



## United Nations Statistics Division

### E-LEARNING COURSES ON POPULATION AND HOUSING CENSUSES

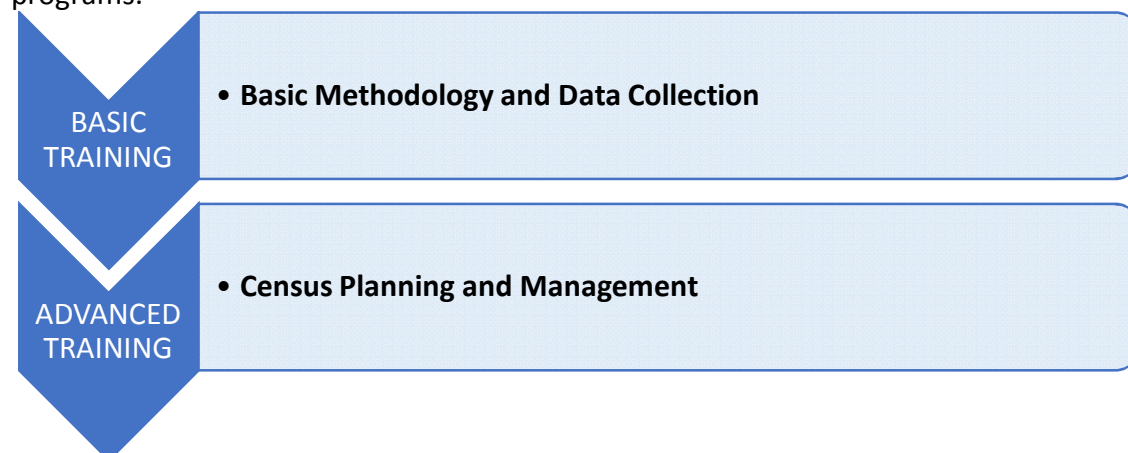
#### Overall learning objectives

The main goal of these two online training courses, devised by the United Nations Statistics Division as part of the 2020 World Population and Housing Census Program, is to assist National Statistical Offices (NSOs) in the training of their staff working towards the successful completion of national census operations based on internationally agreed standards and recommendations.

The training courses will introduce to all staff those international guidelines on census methodologies, concepts and definitions that are necessary for the collecting reliable statistics on population and housing. The programme also aims to assist census managers and subject experts in planning, designing and management of census operations and inform them about alternative and more innovative approaches in conducting censuses.

#### Overall training structure

These online training courses are designed in two phases: Basic and Advanced training programs.



## Learning methodology

Basic and Advanced e-learning courses are available in English. Basic course consists of three modules, namely *Basic principles and methodologies*, *Population Topics* and *Housing Topics*. At the end of each module, participants will take a self-assessment exercise and after successful completion of the three modules, participants will receive a certificate.

Advanced course consists of nine modules focusing on different phases of census operation. After completion of these modules, participants are invited to take a self-assessment exercise (knowledge checks) to receive a certificate.

### I. Basic Methodology and Data Collection (Basic Training)

Main goal of this training programme is to establish basic knowledge about objectives of and principles for the conduct of population and housing censuses. As censuses are usually carried out in ten-years interval, for every census the NSO has a need to train not only newly recruited inexperienced staff but also established staff who have previously been employed in other departments.

This training will enable all staff to work efficiently within the census office by providing a practical understanding of the census concepts, definitions and methodologies, and the statistical classifications of the information on those characteristics that can be collected by such censuses, illustrated with some examples taken from actual censuses.

### Target audience and learning objectives

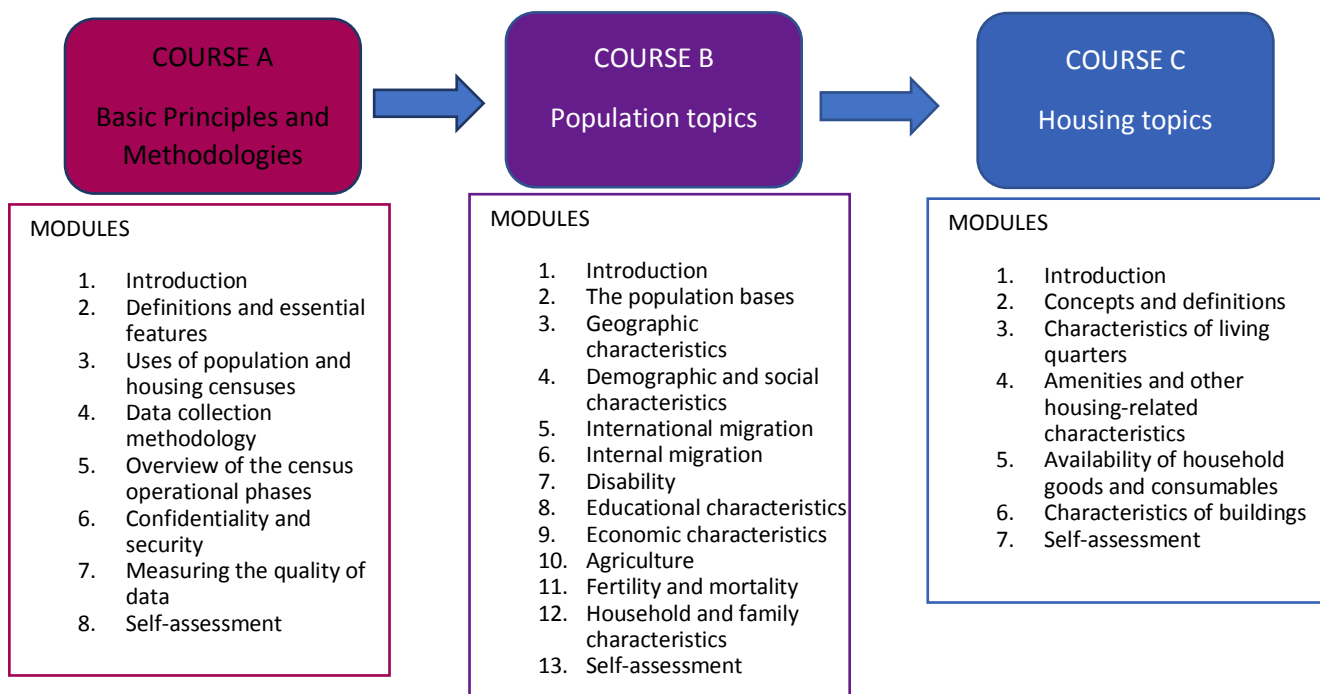
Main target audience of the basic training are junior statisticians or newly recruited staff in the field of population and housing statistics. Other staff could also benefit from these courses to refresh their knowledge and better understand international recommendations on conducting census operations.

It is expected that by the end of this training, participants will be better positioned to:

- Describe key concepts and definitions relevant to population and housing statistics
- Explain different methodological approaches in conducting population censuses and their advantages
- Discuss main phases of census operations and quality assessment procedures

The training comprises three sequential modules and each module consists of several sub-modules including self-assessment at the end of each module.

## Structure of the basic training program



Each course is expected to take up to two hours to complete including self-assessment module. After successful completion of three courses through taking self-assessment modules at end of each course, participants will receive a certificate.

## II. Census planning and management (Advanced training)

The aim of this training programme is to build a good understanding of overall planning and designing census operations and factors that should be considered in the planning and management of census operations, especially in the fields of questionnaire design, mapping, training of field staff, data collection and processing, the dissemination of outputs and in the measurement and evaluation of data quality. This training will also help to build a capacity for the design and management of each specific phase of the census in a way that is integrated with other phases.

### Target audience and learning objectives

The program is aimed at those NSO census managers and supervisors who are responsible for the planning and management or supervision of specific phases of the census operations or responsible for overall management and coordination of a range of census activities. Other

census experts and subject specialists, who are mainly responsible for designing of specific phases of the census, including data analysis and evaluation, will also benefit considerably from this training.

The programme comprises nine modules, which can be selected independently, covering the entire census operation from early planning and preparation through to the dissemination of the results and the evaluation of the quality of the data and the entire operation.

It is expected that by the end of this training, participants will be better positioned to:

- Design main census phases starting from the first phase *planning and preparation* to the last phase evaluation of overall census programme and prepare a project document
- Understand main activities and tasks that are usually covered in each phase of census operation
- Explain different methodological approaches in planning and management of population and housing censuses
- Discuss main quality assessment procedures in conducting censuses

After completion of nine courses, participants who take the self-assessment module will receive a certificate.

## Structure of advanced training on Census planning and management

Modules	Topics covered	Modules	Topics covered
D1- Introduction	1.1. Course overview 1.2. Managing the census with the structure of GSBPM 1.3. Essential features 1.4. Definition of units of enumeration and the population bases 1.5. Key issues of census data 1.6. Strategic objectives	D6- Data processing	6.1. Data processing as a phase of the GSBPM 6.2. Planning and key management issues 6.3. Data preparation and capture 6.4. Coding 6.5. Editing and imputation 6.6. Validation
D2-Planning and preparation	2.1. The central planning phases of census operation 2.2. The administrative and management structure of the census operation 2.3. User consultation, communication and publicity 2.4. Financial basis and outsourcing 2.5. Quality assurance processes	D7- Analysis of data quality	7.1. Analysis of data quality as a phase of the GSBPM 7.2. The need for an evaluation programme for data quality 7.3. Dimensions of quality 7.4. Types of errors that affect the accuracy of data 7.5. Methods of evaluating data quality
D3- Questionnaire design	3.1. Questionnaire design within the framework of the GSBPM 3.2. Deciding the content of the census questionnaires 3.3. Types of questionnaire 3.4. Questionnaire design 3.5. Questionnaire testing	D8- Dissemination and analysis	8.1. Dissemination as a phase of the GSBPM 8.2. Developing a dissemination strategy 8.3. Output products and services 8.4. Ensuring confidentiality and privacy 8.5. Utilization and analysis of census results 8.6. Promotion and training on the uses of census data
D4- Mapping and the use of geospatial data	4.1. Planning and management of mapping operations 4.2. Census geography 4.3. Mapping technology and GIS 4.4. The use of maps for planning enumeration areas 4.5. The use of maps during the enumeration 4.6. Mapping census data (geographic products)	D9- Evaluation, archiving and documentation	9.1. Evaluation as a phase of GSBPM 9.2. Purpose of evaluation 9.3. Planning of the evaluation 9.4. Evaluating overall quality 9.5. Documentation 9.6. Archiving
D5-Field enumeration (data collection)	5.1. The field operation as a phase of the GSBPM 5.2. Data collection methodologies 5.3. Managing the field operation 5.4. Use of modern technologies 5.5. Multi-mode data collection	D10- Self-assessment	Total of 25 questions based on the topics covered