



**NB-IRDT**

New Brunswick Institute for  
Research, Data and Training

# Digital Literacy

## PTL14

Compiled by NB-IRDT Staff  
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## How to Obtain More Information

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- visit our website at: <https://www.unb.ca/nbirdt>
- email us at [nb-irdt@unb.ca](mailto:nb-irdt@unb.ca)
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## Table of Contents

How to Obtain More Information .....	2
About this Codebook .....	5
Overview.....	6
Sample Universe .....	6
Date Range .....	6
Data Source.....	6
How to Cite this Codebook.....	6
Acknowledgements .....	6
About this Product.....	7
Purpose of the Product .....	7
Definitions and Concepts .....	7
Content .....	7
General Methodology .....	7
Limitations.....	7
Comparison to Other Products/Versions .....	7
Using with Other Products.....	7
Record Layouts and Data Descriptions.....	8
Overview .....	8
Digital Literacy Table .....	8
scram_id.....	10
File_Year.....	10
Date_Of_Birth .....	10
Age_Group_DTS.....	10
Gender.....	10
Training_Community.....	11
Region_TC.....	11
Mother_Tongue.....	11
Language_Spoken .....	11
Language_of_Training .....	11
Education_Level .....	11
Population_Indigenous .....	12
Population_Immigrant_Newcomer .....	12
Population_SAR.....	12
Disability_Learning .....	12
Disability_Hearing.....	12
Disability_Speaking.....	12
Disability_Cognitive .....	13
Indicates whether learner has a cognitive disability (discontinued after 2019-20)..	13
Disability_Vision .....	13
Disability_Mobility.....	13
Disability_Mental_Health.....	13
Disability_Intellectual.....	13
Disability_Other .....	14
LMA_LMDA.....	14
Program_Affiliation .....	14

Referral_Source .....	14
Labour_Force_Status .....	14
Delivery_Stream .....	15
Career_Goals .....	15
Date_Training_Started.....	15
Date_Training_Ended.....	15
Learner_Status.....	15
Course_Basics.....	16
Course_Internet_and_WWW .....	16
Course_Productivity_Programs .....	16
Course_Security_and_Privacy.....	16
Course_Digital_Lifestyles .....	17
Course_Email.....	17
Course_Basic_Concepts.....	17
Course_Producing_Digital_Content.....	17
Course_Searching_Collaborating_a.....	18
Course_Cybersecurity .....	18
Indicates learning status in "Cybersecurity, Cyberconfidentiality and Cyberethics" module (only available for part of 2018-19). .....	18
Reason_for_Leaving .....	18
POSTALCODE_NB.....	19
Most recent postal code of individual. ....	19
Document History .....	19

## About this Codebook

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Due to the operational nature of administrative data sets, there is potential for discrepancies between the names of variables and their corresponding definitions. In the case of such a discrepancy, the variable definition should be considered the most accurate representation.

## Overview

Digital literacy training is aimed at helping adults gain the skills required to function in an increasingly digital and online environment. The training is a mobile service offered free of charge for adult residents of New Brunswick and supplies a set of laptops for the training.

## Sample Universe

New Brunswick Adult residents (18 years of age and older) who took part in services or training offered by Digital Literacy Services.

## Date Range

2013-10-03 to 2021-11-24

## Data Source

New Brunswick Department of Post-Secondary Education Training and Labour.

## How to Cite this Codebook

New Brunswick Institute for Research, Data and Training. (2023). Digital Literacy Data Set PTL14 Codebook. Fredericton, NB: New Brunswick Institute for Research, Data and Training.

## Acknowledgements

The PTL14 Database is used with the permission of New Brunswick Department Post Secondary Education Training & Labour.

## About this Product

### Purpose of the Product

The purpose of the PTL14 Database Codebook is to provide information on the linkable New Brunswick Training & Labour data held at the New Brunswick Institute for Research, Data and Training (NB-IRDT). This data is accessible to researchers for relevant research areas.

### Definitions and Concepts

N/A

### Content

The PTL14 Digital Literacy has one table with 47 variables.

### General Methodology

N/A

### Limitations

N/A

### Comparison to Other Products/Versions

If applicable

### Using with Other Products

If applicable

## Record Layouts and Data Descriptions

### Overview

#### Digital Literacy Table

#	Name	Label	Type
1	scram_id	Unique numeric identifier	Text
2	File_Year	Fiscal year	Text
3	Date_Of_Birth	Date of birth of learner	Number
4	Age_Group_DTS	Age group of client	Number
5	Gender	Gender	Text
6	Training_Community	Community in which training took place	Text
7	Region_TC	WorkingNB region (based on training community)	Text
8	Mother_Tongue	Mother tongue of the learner	Text
9	Language_Spoken	Ability to speak official languages	Text
10	Language_of_Training	Language in which the training is being offered	Text
11	Education_Level	Highest level of education completed	Text
12	Last_Grade_Completed	Last grade completed successfully	Number
14	Population_Immigrant_Newcomer	Is learner a newcomer / immigrant	Text
15	Population_SAR	Is learner a social assistance recipient	Text
16	Disability_Learning	Indicates whether learner has a learning disability	Text
17	Disability_Hearing	Indicates whether learner has a hearing disability	Text
18	Disability_Speaking	Indicates whether learner has a speaking disability	Text
19	Disability_Cognitive	Indicates whether learner has a cognitive disability	Text
20	Disability_Vision	Indicates whether learner has a vision-related disability	Text



21	Disability_Mobility	Indicates whether learner has a mobility disability	Text
22	Disability_Mental_Health	Indicates whether learner has a mental health disability	Text
23	Disability_Intellectual	Indicates whether learner has an intellectual disability	Text
24	Disability_Other	Any other disability	Text
25	LMA_LMDA	LDMA or LMA indicator	Text
26	Program_Affiliation	Indicates if learner is registered in another program	Text
27	Referral_Source	Person or agency who referred the learner to the training	Text
28	Labour_Force_Status	Employment status of learner at start of training	Text
29	Delivery_Stream	Seeking Employment	Text
30	Career_Goals	Primary reason why learner chose to join training	Text
31	Date_Training_Started	First day of training	Number
32	Date_Training_Ended	Last day of training	Number
33	Learner_Status	Indicates status of training	Text
34	Course_Basics	Indicates learning status in "Computer Basics" module	Text
35	Course_Internet_and_WWW	Indicates learning status in "The Internet and the World Wide Web"	Text
36	Course_Productivity_Programs	Indicates learning status in "Productivity Programs"	Text
37	Course_Security_and_Privacy	Indicates learning status in "Computer Security and Privacy"	Text
38	Course_Digital_Lifestyles	Indicates learning status in "Digital Lifestyles"	Text
39	Course_Email	Indicates learning status in "Email"	Text
40	Course_Basic_Concepts	Indicates learning status in "Basic Concepts of Digital Technology"	Text

41	Course_Producing_Digital_Content	Indicates learning status in "Tools for Using, Creating and Producing Digital Content"	Text
42	Course_Searching_Collaborating_a	Indicates learning status in "Searching, Collaborating and Sharing Content Online"	Text
43	Course_Cybersecurity	Indicates learning status in "Cybersecurity, Cyberconfidentiality and Cyberethics"	Text
44	Reason_for_Leaving	Reason for leaving training	Text
45	POSTALCODE_NB	Most recent postal code of individual	Text

### scram\_id

Unique identifier for each individual.

### File\_Year

Fiscal year (running from Apr 1 to Mar 31) associated with original excel file record was found in.

### Date\_Of\_Birth

Date of birth of learner.  
Format: yyyy-mm-dd

### Age\_Group\_DTS

Age group of client at the time training started.

Code	Description - English	Description - French
1	15 to 24 years	15 à 24 ans
2	25 to 34 years	25 à 34 ans
3	35 to 44 years	35 à 44 ans
4	45 to 54 years	45 à 54 ans
5	55 to 64 years	55 à 64 ans
6	65 years and over	65 ans et plus

### Gender

Gender of learner.

Code	Description - English	Description - French
F	Female	Femme
M	Male	Homme
N	Unspecified	

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### Training\_Community

Community in which training took place.

### Region\_TC

WorkingNB region (based on training community).

### Mother\_Tongue

The language that the learner first learned and still understands (discontinued after 2019-20).

Code	Description - English	Description - French
	English	Anglais
	French	Français
	NA	N.A
	Other	Autre

### Language\_Spoken

Ability to speak official languages (new variable as of 2020-21).

### Language\_of\_Training

Language in which the training is being offered.

Code	Description - English	Description - French
	English	Anglais
	French	Français

### Education\_Level

Highest level of education completed by the learner prior to the start of training.

Code	Description - English	Description - French
	High School Incomplete	
	High School or GED	
	PSE Complete	
	PSE Complete - College or Other	
	Non-University Certificate or Diploma	
	PSE Complete - University Certificate or Diploma	
	PSE Complete - University Degree	
	Post Secondary Incomplete	
	High School Incomplete	
	High School or GED	
	PSE Complete	

### Population\_Indigenous

Indicates whether learner reports being an Indigenous person (discontinued partway through 2018-19).

Code	Description - English	Description - French
NA	NA	NA
No	No	Non
Yes	Yes	Oui

### Population\_Immigrant\_Newcomer

Indicates whether learner is a newcomer / immigrant (discontinued partway through 2018-19).

Code	Description - English	Description - French
NA	NA	NA
No	No	Non
Yes	Yes	Oui

### Population\_SAR

Indicates whether learner is a social assistance recipient (discontinued partway through 2018-19).

Code	Description - English	Description - French
NA	NA	NA
No	No	Non
Yes	Yes	Oui

### Disability\_Learning

Indicates whether learner has a learning disability.

Code	Description - English	Description - French
NA	NA	NA
No	No	Non
Yes	Yes	Oui

### Disability\_Hearing

Indicates whether learner has a hearing disability.

Code	Description - English	Description - French
NA	NA	NA
No	No	Non
Yes	Yes	Oui

### Disability\_Speaking

Indicates whether learner has a speaking disability.

Code	Description - English	Description - French
NA	NA	NA
No	No	Non
Yes	Yes	Oui

NA	NA
No	Non
Yes	Oui

### Disability\_Cognitive

Indicates whether learner has a cognitive disability (discontinued after 2019-20).

Code	Description - English	Description - French
NA	NA	NA
No	Non	Non
Yes	Oui	Oui

### Disability\_Vision

Indicates whether learner has a vision-related disability.

Code	Description - English	Description - French
NA	NA	NA
No	Non	Non
Yes	Oui	Oui

### Disability\_Mobility

Indicates whether learner has a mobility disability.

Code	Description - English	Description - French
NA	NA	NA
No	Non	Non
Yes	Oui	Oui

### Disability\_Mental\_Health

Indicates whether learner has a mental health disability (discontinued after 2019-20).

Code	Description - English	Description - French
NA	NA	NA
No	Non	Non
Yes	Oui	Oui

### Disability\_Intellectual

Indicates whether learner has an intellectual disability (new variable as of 2020-21).

Code	Description - English	Description - French
NA	NA	NA
No	Non	Non
Yes	Oui	Oui

### Disability\_Other

Indicates whether learner has a disability other than learning, hearing, speaking, vision, intellectual, or mobility (new variable as of 2020-21).

Code	Description - English	Description - French
NA	NA	NA
No	No	Non
Yes	Yes	Oui

### LMA\_LMDA

Indicates if training is tied to an LMDA (Labour Market Development Agreement) or LMA (Labour Market Agreement) (new variable as of 2019-20).

Code	Description - English	Description - French
LMA	LMA	EMT
LMDA	LMDA	EDMT

### Program\_Affiliation

Indicates if learner is registered in another program.

Code	Description - English	Description - French
<b>CALP / PCAA</b>	Community Adult Learning Program	Programme communautaire d'apprentissage pour adultes
<b>WES / CET</b>	Workplace Essential Skills Program	Programme Compétences essentielles au travail
<b>General Public / Grand public</b>	General Public	Grand public
<b>Other</b>	Other	Autre

### Referral\_Source

Person or agency who referred the learner to the training.

Code	Description - English	Description - French
	Employer	Employeur
	Employment Counsellor	Conseiller à l'emploi
	Other	Autre
	Self	Auto-référence
	Social Development	Développement social
	Union	Syndicat
	Worksafe NB	Travail sécuritaire N.-B.

### Labour\_Force\_Status

Employment status of learner at start of training.

Code	Description - English	Description - French
	Employed	
	Employed – Full Time	

Employed – Part Time
Employed – Self-Employed
Not Employed
Not Employed – Out of Labour Market

### Delivery\_Stream

Indicates whether individual is seeking employment ("job seekers") or if training was offered in workplace to employed learners ("workplace") (new variable as of 2020-21).

Code	Description - English	Description - French
	Job Seekers	Chercheurs d'emploi
	Workplace	Milieu de travail

### Career\_Goals

Primary reason why learner chose to join training.

Code	Description - English	Description - French
	Employment	Emploi
	Further Education	Formation continue
	GED	GED
	Personal	Personnel

### Date\_Training\_Started

First day of training

Format: yyyy-mm-dd

### Date\_Training\_Ended

Last day of training

Format: yyyy-mm-dd

### Learner\_Status

Indicates status of training (new variable as of 2019-20).

Note: in the full dataset, there is a record for each month an individual is in training; however, only the most recent month was kept for the transfer.

Code	Description - English	Description - French
	Completed	Complété
	End of Fiscal Year	Fin de l'année fiscale
	In Progress	En cours
	Left Early / Abandon	Partir tôt / Abandonner
	N/A	N / A
	Successful Completion	Réussite / Maîtrisé

### Course\_Basics

Indicates learning status in "Computer Basics" module (discontinued partway through 2018-19).

Code	Description - English	Description - French
	Completed	Complété
	End of Fiscal Year	Fin de l'année fiscale
	In Progress	En cours
	Left Early / Abandon	Partir tôt / Abandonner
	NA	N / A
	Successful Completion / Mastered	Réussite / Maîtrisé

### Course\_Internet\_and\_WWW

Indicates learning status in "The Internet and the World Wide Web" module (discontinued partway through 2018-19).

Code	Description - English	Description - French
	Completed	Complété
	End of Fiscal Year	Fin de l'année fiscale
	In Progress	En cours
	Left Early / Abandon	Partir tôt / Abandonner
	NA	N / A
	Successful Completion / Mastered	Réussite / Maîtrisé

### Course\_Productivity\_Programs

Indicates learning status in "Productivity Programs" module (discontinued partway through 2018-19).

Code	Description - English	Description - French
	Completed	Complété
	End of Fiscal Year	Fin de l'année fiscale
	In Progress	En cours
	Left Early / Abandon	Partir tôt / Abandonner
	NA	N / A
	Successful Completion / Mastered	Réussite / Maîtrisé

### Course\_Security\_and\_Privacy

Indicates learning status in "Computer Security and Privacy" module (discontinued partway through 2018-19).

Code	Description - English	Description - French
	Completed	Complété
	End of Fiscal Year	Fin de l'année fiscale
	In Progress	En cours
	Left Early / Abandon	Partir tôt / Abandonner
	NA	N / A
	Successful Completion / Mastered	Réussite / Maîtrisé



### Course\_Digital\_Lifestyles

Indicates learning status in "Digital Lifestyles" module (discontinued after 2018-19).

Code	Description - English	Description - French
	Completed	Complété
	End of Fiscal Year	Fin de l'année fiscale
	In Progress	En cours
	Left Early / Abandon	Partir tôt / Abandonner
	NA	N / A
	Successful Completion / Mastered	Réussite / Maîtrisé

### Course\_Email

Indicates learning status in "Email" module (discontinued partway through 2018-19).

Code	Description - English	Description - French
	Completed	Complété
	End of Fiscal Year	Fin de l'année fiscale
	In Progress	En cours
	Left Early / Abandon	Partir tôt / Abandonner
	NA	N / A
	Successful Completion / Mastered	Réussite / Maîtrisé

### Course\_Basic\_Concepts

Indicates learning status in "Basic Concepts of Digital Technology" module (only available for part of 2018-19).

Code	Description - English	Description - French
	Completed	Complété
	End of Fiscal Year	Fin de l'année fiscale
	In Progress	En cours
	Left Early / Abandon	Partir tôt / Abandonner
	NA	N / A
	Successful Completion / Mastered	Réussite / Maîtrisé

### Course\_Producing\_Digital\_Content

Indicates learning status in "Tools for Using, Creating and Producing Digital Content" module (only available for part of 2018-19).

Code	Description - English	Description - French
	Completed	Complété
	End of Fiscal Year	Fin de l'année fiscale
	In Progress	En cours
	Left Early / Abandon	Partir tôt / Abandonner
	NA	N / A
	Successful Completion / Mastered	Réussite / Maîtrisé

### Course\_Searching\_Collaborating\_a

Indicates learning status in "Searching, Collaborating and Sharing Content Online" module (only available for part of 2018-19).

Code	Description - English	Description - French
	Completed	Complété
	End of Fiscal Year	Fin de l'année fiscale
	In Progress	En cours
	Left Early / Abandon	Partir tôt / Abandonner
	NA	N / A
	Successful Completion / Mastered	Réussite / Maîtrisé

### Course\_Cybersecurity

Indicates learning status in "Cybersecurity, Cyberconfidentiality and Cyberethics" module (only available for part of 2018-19).

Code	Description - English	Description - French
	Completed	Complété
	End of Fiscal Year	Fin de l'année fiscale
	In Progress	En cours
	Left Early / Abandon	Partir tôt / Abandonner
	NA	N / A
	Successful Completion / Mastered	Réussite / Maîtrisé

### Reason\_for\_Leaving

Reason for leaving training.

Code	Description - English	Description - French
	Curriculum/Course Work Completed	Programme d'études/cours terminés
	Employment	Emploi
	Enrolled in PSE	Inscrit à des EPS
	NA	N / A
	Other / Autre	Autre / Autre
	Other Training	Autre formation
	Unknown	Inconnu

## POSTALCODE\_NB

Most recent postal code of individual.

### Document History

Version	Author	Nature of Change	Date
1.0	NB-IRDT Staff	Creation of Document	November 2023
Approved by		Approval Date	Review Date
NB-IRDT Staff		Creation of Document	