Appendix 2_ Checklist of possible content for the Introduction to a Statistical Classification

Detailed description of the Statistical Classification

75. Describe the structure of the classification, including the number of Levels, their names, the number of Classification Items at each Level, the structure of the codes and the relationship between the codes used at the different Levels.

76. Describe the manner in which information is presented. What elements can the user find in the definitions of each Level of the Statistical Classification? Are all available examples presented in the main text or are some only in the index?

Background for the creation of this Statistical Classification

77. Identify the previous version of the Statistical Classification if relevant, as well as the reasons for the update. The revision process could be described, including any consultations that occurred.

Relationship of this Statistical Classification to other Statistical Classifications

78. Identify other Statistical Classifications that classify related subject matter and discuss how they relate to each other. For example, a classification of occupations might include in its introduction discussion of the relationship of this classification to classifications of industry or class of worker. The introduction to an industry classification might include its relationship to classifications of products.

Other Statistical Classifications applicable to the same subject matter

79. Identify other classifications that refer to the same subject matter in order to alert users to options available for coding and analysis.

Relationship of this Statistical Classification to relevant international standard classifications

80. Identify any related international standards and discuss: the degree to which this classification is coherent with the international standard; the nature of any differences; and, the reasons for such differences.

Summary of changes from the previous version

81. Summarize the changes from the previous version. The information provided here would not be as specific as that in the Correspondence Table but would summarize, for example, the number of new Classification Items at each Level, the number of Classification Items at each Level that were collapsed, the extent to which new Classification Index Entries have been added, the extent to which definitions or Designations have been revised, and identification of any particular sections of the previous Statistical Classification that were more extensively revised.

Classification criteria

82. Identify the criteria on which units have been grouped together in this Statistical Classification.

83. If different classification criteria are used, or given primacy, at different levels of the Statistical Classification, this should be discussed. For example, in Canada's National Occupational Classification, the main classification criteria are skill level and skill type. While both criteria apply at the unit group and minor group levels, the major group level is defined by skill type only.

84. If certain criteria apply only in specific parts of the classification, this should be discussed. For example, in Canada's National Occupational Classification, industry is used as a classification criterion but only in areas of the classification where it could be relevant to users, such as areas referring to industry-specific occupations where internal progression ladders are typical.

Objects / units classified
85. Identify here the nature of the Unit Type to which this classification can be applied. This may require definition of the Unit Type, such as “enterprise”, and the specification of criteria for identifying a unit.

86. Include here discussion of the Unit Types to which the classification can be directly applied as well as those to which it is typically applied indirectly. For example, a classification of occupations classifies jobs. However, it is typically used to classify people on the basis of some job to which they are associated. This could be, for example, their current job, their most recent job or, for those with more than one job, the job at which they work the most hours per week.

The classification Concept

87. Identify the underlying Concept that is measured/described by this Statistical Classification. Define this Concept and provide any relevant clarifications regarding the scope of the coverage of the Concept provided by the classification. For example, the introduction of an occupational classification could clarify whether subsistence economic activity is included in its conceptual coverage and the extent to which unpaid activity, such as housework and child care, are included.

Information required for coding

88. Discuss here the information required about a particular Unit Type in order to classify it. For example, to classify a person’s job it is necessary to have information about their job title and about the main duties they perform. It can also be helpful to know the industry in which the person is working, the level of education they have attained and their field of study.

How to use the Statistical Classification in coding

89. Describe how best to use the Statistical Classification to apply codes to particular Units. For example, discuss here whether, or under what circumstances, coders should start at the most highly aggregated Level and make a series of choices to work down the classification to find the best detailed Level code for a particular observed Unit.

90. Discuss the relative primacy to give to competing pieces of information, such as job title versus duties performed.

Classification rules

91. Discuss here any specific rules related to applying the Statistical Classification in coding. This can include, for example, how to code double responses to a question about occupation title or main field of study, or how to code enterprises that are engaged in multiple activities.

92. Describe any rules that apply to specific parts of the Statistical Classification. For example, the introduction for an occupational classification could describe rules for classifying to management occupations as opposed to supervisory occupations.

93. Discuss any rules or principles that have been developed to facilitate the implementation of specific Classification Items. For example, the introduction to an industry classification could discuss the conditions under which production units engaged in e-commerce are to be coded to sales.

Variants

94. Present the structure of any variants known at the time the Statistical Classification is published.

95. Show how they relate to the Statistical Classification and discuss the appropriate contexts in which each variant is to be used.