



ONLINE

LABOUR STATISTICS

# COLLECTING DATA FOR LABOUR STATISTICS

10 NOVEMBER – 5 DECEMBER 2025

 4 WEEKS, 40 LEARNING HOURS

*Information Note*



International  
Labour  
Organization



International Training Centre

**Master the art of turning  
complex labour surveys into  
high-quality, reliable data that  
drives better decisions.**

## INTRODUCTION/BACKGROUND

Collecting labour statistics often involves complex surveys and operational challenges, requiring careful planning, procedures, and infrastructure to ensure high-quality data collection and management. Labour Force Surveys (LFS) are key instruments for understanding labour market characteristics and dynamics. Their successful implementation depends not only on questionnaire content and sample design, but also on robust procedures, efficient workflow management, and the development and integration of information and communication tools and systems.

This training course is designed to guide participants through the design and implementation of a survey, with a focus on methodological decisions, operational planning, and the development of ICT tools and systems. Rather than emphasizing questionnaire content and sample design, the course centers on the procedures and infrastructure needed to ensure high-quality data collection and management. It addresses practical implementation challenges, such as data collection frequency, fieldwork scheduling and management, data transmission methods, and integration of new developed tools within existing systems. These decisions are context-dependent and must be thoroughly considered during the design phase to ensure smooth execution.

The course is specifically designed for operational staff involved in data collection and management. While it touches very briefly on sampling and methodological concepts, the focus remains on procedures, tools, and best practices for survey implementation. Mastering these operational aspects improves overall data quality (e.g. accuracy, timeliness) by reducing errors during the crucial steps of data collection and data processing.

The ITCILO online edition of this course will run from **10 November to 5 December 2025**, with two sessions per week, providing participants with the knowledge and skills needed to manage high-quality labour force surveys in their national context.

## LEARNING OBJECTIVES

The main objective of the course is to enable participants to understand the design, implementation, and management of a labour force survey, with a focus on procedures, tools, and operational planning required for high-quality data collection and management.

More specifically, the course will enable participants to:

- Understand the design, implementation, and management processes of a labour force survey.
- Apply procedures and best practices to ensure high-quality data collection and management.
- Plan and manage fieldwork, survey units, and workload efficiently.
- Utilize ICT infrastructure, survey tools and procedures for data collection, validation, and processing.
- Define and document data and metadata requirements to ensure consistency and quality.
- Address common challenges, like data transmission, tools integration, etc.

# TARGET AUDIENCE

This course is designed for operational staff involved in data collection and management. While it touches very briefly on sampling and methodological concepts, the primary focus is on procedures, tools, and best practices for survey implementation.

# COURSE STRUCTURE

The course is structured over **four weeks**, with two sessions per week, for a total of **eight sessions**. Each session combines theoretical insights with practical guidance, covering the full spectrum of survey design, implementation, and management, from initial planning and key design choices to fieldwork execution, tool demonstrations, and country examples.

## Session 1: Introduction and Framing

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- Overview of initial GSBPM phases
- Importance of metadata and documentation
- Quality as an overarching component

## Session 2: Key Design Choices

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- Stakeholder-defined requirements
- Promoting conceptual consistency across sources
- Reference to international statistical standards
- Quality dimensions
- Survey designs: cross-sectional vs. panel
- Data collection modes: face-to-face, phone, mixed
- Direct interviews vs. proxy
- Strategies for non-response

## Session 3: Designing for Implementation

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- IT infrastructure requirements
- Data transmission methods and frequency
- Integration vs. development of tools
- Definition and documentation of data and metadata

## Session 4: Managing Survey Units and Fieldwork

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- Fieldwork scheduling and workload planning
- Monitoring interview status
- Tracking survey units across rounds
- Assignments management
- Common fieldwork challenges and strategies

## Session 5: Tools Demonstrations

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- Overview of tools: CSPro and Survey Solutions
- Workflow management and version control of tools and scripts

## Session 6: Tools Demonstrations (cntd)

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- Testing electronic tools
- Data validation during collection
- Other procedures for data processing (cleaning, imputation, coding, recoding, wighting, production of standard tables and databases, etc.)

## Session 7: Country Examples

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- Presentations on national survey systems
- Plenary discussion about good practices and opportunities for improvement

## Session 8: Wrap up

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- Summary of key takeaways
- Conclusions

*\*Please note that these are tentative topics as this course entails a dynamic agenda, hence the possibility of adding or slightly modifying topics as we proceed in the training.*

# TRAINING METHODOLOGY

The course is constructed as follows:

- **Harnessing digital learning technology**
  - Interactive online platform
  - Online Real-time feedback and support
  - Online forum discussions and interaction
- **Training methodology will combine**
  - Expert presentations
  - Online discussions

# DATES

The course will take place from **10 November - 5 December 2025**.

# LANGUAGE

The course will be conducted in **English**.

## COST AND FINANCING

The course is fee-paying. The total cost is **Euro €870**

## PAYMENTS AND CANCELLATION

- Payments need to be received latest 14 days before the beginning of the course. Payment modalities will be communicated in the letter of acceptance. In the event of a cancellation, a participant may be substituted with another candidate. Cancellations remain free of charge if communicated latest 14 days prior to the start of the course.
- For cancellations after this date, a penalty will be applied. For further information regarding payment, cancellation and refunds, please consult: <https://www.itcilo.org/applications-payments-cancellation>

## HOW TO APPLY

To register, kindly fill in and submit the online registration form available through the following link: <https://oarf2.itcilo.org/STF/A9018163/en>

The selection of applicants will be based on the submission of:

- A completed **online registration** form
- An **official sponsorship letter** issued by their organization (or donor organization),

**Kindly note that we need to receive the above-mentioned documents in order to register you for the course!**

The selection of applicants will be based on the following criteria:

- Proven work experience in relevant field (e.g., labour force survey data collection, processing, analysing and interpretation);

**We strongly recommend applying early since admission is competitive and space is limited!**

## DEADLINE FOR APPLICATION

The deadline for applications is **3 November 2025**.

## CONTACTS

- Administrative arrangements can be coordinated with the course assistant via ([lmstats@itcilo.org](mailto:lmstats@itcilo.org));
- For the technical coordination, please also be in contact with the ITCILO programme officer Mr. Mostafa Mohamed ([m.mohamed@itcilo.org](mailto:m.mohamed@itcilo.org)).

## WITHDRAWAL, CANCELLATION POLICY, AND REFUNDS FOR OPEN COURSES

If an enrolled participant wishes or must withdraw from a course, they may choose to apply to a different course or be substituted by another candidate. The participant must notify the Centre, in writing, of their decision at least 14 days prior to the start date of the course. Cancellation of participation in regular courses will result in the following penalties:

- 14 days or more prior to the start date of the course: No penalty, 100% refund of amount paid less applicable bank charges
- 8 to 13 days prior to the start date of the course: Penalty of 50% of course price, refund of residual amount paid (if any) less applicable bank charges
- 7 days or less prior to the start date of the course: Penalty of 100% of course price.

## INFO

### FOR FURTHER INFORMATION PLEASE CONTACT

**International Training Centre of the ILO**  
Employment Policy and Analysis Programme (EPAP)  
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10127 Turin – Italy

Administrative arrangements:

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Technical coordination:

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**COURSE CODE: A9718163**