



Skill Census - Andhra Pradesh

Household Survey - Training Material

Skill Census - Approach

Sl No	Survey Sections	No. of Question	Auto-populate	Manual Entry
1	Demographic Profile	8	6	2
2	Socio-Economic Profile	8	6	2
3	Digital Enablement Profile	2	-	2
4	Education Profile	2	1	1
5	Employment Profile (6 categories)	37	21	16
6	Skill Profile	14	2	12
7	Aspiration Profile	11	2	9
8	Mobility Profile	3	-	3
	Total	85	38	47

44 Max no of questions to be answered by respondent

31 Minimum no of questions to be answered by respondent



Data Integrations



1. Demographic Profile

1. DEMOGRAPHIC PROFILE

8 Questions

1. Aadhaar number - Data entry
2. Full Name - **Auto populate**
3. Date of Birth - **Auto populate**
4. Father/ Husband name - **Auto populate**
5. Address - **Auto populate**
6. Gender - **Auto populate**
7. Photo - **Auto populate**
8. Communication Address - **Auto populate or** Data Entry



The respondent needs to enter his/her Aadhaar Number and remaining details from 02 to 07 will be auto-populated.

The respondent should enter their communication address if it differs from the address provided on their Aadhaar.

Frequently Asked Questions

1. Why should respondent to provide his/her Aadhaar number?

A. Aadhaar number is required to verify respondent's identity and ensure accurate data collection.

2. Will Aadhaar number be kept confidential?

A. Yes, Aadhaar number and personal information will be kept confidential and used solely for the purpose of the Skill Census.

2. Social Profile

2. SOCIAL PROFILE

8 Questions

9. Household ID - **Auto populate or** Data Entry
10. Resident ID - **Auto populate or** Data Entry
11. Marital Status - **Auto populate or** Data Entry
12. Caste - **Auto populate or** Data Entry
13. Religion - **Auto populate or** Data Entry
14. Differently abled - **Auto populate or** Data Entry
15. Mobile No. (OTP verification) - Data Entry
16. Email ID - Data Entry (non-mandatory)

Based on the Aadhaar details, the details from 09 to 14 will be auto-populated.

In case the details are not auto-populated, the respondent has to enter the details manually. In this case question no. 09 and 10 are not mandatory.

Question no. 15 is mandatory and 16 is non-mandatory. Both are to be entered manually.



Frequently Asked Questions

- 1. Why do respondent need to provide my marital status?**
 - A. Marital status information helps in understanding demographics and tailoring programs to better meet the needs of different segments of the population.
- 2. Is it mandatory to disclose caste and religion details and why?**
 - A. Yes, this information helps in understanding social demographics for better policy formulation. However, the details will be kept confidential and used solely for the purpose of the Skill Census.

2. SOCIAL PROFILE

Frequently Asked Questions

- 3. What does "differently abled" mean in this context?**
4. "Differently abled" refers to individuals with physical or mental disabilities. This information helps to ensure that programs are inclusive and accessible to all
- 4. Why do respondent need to provide his/her mobile number and email ID?**
 - A. Mobile number and email ID are required for future communications related to employment and training opportunities, updates, and any relevant information related to the Skill Census.
- 5. Is it mandatory to provide an Aadhaar-linked mobile number?**
 - A. No, providing an Aadhaar-linked mobile number is not mandatory. You can provide any alternate mobile number of yours.
- 6. What should respondent do if he/she have an email ID?**
 - A. If respondent doesn't have an email ID, he/she can still complete the questionnaire but providing one will help ensure you receive important updates and communications.

3. Digital Enablement Profile

3. DIGITAL ENABLEMENT PROFILE

2 Questions

17. Access to smartphone - Data Entry (selection)

18. Access to internet - Data Entry (selection)



Understanding access to smartphone and the internet helps us measure the level of digital enablement in the community.

Frequently Asked Questions

1. How do we define 'access' to a smartphone?

A. Access means the respondent can use a smartphone for personal use

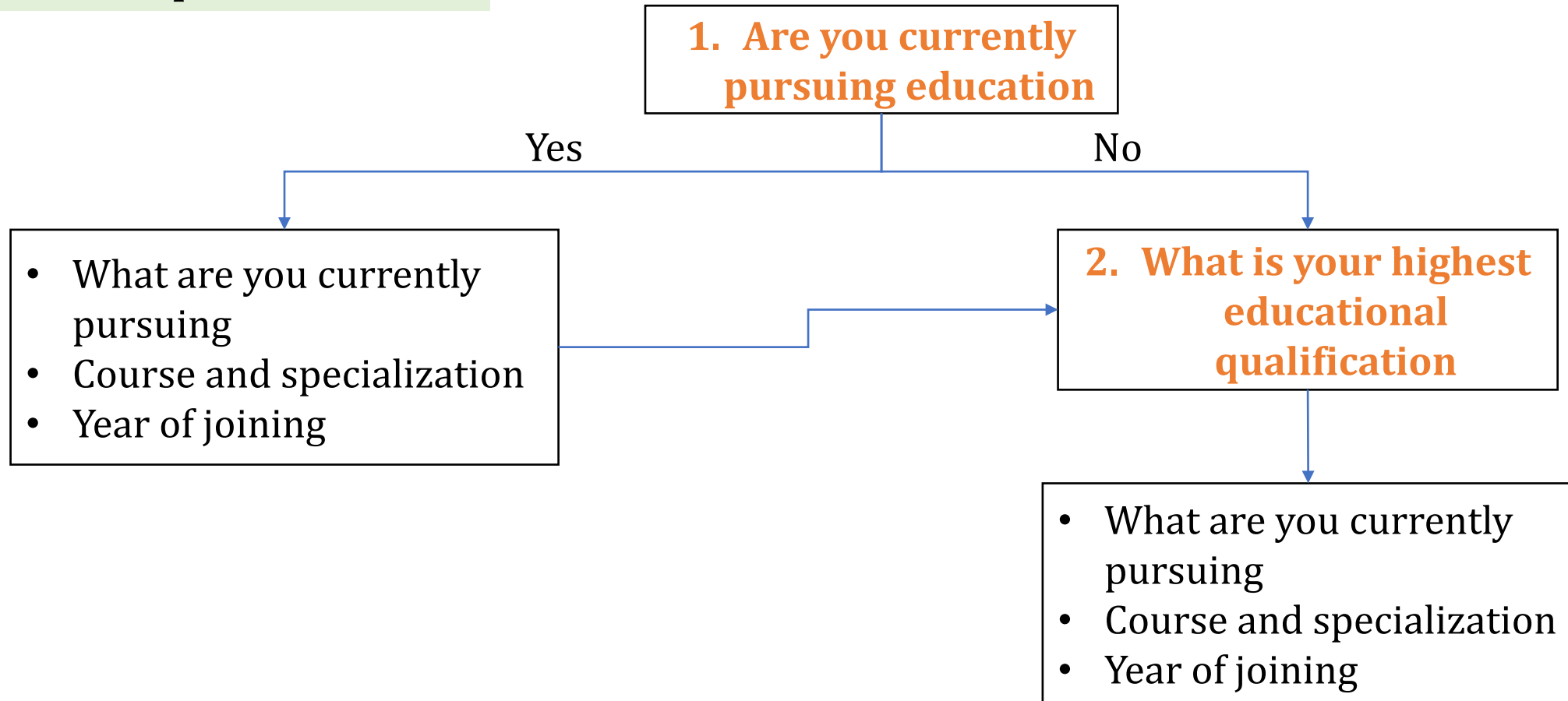
2. How should I handle respondents who are unsure about their internet access?

A. Encourage them to think about whether they can use well known Apps (WhatsApp) by connecting to internet at home, work, or public places. If they can't confirm access, mark "No."

4. Education Profile

4. EDUCATION PROFILE

Flow of questions



4. EDUCATION PROFILE - CURRENT EDUCATION

Current Education Status

- 1. What if a respondent is enrolled in a course but has paused their studies?**
 - A. If they are currently enrolled, mark "Yes." The focus is on current enrollment, not on whether they are actively attending classes.

- 2. Can respondents provide details about their education qualifications if they are not listed?**
 - A. Yes, there is an option for "Other Professional/Certification Courses". Please select this option.

- 3. What if a respondent has multiple qualifications?**
 - A. For the current education qualification, focus on the highest level they are currently pursuing. For the highest qualification, capture the multiple degrees by using "Add more" option.

- 4. Is there a need for respondents to upload certificates?**
 - A. Yes, capturing a photo of the certificate helps verify the qualifications they claim, ensuring data accuracy.

4. EDUCATION PROFILE - HIGHEST EDUCATION

Highest Education Qualification

- 1. What should I do if a respondent is not sure about their highest educational status?**
 - A. Encourage them to consider if they are enrolled in any formal or informal educational programs. If they still cannot decide, mark the response as "No."
- 2. How is the question about highest education qualification different from current education?**
 - A. This question seeks to capture the most advanced educational achievement of the respondent, regardless of whether they are currently pursuing further education.
- 3. What if a respondent is unsure about their year of passing?**
 - A. Encourage them to provide the best estimate

5. Employment Profile

5. EMPLOYMENT PROFILE

What is your current employment status?

1. Employed

- Individuals who work for an employer and receive a salary or wage. They may be in full-time or part-time positions but are primarily dependent on an employer for their income.

2. Self employed

- Individuals who run their own businesses or work independently. They may sell products or services and are responsible for their business's operations and income

3. Both employed & self employed

- Individuals who have a regular job with an employer while also managing their own business. They earn income from both sources

4. Unemployed

- Individual who is currently without a job. He may have previously been employed or are entering the workforce for the first time.

5.1 EMPLOYMENT STATUS - EMPLOYED

What is your current employment status?

1. Employed

- Individuals who work for an employer and receive a salary or wage. They may be in full-time or part-time positions but are primarily dependent on an employer for their income.

2. Self employed

- Individuals who run their own businesses or work independently. They may sell products or services and are responsible for their business's operations and income

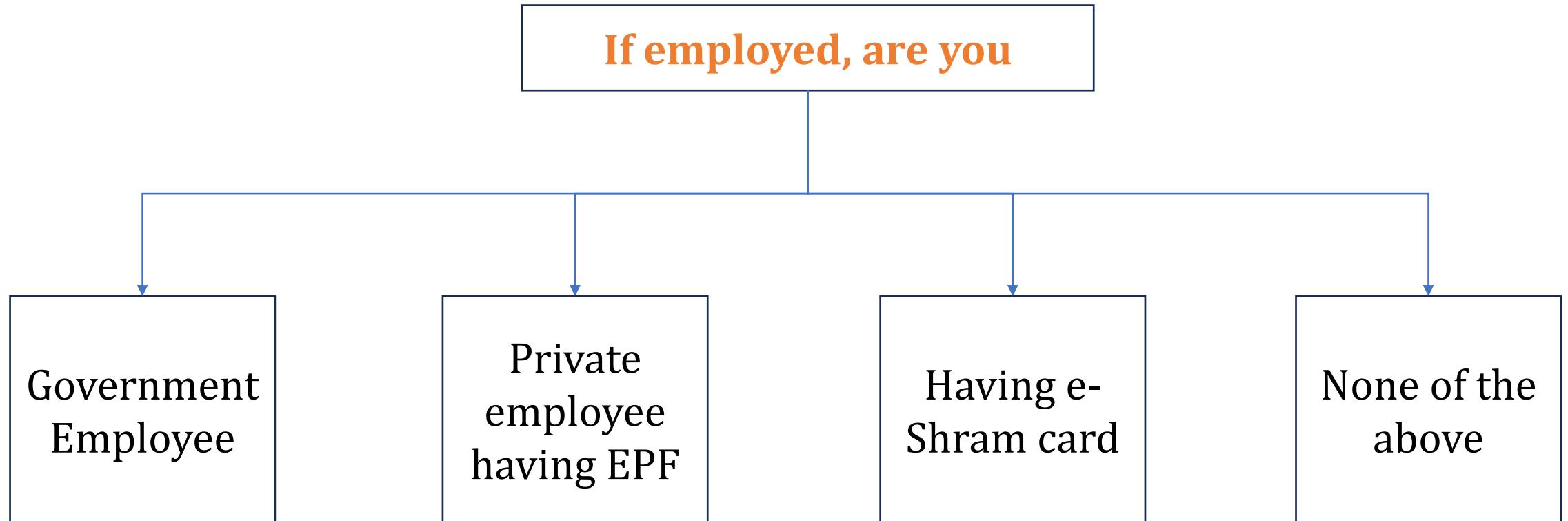
3. Both employed & self employed

- Individuals who have a regular job with an employer while also managing their own business. They earn income from both sources

4. Unemployed

- Individual who is currently without a job. He may have previously been employed or are entering the workforce for the first time.

5.1 EMPLOYMENT STATUS - TYPES OF EMPLOYMENT



5.1.1 EMPLOYMENT STATUS - EMPLOYED (GOVT. EMPLOYEE)

4 Questions

- Type of employment – **Auto populate**
- Designation – **Auto populate**
- Department – **Auto populate**
- Work experience – Data entry



This section is to capture the details of employees working in Government on regular, contractual and outsourcing basis

Frequently Asked Questions

- 1. What should I do if a respondent believes they are a government employee, but their data is not available for auto-population?**
 - A. Clarify the employment status by explaining the absence of auto-populated data. Then identify the nature of employment and record in the relevant section
- 2. How do I enter the work experience?**
 - A. Work experience should be recorded separately in **years** and **months**. If the respondent has less than a year of experience, record it in months only. For example, if they have 8 months of experience, enter "0" for years and "8" for months. If the respondent has no work experience, enter "0" for both years and months.

5.1.2 EMPLOYMENT STATUS - EMPLOYED (PVT. EMPLOYEE HAVING AN EPF)

6 Questions

- UAN number – Data entry
- Name of employer – Data entry
- Occupation - Data Entry (Dropdown)
- Family & Group – **Auto populate**
- Work experience – Data entry



This section is to capture the details of employees working in Private organization and have Employee Provident Fund provision

Frequently Asked Questions

1. What is Employee Provident Fund (EPF)

A. The EPF is a retirement savings scheme for employees in the private sector. Both the employee and employer contribute a portion of the salary to the fund, which accumulates interest over time.

2. What if survey respondent is a private employee and do not have any EPF contribution?

A. If respondent is a private employee and doesn't have an EPF contribution, then go back and select "None of the above" option to go to relevant section.

5.1.2 EMPLOYMENT STATUS - EMPLOYED (PVT. EMPLOYEE HAVING AN EPF)

Frequently Asked Questions

3. What is an occupation?

A. An occupation refers to a person's job or profession.

4. How should I select correct occupation of the respondent?

A. **Use the Search Box:** Ask the respondent and type keywords related to their job in the search box to narrow down options.

Review listed occupations: Go through the listed occupations together and identify the one that best fits their role.

Clarify Responsibilities: If unsure, ask the respondent to describe their main tasks to help find a suitable match.

Confirm the Selection: Ensure the chosen occupation accurately reflects their work before finalizing the entry.

5. What if the respondent's occupation is not listed?

A. If their specific occupation is not included, ask them to describe their job duties. Use this information to find the closest match in the National Classification of Occupations (NCO) list.

5.1.2 EMPLOYMENT STATUS - EMPLOYED (PVT. EMPLOYEE HAVING AN EPF)

Example 1: Selecting the right occupation - "Life Insurance Agent"

Ramu is working as Life Insurance Agent (LIA) in a private insurance company. How to find the proper occupation match

Try 1 ❌

Employed Type *

Government Employee

Private Employee Having EPFO

Private Employee Having an eShram Card

None of the above

UAN Number

Enter

Name Of Employer*

TEST

Occupation

Life Insurance

No items found

Years * Months *

Select Select

Close Save

Try 2 ❌

Employed Type *

Government Employee

Private Employee Having EPFO

Private Employee Having an eShram Card

None of the above

UAN Number

Enter

Name Of Employer*

TEST

Occupation

LIA

Contract Officer, Telephone/Liaising Officer/PRO/Business Executive

Topographical Auxiliary

Environmental Compliance Inspector

Accounts Executive (Statutory Compliance)

Mechanic, Repairman (Domestic Appliances)

Orthopaedic Appliances and Limb Technician

Close Save

Try 3 ✓

Employed Type *

Government Employee

Private Employee Having EPFO

Private Employee Having an eShram Card

None of the above

UAN Number

Enter

Name Of Employer*

TEST

Occupation

Insurance

Director, Insurance

General Manager, Insurance

Manager, Insurance

Financial and Insurance Service Branch Managers, Other

Field Officer, Insurance

Insurance Agent

Close Save

Try 4 ✓

Employed Type *

Government Employee

Private Employee Having EPFO

Private Employee Having an eShram Card

None of the above

UAN Number

Enter

Name Of Employer*

TEST

Occupation

Agent

Commission Agent

Mutual Fund Agent

Finance Agent

Insurance Agent

Purchasing Agent

Clearing and Forwarding Agents

Close Save

Don'ts

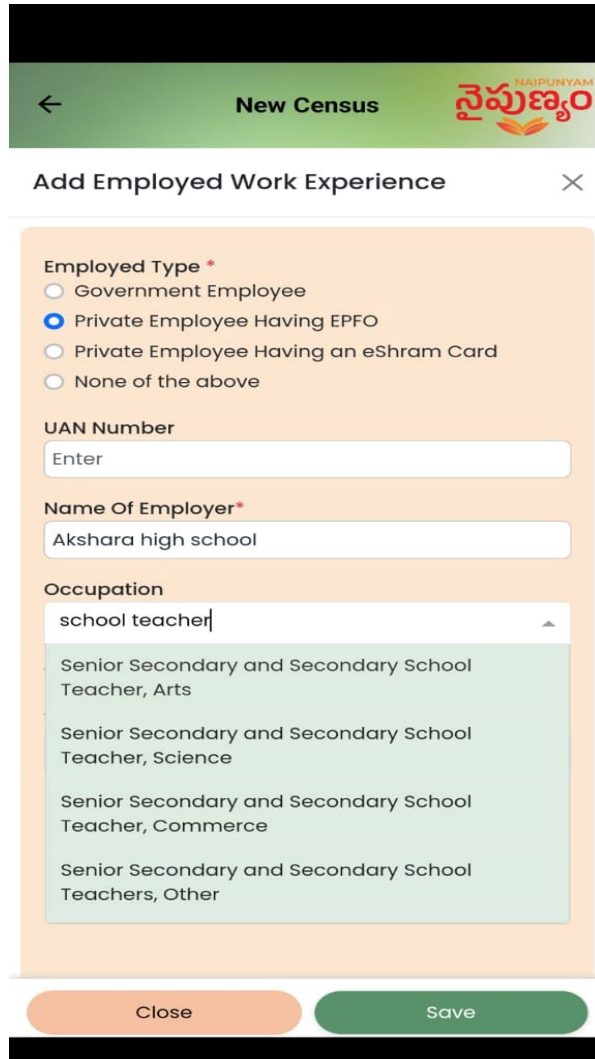
- Don't rely on specific titles
- Don't use exact matches
- Don't use abbreviations

Do's

- Use broader words like insurance, agent, etc.
- Use combine key words
- Try different synonyms

5.1.2 EMPLOYMENT STATUS - EMPLOYED (PVT. EMPLOYEE HAVING AN EPF)

Example 2: Multiple matches – “School teacher”



The screenshot shows a mobile application interface for 'New Census' with the following fields and options:

- Employed Type ***
 - Government Employee
 - Private Employee Having EPFO
 - Private Employee Having an eShram Card
 - None of the above
- UAN Number**
Enter
- Name Of Employer***
Akshara high school
- Occupation**
school teacher|

The dropdown menu for 'Occupation' is open, showing the following options:

- Senior Secondary and Secondary School Teacher, Arts
- Senior Secondary and Secondary School Teacher, Science
- Senior Secondary and Secondary School Teacher, Commerce
- Senior Secondary and Secondary School Teachers, Other

At the bottom of the form, there are two buttons: 'Close' and 'Save'.

Abdul is working as a School Teacher. How to find the proper occupation match for Abdul

- Enter “School Teacher”
- Describe and explain dropdowns to respondent
- Select the nearest match to the description provided

5.1.3 EMPLOYMENT STATUS - EMPLOYED (UNORGANIZED WITH ESHRAM)

6 Questions

- eShram Id – **Auto populate**
- Primary Occupation (4) – **Auto populate**
Occupation group, sector and code
- Work experience – Data entry



This section is to capture the details of employees working in unorganized sector and having eShram card

Frequently Asked Questions

1. How many data entry questions are there in this section?

A. There is only one data entry question related to experience in this section. Other five questions would be auto populated if the respondent have an eShram card.

2. Can you briefly describe the “unorganized sector” is for better understanding?

A. The unorganized sector refers to economic activities that do not have formal employment contracts or protections. Workers in this sector often include laborers, agricultural workers, street vendors, and small-scale artisans. This sector is characterized by a lack of job security, benefits, and formal recognition.

5.1.4 EMPLOYMENT STATUS - EMPLOYED (NOT HAVING EPF AND ESHRAM)

5 Questions

- Features of employment - Data Entry (Multiple checkbox)
- Primary Occupation (4) - **Auto populate**
Occupation group, sector and code
- Work experience - Data entry



This section is to capture the details of employees working in private sector but don't have eShram or EPFO

Frequently Asked Questions

- 1. What are the different features of employment, and what do they signify?**
 - A.** The listed features of employment—paid leaves, employment contracts, health insurance, and life insurance—are indicators of being in the organized sector.
 - If an individual selects at least one of the first four options, it suggests that they have some level of formal employment benefits.
 - Conversely, selecting "None of the above" indicates that the individual may be part of the unorganized sector, lacking these protections.

5.1.4 EMPLOYMENT STATUS - EMPLOYED (NOT HAVING EPF AND ESHRAM)

Frequently Asked Questions

2. **What should I do if I have some benefits but not all listed options?**
 - A. If you have any benefits such as paid leaves or an employment contract, you should select those options. It's important to only select the features that accurately reflect your employment situation. If none of the features apply, then "None of the above" should be selected, indicating that you are part of the unorganized sector.

5.2 EMPLOYMENT STATUS - SELF-EMPLOYED

What is your current employment status?

1. Employed

- Individuals who work for an employer and receive a salary or wage. They may be in full-time or part-time positions but are primarily dependent on an employer for their income.

2. Self employed

- Individuals who run their own businesses or work independently. They may sell products or services and are responsible for their business's operations and income

3. Both employed & self employed

- Individuals who have a regular job with an employer while also managing their own business. They earn income from both sources

4. Unemployed

- Individual who is currently without a job. He may have previously been employed or are entering the workforce for the first time.

5.2 EMPLOYMENT STATUS - SELF-EMPLOYED

4 Questions

- Category of enterprise (3)
 - Occupation - Data Entry (Dropdown)
 - Family – **Auto populate**
 - Group – **Auto populate**
- Work experience – Data entry



This section is to capture the details of people running their own business

Frequently Asked Questions

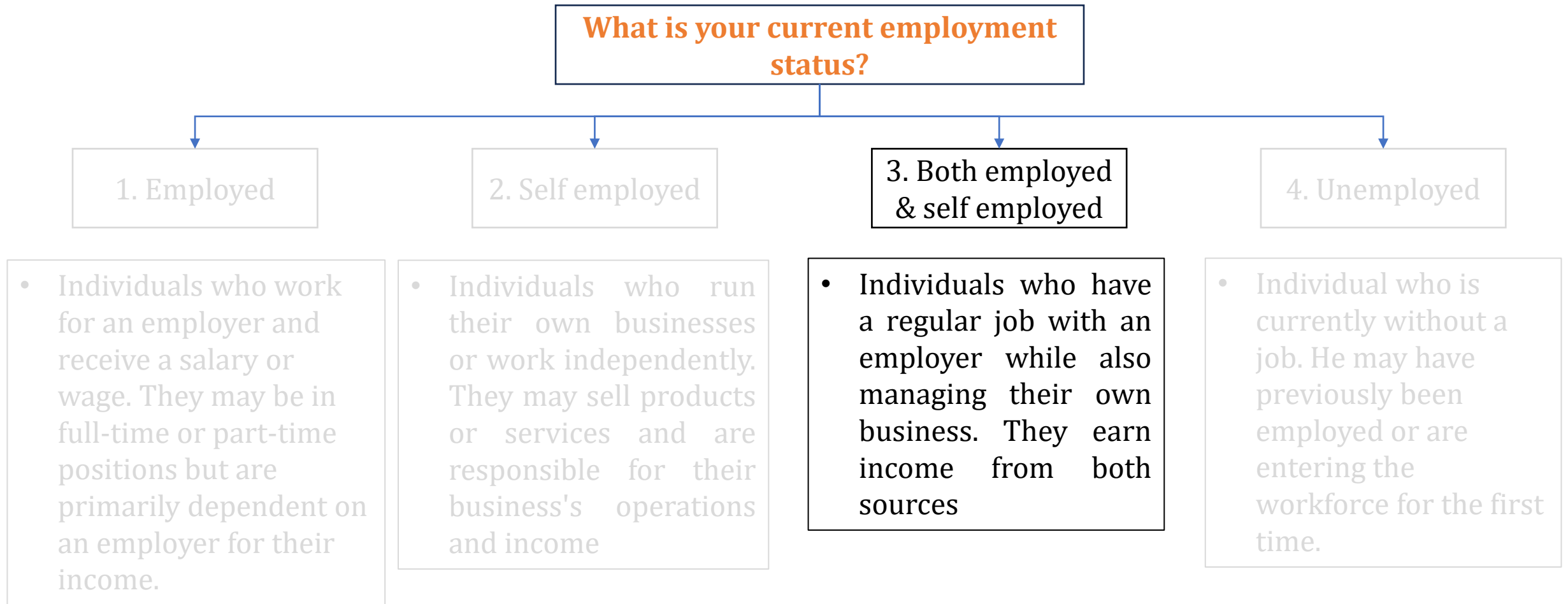
1. **How can I ensure I find the right business match from the occupation list?**
 - A. To find the right business match:
 - Review the occupation list carefully.
 - Enter different business-related words like proprietor, entrepreneur, owner, etc.
 - If you're unsure, think about the industries you've worked in and select related occupations that align with your expertise.

5.2 EMPLOYMENT STATUS - SELF-EMPLOYED

Frequently Asked Questions

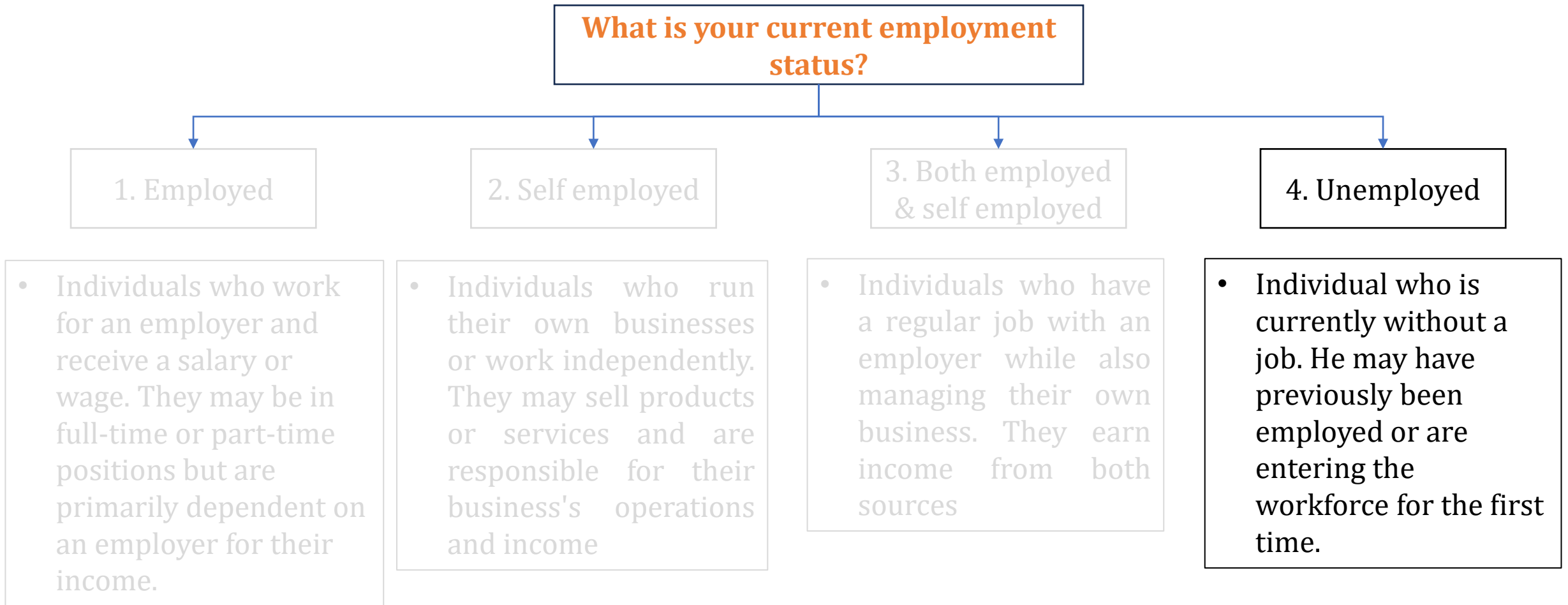
2. **How can I ensure I find the right business match from the occupation list?**
 - A. To find the right business match:
 - Review the occupation list carefully.
 - Enter different business-related words like proprietor, entrepreneur, owner, etc.
 - If you're unsure, think about the industries you've worked in and select related occupations that align with your expertise.

5.3 EMPLOYMENT STATUS - BOTH EMPLOYED AND SELF-EMPLOYED



This section captures details of both employment and self employment as discussed in previous sections

5.4 EMPLOYMENT STATUS - UNEMPLOYED



This section captures details of both employment and self employment as discussed in previous sections

5.4 EMPLOYMENT STATUS - UNEMPLOYED

6 Questions

- Previous work experience - Data Entry (Selection)
- Seeking for employment
 - Occupation - Data Entry (Dropdown)
 - Family - **Auto populate**
 - Group - **Auto populate**
- Work experience - Data entry



This section is to capture the details of people running their own business

Frequently Asked Questions

1. What should I do if a respondent is unsure about their employment status?
 - A. Encourage them to reflect on their current situation. If they are not working in any capacity, they should answer "Yes" to being unemployed. If they have a job, even part-time or temporary, they should select "No."
2. How should I handle respondents who have never worked?
 - A. Explain that it's common for some individuals to have no previous work experience. They should answer "No" to "Have you worked previously?" and provide any relevant information about their skills or education instead.

6. Skill Profile

6. SKILL PROFILE

14 Questions

- Undergone any Short-Term Skill Training - Data Entry (selection)
- Job role? - Data entry (Dropdown)
- Sector & NSQF level? - **Auto populate**
- Training duration, nature and mode of delivery - Data Entry (selection)
- Organized by, paid by - Data Entry (selection)
- Assessment or test conducted - Data Entry (selection)
- Satisfaction levels - Data Entry (selection)
- Certificate (not mandatory) - Certificate upload
- Able to secure employment - Data Entry (selection)
- Language Skills - Selection (Multiple check box)



This section focuses on the skill profile of respondents regarding their current status of skills acquired.

6. SKILL PROFILE

Frequently Asked Questions

1. What is Short-Term Skill Training?

A. Short-Term Skill Trainings refers to equip individuals with specific skills for employment or personal development. The short-term skill training would be having a duration of less than one year.

2. What if the respondent haven't undergone any Short-Term Skill Training?

A. Select "No" and he/she will be redirected to "Language Skills" question.

3. How do respondent know what job role to select?

A. A list of more than 2000+ NSQF Job roles are given in the dropdown selection. The respondent can search and select the job role he/she got trained under.

4. What is NSQF level, and how will the sector and level will auto-populate?

A. The NSQF level indicates the complexity and skill required for a job role. The sector and NSQF level will be automatically populated based on the job role you select.

6. SKILL PROFILE

Frequently Asked Questions

5. What is NSQF level, and how will the sector and level will auto-populate?

A. The NSQF level indicates the complexity and skill required for a job role. The sector and NSQF level will be automatically populated based on the job role you select.

6. If the respondent attended has 2 or 3-day training program, is it valid for Skill Census?

A. Yes, a 2 to 3-day training program details can be given. The respondent can select "Below 7 days" when indicating the duration of your training.

7. What is an assessment?

A. An assessment evaluates a person's skills or knowledge after training. It can include tests or practical exercises to check well they understand the material and can use it in real life. Assessments help confirm that the training was effective.

8. Is adding a certificate mandatory?

A. No, adding a certificate is optional. The respondent may choose to upload it if they have one.

6. SKILL PROFILE

Frequently Asked Questions

9. What if respondent have not secured employment after my training?

A. The respondent can select “No”. This question helps assess the effectiveness of the training program in helping individuals gain employment.

10. Are there options for additional languages other than Telugu, English, and Hindi?

A. Yes. The respondent can add more languages by selecting “add more” option.

11. What do the proficiency levels (fluent, medium, little) mean for language skills?

A. The proficiency levels indicate your ability to read, write, and speak each language:

- **Fluent:** Can communicate easily and effectively in the language.
- **Medium:** Can understand and use the language in many situations but may struggle with complex topics.
- **Little:** Have basic knowledge and can use simple phrases but have difficulty with conversation.

7. Employment & Skilling - Aspirations Profile

7. EMPLOYMENT & SKILLING - ASPIRATION PROFILE

11 Questions

- Willing to explore opportunities in other sectors - Data Entry (selection)
- Desired Occupation – Data Entry (Dropdown)
- Family/Occupation Group & Group/Occupation Sector - **Auto population**
- Interested to pursue new skills - Data Entry (selection)
- Interested skills to pursue - Data Entry (selection)
- Challenges in acquiring new skills - Data Entry (Multiple checkbox)
- Preferred mode of skill programs to attend - Data Entry (selection)
- Preferred duration for skill programs - Data Entry (selection)
- Preferred nature of training - Data Entry (selection)
- Preferred mode of communication to receive information about available skill development programs - Data Entry (Multiple checkbox)



This section addresses the respondents' aspirations regarding employment and skill development.

7. EMPLOYMENT & SKILLING - ASPIRATION PROFILE

Frequently Asked Questions

- 1. What if the respondent has a specific desired occupation not listed in the dropdown?**
 - A. If the desired occupation is not listed, the respondent can select the closest job role from the list.
- 2. What if the respondent is unsure about their level of interest in pursuing new skills?**
 - A. If respondent is uncertain about their interest level, choose the option "Not interested at this stage".
- 3. What if the respondent faces multiple challenges in acquiring new skills?**
 - A. The respondent can choose multiple options given. If the challenge is not listed, the respondent can select the "others" option and mention about their challenges.
- 4. What are Technical Skills?**
 - A. Technical skills involve abilities related to specific tasks and technologies, such as programming, data analysis, or operating machinery. These skills are often essential in fields like IT, engineering, and manufacturing.

7. EMPLOYMENT & SKILLING - ASPIRATION PROFILE

Frequently Asked Questions

5. What are Communication Skills?

A. Communication skills include writing and speaking. Writing involves clear expression through grammar and style. Speaking focuses on articulating ideas confidently in public speaking and presentations.

6. What are Entrepreneurship skills for setting up own business?

A. Entrepreneurship skills encompass a range of abilities needed to start and manage a business, including business planning, financial management, marketing, and leadership. These skills are crucial for anyone looking to launch their own venture successfully.

8. Mobility for Employment Profile

8. MOBILITY FOR EMPLOYMENT PROFILE STATUS

3 Questions

- Career goals in next 6 months – Multiple check box selection
- Relocation preference seeking job – Dropdown selection
- Migration decision influencing factors – Multiple check box selection



This section is on the respondent's aspiration on mobility for employment.

Frequently Asked Questions

1. What if the respondent is unsure about their career goal in the next six months?

A. Explain available options to the respondent and analyze their interests in improving skills or pursuing career growth. Encourage them to select the option(s) that best align with their goals.

2. What if the respondent is not willing to relocate for a job?

A. Simply select the option "Not willing to relocate out of current location" from the dropdown.

3. What if the respondent prefers to relocate but is unsure about the specific location?

A. The respondent can choose options like "Out of district but within the state" or "Out of state but prefer Telugu speaking states" based on their comfort level.

8. MOBILITY FOR EMPLOYMENT PROFILE STATUS

Frequently Asked Questions

4. **What if the respondent considers factors for relocation that are not listed?**
 - A. Explain available options to the respondent and Encourage them to select the option(s) that come closest with their priorities.

Thank You