

22. **Apprentices, trainees, etc.** An entry should be made at (ii) of column (b) only if persons are undergoing training for a period fixed in advance, leading to recognition as a skilled worker or technician and/or to a recognised technical, commercial or professional qualification or managerial post. Boys undergoing probationary training who have not yet entered into formal apprenticeship or learnership should be excluded.

23. **Domestic servants.** If in private domestic service give the occupation (e.g. Cook) in columns (b) or (h) but write only "Private" in columns (a) or (g). But complete these columns as required by the questions for persons employed in hotels, restaurants, boarding houses, etc.

24. **Place of work**

Persons with no regular place of work such as sales representatives, inspectors, and building workers, who do not work daily from or at a fixed address or depot should state "No fixed place". Those working daily from or at a fixed address or depot e.g., certain transport workers, and building workers employed on a site for a long period, should give the address of the depot or site or other fixed address.

Dock workers registered under the National Dock Labour Scheme, who are in possession of a Pay Voucher Book issued by the National Dock Labour Board, should give the address of the call stand or control point where they are required to prove attendance. Registered dock workers not issued with a Pay Voucher Book by the Board, and other dock workers should give the name and address of the dock or wharf at which they are usually employed.

Seamen should give the name of their ship and the port in which it is lying.

25. **Absent members of the household (Part III)**

Include in Part III only those persons who usually live in this household but are temporarily away, e.g. include a schoolboy who lives at home during the holidays but is now away at boarding school, a son away on National Service or any one temporarily away on his job, on holiday or in hospital (including a new-born baby).

Do not include in Part III any one who is living in an institution such as an old people's home where he is staying permanently or for many months.



CENSUS, WALES, 1961

NOTES AND EXAMPLES FOR SCHEDULE W.10

The schedule W.10 which accompanies this leaflet is being issued only to 10 per cent of the householders in Wales. The allocation of these 10 per cent schedules has been made on a numerical, automatic and quite impersonal basis. This arrangement will provide sufficient information on certain topics to be used for the country as a whole. These are the topics contained in columns N to T of the schedule. By this arrangement 90 per cent of the householders are relieved from giving these particulars.

In your case all these particulars are needed. Your co-operation is sought in providing accurate answers to these questions so that reliable statistics for the whole population may be obtained.

The notes will help you to give the particulars asked for. There is a reference to the number of each note in the column headings on the schedule. Please read the appropriate note and study the examples in this leaflet before you fill in the answers.

CONFIDENTIALITY

No information about any individual person, family or dwelling, will be given to anyone not employed on the Census.

NOTES

1. Names and surnames (Column A)

- (a) Names are wanted only to help in taking the Census.
- (b) Write first the name of the head of the household (if present) or acting head and then the names of relatives, visitors, boarders, employees, etc.
- (c) If a husband and wife are both present or both absent on Census Night write their names on consecutive lines in the appropriate parts of the schedule.

2. Usual address (Column C)

- (a) **School children, students, etc.**, who live away from home during term should give their home address, not their term-time address.
- (b) **Members of H.M. Forces** should give the address of their married quarters or other home address.
- (c) **Resident staff** should regard the private house, boarding house, or other premises where they live as their usual address.

- (d) For persons with **no settled address** write "None".
- (e) For **boarders** who have a settled residence with this household write "Here".

3. Age (Column D)

- (a) If the age is not known exactly, give it as accurately as possible.
- (b) Even where the birthday is only a few days after Census day, the required age is the number of years at the last birthday and 11 months.
- (c) For babies under one month old write "Under 1 month".

4. Marriage, etc., (Column E)

If a person is legally separated, not divorced, write "Married".

5. Children (Column F)

Include in the number of children born alive to the mother in marriage, any children of a previous marriage and any that have died.

6. End of first marriage (Column H)

Write at (ii) the date of her first or only husband's death or date of divorce.

EXAMPLES OF COMPLETED

FRONT

First

Name and Surname	Relationship	Usual Residence	Sex : Age	Single, Married, etc.	Children	Date of Marriage	Previous Marriage	Country of Birth	Nationality	Language	Previous Address, etc.	Educational
A	B	C	D	E	F	G	H	J	K	W	N	O
James Evans	Head	Here	M 62 4	Married	(i) — (ii) —	(i) — (ii) —	(i) — (ii) —	Wales	(i) — (ii) —	Both	(i) Yes (ii) 23 (iii) —	23
Olwen Evans	Wife	Here	F 51 3	Married	(i) 1 (ii) No	(i) 2nd Apr. 1938 (ii) No	(i) — (ii) —	Wales	(i) — (ii) —	Welsh	(i) Yes (ii) 23 (iii) —	15
Linda Evans	Daughter	Here	F 20 1	Single	(i) — (ii) —	(i) — (ii) —	(i) — (ii) —	Wales	(i) — (ii) —	Both	(i) Yes (ii) birth (iii) —	18
Jane C. Cooper	Visitor	92 Bridge St., Penge, Kent	F 40 2	Married	(i) 3 (ii) No	(i) 3rd Nov. 1951 (ii) Yes	(i) 8th May, 1941 (ii) 9th June, 1942	England	(i) — (ii) —	—	(i) Yes (ii) 2 (iii) —	14

Second

Enid A. Jones	Head	Here	F 21 3	Single	(i) — (ii) —	(i) — (ii) —	(i) — (ii) —	Wales	(i) — (ii) —	Both	(i) No (ii) — (iii) 8 Church St., Eye, Suffolk.	16
Clara Gibbons	Friend sharing	Here	F 20 2	Single	(i) — (ii) —	(i) — (ii) —	(i) — (ii) —	Jamaica	(i) U.K. & Colonies (ii) By Birth	—	(i) No (ii) — (iii) Queen St., Kingston Jamaica	14

Third

Evan D. Roberts	Head	Here	M 50 6	Married	(i) — (ii) —	(i) — (ii) —	(i) — (ii) —	Wales	(i) — (ii) —	Both	(i) Yes (ii) 15 (iii) —	18
Marie L. Roberts	Wife	Here	F 42 9	Married	(i) 1 (ii) No	(i) 3rd Apr. 1956 (ii) Yes	(i) 9th May, 1940 (ii) 6th June, 1950	France	(i) U.K. & Colonies (ii) By registration	—	(i) Yes (ii) 10 (iii) —	15
Paul M. Dupont	Stepson	8 Rue de Paris Versailles, France.	M 19 2	Single	(i) — (ii) —	(i) — (ii) —	(i) — (ii) —	France	(i) French (ii) —	—	(i) Yes (ii) 3 (iii) —	—
Terence O'Leary	Visitor	301 Kings Rd., London, S.W.11	M 23 5	Single	(i) — (ii) —	(i) — (ii) —	(i) — (ii) —	Irish Republic	(i) Irish (ii) —	—	(i) Yes (ii) 5 (iii) —	18
Mrfanwy Hughes	Employee	Here	F 54 2	Widow	(i) None (ii) No	(i) — (ii) —	(i) 1st Mar. 1939 (ii) 2nd Apr. 1942	Wales	(i) — (ii) —	Both	(i) Yes (ii) 11 (iii) —	14

Fourth

Katherine Davis	Acting Head	Here	F 49 1	Married	(i) 2 (ii) No	(i) 1st May, 1930 (ii) No	(i) — (ii) —	Wales	(i) — (ii) —	Both	(i) Yes (ii) 26 (iii) —	14
Edward Davis	Son	Here	M 23 9	Married	(i) — (ii) —	(i) — (ii) —	(i) — (ii) —	Wales	(i) — (ii) —	Both	(i) Yes (ii) birth (iii) —	16
Jane P. Davis	Daughter in law	Here	F 21 1	Married	(i) 1 (ii) Yes	(i) 2nd Jan. 1960 (ii) No	(i) — (ii) —	Wales	(i) — (ii) —	Both	(i) No (ii) — (iii) Germany	16
Baby Davis	Grandson	Here	M Under 1 month	—	(i) — (ii) —	(i) — (ii) —	(i) — (ii) —	Germany	(i) U.K. & Colonies (ii) By descent	—	(i) No (ii) — (iii) None	—
Hugh Rees	Boarder	Here	M 30 7	Married	(i) — (ii) —	(i) — (ii) —	(i) — (ii) —	Wales	(i) — (ii) —	Both	(i) Yes (ii) 2 (iii) —	14
Biodwen Rees	Boarder's Wife	Here	F 29 2	Married	(i) None (ii) No	(i) 2nd Nov. 1955 (ii) No	(i) — (ii) —	Wales	(i) — (ii) —	Both	(i) Yes (ii) 2 (iii) —	14

7. Country of birth (Column J)

For the purposes of the Census, persons born in Monmouthshire should write "Wales"

8. Citizenship or nationality (Column K)

- (a) For citizens of the Irish Republic write "Irish"
- (b) For British protected persons give the protectorate or trust territory, e.g., Uganda, Tanganyika.

9. Ownership and renting (Panel L)

Leaseholds. If the household occupy their house, flat, etc. on a lease which was originally granted for more than 21 years, or has since been extended for more than 21 years, write "Yes" at (a). For shorter leases answer one of the other parts of the question in Panel L.

By virtue of employment. If the accommodation is provided in connection with the employment of a member of the household and ceases to be provided after the employment comes to an end (e.g. a tied cottage, caretaker's flat) write "Yes" at (c) whether rent is paid or not.

10. Household arrangements (Panel M)

- (a) **Cold water tap.** This refers to a tap within the building. It does not include a tap in an open yard or a public standpipe. If only the latter are available, the answer "None" should be given.
- (b) **Hot water tap.** This means water piped to any form of heating appliance which will allow hot water to be drawn from a tap within the building. e.g. a boiler, tank with immersion heater, geyser, or sink heater.
- (c) **Fixed bath.** This means a bath permanently installed with a waste pipe leading outside the building. It does not matter for this purpose whether there is water piped to it or whether the room where it is installed is used only as a bathroom or not.
- (d) **Watercloset.** This means any watercloset emptying into a main sewer, septic tank or cesspool. It does not include a chemical closet or earth closet. It must be within the building or attached to it.

Continued overleaf

SCHEDULES

BACK

Example

Names	Science, etc.	R	Employer's business	Occupation	Place of Work	Hours	Males, part-time	S	Retired, etc.	Last Employer	Last Occupation	Housewife, Student, etc.
Evans	(i) B.Sc. (Eng.) (ii) Electrical Engineering	a	—	(i) — (ii) —	c	d	e	f	Retired	g Associated Engineering Co. Ltd. Consulting Electrical Engineers	h Research Electrical Engineer	T
Evans	(i) — (ii) —	—	—	(i) — (ii) —	—	—	—	—	—	—	—	Housewife
Evans	(i) — (ii) —	—	C. and A. Hospital Management Committee Hospital Service	(i) Radiographer (ii) Student	C. and A. Hospital Bangor, Caerns	(i) Full time (ii) —	—	—	—	—	—	—
C. Cooper	(i) — (ii) —	—	—	(i) — (ii) —	—	—	—	—	—	—	—	Housewife

Example

A. Jones	(i) — (ii) —	—	C. Jones & Co., Quarry Machinery Makers	(i) Shorthand Typist (ii) —	Broad Works, Caernarvon.	(i) Full time (ii) —	—	—	—	—	—	—
Gibbons	(i) — (ii) —	—	—	(i) — (ii) —	—	—	—	Out of Work	District Transport Co. Bus Company	Bus Conduccress	—	—

Example

D. Roberts	(i) — (ii) —	—	Self-employed employs others Solicitors	(i) Solicitor (ii) —	25 Bow Road, Cardiff.	(i) Full time (ii) —	—	—	—	—	—	—
L. Roberts	(i) — (ii) —	—	J. D. Roberts, Solicitors.	(i) Solicitor's Clerk (ii) —	25 Bow Road, Cardiff.	(i) Part time (ii) 24	—	—	—	—	—	—
M. Dupont	(i) — (ii) —	—	—	(i) — (ii) —	—	—	—	—	—	—	—	Medical Student
O'Leary	(i) — (ii) —	—	Globe Insurance Co., Insurance Brokers	(i) Accountant (ii) Articled Pupil	Globe House, Cheapside, London, E.C.2.	(i) Full time (ii) —	—	—	—	—	—	—
Hughes	(i) — (ii) —	—	Private	(i) Housekeeper (ii) —	At Home	(i) Full time (ii) —	—	—	—	—	—	—

Example

Davis	(i) — (ii) —	—	—	(i) — (ii) —	—	—	—	—	—	—	—	Housewife
Davis	(i) — (ii) —	—	Dominion Engineering Ltd. Office Machinery Mfrs.	(i) Maintenance Electrician (ii) —	The Wharfe, Swansea, Glam.	(i) Full time (ii) —	—	—	—	—	—	—
P. Davis	(i) — (ii) —	—	—	(i) — (ii) —	—	—	—	Out of Work Sick	J. Watt, Dairy Farmer	Dairymaid	—	—
Rees	(i) — (ii) —	—	Dominion Stores Departmental Store	(i) Hardware Dept. Assistant (ii) —	14 River Walk, Mumbles, Glam.	(i) Part time (ii) 20	National Coal Board Coal Mining, Back Ripper, below ground	—	—	—	—	—
Rees	(i) — (ii) —	—	Ministry of Works	(i) Temp. Clerical Officer (ii) —	16 High Street Swansea, Glam.	(i) Full time (ii) —	—	—	—	—	—	—

e.g. For a household which shares the use of a fixed bath and water-closet, and has the sole use of the cold water supply but has no hot water supply the entries would be—

- (a) Cold water tap—Sole use. (c) Fixed bath—Shared.
(b) Hot water tap—None. (d) Watercloset—Shared.

11. Change of address, etc. (Column N)

- (a) "Years" means completed years, e.g., for 4 years 11 months write "4 years"
(b) Give the whole period since the person moved to the address indicated in column C even if he or she has since been temporarily away, e.g. owing to National Service, other war service, or evacuation.

12. End of full-time education (Column O)

For persons not now receiving full-time education, but intending to resume it later, state the age at which education was discontinued. For students actually enrolled in a course of full-time study which involves spending part of the time in employment, make no entry in this column.

13. Scientific qualifications (Column Q)

- (a) The information required is in respect of all persons, irrespective of present occupation, who hold one or more of the qualifications listed below in a branch of science or technology excluding medicine, dentistry, pharmacy, optics, veterinary science, architecture, economics, geography and the social sciences.
(b) For all persons holding one or more of the following qualifications in a branch of science or technology, give particulars for the type of qualification as indicated below—

Qualifications	Examples
University degree or University Diploma of equivalent standard. (It is not necessary to list qualifications higher than a First degree or diploma.)	B.Sc. or B.A. or University Diploma
Associateship or Diploma of University Degree standard awarded by an educational institution other than a university.	Dip. Tech. (N.C.T.A.) or A. of Camborne School of Mines, or A. of Manchester College of Science and Technology, or A. of Heriot-Watt College.
Graduate or Corporate membership of a professional institution.	Grad. M. of Institution of Electrical Engineers, or Corp. M. of Institution of Civil Engineers

- (c) One of the following branches of science or technology should be entered at (ii) of column Q.

Agriculture (including dairying, estate management, forestry, and horticulture.)	
Biology (all branches)	Chemical Engineering
Chemistry (other than pharmacy) including Biochemistry	Civil and Structural Engineering
Geology	Electrical Engineering
Mathematics	Mechanical Engineering
Physics	Mining Engineering
General Science	Metallurgy

Any other science, engineering or technology (please specify) except those excluded by definition in paragraph (c) above.

Industry and Occupation (Sections R, S and T)

14. **In employment** means that the person had a job during the week ending Saturday, 22nd April, 1961, even if he was away from work because of holidays, sickness, strikers, etc. That is, a sick person is in employment if his job is waiting for him when he gets well.

For persons temporarily laid off by their employer throughout the week, answer the questions in Section R and not in Section S.

For persons who retired or became out of work during the week, complete Section S and not Section R.

"Employment" includes any service in the Armed Forces, and also jobs at which a person worked for only a few hours; e.g. for a housewife who helped in her husband's shop or did some office cleaning answer the questions in Section R and not Section T.

For persons who are at **school or university** full-time during term answer Section T and not Section R, even if they did paid work during the holidays.

15. "**Part-time**" means less than the normal hours in the employment. Employment which is normally full-time but which was interrupted by sickness, holidays, short-time working, strikes or lockouts, or which was started or stopped part way through the week, should be returned as "full-time" in Section R, column (d).

Hours worked. For part-time workers whose employment was interrupted by sickness etc., state the hours usually worked.

16. **More than one employment.** If the person changed his employment during the week give details of the employment in the later part of the week.

If the person normally follows more than one employment during the week give details of the main employment only.

17. For **sick persons** who were off work but still have their job write "full-time" or "part-time" in Section R, column (d), according to whether they would have worked full or part-time if they had not been ill.

If they have been discharged by their employer answer the questions in Section S and not in Section R.

18. For persons who have **never had full-time employment**, write in Section S details of the last part-time employment. If the person is **looking for a first job**, write "Out of work" in Section S, column (f), and "None" in columns (g) and (h).

19. Employer and employer's business.

These details are required only to help in classifying the industry or service. Describe the business fully and try to avoid using abbreviations or initials.

The following are examples of terms insufficient by themselves:—

Manufacturer, Merchant, Agent, Broker, Factor, Dealer, Engineering, Iron Works, etc.

20. **Employs others** means having one or more employees other than his (her) relatives living in the same household.

21. **Occupation.** Full and precise details of the occupation should be given in columns (b) or (h). Terms such as scientist, technician, engineer, machinist, foreman, inspector, checker, civil servant, are too vague and should not be used by themselves. Managers or foremen should give the department where applicable; civil servants and other public officials should give their rank and the department or branch in which they are serving.

If a job is known in the trade or industry by a special name, use that name.