STATUTORY INSTRUMENTS

1965 No. 1263

INDUSTRIAL TRAINING

The Industrial Training Levy (Engineering) Order 1965

Made - - - -	11*th June* 1965
Laid before Parliament	22*nd June* 1965
Coming into Operation	30*th June* 1965

The Minister of Labour after approving proposals submitted by the Engineering Industry Training Board for the imposition of a levy in the engineering industry and by virtue of the powers conferred on him by section 4 of the Industrial Training Act 1964(a) and of all other powers enabling him in that behalf hereby makes the following Order:—

Title and commencement

1. This Order may be cited as the Industrial Training Levy (Engineering) Order 1965 and shall come into operation on 30th June 1965.

Interpretation

2.—(1) In this Order unless the context otherwise requires:—

(*a*) "the appeal tribunal" means an industrial tribunal established under the appropriate Appeal Regulations;

(*b*) "the appropriate Appeal Regulations" means, in relation to an appeal or application for an extension of time for appealing, the Industrial Tribunals (England and Wales) Regulations 1965(b), or the Industrial Tribunals (Scotland) Regulations 1965(c), according as notice of the appeal or application is given in accordance with Article 7(2) of this Order to the Secretary of the Central Office of the Industrial Tribunals (England and Wales) or of the Central Office of the Industrial Tribunals (Scotland);

(*c*) "assessment" means an assessment of an employer to the levy;

(*d*) "the Board" means the Engineering Industry Training Board;

(*e*) "emoluments" means any emoluments assessable to income tax under Schedule E (other than pensions), being emoluments from which tax under that Schedule is deductible, whether or not tax in fact falls to be deducted from any particular payment thereof;

(*f*) "employee" means any person in receipt of emoluments;

(*g*) "employer" means an employer in the engineering industry;

(*h*) "the engineering industry" means the activities specified in Schedule 1 to the Industrial Training (Engineering Board) Order 1964(d);

(*i*) "establishment" means an establishment in Great Britain engaged wholly or mainly in the engineering industry for a total of 27 or more weeks in the first base period;

(a) 1964 c. 16.
(b) S.I. 1965/1101 (1965 II, p. 2805).
(c) S.I. 1965/1157 (1965 II, p. 3266).
(d) S.I. 1964/1086 (1964 II, p. 2402).

PLEASE WRITE IN INK. Before you answer each question you should read it carefully with the notes on that question. If the person for whom the answers are required is unable to complete the form the answers for that person should be entered on his behalf.

1. Write your **names and surname.** (For a baby who has not yet been given a name write 'Baby' and the surname.)		1
2. What is your **position in this establishment?** For example, write 'Guest', 'Patient', 'Staff', 'Student', 'Boarder', 'Aunt', 'Crew', 'Passenger'		2
3. (NOT APPLICABLE TO THIS FORM)		3
4. If you usually live here, write 'Here'; if not, write your usual address in full. (See Notes.)		4
5. If your **usual address one year ago** (on 24th April, 1965) was the same as that given in reply to question 4, write 'Same'. If not, write your usual address on **24th April, 1965.** (For a child now under one year old write 'Under one'.)		5
6. If your **usual address 5 years ago** (on 24th April, 1961) was the same as that given in reply to question 5, write 'Same'. If not, write your usual address on **24th April, 1961.** (For a child now under five years old write 'Under five')		6
7. State your **sex** (M or F) and **date of birth.**	Sex / Day / Month / Year	7
8. Write **'Single', 'Married', 'Widowed' or 'Divorced'** as appropriate If you are separated and not divorced, write 'Married'		8
9. **Birthplace.** If you were born in Scotland, England, Wales or Ireland, write the name of the **town, village or parish** and the **county** of your mother's usual address at the time of your birth. If you were born overseas, write the name of the country of your birth. (See Notes)		9

If this form is being completed for a child under 15 the remaining questions (10 to 23) do not apply

10. Have you had any **job** at any time during the **twelve months ended 23rd April, 1966?** (See Notes) Write 'Yes' or 'No'. If 'Yes' answer question 11 If 'No' go on to question 19		10
11. Have you had any **job** at any time during the **week ended 23rd April, 1966?** (See Notes) Write 'Yes' or 'No' If 'Yes' answer questions 12 to 18 If 'No' go on to question 19		11
For a person with a job in the week ended 23rd April — **12.** Write the **name and business** of your **main employer** during the week (see Notes), but if mainly self-employed write either 'Self-employed, employs others' or 'Self-employed without employees' and also the name and nature of the business If a trading name is used write that name.		12
13. (a) What was your **occupation** in the employment given in reply to question 12? Where appropriate state the material worked or dealt in and if at a mine whether the job was mainly above or below ground (See Notes.)		13 (a)
(b) If appropriate write 'Apprentice', 'Learner' (only if in skilled craft), 'Articled clerk', 'Articled pupil', 'Student apprentice', 'Graduate apprentice' or 'Management trainee' (See Notes) ...		(b)
14. (a) Was the job given in reply to question 13 **full-time?** (See Notes.) Write 'Yes' or 'No'.		14 (a)
(b) If 'No' how many **hours,** excluding meal breaks, did you work in that job in the week ended 23rd April? (See Notes)		(b)
15. What was the full address of your **place of work** for the job given in reply to question 13? (If you are a transport worker, building worker, dock worker or seaman, or have no regular place of work, see Notes.) If the work is carried on mainly at home write 'At home'		15.
16. What **method of transport** do you normally use for the longest part, by distance, of your journey to the place of work given in reply to question 15? (See Notes) If you usually walk all or most of the way to work write 'On foot'		16
17. (a) Did you do **any other work** for payment or profit during the week ended 23rd April, 1966, in addition to the work described in reply to questions 12 and 13? (See Notes) Write 'Yes' or 'No'		17 (a)
(b) If 'Yes' was any of this additional work as an employee? Write 'Yes' or 'No'		(b)
18. Did you have a **job** on **Monday, 18th April, 1966?** (See Notes) Write 'Yes' or 'No' If 'Yes' go on to question 22 If 'No' answer questions 19 to 21		18
For a person who did not have a job on Monday 18th April — **19.** On **Monday, 18th April, 1966** were you — (a) Registered at a Ministry of Labour Employment Exchange or Youth Employment Office? Write 'Yes' or 'No'		19 (a)
(b) Seeking work but not registered at a Ministry of Labour Employment Exchange or Youth Employment Office? Write 'Yes' or 'No'		(b)
(c) Unable to seek work because of temporary sickness or injury? Write 'Yes' or 'No'		(c)
(d) Waiting to take up a job starting on 24th April or later? Write 'Yes' or 'No'		(d)
(e) Wholly retired? Write 'Yes' or 'No		(e)
(f) Not seeking work for any other reason? Please specify For example, write 'Housewife', 'Home duties', 'Permanent sickness', 'Disablement', 'Studying', 'Private means'		(f)
20. Write the **name and business** of your last **full-time employer,** but if you were formerly self-employed write either 'Self-employed, employs others' or 'Self-employed without employees' and also the name and nature of the business (See Notes) If you are a student or housewife, or are occupied solely on home duties, you need not answer this question or question 21		20
21. What was your **occupation** in the employment given in reply to question 20? Where appropriate state the material worked or dealt in and if at a mine whether the job was mainly above or below ground (See Notes.)		21
22. Will you be a **student** attending full-time at an educational establishment during the next term? (See Notes) Write 'Yes' or 'No'.		22.
For persons aged 18 and over — **23.** (a) Have you obtained any **degrees, diplomas, associateships or other professional or vocational qualifications** after attaining the age of 18? (See Notes) Write 'Yes' or 'No' at I		
(b) If 'Yes' state at II all such **qualifications** obtained, followed by the major **subject** or group of subjects in which each was obtained. (See Notes.)		23

NOTES

These notes are addressed to the person completing this form about himself or herself. If someone else has to do so on his or her behalf, the notes should be read as applying to the person for whom the form has been supplied.

SPECIAL NOTE: IF YOU ARE A MEMBER OF THE ARMED FORCES and

- **(a)** *spend census night in a barracks, station etc. you should—*
  - *(i) answer only questions 1, 7, 8, 9, 12 and 13 and, if you are aged 18 or over, question 23;*
  - *(ii) for question 12 write the name of the service and the branch or arm of service to which you belong;*
  - *(iii) for question 13 write your rank or rating;*

  but if you
- **(b)** *spend census night in civilian premises (for example a hotel or hospital) you should answer the whole range of questions.*

Question 4. Usual Address

(i) If you are still at **school, college** or **university** and live away from home during term, give your home address and not your term time address

(ii) **For members of the Armed Forces**
If you are spending census night on the station you need not answer this question.
If you are spending census night anywhere else—
if you live in married quarters give the the address of the married quarters;
if you live on the station give the address of the station;
If you 'live out' give your living out address.

(iii) If you **live away from home** during the week give the address from which you usually go to work, but if you are the head of a household give your home address.

(iv) If you have **no settled address** write 'None'.

(v) If you are a **boarder** and have a settled residence here write 'Here', otherwise give your permanent address.

(vi) If you are a **member of the resident staff of a hotel, hospital or other institution** enter that place as your usual address.

(vii) If you are a **patient** in a convalescent home, general hospital, maternity hospital or home, nursing home or sanatorium, give your home address.

(viii) If you are a **member of a ship's crew** and usually live on board ship, write the name of the ship and its home port; otherwise give your permanent address.

Question 9. Birthplace

If you do not know your mother's usual residence at the time of your birth give the name and address of the hospital, nursing home or actual place where you were born. If you were **born at sea** write 'At sea'.

Question 10. Employment

A job means any work for payment or profit. In particular it includes—

(i) Service in the **Armed Forces.**
(ii) Work on your **own account.**
(iii) **Part-time work,** even if only for a few hours, such as jobbing gardening or paid domestic work
(iv) **Casual or temporary work** of any kind (for example seasonal work, week-end work and, if a student, vacation work)
(v) Unpaid work in a **family business** including a shop or farm

Unpaid work, other than in a family business, does not count as a job.

Question 11. With a job last week

Even if you did not go to work in the week before the census you still count as having 'had a job' during the week ended 23rd April, 1966—

(i) If you were away from work **on holiday** and your job is waiting for you on your return.
(ii) If you were away from work because of **illness or injury** and your job is waiting for you on your return
(iii) If you were away from work because of a **strike** or other **industrial dispute.**
(iv) If you had been **temporarily laid off** work by your employer for that week

Question 12. Employer and Employer's Business

(i) Describe the nature of your employer's business fully, avoiding abbreviations or initials General terms such as 'Manufacturers', 'Marchants', 'Agents', 'Brokers', 'Dealers', 'Engineering' are not enough by themselves and further details should be given about articles manufactured or dealt in

(ii) **'Self-employed, employs others'** means that you have one or more employees who are not family workers (A family worker is one who is a relative and lives in the same household as yourself.)

(iii) If you are a **civil servant, local government officer or any other public official,** give the name of the Government Department or Local Authority and the branch in which you are employed.

(iv) If you are employed solely in **private domestic service** there is no need to give the names of individual employers during the week, it is enough for you to write 'Private' in answer to this question

(v) If you **changed your job** during the week give **details of the job held at the end of the week**

Question 13(a). Occupation

(i) If your job is known in the trade or industry by a special name, use that name Terms such as 'Scientist', 'Technician', 'Engineer', 'Machinist', 'Fitter', 'Foreman', 'Checker', should not be used by themselves. Greater detail should be given as, for example, 'Wood-working Machinist', 'Civil Engineer', 'Tool Room Foreman' etc

(ii) If you are a **civil servant, local government officer or other public official** give your rank or grade

Question 13(b). Apprentices, Trainees

You should answer this part of the question if you are undergoing training for a period fixed in advance and leading to recognition as a skilled worker or technician or to a recognised technical, commercial or professional qualification or managerial post. Do not answer it if you are undergoing probationary training and have not yet entered into your formal apprenticeship.

Question 14. Full-time/Part-time

14(a) If your employment is normally full-time but was interrupted during the week (for example by sickness, injury, holidays, short-time workings, strikes or unfavourable weather) or was started or stopped part way through the week, write 'Yes'

14(b) If you normally work part-time but were not at work during that particular week, write 'None'

Question 15. Place of work

(i) If you have **no regular place of work,** for example if you are a sales representative, a transport inspector, or a building worker not working daily from a fixed address or depot, write 'No fixed place'.

(ii) If you work **daily from or at a fixed address or depot,** for example, if you are a transport worker, or a building worker employed on a site for a long period, give the address of the depot, site or other fixed address.

(iii) If you are a **dock worker** registered under the National Dock Labour Scheme and possess a Pay Voucher Book issued by the National Dock Labour Board, give the address of the call stand or control point where you are required to prove attendance. If you are a registered dock worker without a Pay Voucher Book issued by the Board or other dock worker give the name and address of the dock or wharf where you are usually employed.

(iv) If you are a **seaman,** give the name of your ship and, if it is in the United Kingdom, the port in which it is lying, otherwise give the name of the home port.

Question 16. Transport to Work

(i) If you use **more than one method** of transport to work give only the method by which you travel the longest distance (for example, if your normal journey to work is one mile by bus and five miles by train, write 'Train').

(ii) If your main method of transport to work is by **bus,** write either 'Public service bus' or 'Private bus' whichever is appropriate.

(iii) If your main method of transport to work is by **motor cycle combination** write 'Motor cycle combination' and not 'Motor cycle'.

(iv) If you work **at home** write 'None'.

(v) If you have **no fixed place** of work give the method of transport you most often use for going to work.

Question 17. Other Jobs

17(a) Write 'Yes' if you had any other job or jobs in addition to that described in questions 12 and 13. Any additional part-time or casual work counts as another job whether it was on your own account or as an employee.

Question 18. With a Job on Monday, 18th April

See notes to Question 11.
If you had a job on Monday but were away from work for any reason, answer 'Yes'.
Answer 'No' if you were without a job on Monday, 18th April, even if you did have a job at some other time during the week ended 23rd April.

Question 19. Without a Job on Monday, 18th April

If you were without a job on Monday, 18th April, write 'Yes' to at least one of the sections (a), (b), (c), (d) or (e), or give details at 19(f).

Question 20 see Notes to question 12 } If you are waiting to start your
Question 21 see Notes to question 13 } first job write 'None'.

Question 22. Students

(i) **'Student'** means full-time student but it does not include a person on day release from work to attend school or college, or a person with a job who also attends night school.

(ii) **'Educational establishment'** means a school, university, training college or any other establishment giving full-time education except one provided by employers for training of their own workers (for example, an apprenticeship school).

(iii) **'Next term'** means the summer term starting in April or May 1966.

Question 23. Higher Education Qualifications

(i) **Exclude** all qualifications obtained before the age of 18.

(ii) **Exclude** all qualifications normally obtained at school such as
Scottish Certificate of Education (S.C.E.)
Scottish Leaving Certificate (S.L.C.)
Higher Leaving Certificate (H.L.C.)
Senior Leaving Certificate
Leaving Certificate
General Certificate of Education (G C.E.)—all levels
School Certificate and Higher School Certificate
Matriculation
and any other qualifications equivalent to or lower any of these such as
Ordinary National Certificate (O.N C.)
Ordinary National Diploma (O.N.D.)

Examples are given below of the kind of qualifications which should be included at 23.II. If you are in any doubt about any qualifications which you hold and which are not excluded as shown above, you should enter particulars.

(1) **All degrees, diplomas and associateships.** Use recognised abbreviations rather than the full names of qualifications, and write the major subject (or subject group) after each, thus·
B.Sc (Zoology)
A.M.W.C. (Applied Chemistry)
LL B (Law)
Ph.D. (Spanish)
Dip Tech (Electrical Engineering)
For a B Sc or M.A. with no major subject or subject group, add (General Science) or (General Arts).

(2)(a) **All teacher training qualifications.** If you have gained a Teacher's Certificate, provisional or final, awarded under the Teachers (Education, Training and Certification) (Scptland) Regulations, 1965, enter one of the abbreviated forms T.C. (Primary) or T.C. (Secondary) or T.C. (Further Ed.) as appropriate. Certificates awarded under the Regulations for the Preliminary Education, Training and Certification of Teachers for Various Grades of Schools (Scotland), 1931, are deemed to have equivalence as follows:

Teacher's General Certificate	T.C. (Primary)
Teacher's General Certificate with in addition an endorsement under Article 39	T.C. (Secondary)
Teacher's Special Certificate	T.C. (Secondary)
Teacher's Technical Certificate	T.C. (Secondary)
Teacher's Technical Certificate awarded under Article 47	T C (Further Ed.)

and should be entered accordingly.

(b) If you have gained a teaching certificate awarded outside Scotland, but which has not yet been accepted for special recognition in Scotland, enter details of the type of qualification obtained

(c) In each case add the subject or subject group after the qualification, e.g. 'T.C (Primary) (Primary Subjects)', 'T.C. (Secondary) (Maths.)' 'T.C. (Further Ed.) (Commercial Subjects)'

(3) **Any other professional or vocational qualification** (not falling within (1) or (2) above) including the subject of the qualification. If the qualification consists of membership of a professional institution or body, describe it thus: 'M R.C P Edin. (Medicine)', 'A.M.T.P.I. (Town Planning)', if not, give the usual description of the qualification, e.g. 'Solicitor (Law)', 'R.G.N (Nursing)'.

DECLARATION TO BE MADE BY THE PERSON FILLING IN THE FORM

I declare that this form is correctly completed to the best of my knowledge and belief.

Signature .....

Date .....

TO BE COMPLETED BY THE MANAGER, OFFICER OR PERSON IN CHARGE OF THE PREMISES OR VESSEL

Address of premises (or name of vessel):

. . ..

. . ..

... .

For Enumerator's Use

Census District No.				E.D. No.		
Area Code						Schedule No.

CENSUS, SCOTLAND, 1966

P

Form No. 9

(Form for making an individual or personal return)

1. Please answer the questions inside, sign the declaration and hand the completed form to the person in charge of the establishment (or to the head of the household) as early as possible on Monday, 25th April, 1966.
2. If you wish, you may put the completed form in a sealed envelope for delivery to the Enumerator.
3. The information you give on this form will be treated as confidential and used only for compiling statistics. No information about named individuals will be passed by the Census Office to any other Government Department or any other authority. If anyone employed on the Census improperly discloses information you provide, he will be liable to prosecution. The person to whom you hand this form for delivery to the Enumerator is also prohibited (under penalty of up to £10) from improperly using or disclosing the information you provide.
4. You have a legal obligation to fill in this form. (There is a penalty of up to £10 for refusing to do so or for giving false information.)
5. Please start at question 1 inside.

Alex. B. Taylor,
Registrar General.

New Register House,
Edinburgh, 2.

(*j*) "the first base period" means the period of twelve months that commenced on 6th April 1964;

(*k*) "the first levy period" means the period commencing with the date upon which this Order comes into operation and ending on 31st December 1966;

(*l*) "the levy" means the levy imposed by the Board in respect of the first levy period;

(*m*) "the Register of Appeals" means the Register of Industrial Levy Appeals and Decisions kept in accordance with the appropriate Appeal Regulations.

(2) Where an employee works under the general control and management of an employer who is not his immediate employer, the employee shall for the purposes of this Order be deemed to be employed by the first-mentioned employer in the establishment in the activities of which that employee is employed.

(3) For the purposes of this Order a person employed, at any time in the first base period, in an establishment that is taken over by an employer in succession to some other person (not being a person liable to be assessed to the levy in respect of that establishment) shall, during that time, be deemed to have been in the employment of the first-mentioned employer or, where the establishment has been taken over jointly with some other person, in the joint employment of that employer and that other person.

(4) The Interpretation Act 1889(a) shall apply to the interpretation of this Order as it applies to the interpretation of an Act of Parliament.

Imposition of the Levy

3.—(1) The levy to be imposed by the Board on employers in respect of the first levy period shall be assessed and paid in accordance with the provisions of this Order.

(2) The levy shall not apply to an employer in whose case the total emoluments paid or payable to persons in his employment in the engineering industry in the first base period were less than £5,000 but, save as aforesaid, shall apply to any person who, on the date upon which this Order comes into operation, is an employer or who at any time thereafter in the first levy period becomes an employer.

Assessment of the Levy

4.—(1) The levy shall be assessed by the Board separately in respect of each establishment of an employer, but in agreement with the employer a single assessment may be made in respect of any number of establishments, in which case those establishments shall be deemed for the purposes of that assessment to constitute one establishment.

(2) The amount of the levy imposed in respect of an establishment shall be equal to 2.5 per cent. of the total emoluments of the persons employed in that establishment in the first base period by the employer or by a person (not being a person liable to be assessed to the levy in respect of that establishment) from whom the employer has taken over the establishment either in succession to, or jointly with, him.

(3) In reckoning the amount of total emoluments for the purposes of this Article no regard shall be had to the emoluments of any person engaged wholly in the supply of food or drink for immediate consumption.

(a) 52 & 53 Vict. c. 63.

Assessment Notice

5.—(1) The Board shall serve an assessment notice on every employer assessed to the levy, but a single notice may be served in respect of several assessments.

(2) The amount of any assessment payable under an assessment notice shall be rounded down to the nearest £1.

(3) An assessment notice may be served on an employer either by serving it on him personally or by sending it to him by post at his last known address or place of business in the United Kingdom or, if the employer is a company, at the company's registered office.

Effect of Assessment Notice

6.—(1) Subject to the provisions of this and the next following Article of this Order, an assessment notice served by the Board shall, one month from the date of the notice (the date of which shall not be earlier than 1st January 1966), become conclusive as to the liability of the employer to pay the amount of each assessment included therein, and each such amount shall be recoverable by the Board in two equal instalments, of which the first such instalment shall be due one month after the date of the notice and the other after six further months.

(2) The Board may by notice served on the employer withdraw an assessment at any time within which the employer is entitled to appeal against the assessment under the provisions of Article 7 of this Order.

(3) The withdrawal of an assessment shall be without prejudice to the power of the Board to serve a further assessment notice in respect of any establishment to which that assessment related.

(4) Where an extension of time for appealing is allowed by the Board or by the appeal tribunal under the provisions of Article 7 of this Order the periods of one month and six months referred to in paragraph (1) of this Article shall each be extended accordingly.

Appeals

7.—(1) An employer shall be entitled to appeal to the appeal tribunal against an assessment within the period of one month from the date of the relevant assessment notice served by the Board, or within such further period as the Board or the appeal tribunal may allow.

(2) Notice by an employer of an appeal against an assessment or of an application to the appeal tribunal for an extension of time for appealing shall be given in accordance with the appropriate Appeal Regulations—

(*a*) where the establishment to which the assessment relates is wholly in Scotland to the Secretary of the Central Office of the Industrial Tribunals (Scotland); or

(*b*) in any other case to the Secretary of the Central Office of the Industrial Tribunals (England and Wales).

(3) The Board or the appeal tribunal shall not allow an extension of time for appealing against an assessment except for good cause and where application for an extension of time is made to the Board or the tribunal, as the case may be, before the time for appealing has expired.

(4) Where the appeal tribunal confirms or varies an assessment the amount so confirmed or varied shall become due and recoverable by the Board:—

(*a*) if seven months or longer have elapsed since the date of the relevant assessment notice, seven days after the date of the entry of the record of the decision of the tribunal in the Register of Appeals; or

(*b*) in any other case, as to one half thereof seven days after the date of the said entry and as to the other half thereof seven months after the date of the assessment notice.

Evidence

8.—(1) Upon the discharge by an employer of his liability under an assessment the Board shall if so requested issue to him a certificate in writing to the effect that he has done so.

(2) The production in any proceedings of a document purporting to be certified—

(*a*) by the Secretary of the Board to be a true copy of an assessment notice or of a certificate such as is mentioned in the foregoing paragraph of this Article; or

(*b*) by the Secretary of the Central Office of the Industrial Tribunals (England and Wales) or of the Central Office of the Industrial Tribunals (Scotland) to be a true copy of an entry in the Register of Appeals;

shall, unless the contrary is proved, be sufficient evidence of the document and of the facts stated therein.

Dated 11th June 1965.

R. J. Gunter,
Minister of Labour.

EXPLANATORY NOTE

(This Note is not part of the Order.)

This Order gives effect to proposals submitted by the Engineering Industry Training Board to the Minister of Labour for the imposition of a levy upon employers in the engineering industry for the purpose of raising money towards the expenses of the Board.

The levy is to be imposed in respect of the first levy period commencing with the date upon which this Order comes into operation and ending on 31st December 1966. The levy will be assessed by the Board and there will be a right of appeal against an assessment to an industrial tribunal.