Aviation and Flight Technologies
	54120	Air Transport Ground Support
	54130	Flight Attendants
	54140	Air Transportation - Other
	54200	Motor Transportation
	54210	Public Transportation
	54220	Commercial Vehicle Transportation
	54230	Driver Training/Education
	54300	Rail Transportation
	54310	Rail Transportation Operation/Maintenance
	54320	Rail Transportation - Passenger Services
	54400	Marine Transportation
	54410	Nautical Science/Navigation Technologies
	54420	Seamanship
	54500	Other Transportation Technologies N.E.C.
55000		Engineering Technologies
	55100	Engineering - General
	55110	Civil Technologies
	55111	Road Construction
	55112	Piping Technologies
	55113	Bridge Construction
	55120	Surveying
	55130	Drafting
	55131	Engineering Design or Drafting
	55132	Cartography
	55133	Mechanical Drafting
	55140	Instrumentation
	55150	Repair and Services
	55160	Meteorology

55170	Physics
55180	Other Engineering Technologies N.E.C.
55200	Engineering - Mechanical
55210	Agricultural Equipment Mechanics
55220	Aircraft Mechanics
55230	Auto Technology
55231	Auto Mechanics
55232	Auto Body Repair
55240	Marine Mechanics
55250	Heavy Equipment Mechanics
55260	Small Engine Mechanics
55270	Other Mechanical Engineering Technologies
55280	Hydraulics
55300	Engineering - Architectural and Construction
55310	Architectural Design/Drafting Technology
55320	Construction
55321	Masonry - Brick, Stone, Concrete
55322	Drywall, Plastering, Lathing
55323	Heat, Insulation
55324	Plumbing
55325	Construction Electrician
55326	Interior Finishing
55327	Woodworking and Carpentry
55328	Metal Working
55329	Other Construction or Building Technologies
55330	Historical Structures Renovation
55340	Naval Architecture/Construction Technologies
55350	Welding Technologies
55360	Other Architectural and Construction Technologies
55400	Engineering - Aeronautical
55410	Aeronautical Engineering Technologies
55420	Aerospace Engineering Technologies
55500	Engineering - Industrial
55510	Industrial Design/Operations Technologies
55520	Manufacturing Technologies
55521	Automobile/Mechanical and Related
55522	Electrical/Electronic Equipment and Related
55523	Metal
55524	Wood and Paper Products
55525	Aircraft
55526	Clothing/Other Fabric Products
55527	Rubber, Glass & Plastics
55528	Chemicals
55529	Other Manufacturing
55530	Quality Control
55540	Materials Science or Management
55550	Machinist
55560	Other Industrial Engineering Technologies

60000   Natural Sciences and Primary Industries

61000   Natural Sciences

61100	Agriculture
61200	Agricultural Technology/Science/Engineering
61300	Agricultural Business
61400	Biology
61500	Plant Sciences
61510	Botany
61520	Crops and Horticulture
61530	Landscaping
61540	Soils, Pesticides, Fertilizer
61550	Irrigation/Water Management
61560	Other Plant Sciences
61600	Animal Sciences
61610	Zoology
61620	Veterinary Technologies/Animal Health
61630	Cattle Technologies (Beef and Dairy)
61640	Poultry and Eggs Technologies
61650	Swine Technologies
61660	Equine Studies/Horse Husbandry
61670	Other Animal Sciences
61700	Other Agricultural Technologies N.E.C.

63000   Primary Industries (excluding Agriculture)

63100	Forestry Technologies
63200	Mining Technologies
63210	Geogology and Prospecting
63220	Drilling and Extractive Technologies
63300	Fishing Technologies
63310	Fish Farming
63320	Fishing
63400	Hunting and Trapping
63500	Petroleum Resources Technology
63600	Other Primary Industries N.E.C.

65000   Resource Processing Technologies

65100	Forest Products Processing
65110	Pulp and Paper Technology
65120	Wood Products Processing
65200	Metal Processing
65210	Iron and Steel
65220	Processing of Other Metals
65300	Petroleum Refining Technologies
65400	Food Processing Technologies
65410	Marine Products Processing
65420	Meat Processing
65430	Poultry & Egg Processing
65440	Dairy Products Processing
65450	Fruit and Vegetables Processing
65460	Other Food Processing
65500	Other Resource Processing

67000   Environmental and Conservation Technologies

	67100	Environmental Control/Protection Technologies
	67200	Land Resources Technologies
	67300	Wildlife and Forest Conservation Technologies
	67400	Water Science Technologies
	67500	Air Purification Technologies
	67600	Other Environmental and Conservation Technologies N.E.C.

70000   Social Sciences and Services

71000   Protection and Correction Services

	71100	Correctional Technologies
	71200	Para-legal Technologies/Legal Studies/Legal Asst.
	71300	Police Technologies/Criminology
	71400	Protection Technologies
	71410	Fire
	71420	Security
	71430	Safety
	71500	Other Protection and Correction Technologies

72000   Social Services

	72100	Child Care Services
	72200	Youth services
	72300	Gerontology
	72400	Care of the Disabled
	72600	Social Services/Welfare Technologies
	72700	Domestic Science and Related
	72800	Community Planning/Urban Design
	72900	Other Social Services

73000   Recreation and Sport

	73100	Recreation Leadership/Leisure Services
	73200	Physical Education Instruction
	73300	Travel and Tourism
	73310	Guiding
	73320	Travel Counsellor/Agent
	73330	Ticket Agents
	73340	Parks/Forest/Wildlife Recreation
	73400	Other Recreation and Sport Technologies

74000   Educational and Counselling Services

	74100	Counselling Services Technologies
	74110	Counsellor - Addiction
	74120	Counsellor - Handicapped
	74130	Counsellor - Marriage/Family
	74140	Counsellor - Financial
	74150	Counsellor - Labour
	74160	Counsellor - Education/Career/Vocational

74170	Other Counselling Services
74200	Educational Services
74210	Education - Early Childhood
74220	Education - Handicapped
74230	Teachers Aide/Educational Support
74240	Industrial Arts Education
74250	Adult Education
74260	Teacher Training
74270	Supervisory Training for on-the-job instruction
74300	Other Educational and Counselling Services

75000   Personal Development

75100	Orientation Courses
75200	Communications Skills Development
75300	Life Skills
75400	Occupational Skills Development
75500	Other Personal Development Courses

76000   Social Sciences

76100	Anthropology
76200	Archaeology
76300	Economics
76400	Geography
76500	Political Science
76600	Psychology
76700	Sociology
76900	Other Social Sciences

80000   Business and Commerce

81000   Secretarial Science

81100	Secretary - General
81200	Secretary - Legal
81210	Legal Secretary/Law Clerk
81220	Court Reporting
81300	Secretary - Medical
81310	Health Records Technology
81320	Medical Secretary
81400	Business Machine Operations
81410	Word Processing
81420	Other Business Machine Operation
81500	Secretary - Accounting, Bookkeeping
81600	Switchboard Operator/Receptionist
81700	Bank Teller
81800	Other Secretarial/Clerical

82000   Management and Administration

82100	Management and Administration - Business and Commerce

82200	Financial Management
82210	Accounting
82220	Investment Management
82230	Assessment/Appraisal
82240	Property Management
82250	Banking
82260	Other Financial Management
82300	Industrial Management
82400	Institution Management
82410	Health-care Facilities Management
82420	Hotel/Restaurant/Resort Management
82430	Other Institutional Management
82500	Public Administration
82600	Personnel Administration
82700	Manufacturing Management/Administration
82800	Transportation Management
82900	Other Management and Administration N.E.C.

83000   Merchandising and Sales

83100	Marketing
83200	Insurance/Securities Sales
83300	Real Estate
83400	Retail Sales
83500	Other Management and Sales

84000   Service Industry Technologies

84100	Food Services
84110	Food Preparation
84111	Baking
84112	Cooking
84113	Food Preparation - Other
84120	Food Serving
84200	Home Economics
84300	Laundry and Dry Cleaning
84400	Hospitality and Tourism Services
84500	Building Custodian
84900	Other Service Industries

90000 Other

91000   Other N.E.C.

92000   Not Reported

Element: Year of Study

Description:

This element identifies the year of the program in which the student is enrolled, i.e., first year, second year, etc.

With most programs of less than one year, the year of study will be a code "zero". However, if a program is 25 to 52 weeks in length, report the student as being in the first year of the program.

For programs which are usually greater than one year in length indicate the year of the program in which the student is taking training at your institution.

Codes:

0 = Program less than one year
1 = First year
2 = Second year
3 = Third year
4 = Fourth year
5 = Fifth year or greater

Element: Duration of Program

Description:

This element identifies the number of weeks in each year of the program and the number of years normally required to complete the program. Consisting of 11 digits, the first digit is the length of the program in years and the remaining are for the length in weeks for each year (One 1-digit and five 2-digit items).

Many trade/vocational programs are less than one year in length and should be coded as "zero". If a program is 25 to 52 weeks in length, report it as being one year in length. Programs of longer duration, such as 13 to 24 months, should be coded as two years in length.

For students in registered apprenticeship programs, which are usually greater than one year, report the entire length of the program.

If the program is less than one year in length, use Y1 to indicate the length of the program in weeks and code all other items "zero." If the program is less than one week in length, code 01 in Y1.

Codes:

XY1Y2Y3Y4Y5

X - First digit (length in years)

0 = less than one year
1 = one year
2 = two years
3 = three years
4 = four years
5 = five years or more

Remaining digits (length in weeks)

Y1 - Weeks in first year (2-digits)
Y2 - Weeks in second year (2-digits)
Y3 - Weeks in third year (2-digits)
Y4 - Weeks in fourth year (2-digits)
Y5 - Weeks in fifth year (2-digits)

Element: Sponsorship

Description:

The means by which a student finances his/her tuition fees during training.

Codes:

11 = Paying full tuition (including family/personal support)
12 = Province/territory other than province of registration
13 = Student's current institution
21 = Employer
31 = Employment and Immigration - direct funding
32 = Employment and Immigration - indirect funding
33 = Employment and immigration - registered apprenticeship
41 = Provincially sponsored training
42 = Vocational Rehabilitation for Disabled Persons Act
43 = Other Federal sponsorship
51 = Other
99 = Not known

Element: Registration Status of the Student

Description:

This element identifies a student's registration status as full-time or part-time as defined by your institution.

Please note, a "not reported" code is not acceptable in this field.

Codes:

1 = Full-time
2 = Part-time

Element: Status at the Beginning of the Program

Description:

This element indicates whether a student is new to your institution, whether he/she was enrolled during the previous reporting year, or returning after one or more years of absence. Report the status of the student at the beginning of each program. If a program begins at different times during a reporting period, indicate the status of the student at these times.

Codes:

1 = <u>Continuing/returning student</u> - one who was enrolled at your institution in one or more programs during the current or previous reporting year. If the student was still enrolled at the end of the previous reporting period he/she should be continuing into the current reporting period.

2 = <u>Re-entering student</u> - one who was previously registered at your institution but not during the previous reporting period.

3 = <u>New student</u> - one who is registered at your institution for the first time.

Element: Status at the End of the Current Program

Description:

This element is used to determine the status of the student at the end of the current program or at the end of the reporting year if they are the same.

If an institution or province bases its report on the fiscal year, they may find many of their programs beginning in one reporting period and continuing into the next. If this occurs at the end of a current reporting year and the program continues into the next reporting period, students enrolled in these programs should be identified as <u>still enrolled</u>.

If a student is in a registered apprenticeship program, which could be several years in length, report the status for the end of each year or level of the program and not for the entire program. A student who completes each year or level of an apprenticeship program should be reported as <u>successfully completed</u>.

Codes:

1 = Successfully completed
2 = Still enrolled
3 = Withdrew (discontinued or transferred)
4 = Did not complete (failed program)

Element: Activity of Student During Previous Reporting Year

Description:

This element is to identify the main activity of only <u>full-time</u> students during the previous reporting period.

Codes:

111 - Full-time student, attending this institution and enrolled in same program

121 - Full-time student, attending this institution and enrolled in different program

Full-time student, attending another college, vocational school or institute:
          131 - in the same province
          132 - in another province
          133 - outside Canada
          139 - location unknown

Full-time student, attending elementary/secondary school:
          141 - in the same province
          142 - in another province
          143 - outside Canada
          149 - location unknown

Full-time student, attending educational institution other than above:
          161 - in the same province
          162 - in another province
          163 - outside Canada
          169 - location unknown

In the labour force (employed or unemployed and seeking work):
          201 - in the same province
          202 - in another province
          203 - outside Canada
          209 - location unknown

Other:

     301 - in the same province
     302 - in another province
     303 - outside Canada
     309 - location unknown

     999 - activity unknown

Element: Previous Educational Experience

Description:

This element identifies the highest level of education attained prior to registration in this program.

Codes:

1 -   Completed university

2 -   Previously enrolled in university but did not complete

3 -   Completed community college program (other than trade/vocational or continuing education program)

4 -   Previously enrolled in community college program but did not complete (other than trade/vocational or continuing education program)

5 -   Completed previous trade/vocational program

6 -   Previously enrolled in a trade/vocational program but did not complete

7 -   Completed high school education

8 -   Completed some high school education

9 -   Completed elementary school

10 -   Did not complete elementary school

11 -   Not reported

Element: Multiple Record Indicator

Description:

Because of the short duration of some trade/vocational programs it is possible for a student to register and complete more than one program in the same reporting period.

This field will not be applicable in many cases and can be ignored (left blank) if the student was enrolled in only one program during the reporting year. If the student was registered in more than one program, assign 1 to the multiple record indicator field for the first record and 2 for the second, etc.

Codes:

Blank - Only one record reported

1 = First record of multiple record report
2 = Second record of multiple record report
3 = Third record of multiple record report
etc.

Note: Assign as many codes as required