

Using the Occupational Coding Workbook

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Workflow for occupational coding data

- Step 1: Data is captured/entered into the DME
- Step 2: Data manager exports from DME into macro-enabled excel file(s)
 - Coding manager can disaggregate according to specifications (e.g. by coder ID)
- Step 3: Coding manager provides excel files to coders
- Step 4: Coders enter ISCO codes
- Step 5: Coding manager merges back individual files
- Step 6: Coding manager checks reliability of coding
 - If necessary, further coding based on these checks may be needed
- Step 7: Occupational codes are imported back into DME

Occupational Coding workbook

	A	B	C	D	E	F	G	H
	IDSTUD	Context	Title	Description	Language	Coder ID	ISCO Code	National Code
1								
2	1	Father	Machine operator	Creates car parts	English	601	8211	
3	1	Mother	Sales person of parquet,feature walls, decking and pebbles	Buys stock and sells stock	English	601	5223	
4	2	Father	machine operator	operate the machine by working with wool	English	602	8152	
5	2	Mother	stekker	ordering stock to sell them	English	602	9334	
6	3	Father	security guard	look at the hotel's cameras and see that nothing bad happens to the hotel	English	603	5414	
7	3	Mother	house-wife	cook, clean, go shopping	English	603	9701	
8	4	Father	accountant	chief financial officer	English	604	2411	
9	4	Mother	translator	translates documents to and from Maltese, English, French and Italian.	English	604	2643	

Column **IDSTUD** contains the student ID

Column **Context** indicates the source (e.g. Mother, Father, Guardian 1 etc.)

Columns **Title** and **Description** contain the occupation information given by the respondent

Column **Language** is only applicable for participants testing in more than one language

Column **Coder ID** is where coders should enter their identification number.

Occupational Coding workbook



Label	Group Level	Group Label	Major Code	Major Label	Sub-major Code	Sub-major Label	Minor Code	Minor Label	Source Variable	Output Variable
Mechanical machinery assemblers	4	Unit	8	Plant and machine operators, and assemblers	82	Assemblers	821	Assemblers	ST015Q01TA	ISCO08_F
Shop sales assistants	4	Unit	5	Service and sales workers	52	Sales workers	522	Shop salespersons	ST014Q01TA	ISCO08_M
Weaving and knitting machine operators	4	Unit	8	Plant and machine operators, and assemblers	81	Stationary plant and machine operators	815	Textile, fur and leather products machine operators	ST015Q01TA	ISCO08_F
Shelf fillers	4	Unit	9	Elementary occupations	93	Labourers in mining, construction, manufacturing and transport	933	Transport and storage labourers	ST014Q01TA	ISCO08_M
Security guards	4	Unit	5	Service and sales workers	54	Protective services workers	541	Protective services workers	ST015Q01TA	ISCO08_F
Home duties	4	Unit	9	Elementary occupations	97	#N/A	970	#N/A	ST014Q01TA	ISCO08_M
Accountants	4	Unit	2	Professionals	24	Business and administration professionals	241	Finance professionals	ST015Q01TA	ISCO08_F
Translators, interpreters and other linguists	4	Unit	2	Professionals	26	Legal, social and cultural professionals	264	Authors, journalists and linguists	ST014Q01TA	ISCO08_M
Building and related electricians	4	Unit	7	Craft and related trades workers	74	Electrical and electronic trades workers	741	Electrical equipment installers and repairers	ST015Q01TA	ISCO08_F

The next nine columns will be filled in automatically when entering an ISCO-08 code, providing respective descriptions of the code from the ISCO-08 Classification scheme

Column **Source Variable** displays the input variable name which the responses are based on
 Column **Output Variable** displays the variable name for the variable to be exported back into the DME



Exporting workbook from DME

- Once data is fully captured/entered into DME, export feature will create two excel files:
 - Master
 - Secondary (for double coding)
- Coding manager will then need to disaggregate (for instance by coderID, language, context, studentIDs)
- Coders for Occupational data will each be assigned a 3 digit number beginning with 6
 - E.g. 601, 602, 603 630
 - 600 is reserved for lead coder (if one is to be designated in your country)

Merging spreadsheets

This program merges all records from Occupational Coding sheets of the same type as this file (Main/Double) that are saved in this folder.

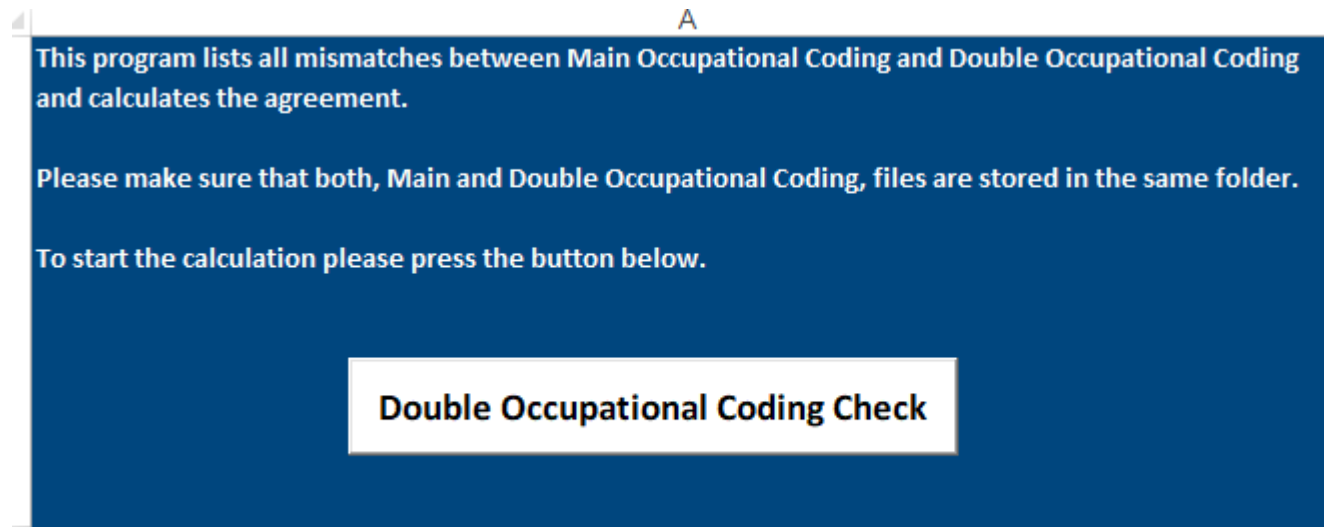
Please note that only files will be considered for merging if the filename starts with "PISA 2021 FT Occupational Coding Sheet_" (Main) resp. "PISA 2021 FT Double Coding Occupational Coding Sheet_" (Double)

To start the merge operation please press the button below.

Merge Occupational Coding Sheets

- Merging enables the reassembly of the disaggregated sheets (e.g. putting together sheets that were allocated to different coders)

Double coding check



- Once both the Master and Secondary files have been coded (and combined) you can run a check on the Occupational Coding (files need to be named appropriately)

Double coding check

Agreement 98.70%

If the agreement is less than 85%, check the original instrument for incorrect entered occupation codes. If codes were entered correctly, check for incorrect coding and systematic inconsistencies in coding.

IDSTUD	Context	Title	Description	ISCO08	D_ISCO08
1	Father	Machine operator	Creates car parts	8152	8152
1	Mother	Sales person of parquet,feature walls, decking and pebbles	Buys stock and sells stock	9334	9334
2	Father	machine operator	operate the machine by working with wool	5414	5414
2	Mother	stekker	ordering stock to sell them	9701	9704
3	Father	security guard	look at the hotel's cameras and see that nothing bad happens to the hotel	2411	2411
3	Mother	house-wife	cook, clean, go shopping	2643	2643
4	Father	accountant	chief financial officer	7411	7411
4	Mother	translator	translates documents to and from Maltese, English, French and Italian.	9701	9701
5	Father	Electrician and plumber	Maintanace and installing electricity and water	8322	8322

- The check enables you to review the agreement between original and double coders

Practical Exercise

- There are three files that you will need for this exercise:
 - PISA 2021 FT Occupational Coding Sheet_Demo1.xlsm
 - PISA 2021 FT Occupational Coding Sheet_Demo2.xlsm
 - PISA 2021 FT Double Coding Occupational Coding Sheet_Demo.xlsm
- Save these files to the same folder on your computer
- Fill in the ISCO codes for Demo1 and Demo2 (that you completed earlier) and save both files
- Go to Demo1 and try to merge the two files
- Enter some ISCO codes in the Double coding file (make sure there are some differences in comparison to the Master sheet)
- Run the check to see the agreement rates between the primary and secondary sheet