Higher Learning Institutions Tracer Study 2010

Congratulations on your recent success in your study. As a continuous effort to improve our higher education system, the Ministry of Higher Education always considers your opinion and feedbacks are very important for future planning and improving the various aspects of our higher education system. We therefore request for your support and cooperation by giving your sincere views and feedbacks through the questionnaires provided in this study. It is COMPULSORY for every graduate to fill up this questionnaire and return before your convocation day. We really appreciate for your support. All your information is confidential.

INSTRUCTIONS:
Please complete this questionnaire by circling the answers and fill up the spaces provided using CAPITAL LETTERS. For some questions, you are required to refer to APPENDIX A.

What is the purpose of this study?
Your institution wants to know what you think of your programme of study, the facilities and services you have used while you were studying, and how you fare in the field of work. Your valuable feedback can make a change to your Institution and to the Ministry of Higher Education in improving the standard of higher education of our country. This is one way to give back and to say thank you to your institution.

Who are involved in this study?
All graduates of Higher Learning Institutions who are graduating in the year 2010.

How long it takes to complete the questionnaires?
The feedback we get is about 20 – 30 min., a small time compare to the time you spent in your respective institutions.

What do I do if the questions are not so relevant to me?
In a survey like this it is quite difficult to be very relevant to all groups. However please try to give your best interpretation closest to you before answering them.

Do I get to know the results of this study?
Yes, we hope to publish important findings of this study. You will get to know the summary on the evaluation of the curriculum, facilities and the types of jobs graduate do. You will be notifying when it is ready. However we want to know how many graduates want to have this service.

What else do I get?
We are also in the process of supporting you with information such as career opportunities, jobs search, job matching, how to search for job, where to continue your study and many others. As mentioned earlier we want to know whether these services are useful to you or not. So please help us to help you by filling in the boxes at the end of this survey.

Will my response be anonymous?
Yes, your response will be anonymous. Responses are summarized for the resulting report.
SECTION A : BACKGROUND INFORMATION

IC No./Passport * :  (e.g.: 820928145997)

Matric No. * : 

1. Name (as in IC/Passport) * : 

2. a) Sex * : Male ☐ Female ☐
b) Age : 

3. Nationality * : Malaysian ☐ Non-Malaysian ☐

4. For Malaysian citizen, please state your :
   a) Ethnicity * : 
   If others, please specify : 

   b) State of Residence 
   If others, please specify :

   c) District : 

   (please refer to APPENDIX A for ethnicity and state of residence codes)

For Non-Malaysian citizen, please state your :

   a) Nationality :

5. Correspondence Address :

   __________________________________________________________
   __________________________________________________________
   Postcode : ☐ ☐ ☐ ☐
   District : 
   State : 

6. Permanent Address : (if different from above)

   __________________________________________________________
   __________________________________________________________
   Postcode : ☐ ☐ ☐ ☐
   District : 
   State : 

7. a) Tel. No (House) 
b) Tel. No (Office) 
c) Tel. No (Mobile) 

8. E-mail :
   i) 
   ii) 

9. Physical disability:  
   Yes [ ]  No [ ]
   
   If YES, please state:
   Disability type:  
   Eye-sight (Blind) [ ]
   Deaf (Hearing Impairment) [ ]
   Physical [ ]

10. a) Entry qualification into this programme:
   SPM [ ]  Foundation [ ]  Advanced Diploma [ ]
   STPM [ ]  Certificate [ ]  Masters [ ]
   STAM [ ]  Diploma [ ]  Others [ ]
   Matriculation [ ]  First Degree [ ]  Please specify:
   (e.g. experience, special case)

   b) Language qualification (Please state the code as in Appendix A):
   Bahasa Melayu (SPM) [ ]  MUET [ ]  IELTS [ ]
   Bahasa Inggeris (SPM) [ ]  TOEFL [ ]

11. The level of study:  
   Certificate [ ]  Masters (Dissertation/Thesis) [ ]
   Diploma [ ]  Masters (Course Work & Dissertation/Thesis) [ ]
   Advanced Diploma [ ]  Masters (Course Work) [ ]
   First Degree [ ]  Ph.d (Dissertation/Thesis) [ ]
   Post Graduate Diploma [ ]  Ph.d (Course Work & Dissertation/Thesis) [ ]
   Professional (e.g.: ACCA/CAT/CPA/CIT) [ ]

   a) Certificate/Diploma/Degree awarded:  
   
   b) Faculty / School / Academy:  

12. Field of study:  

13. Programme of study:  

14. Major/Specialization:  

15. PNGK/CGPA/HPNM/HPNG:  

16. Completion date of study:  
   Month [ ]  Year [ ]

17. Mode of study:  
   Full-Time [ ]  Virtual/Online Learning [ ]
   Part-Time [ ]  Flexible Learning Programme [ ]
   Long Distance Learning [ ]  Out-campus Learning [ ]

18. Sponsor of study:
   JPA [ ]  Shell [ ]
   PTPTN [ ]  Tenaga Nasional Berhad [ ]
   MARA [ ]  Telekom [ ]
   Ministry of Education [ ]  Bank Negara Malaysia [ ]
   Ministry of Higher Education [ ]  Ministry of Health [ ]
   State Government / State Foundation [ ]  Ministry of Defence [ ]
   Self-sponsored [ ]  Others [ ]
   Petronas [ ]  Please Specify:  

19. Total Family Monthly Income:
   RM500 and below [ ]  RM2001 - RM2500 [ ]
   RM501 - RM1000 [ ]  RM2501 - RM3000 [ ]
   RM1001 - RM1500 [ ]  RM3001 - RM5000 [ ]
   RM1501 - RM2000 [ ]  RM5001 and above [ ]
SECTION B : EVALUATION OF PROGRAMMES AND SERVICES OFFERED BY THE INSTITUTION

For questions no. 20 to 25, please evaluate according to the scale 1 - 5, and 9 if not applicable.

Please tick (/)

Not at all satisfied 1 2 3 4 5 Extremely satisfied 9 Not applicable

20. CURRICULUM (Overall Course Contents)

a. Suitability of the Study Programme
b. Balance between theoretical and practical/application component
c. Industrial attachment programme/practicum (if applicable)
d. Compulsory co-curriculum subjects
e. Compulsory subjects (required by institution/university)
f. Variety of co-curriculum subjects offered
g. Prepare student for work

21. EVALUATION SYSTEM

a. Transparent, fair and easily understood
b. Marking schemes for assignments/test/practical etc.
c. Marking schemes for examinations

22. CAREER GUIDANCE

a. Information on job and career opportunities
b. Assistance on interviewing skills
c. Assistance on job applications (resume, application letter, etc.)
d. Assistance in obtaining jobs
e. Information on further studies
f. Job opportunity in campus
g. Job recruitment process in campus

23. TEACHING STAFF (LECTURER / SUPERVISOR / FACILITATOR)

a. Balance in both practical and theoretical knowledge
b. Interaction with students
c. Innovation/creativity in teaching/supervising
d. Ability to relate teaching and current practices in the industry
e. Ability to expose/update students on current knowledge in the field of study
f. Delivery skills and teaching quality
g. Online interaction
h. Qualifications
i. Communication skills in Malay language
j. Communication skills in English language
k. Quality of academic advising
l. Lecturers are available for consultation outside formal interaction time
m. Academic advisor (helpful, approachable & concern)

24. FACILITIES

a. Library facilities & services as a whole
i. Comfort and conducive study area
ii. Resources volume (books, manuscripts, etc.)
iii. Operational time
iv. Services provided by staff
v. Online library resources
vi. Online library services (e.g.: loan services)
b. Laboratory (computer, science), studio, kitchen, workshop, etc.
c. Lecture hall/tutorial room
d. Sports facilities
e. Cafeteria/canteen
f. Accommodation
g. Transportation
25. KNOWLEDGE/SKILLS ACQUIRED FROM PROGRAMME OF STUDY

a. General IT Skills
   (eg.: Microsoft Word, Excel, PowerPoint, Adobe, Autocad, etc.)

   - please state type of ICT skills you have & give your rating:
     i.  
     (please refer to APPENDIX A for ICT skills code)
     If others, please specify:
     (please refer to APPENDIX A for ICT skills code)
     If others, please specify:
     (please refer to APPENDIX A for ICT skills code)
     If others, please specify:

b. Proficiency in Bahasa Melayu

c. Proficiency in English

d. Proficiency in other language
   (please refer to APPENDIX A for third language code)
   If others, please specify:

e. Interpersonal communication skills

f. Creative and critical thinking skills

g. Problem solving skills

h. Analytical skills

i. Team work/group work

j. Inculcation and practicing of positive values

k. Exposure to general knowledge and current issues

26. COUNSELLING AND SUPPORT SERVICES

a. Did you ever utilize the services provided by the Unit/Centre?
   Yes  No

b. If YES, please specify:

   i) Purpose of visit:
      Academic  
      Personal  
      Financial  
      Career  
      Others  
      Please specify:

   ii) Where:
      Counselling Unit/Centre  
      Faculty  
      College  
      Others  
      Please specify:

   Please specify:

   Evaluation of the services provided:
   Not at all satisfied 1 2 3 4 5 Extremely satisfied

   If NOT, please state reason:

      Not knowing the existence
      Shy
      Do not have problem
      Solve own problem
      Solve problem by discussing with friends
      Solve problem by discussing with parents
      Solve problem by discussing with siblings
      Solve problem by discussing with other family members
      Others (please specify): ____________________________
27. To what extent the educational institution has an influence on your life? Please tick (/ ).

<table>
<thead>
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<th>No influence at all</th>
<th>Very much influence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4 5</td>
<td>1 2 3 4 5</td>
</tr>
</tbody>
</table>

- a. Develop self confidence
- b. Enhance self maturity
- c. Develop self resiliency
- d. Become more knowledgeable
- e. Enhance interest in learning
- f. More sensitive towards current affairs
- g. Ability to be independent/self reliance
- h. Creative and critical thinking
- i. Ready to face the working world and challenges
- j. Problem solving and decision making
- k. Team work/group working
- l. Effective communication
- m. Others (please specify): ____________

28. Your perception on the institution (Certificate & Diploma level graduate may SKIP question no. 28)

<table>
<thead>
<tr>
<th>No excellent at all</th>
<th>Very excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4 5</td>
<td>1 2 3 4 5</td>
</tr>
</tbody>
</table>

- i. reputation as a renowned research institution
- ii. reputation as a renowned and quality education provider
- iii. reputation as an excellent academic institution
- iv. reputation in the field of your study
- v. General perception

29. Would you recommend your family member(s) or friends to study in this Institution?

Yes [ ] No [ ]

30. Would you accept a job position outside your country?

Yes [ ] No [ ]

Why? ______________________________________________________________________________________

31. Do you like to attend additional training programmes for your career enhancement?

Yes [ ] No [ ]

If YES, please state:

a) Choose only THREE (3) programmes that you prefer.

- Interpersonal skills
- English proficiency
- ICT skills
- Entrepreneurship training
- Career development
- Others

Please specify: __________________________________________________________________________________

b) If these training programmes are offered by the Ministry of Higher Education (KPT), are you willing to attend at your own expenses?

Yes [ ] No [ ]

32. a) Have you ever attended entrepreneurial course(s)/programmes while studying at your Institution?

Yes [ ] No [ ]
If YES, please state:

i) Name of the programme's organizer (can tick / ) more than ONE

- Kementerian Pembangunan Usahawan & Koperasi
- Perbadanan Usahawan Nasional Berhad (PUNB)
- Majlis Amanah Rakyat (MARA)
- Bank Negara Malaysia
- Others

Please specify: ________________________________

ii) Total Programmes Duration:  □□ day  □□ month

b) Are you planning to become an entrepreneur?

Yes  No

SECTION D : FURTHER STUDIES

33. Since graduating from this Institution, did you enroll for further studies?

Yes  No  (If NO, please go to question 40)

34. Mode of study:

- Full-Time
- Part-Time
- Long Distance Learning
- Virtual/Online Learning
- Others

Please specify: ________________________________

35. a) Level of study:

- Ph.D
- Masters
- Post Graduate Diploma
- First Degree
- Advanced Diploma
- Diploma
- Certificate
- Professional Qualifications
  (e.g.: ACCA/CAT/CPA/CIT, etc.)
- Short Courses

b) Field of study: ________________________________

c) Major/Specialization: ________________________________

36. Sponsor:

- JPA
- PTPTN
- MARA
- Ministry of Education
- Ministry of Higher Education
- State Government / State Foundation
- Self-sponsored
- Petronas
- Shell
- Tenaga Nasional Berhad
- Telekom
- Bank Negara Malaysia
- Ministry of Health
- Ministry of Defence
- Others
- Please Specify: ________________________________

37. Name of the Institution:

- IPTA
- IPTS
- Polytechnic
- Community College
- Overseas Universities
- Institut Pendidikan Guru

Ministry of Higher Education
Please state the name of the Institution: ________________________________

38. Is the area of study similar or related to your previous study?
Yes ☐ No ☐

39. Reason for further study: (please tick I only ONE)
- Strong interest in seeking knowledge
- Enhance academic qualification
- Family encouragement
- Better job prospect
- Increase job opportunities
- Difficult to get job
- Not ready to work
- Others
Please specify: ________________________________

SECTION E: CURRENT STATUS

Please read the instruction given before you select your current status.
* EMPLOYED Graduates who are already working, self-employed, medical graduates in housemanship programme, t hormones for pharmacy graduates and have information on their occupation, employer and monthly income.
* UNEMPLOYED Graduates who are not working or still looking for jobs. No information on occupation, employer and income.
* OTHERS Graduates who are undergoing chambering/ Education graduates waiting for placement/ graduates undergoing unemployment attachment schemes (SLSM/Skim Usahawan Tani (SUTKS)/ Skim Latihan Graduan/05 (SLG/05)/Program Peningkatan Kemahiran Industri (INSEP), etc.)

40. Your current status:

Employed ☐ Please go to Section F
Unemployed ☐ Please go to Section G
Others ☐ Please go to Section G

SECTION F: EMPLOYMENT

41. Occupational information:

a) Main occupation group: ☐ (please refer to APPENDIX A for main occupation group)

b) Designation: ________________________________

c) Job description (please describe briefly)

________________________________________________________

________________________________________________________

d) Name of company/firm: ________________________________

________________________________________________________

e) Address of company/firm: ________________________________

________________________________________________________

Postcode: __________ District: __________

State: __________

42. a) Date of job commencement: Month __________ Year __________

b) How long have you work with the company? __________ year __________ month
c) How long have you been in this designation/self-employed?  

43. Your job status:  
- Permanent  
- Self-employed  
- Contract  
- Working for family  
- Temporary  

If SELF-EMPLOYED, please state:  

a) Business type:  
- Franchise  
- Food Processing  
- Contractor  
- Restaurant/Stall  
- Consultancy  
- Agriculture/Poultry  
- Tourism  
- Tailor/Boutique  
- Property/Maintainance/  
- Workshop  
- Building Management  
- Others  
- Software Development  
- Please specify:  
- Supplier  
- Retail/hypermarket  

b) Source of capital:  
- Own saving  
- Partnership  
- Family  
- Bank Pembangunan  
- Bank Pertanian  
- Kem. Pembangunan Usahawan & Koperasi  
- Perbadanan Usahawan Nasional Berhad (PUNB)  
- Majlis Amanah Rakyat (MARA)  
- Others  
- Please specify:  

44. Total monthly income (plus allowances):  
- RM500 and below  
- RM2001 - RM2500  
- RM501 - RM1000  
- RM1001 - RM1500  
- RM1501 - RM2000  
- RM2501 - RM3000  
- RM3001 - RM5000  
- RM5001 and above  

45. Job sector:  
- Government  
- Statutory Body  
- Private (multinational/foreign)  
- Private (local)  
- Own firm/Business  
- Others  
- Please specify:  

46. Economic Sector Code:  
(please refer to APPENDIX A for economic sector code)  

47. How did you know about this job?  
- Internet  
- Friends/family/lecturers  
- Print media/advertisement  
- Offer from the employer during  
- Electronic media  
- Industrial training/attachment  
- Campus Counselling/Career Unit  
- Offer from sponsor  
- Manpower Department  
- Already working before further study  
- (Jabatan Tenaga Rakyat)  
- Others  
- Employment Agency  
- Please specify:  
- Career fair  

For question 48 and 49, please evaluate using the following scale.  
Please tick (/).  

Extremely Low 1 2 3 4 5  Extremely High 9 Not applicable  

48. Please rate your ability and capability to perform this job.  

a. Workplace adaptability  

b. Problem solving and decision making skills  

c. Confidence to perform the task required  

d. Working in a team
49. Your evaluation and level of satisfaction with current job.
   a. A valuable experience 1 2 3 4 5
   b. Very challenging 1 2 3 4 5
   c. Many things can be learned from it 1 2 3 4 5
   d. Relevancy of study programmes 1 2 3 4 5
   e. High self-satisfaction 1 2 3 4 5

50. To what extent does your programme of study is helpful in your current job?
   Not helpful at all 1 2 3 4 5 Extremely helpful
   * If you choose ‘Already working before further study’ in question 47, you may SKIP question 51.

51. Is the CURRENT job is your FIRST job after completing your study?
   Yes ☐ No ☐
   a) How long you have to wait for your FIRST job? ___ month
   b) When did you actively looking for job?
      At the final semester ☐ 5 months after completion ☐
      Upon completion ☐ 6 months after completion ☐
      Immediately offered by sponsor ☐ More than 6 months ☐
      1 month after completion ☐ More than 12 months ☐
      2 months after completion ☐ Others ☐
      3 months after completion ☐ Please specify : ______________________
      4 months after completion ☐

52. Are you currently looking for other jobs?
   Yes ☐ No ☐
   If YES, please state your MAIN reason : (please tick / ) only ONE
      Looking for job compatible with qualification ☐
      To get higher salary ☐
      Current job is not suitable ☐
      Looking for job relevant with my field of study ☐
      Looking for more challenging job ☐
      Looking for permanent job ☐
      Others ☐
      Please specify : ________________________________________________

53. i) Do you have any secondary/part-time job?
   Yes ☐ No ☐
   If YES, please state reasons : (can tick / ) more than ONE
      To gain experience ☐
      To get extra income ☐
      To fill-in free time ☐
      Others ☐
      Please specify : ________________________________________________
ii) If you are already working before continuing study, is there any improvement in your career now?

Yes ☐  No ☐

If YES, please state the improvement: (please tick ( / ) only ONE)

Promotion with higher responsibility, no increase in salary ☐
Raise in salary only ☐
Promotion & raise in salary ☐
No changes ☐
Others ☐
Please specify: ____________________________

SECTION G: UNEMPLOYED AND OTHERS

54. MAIN reason for not working: (please tick ( / ) only ONE)

Further studies ☐
Chambering ☐
Waiting for teaching placement ☐
Waiting for medical/pharmacy/dentistry placement ☐
SLSM/SLG/SUTKS/INSEP, etc. ☐
Still seeking for work ☐
Job offered was not suitable ☐
Family responsibility ☐
Lack of self-confidence to face the working world ☐
Choose not to work ☐
Not interested to work ☐
Others ☐
Please specify: ____________________________

55. Have you ever attended any job interview?

Yes ☐  No ☐  No. of times: ________________________

56. Job sector according to your PREFERENCE:

(Scale 1 - the most preferred and so on)

Government ☐
Statutory Body ☐
Private (multinational/foreign) ☐
Private (local) ☐
Self-employed/Entrepreneurship ☐

THANK YOU

Your cooperation is highly appreciated in completing this questionnaire to ensure the success of the Tracer Study on Graduates from Higher Learning Institutions 2010
Thank you for your cooperation. You have completed the survey. Please take a few more minutes to let us know of the services we plan to provide. Otherwise you can proceed to the printing page. We are conducting a survey to know whether graduates and students of Higher Learning Institutions are keen to receive information with regard to the following (These services of provided will be free and no fees will be charged).

Agree ☐ Disagree ☐
Information needed:

a) Job, income and job sector of 2010 graduates
b) Job vacancies by employers
c) Tips / Advise to find job
d) Opportunity for furthering study
e) Sponsorship for further study
f) Opportunity to study overseas
g) Job opportunity abroad
h) News & updates of your institution
i) Job opportunity at your institution (RA, full-time & part-time)
j) Expert tips/advise on career
k) Voluntary work
l) Job sector according to your PREFERENCE
   (If you are still looking for new /better job opportunity)
   (Scale 1 - the most preferred and so on)
   Government
   Statutory Body
   Private (multinational/foreign)
   Private (local)
   Self-employed/Entrepreneurship
m) Choice of occupation (According to your PREFERENCE)
   First choice : _______________________________
   Second choice : _______________________________
   Third choice : _______________________________
   (Please refer to Appendix B for Occupation Group code)

n) Choice of state (According to your PREFERENCE)
   First choice : _______________________________
   Second choice : _______________________________
   Third choice : _______________________________
   (Please refer to Appendix B for State/Town code)

o) Please state your preferred phone no. and email for this purpose
   Email : _______________________________
   Phone No. : _______________________________
## APPENDIX A

### 1. Ethnicity

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### 2. State of Residence

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### 3. Language Qualification Grade

**a) Bahasa Melayu dan English language**

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**b) MUET**

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<td>Not applicable</td>
<td>07</td>
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</table>

**c) TOEFL**

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Code</th>
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<tbody>
<tr>
<td>300 - 350</td>
<td>01</td>
</tr>
<tr>
<td>351 - 400</td>
<td>02</td>
</tr>
<tr>
<td>401 - 450</td>
<td>03</td>
</tr>
<tr>
<td>451 - 500</td>
<td>04</td>
</tr>
<tr>
<td>501 - 550</td>
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</tr>
<tr>
<td>551 - 600</td>
<td>06</td>
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<tr>
<td>601 - 650</td>
<td>07</td>
</tr>
<tr>
<td>651 - 700</td>
<td>08</td>
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</table>

**d) IELTS**

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>300 - 350</td>
<td>01</td>
</tr>
<tr>
<td>351 - 400</td>
<td>02</td>
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<tr>
<td>401 - 450</td>
<td>03</td>
</tr>
<tr>
<td>451 - 500</td>
<td>04</td>
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<tr>
<td>551 - 600</td>
<td>06</td>
</tr>
<tr>
<td>601 - 650</td>
<td>07</td>
</tr>
<tr>
<td>651 - 700</td>
<td>08</td>
</tr>
</tbody>
</table>
4. **ICT Skills**

<table>
<thead>
<tr>
<th>Skill</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Word</td>
<td>01</td>
</tr>
<tr>
<td>Microsoft Excel</td>
<td>02</td>
</tr>
<tr>
<td>Micorosft PowerPoint</td>
<td>03</td>
</tr>
<tr>
<td>Visual Basic</td>
<td>04</td>
</tr>
<tr>
<td>VB.Net</td>
<td>05</td>
</tr>
<tr>
<td>Java/J2EE</td>
<td>06</td>
</tr>
<tr>
<td>Java Server Page(JSP)</td>
<td>07</td>
</tr>
<tr>
<td>PHP</td>
<td>08</td>
</tr>
<tr>
<td>ASP</td>
<td>09</td>
</tr>
<tr>
<td>Perl</td>
<td>10</td>
</tr>
<tr>
<td>Adobe Photoshop</td>
<td>11</td>
</tr>
<tr>
<td>Adobe Image Ready</td>
<td>12</td>
</tr>
<tr>
<td>SQL Server</td>
<td>13</td>
</tr>
<tr>
<td>Oracle</td>
<td>14</td>
</tr>
<tr>
<td>Microsoft Access</td>
<td>15</td>
</tr>
<tr>
<td>LAN</td>
<td>16</td>
</tr>
<tr>
<td>TCP/IP</td>
<td>17</td>
</tr>
<tr>
<td>CISCO</td>
<td>18</td>
</tr>
<tr>
<td>SPSS</td>
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<tr>
<td>UBS</td>
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<tr>
<td>Autocad</td>
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<tr>
<td>Others</td>
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5. **Third Language**

<table>
<thead>
<tr>
<th>Language</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arabic</td>
<td>01</td>
</tr>
<tr>
<td>Belanda</td>
<td>02</td>
</tr>
<tr>
<td>Brunei</td>
<td>03</td>
</tr>
<tr>
<td>Hindi</td>
<td>04</td>
</tr>
<tr>
<td>Hokkien</td>
<td>05</td>
</tr>
<tr>
<td>Iban</td>
<td>06</td>
</tr>
<tr>
<td>Indonesia</td>
<td>07</td>
</tr>
<tr>
<td>Italy</td>
<td>08</td>
</tr>
<tr>
<td>Japan</td>
<td>09</td>
</tr>
<tr>
<td>Germany</td>
<td>10</td>
</tr>
<tr>
<td>Kadazan</td>
<td>11</td>
</tr>
<tr>
<td>Cantonese</td>
<td>12</td>
</tr>
<tr>
<td>Korea</td>
<td>13</td>
</tr>
<tr>
<td>Mandarin</td>
<td>14</td>
</tr>
<tr>
<td>France</td>
<td>15</td>
</tr>
<tr>
<td>Punjabi</td>
<td>16</td>
</tr>
<tr>
<td>Spain</td>
<td>17</td>
</tr>
<tr>
<td>Tamil</td>
<td>18</td>
</tr>
<tr>
<td>Thai</td>
<td>19</td>
</tr>
<tr>
<td>Others</td>
<td>20</td>
</tr>
</tbody>
</table>

4. **Main Occupation Group (as a reference to answer the questionnaire 43(a))**

<table>
<thead>
<tr>
<th>Occupation Group</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legislator, Senior Official &amp; Managers</td>
<td>01</td>
</tr>
<tr>
<td>Professionals</td>
<td>02</td>
</tr>
<tr>
<td>Technician &amp; Associated Professionals</td>
<td>03</td>
</tr>
<tr>
<td>Clerical Workers</td>
<td>04</td>
</tr>
<tr>
<td>Service &amp; Shop &amp; Market Sales Workers</td>
<td>05</td>
</tr>
<tr>
<td>Skilled Agricultural &amp; Fishery Workers</td>
<td>06</td>
</tr>
<tr>
<td>Crafts &amp; Related Trade Workers</td>
<td>07</td>
</tr>
<tr>
<td>Plants &amp; Machine Operators and Assemblers</td>
<td>08</td>
</tr>
<tr>
<td>Elementary Occupations</td>
<td>09</td>
</tr>
</tbody>
</table>

Nota:
1. Include general managers, department managers & senior govt. officials.
2. Include graduate teaching professionals, accountant, auditors, computer system designers & analysts.
3. Include non-graduates teachers, supervisors & air traffic & transport controllers.
4. Include administrative clerks, accounting & finance clerks & telephone operators.
5. Include cook, travel guides & waiters.
6. Include farm workers, plantation workers & forestry workers.
7. Include fitters, carpenters and tailors.
8. Include equipment assemblers, drivers and machine operators.

5. **Definition of job status (as a reference to answer question 45)**
a. Employee:
   A person who works for public or private employer and receives regular remuneration like wages, salary, commission, tips or payment in kind.

   i. Permanent Employee:
      A person who works for public or private employer and receive fixed remuneration like wages, salary.

   ii. Contract Employee:
      A person who works for public or private employer and receives fixed remuneration like wages, salary, commission, tips or payment in kind for a certain period, as stated in the contract. This contract can be renewed according to the employer needs.

   iii. Temporary Staff:
      A person who works for public or private employer on a temporary or part time basis and receives remuneration like wages, salary, commission, tips or payment in kind for a fixed period (temporary basis) or a non-fixed period (part-time basis) as stated by the employer.

b. Self-employed:
   A person who operates his/her own farm, business or trade without employing any paid workers in the conduct of his/her farm, trade or business.

c. Working for family:
   A person who works without pay or wages on a farm, business or trade operated by another member of the family.

6. Economic Sector (as a reference to answer the questionnaire 48)

<table>
<thead>
<tr>
<th>Economic Sector</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture, Hunting and Forestry</td>
<td>01</td>
</tr>
<tr>
<td>Fishing</td>
<td>02</td>
</tr>
<tr>
<td>Mining and Quarrying</td>
<td>03</td>
</tr>
<tr>
<td>Manufacturing</td>
<td>04</td>
</tr>
<tr>
<td>Electricity, Gas and Water Supply</td>
<td>05</td>
</tr>
<tr>
<td>Construction</td>
<td>06</td>
</tr>
<tr>
<td>Wholesale and Retail Trade; Repair of Motor Vehicles, Motorcycles and Personal Household Goods.</td>
<td>07</td>
</tr>
<tr>
<td>Hotels &amp; Restaurants</td>
<td>08</td>
</tr>
<tr>
<td>Transports, Storage and Communications</td>
<td>09</td>
</tr>
<tr>
<td>Financial Intermediation</td>
<td>10</td>
</tr>
<tr>
<td>Real Estate, Renting and Business Activities</td>
<td>11</td>
</tr>
<tr>
<td>Public Administration and Defense, Compulsory Social Security</td>
<td>12</td>
</tr>
<tr>
<td>Education</td>
<td>13</td>
</tr>
<tr>
<td>Health and Social Work</td>
<td>14</td>
</tr>
<tr>
<td>Other Community, Social and Personal Service Activities</td>
<td>15</td>
</tr>
<tr>
<td>Private Household With Employed Persons</td>
<td>16</td>
</tr>
<tr>
<td>Extra-territorial Organizations and Bodies</td>
<td>17</td>
</tr>
</tbody>
</table>