

**ASCO CODING SYSTEM  
OCCUPATION LEVEL**

**PART 3**

**REFERENCE GUIDE**

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**1. CONCEPTS AND DEFINITIONS**


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**CONCEPTS AND  
DEFINITIONS**


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**1.1 Tasks, Jobs and Occupations**


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**Tasks, Jobs and  
Occupations**

Everyone who is paid to work has a **job**. A job is a set of **tasks** done by one person. An **occupation** is a set of jobs whose main tasks are similar in terms of their range and complexity, and some combination of:

- the field of knowledge required
- the tools and equipment used
- the materials worked on
- the goods and services produced.

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**1.2 The Structure of ASCO**


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**Structure of ASCO**

The *Australian Standard Classification of Occupations* (ASCO) arranges occupations into categories according to the similarity of their tasks and the skill needed to perform them.

The most detailed categories in the classification are **occupations**. Occupations have 6-digit codes. There are 1,079 occupations in ASCO, covering most jobs in the Australian workforce.

Example:

Occupation 7105-13 Heavy Truck Driver

Similar occupations are classed in 282 **unit groups**. Unit groups have 4-digit codes, comprising the first four digits of the occupation code.

Example:

Unit Group 7105 Truck Drivers

Similar unit groups are classed in 52 **minor groups**. Minor groups have 2-digit codes, comprising the first two digits of the unit group code.

Example:

Minor Group 71 Road and Rail Transport Drivers

Finally, similar minor groups are classed in 8 **major groups**. Major groups have 1-digit codes, comprising the first digit of the minor group code.

Example:

Major Group 7 Plant and Machine Operators, and Drivers

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**Information Needed** 1.3 Information Needed for Coding to Occupation Level
 

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When coding an occupation, you may need to refer to information on:

- Occupation title
- Main tasks or duties usually performed
- Kind of industry, business or service
- Name and address of employer.

Example:

Title response: Control Room Operator  
 Task response: Monitoring boilers  
 Industry response: Government  
 Employer response: State Electricity Commission of Victoria

The occupation title *Control Room Operator* is too vague. By using the task, industry and employer responses in addition to the occupation title, you can code this record to the following entry in the *ASCO Coding Index*:

7301-11 Operator, Control Room/ power generation

Any other information about the person which may be available (eg. income or qualifications) is likely to be misleading and should not be considered when coding occupation, except in the following case:

If information is available concerning qualifications held or studies being undertaken leading to qualifications, this information may be used to decide whether or not the respondent is an apprentice. Anyone undertaking an apprenticeship course is an apprentice. Anyone who has completed such a course is not an apprentice.

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**Occupation Title and Title Response**


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**1.4 Occupation Title and Title Response**


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The answer to the question *What is your occupation?* is the **title response**. The **occupation title** is simply the name of the person's occupation and is usually given in the title response.

An occupation title contains a **basic word** and may also contain one or more **qualifying words**.

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**The Basic Word**


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**1.4.1 The Basic Word**


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The **basic word** is the single word (noun) which can stand alone as the title of the person's occupation. In the following examples the basic words are in capitals:

Accounts CLERK  
 Bus DRIVER  
 Chief ACCOUNTANT

In an occupation title given by a respondent, the basic word is the one-word answer to the question *What is your occupation?*

For example:

*I'm a Clerk.*

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#### 1.4.2 Qualifying Words

#### Qualifying Words

**Qualifying words** add to the meaning of the basic word. They tell us what kind of clerk, driver or accountant the person is. In the following examples, the qualifying words are in capitals:

ACCOUNTS clerk  
BUS driver  
CHIEF accountant

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#### 1.5 Look-up Titles, Entry Titles and Title Pairs

#### Look-up Titles, Entry Titles and Title Pairs

The first task in coding is to create the **look-up title** for which you will search in the *Coding Index*.

In most cases the look-up title is created by sorting the title response into the word order used in the index entry, as follows:

Basic word, Qualifying word(s)

That component of the index entry which comprises the basic word and (optional) qualifying words is known as the **entry title**.

Sometimes the title response contains two basic words, for example: *Barrister and Solicitor*. In such a case the look-up title is created from the two basic words joined by a plus [+] sign.

The *Coding Index* contains a number of entry titles to cater for such responses, for example:

Barrister + Solicitor  
Driver + Courier  
Clerk + Typist

Such entry titles contain two basic words and are known as **title pairs**.

If you cannot find a title pair with the basic words in the order given by the respondent, you should look for an entry with the words in the reverse order.

Some title pairs are slightly more complex than the examples above in that they contain qualifying words and/or supplementary information, for example:

Hand, Kitchen + Cleaner  
Beater, Panel + Mechanic/ apprentice

You will see that, in order to find a title pair that matches the look-up title, it is necessary to place the qualifying words immediately after the basic word to which they refer.

Further information on creating look-up titles from responses containing two or more basic words is given in Chapter 5.8 (Multiple Titles).

In Chapters 5 and 6, you will also find information on how to create look-up titles in other unusual circumstances when:

- the respondent has given the title in the wrong place - in response to the task question
- the respondent has given tasks but no title
- the matching index entry directs you to *Disregard [the look-up] Title* which you first created
- there is no matching index entry but there is an equivalent basic word
- a gender-neutral form of the basic word is required
- the respondent has given the phrase *wife of ...* or *... 's wife* as the occupation title
- the respondent has given *foreman, forewoman, foreperson* or *supervisor* as the basic word.

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**2. OVERVIEW OF THE CODING PROCEDURES****OVERVIEW OF THE  
CODING  
PROCEDURES**

The four data items which may be used to code occupation information to ASCO are derived from responses to survey questions, the recommended wording and format of which are given in the *Overview*, Chapter 3. These responses are usually referred to as:

- Title Response
- Task Response
- Industry Response
- Employer Response

They should always be considered in the order given above.

The main steps in coding occupation information using the *ASCO Coding System* are:

1. Create the **look-up title** from the title response.
  - i. If the title response is missing or unsuitable (see Chapter 5), follow the procedures in Chapter 5, as appropriate, to create a look-up title.
2. Search the *Coding Index* for the **basic word**.
  - i. If the basic word is not in the index, refer the record for query resolution (see *Query Resolution Guide*).
3. Search the index, under the basic word, for any **qualifying words** found in the look-up title.
4. Identify the **entry title** (see Chapters 3 and 4) that is an **exact match** for the look-up title.
  - i. If there is no matching entry title but the basic word has acceptable substitutes (see Chapter 5.10), look for a matching entry using a **Basic Word Substitute**.
  - ii. If you cannot find a matching entry title after checking acceptable substitutes, refer the record for query resolution.
  - iii. If there is more than one matching entry title, follow the procedures, as appropriate, in Chapters 5.8 (Multiple Titles) and 5.9 (Multiple Matches).
5. If the matching entry title is followed by a slash [/] and a **supplementary description**, look for **close-matching additional information** in the record (see Chapter 4).
6. Using close-matching additional information select a matching entry from the *Coding Index*.

- i. If there is no matching entry, refer the record for query resolution.
  - ii. If there is more than one matching entry, follow the multiple match procedures outlined in Chapter 5.9.
7. If the matching entry ends with a directive, look for another matching entry using a new look-up title (see Chapter 6).
  8. Apply the code associated with the [new] matching entry.

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**3. THE CODING INDEX**


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**CODING INDEX**


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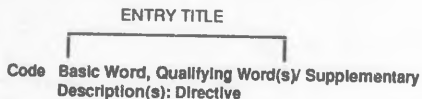
**3.1 The Coding Index Format**


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**Index Format**

Most index entries consist of a six-digit code followed by an entry title. The latter contains a basic word and may also contain one or more qualifying words. In addition, some index entries have a supplementary description and/or a directive.

Index entries are listed alphabetically by basic word. The format of the index entry is as follows:




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**3.2 Components of the Index Entry**


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**Components of the Index Entry**

An index entry may have several components some of which are optional. Each component after the first is separated from the preceding component by a specific delimiter. These are indicated below:

**ASCO Code** - This is a six-digit number, with the last two digits separated from the rest by a hyphen [-]. Where the code is unknown, either wholly or in part, digits are replaced by question marks [?]. Whenever question marks occur in the code field, a directive will also be given in the appropriate field.

**Basic word** - This is the single word (noun) which can stand alone as the title of the respondent's occupation. A basic word must be present in every index entry.

Delimiter = blank space [ ]

**Qualifying words** - These are words which qualify the basic word and provide a more specific idea of the occupation. This component of the index entry is optional.

Delimiter = comma [,]

**Entry Title** - The Basic Word and Qualifying Words are together referred to as the Entry Title. In a one-word title, the basic word and the entry title are the same. Some entry titles comprise a **title pair** (ie. two basic words, with or without qualifying words, joined by a plus [+] sign).

Delimiter = blank space [ ]

**Supplementary description** - This component contains information which makes the occupation more specific, usually by indicating the sort of tasks which are performed. Sometimes it contains the phrase *except above* or the acronym *NAI* meaning *No Additional Information*. If there are several pieces of information in the supplementary description, they are separated from each other by a semi-colon [:]. The supplementary description is an optional component.

Delimiter = slash [/]

**Directive** - This component provides a specific direction to the coder either to *Disregard [the] Title* or to *Code to ...[another basic word or entry title]*. This component is optional and only occurs when there are question marks in the code field.

Delimiter = colon [:]

**Underlining** is used to indicate that industry and employer responses may be matched with the information underlined.

### Abbreviations Used In the Index

#### 3.3 Abbreviations Used In the Index

A number of common abbreviations are used in the index. Sometimes these abbreviations occur in records with full stops (eg. T.A.B.) and sometimes without. In the index, the full stops are left out.

Some of the abbreviations used in the index are:

ADP	Automatic Data Processing
APS	Australian Public Service
ASO	Administrative Services Officer
CAE	College of Advanced Education
ECG	Electrocardiograph
EDP	Electronic Data Processing
EEG	Electroencephalograph
SEN	State Enrolled Nurse
SRN	State Registered Nurse
TAB	Totalisator Agency Board
TAFE	Technical and Further Education
VDU	Visual Display Unit

The acronym *NAI* is used in the *Coding Index* to mean *No Additional Information*. The purpose and use of entries containing *NAI* is explained in Chapter 4.3.

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**4. THE MATCHING RULES**
**MATCHING RULES**


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**4.1 Exact Match on Occupation Title**
**Exact Match on Occupation Title**

To code a record to an index entry, you must have an **exact match on title**. This means that the basic word and all the qualifying words in the index entry title should be present in the look-up title. (You will recall that, in most cases, the look-up title is the title given by the respondent rearranged so that the basic word comes first.)

Sometimes an exact match on title is obtained with a block of index entries because each entry contains the same title but has a different supplementary description. For example, the look-up title *Operator, Control Room* matches the entry title in each of the entries in the following block:

Code	Entry title/ Supplementary description
3903-17	Operator, Control Room/ <u>broadcasting</u>
7399-11	Operator, Control Room/ <u>coal preparation</u>
7309-11	Operator, Control Room/ <u>grain</u>
7309-11	Operator, Control Room/ <u>ore handling</u>
7399-11	Operator, Control Room/ <u>ore processing</u>
7301-11	Operator, Control Room/ <u>power generation</u>
8911-13	Operator, Control Room/ <u>security</u>
7309-11	Operator, Control Room/ <u>tank farm</u>

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**4.1.1 Extraneous Qualifying Words**
**Extraneous Words**

In the example above, the words in the look-up title (*Operator, Control Room*) all occur in the entry title. However, you would still have an exact match if the look-up title contained additional qualifying words, for example, *Operator, Power Station Control Room*. The qualifying words *Power Station* are not part of the entry title and so they are referred to as **extraneous words**. (In this example, the extraneous qualifying words provide useful additional information which can be matched with a supplementary description - see 4.2 below).

In the look-up title *Spruiker, Fairground*, the qualifying word is extraneous. You have an exact match with the entry title *Spruiker* (Code 6599-99). This title appears in only one index entry as all types of spruikers belong to the same occupation.

However, in looking for an exact match, you should always select the entry that includes the most qualifying words in the look-up title. Hence you cannot match the look-up title *Surveyor, Community Health* with *Surveyor* because there is another entry title *Surveyor, Health* which matches more qualifying words.

**Remember:** an **exact match on title** means that all words in the entry title occur in the look-up title. This means that you cannot obtain a match by ignoring additional qualifying words in the entry title (except in the specific circumstances described in 4.4 below).

**Always Extraneous Words****4.1.2 Always Extraneous Words**

Some words when given as qualifying words are **always extraneous**. Generally these are words which indicate status in an occupation.

These words are:

Acting	Principal	Skilled
Apprentice	Professional	Temporary
Casual	Qualified	Trained
Contract	Relief	Trainee
Junior	Relieving	Unqualified
Part-time	Seasonal	Unskilled
Permanent	Self-employed	Volunteer

These are never used as qualifying words in the index so you do not need to include them in the look-up title.

**Note:** the words *apprentice* and *trainee*, which indicate that the person is learning the tasks of an occupation, provide useful additional information which may be matched with a supplementary description - see 4.2 below.

**Supplementary Descriptions****4.2 Index Entries With a Supplementary Description**

Entries with a supplementary description have the following format:

**Code      Entry title/ Supplementary description**

Such entries usually occur in blocks. Each entry in the block contains the same entry title followed by a slash [/] and a different supplementary description. This description may be about specific tasks performed, tools or equipment used, machinery or plant operated, or type of industry worked in.

To code a record to an entry of this type, you must have:

- an **exact match** between the entry title and the look-up title; and
- a **close match** between the supplementary description and any additional information in the record.

**Close Match on Additional Information****4.2.1 Close Match on Additional Information**

For most index entries with a supplementary description, a close match on task information is required.

You have a close match on task information when the supplementary description covers, or closely matches, information given in the task response or in any remaining (unused) words in the title response.

A close match, unlike an exact match, does not require that the words in the index entry follow verbatim the words given by the responder. There are two types of close match:

1. Additional information given by the respondent means the same as the supplementary description, or
2. Additional information given by the respondent belongs to a category defined by the supplementary description.

When a supplementary description is underlined you may use industry and employer responses to obtain a close match, as well as title and task responses.

If there is a conflict between information given in different responses, use the information in the following order of priority:

TITLE  
TASK  
INDUSTRY  
EMPLOYER

---

#### 4.2.2 Indicating Learning Status

#### Indicating Learning Status

If title or task information indicates that the person is learning the tasks of an occupation eg. *apprentice chef, training in airframe fitting*, you should always look for an index entry which includes learner status as a supplementary description eg. one which contains the words *apprentice* or *trainee*. If there is no such index entry for that title then the information in the response about learning status may be ignored.

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#### 4.3 Default Entries

#### Default Entries

A supplementary description may be in the form of a default entry.

In this case the supplementary description field contains the phrase *except above* or the acronym *NAI* (meaning *No Additional Information*).

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#### 4.3.1 Except Above Entry

#### Except Above

When you have an exact match with the entry title and cannot find a close match with any other supplementary description, you may select the *except above* entry.

**Note:** before selecting this type of entry you must be sure that a match with an entry listed above in the block is not possible. If you do not understand the meaning of either the supplementary description or the response, you should not choose the *except above* entry but refer the record for query resolution.

The simple *except above* supplementary description is always the last entry in a block of entries; for example:

Clerk, Personnel/ staff development or counselling  
 Clerk, Personnel/ training  
 Clerk, Personnel/ except above

A more complex use of *except above* can occur in some entry titles. For example:

Teacher/ aboriginal  
 Teacher/ curriculum development  
 \*  
 \*  
 Teacher/ except above; high school  
 Teacher/ except above; infants school  
 \*  
 \*  
 Teacher/ except above; except above

This form of default entry gives precedence in the coding process to the occupations listed prior to the first appearance of *except above* in the supplementary description. In the above example, the specialist teachers such as *Teacher/ aboriginal* will be coded to their specialisations rather than to the level of school in which they teach.

Entries of this type have the general format:

**Code** Entry Title/ *except above*; other supplementary description

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NAI

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#### 4.3.2 No Additional Information

Some blocks include an entry containing *NAI* in the supplementary description field. This is followed by a phrase in brackets specifying the type of information you must look for in the record.

The *NAI* entry may be selected if you have an exact match with the entry title but no information of the type specified in the brackets.

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Single Basic Word  
Without a Match

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#### 4.4 Single Basic Word Without a Match

When the look-up title consists of a single basic word, and there is no close match among the block of index entries with supplementary descriptions, then you may use any additional information in the record to match qualifying word(s) in an entry title. However it is important that the following conditions are met:

- the entry title you select must contain the same basic word as the look-up title; and
- the qualifying word(s) in the entry title you select must closely match additional (usually task) information in the record. If the qualifying word(s) in the entry title are underlined, they may be close-matched with information in the employer, industry or task response.

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**5. PROBLEMS IN CODING**

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**PROBLEMS IN  
CODING**

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**5.1 Title and Task Responses Reversed**

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**Title and Task  
Responses  
Reversed**

Occasionally title information is given in the task response and task information in the title response, for example:

Title response: Driving car for managing director  
Task response: Chauffeur

In such a case the look-up title should be created from the task response. Thus *Chauffeur* is the correct look-up title in the above example; the response *Driving car for managing director* should be treated as additional task information.

However, words in the title response should only be disregarded if you know they are something other than the occupation title. Many occupation titles may sound unusual but are correct, for example *Mudlogger*.

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**5.2 Basic Word Not in Coding Index**

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**Basic Word Not in  
Index**

When the title given by the respondent has a basic word which does not appear in the *Coding Index*, you would normally refer the record for query resolution.

The only exception to this rule arises when the basic word is one of the following indicating supervisory status: *Foreman*, *Forewoman*, *Foreperson*. In such a case, you would follow the procedures described in 5.4 below.

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**5.3 The Word Assistant**

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**The Word Assistant**

The word *Assistant* may be used either as a basic word (*Baker's Assistant*) or as a qualifying word (*Assistant Baker*).

As a qualifying word it is usually extraneous. Hence the look-up title *Baker, Assistant* can be matched with the entry title *Baker*.

When *Assistant* is given as a basic word, it must be included in the look-up title. You will, for example, find a matching entry for the look-up title *Assistant, Baker's* with a different code from that which applies to *Baker*.

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**Supervisory Titles****5.4 Supervisory Titles**

Sometimes respondents give one of the following basic words indicating supervisory status:

Foreman  
Forewoman  
Foreperson

If, in addition to the supervisory word, another basic word is provided in the title or task response, the supervisory word may be ignored. Hence you would create the look-up title *Carpenter* from the title response *Foreman Carpenter*.

When the title and task responses do not contain another basic word, it is necessary to create a new look-up title using *Supervisor* as the replacement basic word. Hence you would create the look-up title *Supervisor, Plumbing* from the title response: *Plumbing Foreman*.

---

**Supervisor as the Basic Word****5.4.1 Supervisor as the Basic Word**

You will find a large number of entries indexed under *Supervisor*. However, if you cannot find a matching entry, you should try to identify the occupation title of the workers who are being supervised. Often this information is given in the task response, as in the following record:

Title response: Forewoman  
Task response: in charge of stable hands

Where the title of the workers being supervised is identifiable, it should be used as the look-up title. Hence *Hand, Stable* is the appropriate look-up title from the above record.

Where the title of the workers being supervised is not identifiable, refer the record for query resolution.

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**Wife of ...****5.5 Wife of ...**

Some respondents use the phrase ...'s wife, wife of ..., or husband of ...; for example: *Farmer's Wife, Plumber's Wife, Wife of Company Director* as part of their occupation title.

In the case of *Farmer's Wife* and *Wife of Farmer*, the look-up title to be used is *Farmer*.

In all other cases, if another occupation title has been provided (either in the title or task response), that title should be used as the look-up title. Otherwise, provided the respondent appears to be in the employed labour force, you should treat the title as missing and attempt to create a new look-up title from task information using the procedures described in 5.7 below.

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**5.6 No Title Given**

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**No Title Given**

If both title and task responses are blank you will need to refer the record for query resolution. The query resolver may be able to obtain additional information about the occupation which will allow a code to be assigned. (Otherwise the record must be treated as uncodable.)

Where there is no title but task information has been provided, the look-up title may be created from the task information, using the procedures described in 5.7 below. This could occur when:

1. The title response is blank and the task response contains task information.
2. The title response and the task response both contain task information. In this case task information in the title response should take precedence over task information in the task response.
3. The title response contains task information and the task response is blank.
4. The title response contains information which tells us about neither the title nor the tasks of the respondent's occupation and the task response contains task information.

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**5.7 Creating a Look-up Title From Task Information**

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**Creating a Look-up  
Title From Task  
Information**

You can use task words to create a look-up title using the following standard procedures:

- change the verb ending in *s*, *-ed* or *-ing* to a noun  
*typing* becomes *typist*
- convert *work* to *worker*  
*parish work* becomes *parish worker*
- add *person*  
*sales* becomes *salesperson*
- *selling* in a task description can also be converted to *salesperson*

Be careful when making these changes as mistakes can occur. Check that the title produced is consistent with all the tasks given. For example:

*doing the banking* does not make the person a banker.

You may create more than one title, but only one title per distinct task.

---

**Multiple Titles****5.8 Multiple Titles**

If there are two or more basic words in the title response (not including *Foreman*, *Forewoman* and *Foreperson*), or you have created two or more basic words from task information, you have a **multiple title**.

Standard procedures for dealing with multiple titles are outlined below.

First, check to see whether the multiple title contains any of the following basic words:

1. Labourer
2. Manager
3. Director (of a company)
4. Proprietor
5. Owner
6. Partner

When given as part of a multiple title with no qualifying words, or with qualifying words that are always extraneous, these basic words should be excluded from the look-up title.

For example, you would create the look-up title *Factory Hand* from the multiple title *Labourer-Factory Hand*. However, you could not create this look-up title from *Vineyard Labourer/Factory Hand* because *Labourer* has a qualifying word (which is not in the list of always extraneous words).

If the multiple title contains only basic words from the list above, you should choose the one which is highest in the list as your look-up title.

If, after excluding any listed words, your title still contains two (or more) basic words, you should check to see if you have a match with a title pair in the *Coding Index*. You may find a matching entry with the basic words in the same, or in the opposite, order from that given by the respondent.

When there is no matching title pair, look up each title separately in the index. If you can match each title with an index entry, follow the procedures for a multiple match (see 5.9 below).

If you cannot match each title, refer the record for query resolution.

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**5.9 Multiple Matches**


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**Multiple Matches**


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**5.9.1 Checking That You Have a True Multiple Match**


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**Checking That You  
Have a True  
Multiple Match**

Sometimes more than one qualifying word is given by the respondent. If, as a result, the title appears to match more than one index entry, you should check the response to ensure that each qualifying word relates directly to the basic word, for example:

Title response: Car Insurance Salesperson  
Task response: Selling car insurance

You appear to have an exact match on two index entries:

Code	Entry title
6301-19	Salesperson, <u>Car</u>
6103-11	Salesperson, <u>Insurance</u>

In cases like this you may ignore any qualifying words which clearly do not relate to the basic word. In this example the word *Insurance* relates directly to the basic word *Salesperson* while the word *Car* further qualifies the word *Insurance*. The person sells insurance, not cars. Hence the correct code is 6103-11.

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**5.9.2 Selecting More Than One Matching Entry**


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**Selecting More  
Than One  
Matching Entry**

In some cases the record really matches two or more entries. This may be because:

- more than one qualifying word relates directly to the basic word, or
- more than one basic word is provided by the respondent, or
- more than one distinct task is mentioned in the task response.

When you have a true multiple match, you must choose between the codes available since the four recommended data items may be used to assign one code only. The methods for determining the most appropriate code are described in 5.9.3 to 5.9.6 below.

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**Coding to the Highest Skill Level**

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**5.9.3 Coding to the Highest Skill Level**

Usually a multiple match means a person is performing tasks associated with two or more occupations. In this situation we want to assign the code associated with the most skilled tasks.

ASCO codes are arranged so that those with lower first digits reflect greater skill than those with higher first digits; for example, code 2799-13 refers to a more highly skilled occupation than code 5605-13. Therefore you should examine the codes of the multiple match entries.

If the entries which match the record all have the same code, that code may be applied.

If the codes in question are different, you should apply the code with the lowest first digit.

If the codes are different but have the same first digit, it is not generally possible to choose between them using the skill criterion. In such cases the next step depends on whether there is any nesting amongst the codes in question (see 5.9.4 below).

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**Nested Codes**

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**5.9.4 Nested Codes**

**Nesting** occurs in multiple matches when one of the matching entries has a unit, minor or major group code (ending in two, four or five zeros, respectively) and another matching entry has a more detailed (lower level) code relating to the same unit, minor or major group. In such a case the more detailed code is said to be nested inside the higher level code; for example:

- 8101-11 (Occupation Code) is nested inside 8101-00 (Unit Group Code)
- 8101-00 (Unit Group Code) is nested inside 8000-00 (Major Group Code)
- 3201-00 (Unit Group Code) is nested inside 3200-00 (Minor Group Code)
- 3200-00 (Minor Group Code) is nested inside 3000-00 (Major Group Code)

When you have two possible codes, one of which is nested inside the other, you should choose the more detailed code.

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**5.9.5 Non-Nested Codes With the Same First Digit****Non-Nested Codes  
With Same First  
Digit**

Sometimes you will have to choose between two codes which are not nested but have the same first digit. If the codes both commence with 5, you should use the order of precedence (see 5.9.6 below) to help you select the most appropriate code.

In all other cases, you should assign a unit, minor or major group code (known as a **dump code**) as explained below. Dump codes should be assigned when the codes associated with the matching entries relate to:

- 2 occupations in the same unit group eg. 7201-11 and 7201-13 (ie. codes with the first four digits in common) **or**
- 2 occupations in the same minor group but different unit groups eg. 7201-11 and 7207-11 (ie. codes with the first two digits in common) **or**
- 2 occupations in the same major group but different minor groups eg. 8301-11 and 8917-11 (ie. codes with only the first digit in common) **or**
- 1 occupation and 1 unit group in the same minor group but different unit groups eg. 7201-11 and 7207-00 (ie. codes with the first two digits in common) **or**
- 1 occupation and 1 minor group in the same major group but different minor groups eg. 8301-11 and 8900-00 (ie. codes with only the first digit in common).

In such cases, the dump code is created as follows:

- where codes have the first four digits in common, select those digits and add two zeros to create the **unit group code**, **or**
- where codes have the first two digits in common, select those digits and add four zeros to create the **minor group code**, **or**
- where codes have only the first digit in common, select that digit and add five zeros to create the **major group code**.

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**5.9.6 Order of Precedence for Clerical Occupations****Order of Precedence  
for Clerical  
Occupations**

If you have two (or more) non-nested codes commencing with 5, you should select whichever of the codes comes first in the following order of precedence.

1. codes commencing 5601
2. codes commencing 5101
3. codes commencing 5301
4. codes commencing 5303

5. codes commencing 59
6. codes commencing 55
7. codes commencing 5305
8. codes commencing 5105
9. codes commencing 5103
10. codes commencing 52
11. codes commencing 54
12. codes commencing 5603
13. codes commencing 5605

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**Basic Word Substitutes**


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**5.10 Basic Word Substitutes**

Normally, you would not change the basic word in the look-up title if you failed to find a matching entry: you would simply refer the record for query resolution. However, there are two situations in which replacement of the basic word in the original look-up title is permitted:

- when the basic word has a **listed equivalent**
- when the basic word is **gender-specific**

You are also permitted to replace the basic word when you are directed to do so by a matching Index entry (see Chapter 6).

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**Basic Words With Listed Equivalents**


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**5.10.1 Basic Words With Listed Equivalents**

If the look-up title contains a basic word from the list below and there is no matching index entry, you may create a new look-up title by replacing the basic word with a listed equivalent.

For example, at June 1991 the *Coding Index* did not contain the entry title *Repairer, Refrigeration* because that title had not been used by survey respondents. However, if such a title were given by a respondent, you could select the following as a matching entry using a Basic Word Equivalent:

4307-13      Serviceperson, Refrigeration/ except above

**Note:** when you substitute another basic word, you must still have an exact match on the qualifying word.

BASIC WORD	BASIC WORD EQUIVALENTS
Assistant	Attendant, Hand, Help, Labourer, Worker
Attendant	Assistant, Hand, Help, Labourer, Worker
Director	Manager
Driver	Operator
Hand	Assistant, Attendant, Help, Labourer, Worker
Help(er)	Assistant, Attendant, Hand, Labourer, Worker
Labourer	Assistant, Attendant, Hand, Help, Worker
Machinist	Operator
Repairer	Serviceperson
Serviceperson	Repairer
Worker	Assistant, Attendant, Hand, Help, Labourer

When you have several Basic Word Equivalents to choose from, it will save time if you first select the one which sounds most plausible when coupled with the qualifying word.

### 5.10.2 Gender-Specific Basic Words

#### Gender-Specific Basic Words

Some basic words indicate gender. In many cases both masculine and feminine forms appear in the *Coding Index*. In other cases, the most commonly used form appears in the index whilst, in a third group, the gender-neutral form appears.

When matching entry titles with look-up titles:

- words ending in *-man*, *-woman* and *-person* are interchangeable
- words with the feminine ending *-ess* are equivalent to their masculine counterparts
- the words *boy* and *girl* are interchangeable, but they must not be replaced with *man*, *woman* or *person*

**Note:** do not make any other substitutions. For example *woman* must not be substituted for *lady*.

Here is a list of gender-specific words which are covered by the gender-neutral form in the *Coding Index*:

#### GENDER-SPECIFIC WORD

Draftsman, Draftswoman  
 Repairman, Repairwoman  
 Salesman, Saleswoman  
 Serviceman, Servicewoman, Servicer  
 Tradesman, Tradeswoman  
 Linesman, Lineswoman

#### GENDER-NEUTRAL WORD IN INDEX

Draftsperson  
 Repairer  
 Salesperson  
 Serviceperson  
 Tradesperson  
 Linesperson

Apart from the above examples, you will not need to modify responses to generate gender-neutral words as you will find most commonly used gender-specific words in the *Coding Index*. For example, you will find *Boy*, *Paper* not *Person*, *Paper* as an entry title.

**DIRECTIVES****6. DIRECTIVE ENTRIES**

There are two types of directive in the *Coding Index*:

- *Code to ...*[another basic word or entry title]
- *Disregard [the] Title.*

**Code To ...****6.1 Code To ...**[another basic word or entry title]

To reduce the size of the index, certain entries direct you to look for a matching entry under another basic word or entry title. These end with the phrase *Code to...* followed by the basic word or entry title to be used in the new look-up title.

The new look-up title should include any potentially useful qualifying words that have been given by the respondent. An example follows.

Given the look-up title *Assistant, Forestry Technical*, you would first match it with the entry:

????-?? Assistant, Technical/ except above: Code to Technician

By following the directive, you would then create a new look-up title *Technician, Forestry* for which you would find an exact match in the index entry with the code 3103-27.

**Disregard [the] Title****6.2 Disregard [the] Title**

Some title responses give little or no information about the person's occupation. They may tell us who the person's employer is (eg. *Public Servant*) or what level of promotion the person has achieved (eg. *Army Lieutenant*).

When you create a look-up title from one of these, the matching entry will direct you to *Disregard [the] Title*.

This means that you should ignore the title, and if a second title has been given in the title or task response, you should use it to create a new look-up title.

In the following example, the look-up title which replaces *Servant, Public* is *Clerk, Personnel*:

Title response:	Public Servant
Task response:	Personnel Clerk

If there is no second title, try to create a new look-up title from task information using the standard procedures described in Chapter 5.7.

If you cannot create a new look-up title, refer the record for query resolution.

**Note:** information in the disregarded title may be useful as additional information when matching a supplementary description.

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**QUERY  
RESOLUTION**

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**7. QUERY RESOLUTION**

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**How to Refer  
Records for Query  
Resolution**

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**7.1 How to Refer Records for Query Resolution**

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A record which cannot be coded using the standard procedures described in this *Reference Guide* becomes a **query**.

It is recommended that **queries** be resolved, as a separate process, by someone trained in **query resolution**, using the procedures described in the *Query Resolution Guide* (Part Five of the *Coding System*).

Two ways of recording queries for later resolution are suggested:

1. Simply put the forms requiring query resolution to one side.
2. Copy the information needed (title, task, industry and employer responses) onto query cards together with other information which may be needed to identify the record.

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**Records Requiring  
Query Resolution**

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**7.2 Types of Records Requiring Query Resolution**

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Records may be referred to the query resolver for any of the following reasons:

1. • Neither title nor task information has been given.
2. • No title has been given  
• Tasks have been given  
• Look-up title cannot be created using standard procedures (see 5.7).
3. • Basic word is not in the index.
4. • Look-up title contains one or more qualifying words  
• Basic word is in the index with different qualifying words so there is no matching entry title  
• No (more) Basic Word Equivalents.
5. • Look-up title contains no qualifying words  
• Basic word is in the index but only with qualifying words  
• None of the qualifying words can be close-matched with additional information in the record  
• No (more) Basic Word Equivalents.
6. • Exact match on entry title  
• Each entry in block has a supplementary description  
• No additional information in the record  
• No *NAI* entry  
• No *except above* entry.

7.
  - Exact match on entry title
  - Each entry in the block has a supplementary description
  - Additional information in record of type specified in *NAI* entry
  - Additional information does not closely match any supplementary description in the block of entries
  - No *except above* entry.
  
8.
  - Exact match on entry title
  - Close match on supplementary description (if any)
  - Matching entry has no code and a directive
  - Second matching entry cannot be found (for one of the reasons previously listed).