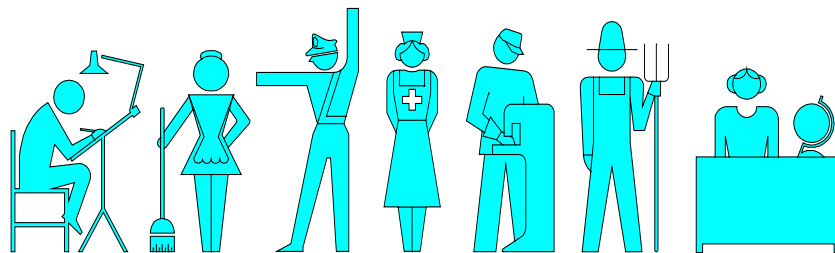




Fields of Training

Manual



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Introduction

Background

At a time when particular importance is attributed to the adequate preparation of people for working life, comprehensive, detailed and comparable information on participation in vocational education and training is a prerequisite for policy makers in order to successfully develop, monitor and evaluate training policies. This is true for the whole range of vocational education and training, from initial vocational training for young people to continuing vocational training for those in employment.

While various data collections have been in place to improve this information base, one aspect of training has been systematically ignored in the past: the information on the subjects learnt. This neglect originated from a simple, but fundamental fact - the lack of an internationally comparable classification on which to found any data collection.

Aim of the Classification

Although the recently revised International Standard Classification of Education (ISCED) does include a classification by field of education, those fields have been considered as too broad for the purpose of collecting policy-relevant data on fields of vocational education and training.

Thus, a sub-classification to the ISCED classification by field of education has been created with the double objective of providing more detail and precision, while simultaneously maintaining the logic and structure of ISCED. The new classification concerns 'fields of vocational education and training'; for short, the term 'fields of training' is used.

Aim of the manual

The availability of a common classification can only be a first step towards the collection of comparable data. There is some evidence that, in the past, international classifications of education have not been applied in the same manner in all countries. This has not been caused by some large faults in the classification systems themselves, but rather by the lack of clear guidelines on how to apply the classifications.

It is therefore a second and crucial step to ensure the consistent application of the classification across countries. Thus, it is the aim of this manual to offer clear guidelines on how to apply the classification for fields of vocational training. This is done by both specifying a number of general rules to be observed when classifying and providing detailed lists of examples.

All training programmes – both initial and continuing vocational education and training – in all Member States should in principle be possible to classify into one and only one field of training. When doing this, some decisions have to be made. With the help of this manual, all Member States should be in a position to take similar decisions.

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Fields of Training; Structure

Fields of Education in ISCED

The International Standard Classification of Education (ISCED) is designed by UNESCO to serve 'as an instrument suitable for assembling, compiling, and presenting statistics of education both within individual countries and internationally'. The system has recently been revised and updated, and the 'new' ISCED was introduced in 1997.

ISCED 97 uses a 2-digit code in a hierarchical system for classifying fields; one for 'broad fields' and one for 'narrow fields'. There are 9 'broad fields' and 25 'narrow fields'. International education statistics are based on 'narrow fields'; 'broad fields' are mainly used for aggregation. The 'narrow fields' are called 'fields of education' in this manual.

A third digit for vocational training

For classifying vocational training, a new 'digit' has been created within the ISCED system for fields. A third digit has been added which represents 'fields of training' as illustrated on the next page. Altogether, there are about 65 'fields of training'.

Each field of training consists of a number of training programmes. The field descriptions in this manual, together with the code lists, one systematic and one alphabetic, are meant to be used as guidelines when classifying each programme. The purpose of this is to standardise the decisions that each country has to make, so that borderline cases are treated in the same way in all Member States.

Training programmes

The classification aims to classify training programmes. For the purpose of this classification the ILO definition of a 'training programme' as a "Group of training activities for a particular occupation defined in terms of subject matter to be covered, objectives, target population, methodology, duration, content and results" has been used. Contrary to some other definitions of 'programme' in use, this definition specifies subject matter and content.

As 'Fields of training' is a classification of training programmes, this means that the classification can be applied to all kind of statistics involving training i.e. statistics on participation in vocational training programmes as well as statistics on diplomas and degrees obtained from vocational training programmes. In extension, it can also be used for statistics on educational attainment.

Fields of education in the ISCED 97

Broad fields Fields of education

- General Programmes
 - Basic programmes
 - Literacy and numeracy
 - Personal development
- Education
 - Teacher training and education science
- Humanities and Arts
 - Arts
 - Humanities
- Social sciences, Business and Law
 - Social and behavioural science
 - Journalism and information
 - Business and administration
 - Law
- Science
 - Life science
 - Physical science
 - Mathematics and statistics
 - Computing
- Engineering, Manufacturing and Construction
 - Engineering and engineering trades
 - Manufacturing and processing
 - Architecture and building
- Agriculture
 - Agriculture, forestry and fishery
 - Veterinary
- Health and Welfare
 - Health
 - Social services
- Services
 - Personal services
 - Transport services
 - Environmental protection
 - Security services
 - Not known or unspecified

Structure for fields of training

<i>Broad fields (ISCED)</i>	<i>Fields of education (ISCED)</i>	<i>Fields of training</i>	<i>Programmes/Subjects</i>
X	XX	XXX
		
		
	XX	XXX
		
		
	XX	XXX
		
		
	XX	XXX
		
		
XX	XXX	
		
		

Subject content approach

The rationale of the classification for fields of training is the subject content approach¹. The training programmes (programme groups) are put together by closeness in subject matter content. Then these programme groups are aggregated to detailed, narrow and broad fields, based on 'knowledge closeness'. It must be emphasised that it is the main content of the programme which decides into which field it should be classified.

Thus, the distinction between fields does not take into account the personal purposes of the participation in the programmes (pleasure, leisure, to get a job etc), nor is the intended occupation explicitly taken into account.

¹ When developing the classification system for fields of vocational training, the rationale of the system was discussed a lot. There seemed to be two main ways of classifying training programmes into fields, by intended occupation or by subject content. Some Member States recommended a system based on intended occupation. Anyhow, most Member States wanted a system linked to ISCED, and therefore the subject content approach was chosen. More information about the rationale behind the classification and the relation to ISCO (International Standard Classification of Occupations) may be found in the document 'Fields of training, Proposal' Development of an internationally comparable classification for fields of vocational education and training. Memo, Statistics Sweden, 31 May 1996.

Fields - independent of level

It is worth mentioning the fact that training fields are not defined within levels, but are independent of levels. It is recognised, however, that not all fields appear at all levels.

Long vocational training programmes at upper secondary level

In some Member States there are long (2-3 years) vocational training programmes, often at upper secondary level, which lead to a certain vocational qualification e.g. car mechanic. In these programmes, more time may be devoted to other supporting subjects than the 'intended occupation' subject. Such programmes should all the same be classified into the appropriate vocational field; e.g. for car mechanics field 525 'Motor vehicles, ships and aircraft'.

The specific case of teacher training

Teacher training programmes consisting primarily of a subject-matter speciality could either be classified as teacher training or in terms of discipline taught. In this classification for fields of training, all teacher training programmes are classified as 'Teaching and training', even if the main content is a subject-matter speciality.

Engineering programmes

Engineering programmes should *normally* be included in some of the fields under 52 (Engineering and engineering trades) or, if civil engineering / constructional engineering, under 58 (Architecture and building). This should be the case even if they are oriented towards computing, media techniques, environmental protection, textiles, food etc if the emphasis is on designing and constructing machinery, engines, electrical devices, electronics, computers etc or buildings, roads and bridges.

Fields of Training; the Classification

The hierarchical system of ISCED's fields, including fields of training, can be seen in the overview below. There are 9 broad fields, 25 fields of education and about 65 fields of training in the system. It should be pointed out that the broad fields are mainly meant for aggregation and thus not an important part of the classification system.

The field descriptions, given on page 9–26 describe more exactly how training programmes are allocated to the different fields of training.

It should be noted that it is the main subject content of a training programme (or a group of training programmes) which decides into which field of training it should be classified.

<i>Broad fields</i>	<i>Fields of education</i>	<i>Fields of training</i>
0 General Programmes²	01 Basic programmes 08 Literacy and numeracy 09 Personal development	010 Basic programmes 080 Literacy and numeracy 090 Personal development
1 Education	14 Teacher training and education science	141 Teaching and training 142 Education science
2 Humanities and Arts	21 Arts 22 Humanities	211 Fine arts 212 Music and performing arts 213 Audio-visual techniques and media production 214 Design 215 Craft skills 221 Religion and theology 222 Foreign languages and cultures 223 Mother tongue 224 History, philosophy and related subjects
3 Social sciences, Business and Law	31 Social and behavioural science 32 Journalism and information 34 Business and administration 38 Law	310 Social and behavioural science 321 Journalism and reporting 322 Library, information, archive 341 Wholesale and retail sales 342 Marketing and advertising 343 Finance, banking, insurance 344 Accounting and taxation 345 Management and administration 346 Secretarial and office work 347 Working life 380 Law

² 'General' in this context has nothing to do with 'General' as opposite to 'Vocational', but refers to basic skills and personal development.

<i>Broad fields</i>	<i>Fields of education</i>	<i>Fields of training</i>
4 Science	42 Life science 44 Physical science 46 Mathematics and statistics 48 Computing	420 Life science 440 Physical science 460 Mathematics and statistics 481 Computer science 482 Computer use
5 Engineering, Manufacturing and Construction	52 Engineering and engineering trades 54 Manufacturing and processing 58 Architecture and building	521 Mechanics and metal work 522 Electricity and energy 523 Electronics and automation 524 Chemical and process 525 Motor vehicles, ships and aircraft 541 Food processing 542 Textiles, clothes, footwear, leather 543 Materials (wood, paper, plastic, glass) 544 Mining and extraction 581 Architecture and town planning 582 Building and civil engineering
6 Agriculture	62 Agriculture, forestry and fishery 64 Veterinary	621 Crop and livestock production 622 Horticulture 623 Forestry 624 Fisheries 640 Veterinary
7 Health and Welfare	72 Health 76 Social services	721 Medicine 722 Medical services 723 Nursing 724 Dental studies 761 Child care and youth services 762 Social work and counselling
8 Services	81 Personal services 84 Transport services 85 Environmental protection 86 Security services	811 Hotel, restaurant and catering 812 Travel, tourism and leisure 813 Sports 814 Domestic services 815 Hair and beauty services 840 Transport services 850 Environmental protection 861 Protection of property and persons 862 Occupational health and safety 863 Military
9 Not known/unspecified	99 Not known or unspecified.	999 Not known or unspecified

When classifying broad programmes, the '0' should be used in the third position. See next page.

Inter-disciplinary programs

'Inter-disciplinary programs' has here the meaning of programmes combining particularly two vocational fields, often from different fields of education. For these programs, the 'majority rule' should be used.

In *Example 1* subjects fall into two different fields of education. Use the majority rule; you are more or less obliged to do that.

Example 1:

A programme that mainly includes subjects within the area of computer science should be allocated to field 481 ('Computer science') even if a certain amount of computer engineering (field 523 'Electronics and automation') is included.

In *Example 2* subjects fall into the same field of education but in two different fields of training. Even in this case, use the majority rule. The programme is not broad enough to be considered as a 'broad programme' according to the definition given below.

Example 2:

A programme combining study of retail sales with study of office work should be classified according to which of the fields dominates; 341 'Wholesale and retail sales' or 346 'Secretarial and office work'.

Broad programmes

'Broad programmes' here means that a training programme comprises parts from several fields of training, mainly within the same field of education, and none of the fields of training is clearly dominating. These broad programmes should be classified by using '0' as the third digit³. Note that the '0' will be used for information about broad programmes, and should not be used as a rest code.

Examples 3:

A programme in business and administration, consisting of management, financing, sales and marketing etc. should be classified as 340 'Broad programmes in business'.

By way of exception, the '0' can be used for broad programmes both as the second and third digit.

Example 4:

A broad programme in health and welfare covering several fields of training, could be classified as 700 if emphasis is not given to either health or social welfare.

Programmes aiming at one specific vocational field consisting also of supporting subjects from other fields are *not* considered as broad programmes in this context.

Example 5:

In a programme in electrical installation, more time may be devoted to other supporting subjects (language, mathematics, natural science etc.) than the intended vocation subject. However, this programme should be classified as 522 'Electricity and energy' and not as a broad programme.

Not specified or not able to classify

As a last resort the '9' may be used in the third position if

- available information about a programmes is not enough, or if
- a specific program is not capable of classification into any of the fields of training.

By way of exception, the '9' can be used both in the second and the third position.

Example 6:

A programme in health, where more information is not available, should be classified as 729.

The '9' must also be used sometimes when classifying groups of programmes.

Examples 7:

In a national classification system a code for 'Engineering n.e.c (not elsewhere classified)' exists. 529 should be used when classifying this programme group if it is not known which field of training dominates.

A code exists for 'Industry programmes n.e.c.' Here 599 may be used, if it is not known which type of programmes dominate (field 52 or field 54

³ This is applicable only for the fields of education that are divided into two or more fields of training, and is expected to be used especially under 34 'Business and administration' and 52 'Engineering and engineering trades'

How to Use the Manual

Two ways of classifying

The aim of this manual is to assist the Member States to classify their training programmes by field and do it in the same or at least in a similar way. Comparability is important in international education statistics, and this manual will hopefully help in obtaining better comparability between the Member States concerning fields of training.

There are at least two ways to classify national training programmes by the international classification on fields of training. First, if a national classification system for classifying education and training programmes exists in the country, then a key or a cross-walk between the national and the international classification can be made. Second, if there is no national classification system or for some reason the national classification is not suitable, then each vocational training programme in the country must be classified by fields of training.

Note, before starting with the classification, irrespective of method, it is important to know about and understand the structure of the classification system for fields of training.

Key to the National Classification

Some Member States use a national classification system for classifying all or some of their education and training programmes. In that case a key between the national and the international classification could be made.

The best approach is to classify all national codes by fields of training. For some countries, which have a very comprehensive and detailed classification system, this means a lot of work. The work can, at least in the beginning, be reduced by classifying only programmes included in data collections concerning vocational education and training. It should be noted however, that all existing educational programmes must be classified by fields of education in ISCED when reporting statistics to the international organisations on other occasions.

How to make a key to a national classification:

- ① Each code in the national classification system represents one or several programmes. When finding the corresponding code for fields of training, look at the overview of the classification on page 4-5. Start by deciding which of the fields of education should be referred to. Go on and look at the fields of training. In many cases, it is more or less obvious which code is, or at least seems to be, the corresponding one.
- ② When you have found an appropriate code, check the description given in the field descriptions on page 9-26 to confirm that it is the right code.
- ③ If you need more help; look in the alphabetic code list at the end of the manual. If you find a possible code there, check the description given on page 9-26 to see if it really is the right code before using it.

Classifying Vocational Training Programmes

When classifying vocational training programmes the method is similar to the method given on the previous page, except that the current national training programmes themselves are classified by fields of training. This is a far more easy method, and it is often easier to find the appropriate code. However, it does not give a key that can be used more generally which is the case with the first method.

Which method to use?

It is not possible to give a general recommendation on which of the methods to use; that depends to a great extent on how the national classification is constructed.

If the national classification is too aggregated, then it may be necessary to classify the vocational training programs directly, likewise if the national classification system is structured completely differently from the fields of training classification.

How to classify training programmes directly

- ① When classifying a programme, look at the overview of the classification on page 4-5. Start by deciding which field of education it should be classified into. Go on and look at fields of training. In many cases, it is more or less obvious which field the programme belongs to.
- ② When you have found an appropriate code, check the description given in the field descriptions on page 9-26 to confirm that it is the right code.
- ③ If it is not obvious into which field a programme should be classified, or if you need more help, look up the name of the programme in the alphabetic code list on page 27. Then, check the description given in the field descriptions on page 9-26 to see if it is the right code.

Field Descriptions

This part of the manual describes each field of training with regard to the subject content of the field. When classifying training programmes, it is very important to look at these descriptions of the content and see which field that best corresponds to the programme or the programme group that is to be classified.

If classifying only from the names of the training programmes, large mistakes may be made. Specially, this is the case with some popular terms like 'communication', 'management' etc, which are used in many contexts. Also, one programme name might have different meanings in different countries. So, be careful with the names of the programmes and, as far as possible, consider the main subject content of the programmes instead.

Note that the lists of training programmes given under each field description below are not complete. On page 37 - 46 a more comprehensive list of programmes/subjects is found

010 Basic programmes

Basic programmes are programmes designed to give a basic education in reading, writing and arithmetic along with an elementary understanding of other subjects such as history, geography, natural science, social science, art and music, and in some cases religious instructions is featured. Basic programmes are normally given at primary and lower secondary level. General programmes at upper secondary level with no special subject emphasis are also classified here. Training programmes are classified here only by way of exception.

080 Literacy and numeracy

Literacy and numeracy are programmes arranged mainly for illiterate adults, designed to teach basic reading, writing and sometimes arithmetic. The typical age range can be used to distinguish between field 010 'Basic programmes' and this field. Training programmes with the following main content are classified here:

- Basic remedial programmes for adults
- Literacy
- Numeracy

090 Personal development

Personal development programmes can be defined by reference to the effects on the individual's capacity (mental, social etc.). This field covers personal development programmes, not included in 010 'Basic programmes' or 080 'Literacy and numeracy', giving key competencies and transferable skills. Training programmes with the following main content are classified here:

- Argumentation and presentation
- Communication skills
- Co-operation
- Development of behavioural capacities
- Development of mental skills
- Job-seeking programmes
- Public speaking
- Self esteem skills
- Social competence
- Time management

Inclusions:

Training in *leadership in the context of personal development* is included in this field.

Training related to the *working place or to the assignments* is included in this field if it has more to do with personal development than work development.

Exclusions:

Study of *leadership in the context of management* is excluded from this group and included in field 345 'Management and administration'.

141 Teaching and training

Teaching and training are programmes dealing with the theory and practice of teaching, intended to prepare persons to undertake teaching, mostly at a certain level of education in the school system. Programmes for vocational trainers are also included. Training programmes with the following main content are classified here:

- Early childhood teaching
- Primary teaching
- Secondary teaching
- Special education teaching
- Teacher training in a specialised subject
- Training of driving instructors
- Training of instructors in companies etc.
- Training of trainers

Inclusions:

Teacher training programmes consisting primarily of a *subject-matter speciality* are included in this field. Training programmes for teachers in theoretical subjects (mathematics, history, foreign languages etc) are included, as well as training programs for teachers in aesthetic/practical and vocational subjects.

Training of *trainers* for work is included in this field.

Training of *driving instructors* is included in this field.

Exclusions:

Training of *sport trainers* are excluded from this field and included in field 813 'Sports'.

142 Education science

Education science is the study of the learning process and the theories, methods and techniques of imparting knowledge to others. Teacher training programmes are not included, but training programmes with the following main content are classified here:

- Didactics
- Education science
- Educational assessment, testing and measurement
- Educational evaluation and research
- Pedagogical sciences

Exclusions:

Teacher training programmes are excluded from this field and included in field 141 'Teaching and training'.

211 Fine arts

Fine arts is the study of visual forms of creative expressions, dealing with theory, history, techniques, performance and production in fine arts, especially painting and sculpture. Training programmes with the following main content are classified here:

- Art theory
- Etching
- Fine art printmaking
- History of art
- Painting
- Philosophy of art
- Sculpture

Exclusions:

Training in *ceramics, pottery etc* is excluded from this field and included in field 215 'Craft skills'.

Study of *architecture* is excluded from this field and included in field 581 'Architecture and town planning'.

Teacher training in *arts* is excluded from this field and included in field 141 'Teaching and training'.

212 Music and performing arts

Music and performing arts is the study of the principles and techniques associated with performance involving music, speech, movement, mime, characterisation, improvisation and stage craft. Training programmes with the following main content are classified here:

- Acting and directing
- Choreography
- Circus
- Composition (music)
- Conducting (music)
- Dance (art)
- Drama
- Music
- Theatre

Inclusions:

Study of *music and performing arts history and theory* is included in this field.

Exclusions:

Teacher training in *music and other performing arts* is excluded from this field and included in field 141 'Teaching and training'.

213 Audio-visual techniques and media production

Audio-visual techniques and media production is the study of techniques and skills to produce books, newspapers, radio/TV production, film/video production, recorded music production and graphic reproduction. It includes programmes in methods of colour reproduction, photography and computer graphics. Study of combining pictures, words and decorations in the production of books, magazines, posters, adverts etc. is also included. Training programmes with the following main content are classified here:

- Bookbinding
- Camera operating
- Compositing (printing)
- Computer type-setting
- Film production
- Graphic design
- Graphic reproduction
- Illustration
- Media techniques
- Photography
- Printing
- Publishing design, lay-out
- Radio and TV production
- Recorded music production
- Sound technique
- Type-setting

Inclusions:

Training programmes in *desktop publishing and lay-out* are included in this field.

Exclusions:

Separate training programmes in *using specific software applications for desktop publishing* are excluded from this field and included in field 482 'Computer use'.

Study of *journalism* (wording and content of messages) is excluded from this field and included in field 321 'Journalism and reporting'.

214 Design

Design is the study of creatively combining line, form and fabric in designing and constructing e.g. fashion garments, industrial products and interiors. Training programmes with the following main content are classified here:

- Costume design
- Design of industrial products
- Fashion design
- Interior architecture
- Interior design
- Stage designing
- Window dressing

Exclusions:

Building design is excluded from this field and included in field 581 'Architecture and town planning'. *Industrial design* is excluded from this field if emphasis is given to technical subjects and not to artistic design, and included in the appropriate field under 52 'Engineering and engineering trades'.

Publishing design and graphic design is excluded from this field and included in field 213 'Audio-visual techniques and media production'.

215 Craft skills

Craft skills is the study of techniques and skills in a chosen aspect of handicraft, such as jewellery, pottery, weaving, woodcarving etc. Training programmes with the following main content are classified here:

- Ceramics
- Crafts, folk arts and artisanry
- Decorative metal crafts
- Embroidery
- Floristry (flower arranging)
- Glass arts and craft
- Goldsmithing
- Handicrafts
- Jewellery
- Making of musical instruments (not industrial)
- Musical instruments (repairing and tuning)
- Silversmithing
- Stone carving (craft)
- Weaving (art)
- Woodcarving

Exclusions:

Study of *industrial production* of pottery, woven materials, embroidery etc. is excluded from this field and included in some of the detailed fields under broad field 5 'Engineering, manufacturing and construction'.

221 Religion and theology

Religion and theology is the study of religious beliefs, concepts, symbols, expressions, text and spirituality. Training programmes with the following main content is classified here:

- Bible studies

- Missionary studies
- Religious history
- Study of different religions
- Theology

Inclusions:

Included in this field are programmes for children and young people, usually given in religious schools or seminars, in monasteries etc, aiming to develop an *interest in the tenets* of their religion and sufficient familiarity with its philosophy to *assist in the propagation of their faith*.

Exclusions:

Basic programmes given in religious schools, seminars etc. containing religious instruction but not emphasising it or leading to a religious vocation, are excluded from this field and included in 010 'Basic programmes'.

222 Foreign languages and cultures

Foreign languages and cultures is the study of the structure and composition of foreign languages. It includes the study of related cultures, literature and linguistics. Training programmes with the following main content are classified here:

- Foreign languages
- Interpretation programmes
- Languages, 'dead'
- Second languages
- Translation programmes

Inclusions:

Foreign languages is the study of a language being *taught as a foreign language or a second language*. A second language means a national language taught to pupils whose main language is another language.

Exclusions:

Programmes teaching the *mother tongue*, even if this language is not the national language (e.g programmes for immigrants teaching their mother tongue) are excluded from this field and included in field 223 'Mother tongue'.

Study of *foreign cultures* is excluded from this field if *not related to the study of a foreign language*, and included in field 310 'Social and behavioural science'.

223 Mother tongue

Mother tongue is the study of the native language, including the study of related literature and linguistics. Training programmes with the following main content are classified here:

- Creative writing
- Home language
- Languages, native
- Mother tongue programmes
- Proof-reading programmes
- Sign language

Inclusions:

Mother tongue is study of a language *taught as the mother tongue*, even if the language is not the national language of the country, e.g. programmes for immigrants in their home language.

Exclusions:

National language programmes are excluded from this field if the language is *taught as a foreign or a second language*, and are then included in 222 'Foreign languages and cultures'.

224 History, philosophy and related subjects

History, philosophy and related subjects is the study of history, archaeology, philosophy, logic, ethics and other related subjects. This field consists to a large extent of non-vocational education. Programmes with the following main content are classified here:

- Archaeology
- Ethics
- History
- History of literature
- History of science and ideas
- Logic
- Philosophy

Exclusions:

If study of *literature* is *combined with study of a special language* it is excluded from this field and included in field 222 'Foreign languages and cultures' or 223 'Mother tongue'.

310 Social and behavioural science

Social and behavioural science is the study of the behaviour of humans, their interaction and social organisation. It includes the study of politics and economics. The field consists to a large extent of non-vocational education. Training programmes with the following main content are classified here:

- Anthropology (except physical anthropology)
- Criminology
- Demography/population studies
- Economic history
- Economics
- Ethnology
- Human rights
- Peace and conflict studies
- Political economy
- Political science
- Psychology
- Social geography
- Sociology

Exclusions:

Social welfare programmes where emphasis is given to practical social work are excluded from this field and included in field 762 'Social work and counselling'.

Study of *economics* where emphasis is given to *business studies* is excluded from this field and classified as 340 'Broad programmes in business and administration'.

321 Journalism and reporting

Journalism and reporting is the study of the theory and practices of journalism/reporting as part of the field of mass communication. Journalism and reporting is about the wording and content of messages. It comprises news reporting, writing commentaries and feature stories of public interest etc. Training programmes with the following main content are classified here:

- Broadcast journalism
- Information (wording and content)
- Journalism
- Mass communication (wording and content)
- News reporting

Exclusions:

Study of *techniques for mass communication* (e.g. printing and radio/TV production) is excluded from this field and included in field 213 'Audio-visual techniques and media production'.

Study of *lay-out and publishing design* is excluded from this field and included in field 213 'Audio-visual techniques and media production'.

Study of *public relations* is excluded from this field and included in field 342 'Marketing and advertising'.

322 Library, information, archive

Library, information, archive is the study of the methods of selecting, acquiring, organising and storing collections of information, and facilitating the use of information. Library programmes are included in this field. Training programmes with the following main content are classified here:

- Archival sciences
- Documentation
- Information science
- Library programmes
- Museum documentation

341 Wholesale and retail sales

Wholesale and retail sales is the study of buying and selling goods and services, including stock management, pricing practice, loss prevention, sale systems and procedures. It includes the study of the workings and current trends of the wholesale and retail industries. Selling of buildings and properties is also included. Training programmes with the following main content are classified here:

- Auctioneering
- Consumer services
- Demonstration techniques
- Purchasing
- Real-estate business
- Retailing

Stock-keeping
Ware-housing
Wholesaling

Inclusions:

Study of *buying and selling buildings and properties* is included in this field.

342 *Marketing and advertising*

Marketing and advertising is the study of exchange processes of goods and services between organisations and/or individuals, and the study of consumer behaviour and requirements. It includes the study of the role of product development, pricing, distribution, promotion and sales in order to maximise business performance. Training programmes with the following main content are classified here:

Advertising
Market research
Marketing
Merchandising
Public relations

343 *Finance, banking, insurance*

Finance, banking, insurance is the study of planning, directing, organising and controlling financial activities and services. It includes the control and monitoring of the financial resources of organisations, institutions and individuals, and the provision of financial services at the corporate and individual level. Training programmes with the following main content are classified here:

Bank teller programmes
Banking and finance
Finance theory
Insurance
Investment analysis
Investments and securities
Pension insurance
Social insurance
Stock-broking

Exclusions:

Study of *actuarial science* is excluded from this field and included in field 460 'Mathematics and statistics'.

344 *Accounting and taxation*

Accounting and taxation is the study of maintaining, auditing and recording financial transactions. Training programmes with the following main content are classified here:

Accounting
Auditing
Bookkeeping
Tax accounting

345 *Management and administration*

Management and administration is the study of planning, directing and operating the functions and activities of organisations and institutions. Programmes in management also including administration, economics, finance etc. are included in this field if emphasis is given to management and administration. Training programmes with the following main content are classified here:

Administration
Educational management
Employment management
Logistic management
Management science
Office management
Organisational theory and behaviour
Personnel administration
Personnel management
Start your own business-courses
Training management

Inclusions:

Study of *leadership in the context of management* is included in this field.

Exclusions:

Study of *administration* in the meaning of *office work* is excluded from this field and included in field 346 'Secretarial and office work'.

Training of *leadership in the context of personal development* is excluded from this field and included in field 090 'Personal development'.

346 *Secretarial and office work*

Secretarial and office work is the study of administrative procedures and practises, office technology and clerical, shorthand and keyboard skills. Specialised secretarial programmes (bilingual, medical, law, accounting etc) are included if the programme is aiming to secretarial work, rather than work as specialised assistants. Training programmes with the following main content are classified here:

Administrative and secretarial services
Clerical programmes
Data entry
Foreign language secretary programmes
Keyboard skills
Legal secretary programmes
Medical secretary programmes
Operation of office machines
Receptionist training
Secretarial programmes
Shorthand
Switchboard operating
Typing

Inclusions:

Broad secretarial programmes comprising among other thing computer courses are included in this field

Exclusions:

Separate training programmes in using a *specific computer software* are excluded from this field and included in 482 'Computer use'

Office management is excluded from this group and included in field 345 'Management and administration'.

Hotel receptionist training programmes are excluded from this field and included in field 811 'Hotel, restaurant and catering'.

347 Working life

Working life is the study of the structure and function of working life. It includes programmes, mainly given as staff training, related to the working place and to the assignments. Training programmes with the following main content are classified here:

- Company knowledge
- Introductory courses
- Meeting clients' needs
- Organisation
- Quality assurance
- Trade union courses (general)
- Work development

Inclusions:

Staff training related to the working place or the assignments is included in this field if not possible to classify into any other fields.

Exclusions:

Training related to the working place or the assignments is excluded from this field if it has more to do with personal development than work development and is included in field 090 'Personal development'.

Programmes that can be classified to any *other field* is excluded from this field and included in the appropriate field. E.g. quality courses should, if technical, be included in some of the fields under 52 'Engineering and engineering trades'.

380 Law

Law is the study of the principles and procedures for formally maintaining social order, including training for legal professions such as advocate or training for the judicial bench. Training programmes with the following main content are classified here:

- Commercial law
- Criminal justice studies
- History of law
- Jurisprudence
- Labour law
- Legal practice

420 Life science

Life science is the study of the structure, function, reproduction, growth, evolution and behaviour of all living organisms. It comprises the study of biological and related

sciences. This field consists to a large extent of non-vocational education. Training programmes with the following main content are classified here:

- Biochemistry
- Biology
- Botany
- Genetics
- Pharmacology
- Toxicology
- Zoology

Inclusions:

Study of *chemical processes in living organisms* (biochemistry, toxicology, pharmacology etc.) is included in this field.

Exclusions:

Study of *environmental science and ecology*, which is study of the relation between living organisms and the environment, is excluded from this field and included in field 850 'Environmental protection'.

440 Physical science

Physical science is the study of matter and energy and the transformation patterns linking them. It comprises the study of physics, chemistry and earth science. The field consists to a large extent of non-vocational education. Training programmes with the following main content are classified here:

- Astronomy
- Chemistry
- Earth science
- Geography (nature)
- Geology
- Meteorology
- Optics
- Physics
- Seismology
- Space science

Inclusions:

Chemistry is included in this field.

Exclusions:

Biochemistry is excluded from this field and included in field 420 'Life science'.

Social/human geography is excluded from this field and included in field 310 'Social and behavioural science'.

460 *Mathematics and statistics*

Mathematics is study of abstract deductive systems, numerical facts, data and their applications. It includes algebra, arithmetic, geometry, real and complex analysis and applied mathematics. **Statistics** is the study of collecting, describing, arranging and analysing numerical data Training programmes with the following main content are classified here:

- Actuarial science
- Geometry
- Mathematical statistics
- Mathematics
- Numerical analysis
- Probability theory
- Statistics

481 *Computer science*

Computer science is the study of the design and development of computer systems and computing environments. It includes the study of the design, maintenance and integration of software applications. Training programmes with the following main content are classified here:

- Computer science
- Computer programming
- Computer system analysis
- Computer system design
- Electronic data processing
- Network administration
- Operating systems
- Programming languages (Visual Basic, C++ etc.)

Exclusions:

Computer engineering (hardware) is excluded from this field and included in field 523 'Electronics and automation'.

Training programmes in *using computer applications* are excluded from this field and included in field 482 'Computer use'.

482 *Computer use*

Computer use is the study of using computers and computer software and applications for different purposes. These programmes are generally of short duration. Training programmes with the following main content are classified here:

- Computer use
- Software for calculating (spreadsheets)
- Software for data processing
- Software for desk top publishing
- Software for word processing
- Use of Internet

521 *Mechanics and metal work*

Mechanics and metal work (Engineering and engineering trades) is the study of planning, designing, developing, producing, maintaining and monitoring machines, mechanical plants and systems and metal products. It includes designing and maintaining machines which produce goods and services. The focus of programmes in this field is machines, mechanical systems and metal products. Training programmes with the following main content are classified here:

- Gunsmith
- Hydraulics
- Locksmith and safe repairer
- Mechanical engineering
- Mechanical trades programmes
- Metal casting and patternmaking
- Metal fitting, turning and machining
- Metallurgical engineering
- Precision mechanics
- Sheetmetal working
- Steel production
- Tool and die making
- Welding

Exclusions:

Study of *motor vehicle mechanics and engineering* is excluded from this field and included in field 525 'Motor vehicles, ships and aircraft'.

522 *Electricity and energy*

Electricity (Engineering and engineering trades) is the study of installing, maintaining, repairing and diagnosing faults in electrical wiring and related equipment in domestic, commercial and industrial establishments. Installation and maintenance of overhead and underground electrical power distribution networks is included. **Energy** is the study of energy generation. Training programmes with the following main content are classified here:

- Air-conditioning trades programmes
- Climate engineering
- Electrical appliances repairing
- Electrical engineering
- Electrical fitting
- Electrical power generation
- Electrical trades programmes
- Energy programmes
- Gas distribution
- Heating trades programmes
- Nuclear, hydraulic and thermal energy
- Power production
- Powerline installation and maintenance
- Refrigeration

Inclusions:

The study of installing, diagnosing faults in and repairing *heating, air-conditioning and refrigeration equipment* is included in this field.

Exclusions:

Study of *vehicle electricity* is excluded from this field and included in field 525 'Motor vehicles'.

523 **Electronics and automation**

Electronics and automation (Engineering and engineering trades) is the study of planning, designing, developing, maintaining and monitoring electronic equipment, machinery and systems. It includes designing computers and equipment for communication. Training programmes with the following main content are classified here:

- Broadcasting electronics
- Communication systems
- Communications equipment installation
- Communications equipment maintenance
- Computer engineering
- Computer repairing
- Control engineering
- Data processing technology
- Digital technology
- Electronic engineering
- Electronic equipment servicing
- Network technology
- Robotics
- Telecommunication technology
- Television and radio repairing

Exclusions:

Computer science (design of computer systems and software applications) is excluded from this group and included in 481 'Computer science'.

524 **Chemical and process**

Chemical and process (Engineering and engineering trades) is the study of planning, designing, and developing products and processes where chemical and physical changes occur. It includes designing chemical plants and control systems. Training programmes with the following main content are classified here:

- Biochemical technologies
- Biotechnology engineering
- Chemical engineering
- Chemical process engineering
- Laboratory technology
- Oil/gas/petrochemicals processing
- Plant and machine operation (processing)
- Process technology

Inclusions:

Programmes in *laboratory technology* are included in this field if emphasis is not given to a specific application.

Exclusions:

Laboratory technology programmes are excluded from this field if emphasis is given to a specific application (biological, physical, medical, dental etc.) and are included under appropriate field (420, 440, 722, 724 etc)

525 **Motor vehicles, ships and aircraft**

Motor vehicles, ships and aircraft (Engineering and engineering trades) is the study of designing, developing, producing, maintaining, diagnosing faults in, repairing and servicing motor vehicles, including earth moving equipment and agriculture machines. Typical is the combining of studies in both metal structures and motors. Training programmes with the following main content are classified here:

- Air craft engineering
- Air craft maintenance
- Automotive electrics
- Automotive engineering
- Coachwork
- Motorcycle engineering
- Panel beating
- Shipbuilding
- Varnishers/sprayers
- Vehicle building and repairing

Inclusions:

Study of *vehicle electricity* is included in this field.

Exclusions:

Study of *producing and repairing non-motor vehicles* is excluded from this field and included in 521 'Mechanics and metal work' (e.g. bicycles) or 543 'Materials; wood, paper, plastic, glass' (e.g. boats, non-motor).

541 **Food processing**

Food processing (Manufacturing and processing) is the study of processing and packaging of food and beverages, and the equipment and procedures used in the production and distribution of foods. Training programmes with the following main content are classified here:

- Baking
- Beer brewing
- Butchering
- Confectionary
- Dairy foods
- Food and drink processing
- Food preservation
- Food science and technology
- Meat processing
- Pastry cooking
- Tobacco processing
- Wine production

Inclusions:

Study of *food handling and food hygiene* is included in this field.

Exclusions:

Restaurant and catering programmes are excluded from this group and included in field 811 'Hotel, restaurant and catering'.

Nutritional science is excluded from this field and included in field 722 'Medical services'.

542 Textiles, clothes, footwear, leather

Textiles, clothes, footwear, leather (Manufacturing and processing) is the study of the manufacture of textiles, textile and leather products, clothing and related items, shoes and other forms of footwear. Training programmes with the following main content are classified here:

- Clothing trades programmes
- Dressmaking
- Footwear making
- Fur making
- Garment production
- Leather processing
- Saddlery
- Shoemaking
- Skins and leather production
- Spinning
- Tailoring
- Textile trades programmes
- Upholstery
- Weaving (industrial)
- Wool science

Exclusions:

Handicraft programmes (weaving, embroidery etc.) are excluded from this field and included in field 215 'Craft skills'.

543 Materials (wood, paper, plastic, glass)

Materials (Manufacturing and processing) is the study of the manufacturing of products in wood, paper, plastic, glass or other materials like stone, clay, artificial materials etc. Training programmes with the following main content are classified here:

- Boat building (non-motor)
- Cabinet making
- Carpentry (not building)
- Ceramics (industrial)
- Furniture making
- Glass working (industrial)
- Industrial diamond production
- Paper manufacturing and processing
- Plastic manufacturing
- Rubber manufacturing
- Timber technology
- Wood machining and turning
- Woodwork trades programmes

Exclusions:

Handicraft programmes (glass arts and crafts, woodcarving etc) are excluded from this field and included in field 215 'Craft skills'.

Study of *building carpentry and joinery* is excluded from this field and included in field 582 'Building and civil engineering'.

Study of *chemical processing* is excluded from this field and included in field 524 'Chemical and process'.

Study of *printing and bookbinding* is excluded from this field and included in field 213 'Audio-visual techniques and media production'.

544 Mining and extraction

Mining and extraction (Manufacturing and processing) is the study of planning, developing, assessing and directing the extraction of minerals, oil and gas from the earth. Training programmes with the following main content are classified here:

- Coal mining
- Mineral technology
- Mining engineering and technology
- Oil and gas extraction
- Raw material extraction

Inclusions:

Study of *mining engineering* is included in this field.

Exclusions:

Study of *metallurgical engineering* is excluded from this field and included in 521 'Mechanics and metal work'

Study of *geology* is excluded from this field and included in field 440 'Physical science'.

581 Architecture and town planning

Architecture is the study of the art, science and techniques of building design. It encompasses both utilitarian ends – such as the soundness of the structure and the functional and economic efficiency of the building – and aesthetic considerations. **Town planning** is the study of the regulated growth and improvement of towns in both functional and aesthetical points of view. Training programmes with the following main content are classified here:

- Architectural urban design and planning
- Architecture
- Building design
- Cartography/Land surveying
- City planning
- Community development
- Community planning
- Landscape architecture
- Structural architecture
- Surveying
- Town and country planning
- Urban planning

Inclusions:

Study of *cartography and surveying* is included in this field

Exclusions:

Study of *interior design* is excluded from this field and included in field 214 'Design'.

582 *Building and civil engineering*

Building is the study of the science, technology and techniques of assembling, erecting and maintaining public, commercial, industrial and residential structures and their fittings. **Civil engineering** is the study of planning, designing, testing and directing the construction of large scale buildings and structures, including systems for transport, water supply, sewage etc. Training programmes with the following main content are classified here:

- Bricklaying
- Bridge construction
- Building construction
- Building engineering
- Building technology
- Carpentry and joinery (building)
- Civil engineering
- Constructional metalwork (building)
- Dock and harbour engineering
- Floor and wall tiling
- Floor covering
- Mason and tile setting
- Masonry
- Painting and wall covering
- Plastering
- Plumbing and pipefitting
- Road building
- Water engineering and technology
- Water supply and sewerage engineering
- Ventilation

Exclusions:

Installation of electricity is excluded from this field and included in field 522 'Electricity and energy'. Similarly, installing and repairing of *heating, air-conditioning and refrigeration equipment* is excluded from this field and included in field 522 'Electricity and energy'.

621 *Crop and livestock production*

Crop and livestock production (agriculture) is the study of growing, maintaining and harvesting crops and pastures, and grazing and managing animals. It includes the study of managing and maintaining farms and producing unprocessed plant and animal products. Training programmes with the following main content are classified here:

- Agricultural economics
- Agricultural sciences
- Agronomy and crop science
- Animal husbandry
- Crop husbandry
- Dog breeding
- Farm and ranch management
- Farming
- Fruit growing
- Grain growing
- Horse breeding
- Pig farming
- Poultry husbandry
- Rye and wheat growing
- Sheep farming

- Soil science
- Vegetable plantation
- Wine growing

Inclusions:

Study of *soil science, soil fertility and irrigation techniques* is included in this field.

Study of *growing intensively managed crops such as fruit and vegetables* is included in this field.

Exclusions:

Study of *wine production* is excluded from this field and is included in field 541 'Food processing'.

Study of *gardening* is excluded from this field and included in field 622 'Horticulture'.

Study of *fisheries* is excluded from this group and included in field 624 'Fisheries'.

622 *Horticulture*

Horticulture (gardening) is the study of horticultural technology and management, floriculture, greenhouse methods, nursery management, landscape gardening etc. Training programmes with the following main content are classified here:

- Floriculture
- Gardening
- Greenkeeping
- Horticultural techniques
- Landscape gardening
- Nursery management
- Turf cultivation

Inclusions:

The laying out and construction of *urban and domestic parks and gardens* is included in this field.

Exclusions:

Study of *growing crops* (plants such as wheat, rice, fruit, vegetables etc, grown in order to be eaten) is excluded from this field and included in field 621 'Crop and livestock production'.

Study of *soil science, soil fertility and irrigation techniques* is excluded from this field and included in field 621 'Crop and livestock production'.

National park management is excluded from this field and included in field 850 'Environmental protection'.

623 *Forestry*

Forestry is the study of establishing, cultivating, harvesting and managing forests. It includes study of hunting and trapping. Training programmes with the following main content are classified here:

- Forest keeping
- Forest product techniques
- Forestry
- Hunting and trapping

Exclusions:

National park management is excluded from this field and included in field 850 'Environmental protection'.

Timber technology (sawmill production etc) is excluded from this field and included in field 543 'Materials (wood, paper, plastic, glass)'.

624 Fisheries

Fisheries is the study of breeding, rearing and harvesting fish and other seafood. Training programmes with the following main content are classified here:

- Fish breeding
- Fish farms
- Fishery
- Fishery science and technology
- Shellfish breeding

Inclusions:

Training programmes for operating *fishing boats* are included in this field.

Exclusions:

Study of *industrial processing of fish* is excluded from this group and included in field 541 'Food processing'.

640 Veterinary

Veterinary is the study of preventing, diagnosing and treating diseases and injuries in animals, and their general care. The study of caring for sick, injured and infirm animals undergoing treatment in veterinary clinics is included. Training programmes with the following main content are classified here:

- Animal health care
- Animal reproduction (science)
- Veterinary assisting
- Veterinary medicine
- Veterinary science

Inclusions:

The science of *animal reproduction* is included in this field.

Exclusions:

Study of *animal breeding* is excluded from this field and included in field 621 'Crop and livestock production'.

721 Medicine

Medicine is the study of the principles and procedures used in preventing, diagnosing, caring for and treating illness, disease and injury in humans and the maintenance of general health. Principally, this field consists of training of physicians/doctors. Training programmes with the following main content are classified here:

- Medical science
- Medical training

Medicine

Training of physicians/doctors

722 Medical services

Medical services is the study of physical disorders, treating diseases and maintaining the physical well-being of humans, using non-surgical procedures. It comprises a wide range of services such as *pharmacy, physiotherapy, occupational therapy, chiropractic, radiography, optometry, auditory, speech pathology, nutrition and ambulance service*. Training programmes with the following main content are classified here:

- Ambulance service
- Hearing aid technology
- Hypnotherapy
- Massage (medical)
- Medical laboratory technology
- Medical x-ray techniques
- Nutrition and dietetics
- Occupational therapy
- Optical lens making
- Orthopaedic prosthetics
- Para-medical programmes
- Pharmacy
- Physiotherapy
- Radiotherapy
- Speech pathology and therapy
- Vocational rehabilitation

Inclusions:

Study of *vocational rehabilitation and occupational therapy* is included in this field.

Medical laboratory technology is included in this field.

Exclusions:

Study of *laboratory technology* is excluded from this field if emphasis is not given to medical laboratory technology. *General laboratory technology* is included in field 524 'Chemical and process'. *Laboratory technology* where emphasis is given to other *specific applications* (biological, physical, dental etc) is included in appropriate field (420, 440, 724 etc).

723 Nursing

Nursing is the study of providing health care for the sick, disabled or infirm and assisting physicians and other medical and health professionals diagnose and treat patients. The focus of qualifications in nursing is maintaining and caring for the health during illness and rehabilitation. It includes care of old people and care of the disabled. Training programmes with the following main content are classified here:

- Assistant nursing
- Basic nursing
- Care of old people
- Care of the disabled
- Health care programmes
- Infant hygiene (nursing)

Midwifery
Nursing aide/Orderly
Psychiatric nursing

Exclusions:

Veterinary nursing is excluded from this field and is included in field 640 'Veterinary'.

Care of children (if not health care) is excluded from this field and included in field 761 'Child care and youth services'.

724 *Dental studies*

Dental studies is the study of diagnosing, treating and preventing diseases and abnormalities of the teeth and gums. It includes the study of designing, making and repairing dental prostheses and orthodontic appliances. It also includes the study of providing assistance to dentists. Training programmes with the following main content are classified here:

Dental assisting
Dental hygiene
Dental laboratory technology
Dental nursing
Dental science
Dental surgery
Odontology
Orthodontics

Inclusions:

Study of *dental hygiene and public dental health* is included in this field.

761 *Child care and youth services*

Child care and youth services is the study of the development and care of children and youths. It includes study of recreation and leisure activities as a social service for school children. Training programmes with the following main content are classified here:

Child care
Children recreation programmes
Youth services
Youth worker programs

Exclusions:

Study of *early childhood education* is excluded from this field and included in field 141 'Teaching and training'.

Study of *health care of children* is excluded from this field and included in field 723 'Nursing'.

762 *Social work and counselling*

Social work and counselling is the study of the welfare needs of communities, specific groups and individuals and the appropriate ways of meeting these needs. The focus is on social welfare with emphasis on social policy and practice. Training programmes with the following main content are classified here:

Alcohol and drug abuse counselling
Alcohol, tobacco, drugs
Crisis support
Family and marriage counselling
Mobbing and maltreatment
Social policy
Social practice
Social theory (applied)
Social work (welfare)
Vocational counselling
Vocational guidance

Inclusions:

Study of *vocational guidance* is included in this field.

Exclusions:

Study of *sociology and social science* is excluded from this field and included in field 310 'Social and behavioural science'.

811 *Hotel, restaurant and catering*

Hotel, restaurant and catering is the study of providing food, beverages, accommodation and related services at hotels, restaurants etc. Training programmes with the following main content are classified here:

Cabin crew training
Catering
Cooking (restaurant and hotel-type)
Food serving
Hospitality services
Hotel- and restaurant programmes
Hotel receptionist training
Hotel services
Waiting and bar service

Exclusions:

Study of *food processing* (industrial) is excluded from this field and included in field 541 'Food processing'.

Receptionist training (general) is excluded from this field and included in field 346 'Secretarial and office work'.

812 *Travel, tourism and leisure*

Travel and tourism is the study of marketing and advertising tourist destinations and events. It includes the study of ticketing and reservation practices. *Leisure* is the study of recreational and leisure activities for individuals and groups. Training programmes with the following main content are classified here:

Ground crew training (airport)
Guiding, tour leading
Recreation and leisure
Tourist trades programmes
Travel agency services
Travel and tourism
Travel services

Exclusions:

Study of *recreation and leisure activities for school children* is excluded from this field and included in field 761 'Child care and youth services'.

813 Sports

Sports is the study of techniques and skills in a chosen sport. Training programmes with the following main content are classified here:

- Diving (sport)
- Football playing
- Gymnastics
- Sport trainer programmes
- Umpires and other sports officials

Exclusions:

Training of *school teachers in physical education* (sports teachers) is excluded from this field and included in field 141 'Teaching and training'.

814 Domestic services,

Domestic services is the study of various domestic services, such as housekeeping, cleaning, laundering, sewing etc. Training programmes with the following main content are classified here:

- Caretaking, housekeeping and homeservice workers
- Chimney sweeping
- Cleaning
- Cooking (home)
- Domestic science
- Dry-cleaning
- Funeral services and mortuary science
- Home economics
- Laundry
- Needlework (home)
- Sewing (home)

Inclusions:

Cleaning programmes are included in this field even if directed towards cleaning schools, hospitals, factories etc.

Exclusions:

Study of *building maintenance* is excluded from this field and included in field 582 'Building and civil engineering'.

815 Hair and beauty services

Hair and beauty services is the study of caring for the hair and the body for beautification etc. Training programmes with the following main content are classified here:

- Barbering
- Beauty therapy
- Cosmetology (make up)
- Hairdressing
- Fitness and weight control

840 Transport services

Transport services is the study of operating, navigating and directing ships, aircraft and other forms of transportation. Training programmes with the following main content are classified here:

- Air traffic control
- Aircraft operation
- Communication (air, railway, road etc.) programmes
- Crane and truck driving
- Driving programmes
- Flying and navigation
- Navigation technologies
- Postal service
- Railway operations
- Road motor vehicle operations
- Ship operation
- Transport programmes

Exclusions:

Cabin crew training is excluded from this field and included in field 811 'Hotel, restaurant and catering'.

Programmes in *telephone network services* is excluded from this field and included in field 523 'Electronics and automation'.

850 Environmental protection

Environmental protection is the study of the relationships between living organisms and the environment in order to protect a wide range of natural resources, from air and drinking water to wildlife. It includes study of establishing and maintaining national parks in order to preserve their original natural state. Training programmes with the following main content are classified here:

- Air pollution control
- Ecology
- Environmental conservation
- Environmental control
- Environmental protection
- Environmental science
- Garbage disposal
- National parks and wildlife management
- Natural resources conservation
- Natural resource use programmes
- Noise pollution control
- Recycling
- Soil and water conservation
- Water pollution control
- Wildlife management

Inclusions:

Programmes in *services to the community dealing with items that affect public health*, such as hygiene standards in food and water supply, disposal of garbage, street cleaning etc. is included in this field.

Exclusions:

Study in *forestry and horticulture* is excluded from this field and included in fields under 62 'Agriculture, forestry and fishery'.

861 Protection of property and persons

Protection of property and persons is the study of services to the community concerning protection of property and persons. It comprises training in police work, public security, fire protection and fire fighting. Training programmes with the following main content are classified here:

- Civil security
- Customs programmes
- Fire technology
- Fire-protection (fire fighting)
- Life guarding
- Police work
- Policing studies
- Prison work
- Public security
- Security and loss prevention services

Exclusions:

Study of *law* is excluded from this field and included in field 380 'Law'.

Study of *criminology* is excluded from this field and included in field 310 'Social and behavioural science'.

862 Occupational health and safety

Occupational health and safety is study of recognising, evaluating and controlling environmental factors associated with the workplace. Training programmes with the following main content are classified here:

- Ergonomics (occupational health and safety)
- Health and safety in the workplace
- Industrial welfare
- Labour protection
- Labour security
- Labour welfare (safety)
- Occupational health and industrial hygiene
- Occupational safety
- Stress

Exclusions:

Study of *vocational rehabilitation* and *occupational therapy* is excluded from this field and included in field 722 'Medical services'.

Study of *labour law* is excluded from this field and included in 380 'Law'.

Study of *ergonomics* is excluded from this field if emphasis is given to technical aspects and is included in the appropriate field under 52 'Engineering and engineering trades'.

863 Military

Military is the study of services to the community connected with war and defence, designed to provide training in the principles and practice of military science. Training programmes with the following main content are classified here:

- Army training
- Defence studies
- Military science

Exclusions:

Military personnel participating in *non-military programmes* should be classified according to the subject content of the training program.

When writing the field descriptions in this manual, the 'Australian Bureau of Statistics Classification of Qualifications' (ABSCQ) has been helpful. Thank you, Australia, for letting us use some of your wordings.

Alphabetic Code List

This part of the manual, the alphabetic code list, is meant to be used as a tool when classifying training programmes or groups of training programmes into fields of training. It should be used as a guidance – if a possible code for a field is found, it must be verified by looking at the field description given on page 9-26 if it really is the appropriate code before using it.

A		210	Arts (broad programmes)
344	Accounting	090	Assertiveness
440	Acoustics	723	Assistant nursing
212	Acting and directing	440	Astronomy
460	Actuarial science	440	Astrophysics
345	Administration	440	Atmospheric sciences
346	Administrative and secretarial services	341	Auctioneering
342	Advertising	721	Audiology/hearing sciences
525	Aeronautical engineering	344	Auditing
525	Aerospace engineering	722	Auditory prosthetics
211	Aesthetics	523	Automation
621	Agricultural business/agribusiness operations	525	Automotive electricity
621	Agricultural economics	525	Automotive electrics
621	Agricultural sciences	525	Automotive engineering
621	Agriculture	840	Aviation
525	Agriculture machinery mechanics		
621	Agronomy and crop science	B	
840	Air crew programmes (flying and navigation)	721	Bacteriology
850	Air pollution control	541	Baking
840	Air traffic control	343	Bank teller programmes
522	Air-conditioning programmes	343	Banking and finance
525	Air-craft engineering	811	Bar service
525	Air-craft maintenance	815	Barbering
840	Aircraft operation	811	Bartender/mixologist
762	Alcohol and drug abuse counselling	723	Basic nursing
762	Alcohol, tobacco, drugs	010	Basic programmes
460	Algebra	080	Basic remedial programmes for adults
722	Ambulance service	621	Basic skills in agriculture
721	Anaesthesiology	815	Beauty therapy
440	Analytical chemistry	541	Beer brewing
721	Anatomy	310	Behavioural sciences
222	Ancient Greek	221	Bible studies
621	Animal breeding	521	Bicycle production
640	Animal health care	521	Bicycle repair
621	Animal husbandry	213	Binding and finishing (printing)
640	Animal reproduction (science)	524	Biochemical technologies
621	Animal training	420	Biochemistry
213	Animation	420	Biology
310	Anthropology (except physical anthropology)	420	Biometrics
460	Applied mathematics	420	Biophysics
224	Archaeology	524	Biotechnology engineering
581	Architectural urban design and planning	543	Boat building (non-motor)
581	Architecture	521	Boilermaking and welding
322	Archival sciences	213	Bookbinding
090	Argumentation technique	344	Bookkeeping
863	Army training	813	Bookmaking (horses etc)
211	Art history	420	Botany
211	Art studies	541	Brewing
211	Art theory	582	Bricklaying
210	Arts and crafts (broad programmes)	582	Brickwork and masonry

582	Bridge construction	544	Coal mining
321	Broadcast journalism	344	Commercial assistants dataprocessing/accounting
523	Broadcasting electronics	380	Commercial law
582	Building construction	840	Communication (air, railway, road etc.)
581	Building design	090	Communication skills
582	Building engineering	523	Communication systems
582	Building maintenance	321	Communication, mass- (wording and content)
582	Building renovation	523	Communications equipment installation
582	Building technology	523	Communications equipment maintenance
840	Bus and coach driving	581	Community development
345	Business administration	723	Community nursing
346	Business correspondence	581	Community planning
343	Business finance	347	Company knowledge
340	Business programmes, broad	224	Comparative literature
541	Butchering	213	Compositing (printing)
341	Buying and selling	212	Composition (music)
		213	Composition equipment operating
C		523	Computer repairing
811	Cabin crew training	523	Computer engineering
543	Cabinet making	213	Computer graphics
211	Calligraphy	481	Computer programming
213	Camera operating	481	Computer science
543	Cane willow and bamboo work	482	Computer software use
721	Cardiology	481	Computer system analysis
723	Care of old people	481	Computer system design
723	Care of the disabled	213	Computer type-setting
814	Caretaking, housekeeping, homeservice	482	Computer use
543	Carpentry (not building)	212	Conducting (music)
582	Carpentry and joinery (building)	541	Confectionary
581	Cartography/Land surveying	850	Conservation and land management
811	Catering	215	Conservation of cultural material
582	Cement working	582	Constructing plant operation
215	Ceramics (craft)	582	Construction technology
543	Ceramics (industrial)	582	Constructional engineering
541	Cheese production	582	Constructional metalwork (building)
524	Chemical engineering	814	Consumer economics
524	Chemical process engineering	341	Consumer services
440	Chemistry	523	Control engineering
761	Child care	814	Cooking (home)
761	Children recreation programmes	811	Cooking (restaurant and hotel-type)
814	Chimney sweeping	090	Co-operation
722	Chiropractic	815	Cosmetic services
212	Choreography	815	Cosmetology
213	Cinematography	214	Costume design
212	Circus (art)	762	Counselling
581	City planning	346	Court reporting
582	Civil engineering	215	Craft programmes
861	Civil security	215	Crafts, folk arts and artisanry
814	Cleaning	840	Crane driving
346	Clerical programmes	223	Creative writing
347	Clients' needs	380	Criminal justice studies
522	Climate engineering	310	Criminology
724	Clinical dentistry	762	Crisis support
542	Clothing industry	621	Crop husbandry
542	Clothing trades programmes	811	Culinary arts
542	Clothing, apparel and textile working	224	Cultural history
525	Coachwork	142	Curriculum development (theory)

814 Custodian/caretaker
 542 Custom tailoring
 861 Customs programmes
 542 Cutting and tailoring
 721 Cytology

D

541 Dairy foods (industrial)
 341 Dairy retailing
 541 Dairy science
 212 Dance (art)
 460 Data analysis (mathematics/statistics)
 346 Data entry
 523 Data processing technology
 215 Decorative metal crafts
 624 Deep sea fishing
 863 Defence studies
 310 Demography/population studies
 582 Demolition
 341 Demonstration techniques
 724 Dental assisting
 724 Dental hygiene
 724 Dental laboratory technology
 724 Dental nursing
 724 Dental science
 724 Dental surgery
 724 Dental technology
 724 Dentistry
 721 Dermatology
 214 Design
 214 Design of industrial products (art)
 213 Desktop publishing
 310 Development and child psychology
 090 Development of behavioural capacities
 090 Development of mental skills
 090 Development of personal organisational capacities
 142 Didactics
 722 Dietician programmes
 523 Digital technology
 212 Directing (theatre)
 213 Discjockey training
 142 Distance education methodology
 541 Distilling
 861 Diving (professional)
 813 Diving (sport)
 582 Dock and harbour engineering
 322 Documentation
 621 Dog breeding
 814 Domestic science
 212 Drama
 211 Drawing (art)
 520 Drawing, technical (broad programmes)
 542 Dressmaking
 141 Driver and safety teacher education
 141 Driving instructor training
 840 Driving programmes
 814 Dry-cleaning

E

141 Early childhood teaching
 440 Earth science
 850 Ecology
 310 Econometrics
 310 Economic history
 310 Economics
 340 Economics, business
 142 Education science
 142 Education technology
 142 Educational assessment, testing and measurement
 142 Educational evaluation and research
 345 Educational management
 522 Electrical appliances repairing
 522 Electrical engineering
 522 Electrical fitting
 522 Electrical power generation
 522 Electrical trades programmes
 481 Electronic data processing
 523 Electronic engineering
 523 Electronic equipment servicing
 141 Elementary teacher education
 215 Embroidery (craft)
 542 Embroidery and needlework (industrial)
 722 Emergency para-medical technologies
 345 Employment management
 522 Energy programmes
 522 Energy studies
 520 Engineering (broad programmes)
 090 Enhancing personal skills
 345 Enterprise training
 420 Entomology
 850 Environmental conservation
 850 Environmental control
 850 Environmental protection
 850 Environmental science
 850 Environmental studies
 850 Environmental toxicology
 721 Epidemiology
 862 Ergonomics (occupational health and safety)
 211 Etching (art)
 224 Ethics
 310 Ethnic and cultural studies
 310 Ethnology
 582 Excavation engineering

F

762 Family and marriage counselling
 090 Family life development training
 621 Farm and ranch management
 621 Farm maintenance
 621 Farming
 214 Fashion design
 212 Fashion modelling
 215 Fibre, textile and weaving arts
 213 Film production
 343 Finance theory

343	Finance, banking, insurance	420	Genetics
343	Financial management	440	Geodesy
211	Fine art printmaking	310	Geography (cultural)
861	Fire technology	440	Geography (nature)
861	Fire-protection (fire fighting)	440	Geography (physical)
624	Fish breeding	440	Geology
624	Fish farms	460	Geometry
624	Fish husbandry	440	Geophysics
624	Fishery	440	Geoscience
624	Fishery science and technology	723	Gerontological services
815	Fitness and weight controll	721	Gerontology
815	Fitness services	215	Glass arts and craft
141	Flight instructor training	543	Glass production
582	Floor and wall tiling	543	Glass working (industrial)
582	Floor covering	582	Glazing
622	Floriculture	440	Global change science
215	Floristry (flower arranging)	215	Goldsmithing
840	Flying and navigation	621	Goose keeping
541	Food and drink processing	621	Grain growing
811	Food and hospitality services	213	Graphic design
541	Food techniques	213	Graphic reproduction
541	Food handling/hygiene	622	Greenhouse operations
541	Food preparation	622	Greenkeeping
541	Food preservation	812	Ground crew training (airport)
541	Food processing industry	812	Guiding, tour leading
541	Food programmes	521	Gunsmith
541	Food science	813	Gymnastics
541	Food science and technology	721	Gynaecology
811	Food serving		
813	Football playing	H	
542	Footwear making	721	Haematology
346	Foreign language secretary programmes	815	Hairdressing
222	Foreign languages	215	Handicrafts
721	Forensic medicine	862	Health and safety in the work place
722	Forensic medicine technology	723	Health care programmes
623	Forest keeping	722	Hearing aid technology
623	Forest product techniques	522	Heating trades programmes
623	Forest ranging	525	Helicopter construction
623	Forestry	721	Histology
840	Fork-lift driving	224	History
621	Fruit growing	224	History and philosophy of science and technology
621	Fruit production	211	History of art
080	Functional literacy	380	History of law
814	Funeral services and mortuary science	224	History of science and ideas
542	Fur making	814	Home economics
543	Furniture crafts	223	Home language
543	Furniture making	721	Homeopathic medicine
542	Furrier	621	Horse breeding
310	Futurology	621	Horse husbandry
		622	Horticultural techniques
G		622	Horticulture
850	Garbage disposal	811	Hospitality services
622	Gardening	811	Hotel receptionist training
542	Garment production	811	Hotel services
522	Gas distribution	811	Hotel- and restaurant programmes
440	Gemmology	811	Hotel/motel and restaurant services
721	General medicine	345	Human resources management

- 310 Human rights
623 Hunting and trapping
521 Hydraulics
440 Hydrogeology
440 Hydrology
850 Hygiene, community
723 Hygiene, medical
722 Hypnotherapy
- I**
- 213 Illustration
721 Immunology
541 Industrial bakery/flour production
214 Industrial design (artistic)
543 Industrial diamond production
347 Industrial relations
862 Industrial welfare
723 Infant hygiene (nursing)
481 Informatics (computer science)
321 Information (wording and content)
346 Information processing/data entry
322 Information science
322 Information searching
582 Insulation
343 Insurance
214 Interior architecture
214 Interior decorating
214 Interior design
721 Internal medicine
310 International cultures
310 International economics
310 International relations
482 Internet use programmes
222 Interpretation programmes
347 Introductory courses at work
343 Investment analysis
343 Investments and securities
582 Irrigation and drainage (construction)
621 Irrigation techniques
- J**
- 215 Jewellery design
215 Jewellery making (craft)
862 Job safety
090 Job-seeking programmes
813 Jockeying
582 Joining and carpentry
321 Journalism
380 Jurisprudence
- K**
- 346 Keyboard skills
542 Knitting (industrial)
- L**
- 524 Laboratory assistant programmes
524 Laboratory technician programmes
524 Laboratory technology
380 Labour law
862 Labour protection
862 Labour security
862 Labour welfare (safety)
581 Landscape architecture
622 Landscape gardening
223 Language maintenance
222 Languages, 'dead'
222 Languages, foreign
223 Languages, native
215 Lapidary and jewellery
222 Latin
814 Laundry
380 Law
861 Law enforcement
213 Lay-out
542 Leather goods maker
542 Leather goods production
542 Leather processing
542 Leather trades programmes
380 Legal practice
346 Legal secretary programmes
380 Legal studies
812 Leisure and tourism
322 Librarianship training
322 Library programmes
861 Life guarding
090 Life orientation programmes
420 Life sciences
420 Limnology
222 Linguistics, foreign languages
223 Linguistics, native language
080 Literacy
224 Literature history
211 Lithography
345 Local public administration
521 Locksmith and safe repairer
224 Logic
345 Logistic management
- M**
- 840 Mail operations
622 Maintaining sports turf
520 Maintenance engineering (broad programmes)
815 Make-up
215 Making of musical instruments (not industrial)
762 Maltreatment
345 Management of education
345 Management science
345 Management skills
346 Management support services
815 Manicure
624 Mariculture
525 Marine construction
440 Marine science

- 525 Maritime engineering
342 Market research
342 Marketing
582 Mason and tile setting
582 Masonry
321 Mass communication (wording and content)
815 Massage (beauty)
722 Massage (medical)
460 Mathematical statistics
460 Mathematics
541 Meat processing
521 Mechanical engineering
521 Mechanical trades programmes
213 Media techniques
722 Medical laboratory technology
721 Medical science
346 Medical secretary programmes
722 Medical technology
721 Medical training
722 Medical x-ray techniques
721 Medicine
224 Medieval and renaissance studies
722 Mental health services
342 Merchandising
521 Metal casting and patternmaking
521 Metal fitting, turning and machining
521 Metal trades programmes
521 Metallurgical engineering
521 Metallurgical technology
440 Meteorology
420 Microbiology
521 Micromechanics
723 Midwifery
863 Military science
544 Mineral technology
440 Mineralogy
544 Mining engineering
544 Mining technology
221 Missionary studies and missiology
762 Mobbing
420 Molecular biology
223 Mother tongue programmes
723 Mothercraft nursing
525 Motorbike mechanics
525 Motorcycle engineering
310 Multicultural studies
224 Museology
322 Museum documentation
212 Music
212 Music and the stage
215 Musical instruments (repairing and tuning)
- N*
- 310 National accounts
850 National parks and wildlife management
850 Natural resource use programmes
850 Natural resources conservation
- 721 Naturopathic medicine
840 Nautical science
525 Naval engineering
840 Navigation technologies
215 Needle craft
814 Needlework (home)
481 Network administration
523 Network technology
721 Neurology
321 News reporting
850 Noise pollution control
722 Nuclear medicine technologies
440 Nuclear physics
522 Nuclear, hydraulic and thermal energy
080 Numeracy
460 Numerical analysis
622 Nursery management (horticulture)
723 Nursing
723 Nursing aide/Orderly
141 Nursing education (teacher training)
722 Nutrition
722 Nutrition and dietetics
- O**
- 721 Obstetrics and gynaecology
862 Occupational health and industrial hygiene
862 Occupational health and safety
722 Occupational therapy
440 Ocean life sciences
440 Oceanography
724 Odontology
346 Office automation
345 Office management
544 Oil and gas extraction
524 Oil refining
524 Oil/gas/petrochemicals processing
621 Olive growing
721 Oncology
481 Operating systems
346 Operation of office machines
460 Operations research
721 Ophthalmics
721 Ophthalmology
722 Optical lens making
722 Optical prosthetics/lenses
440 Optics
722 Optometry
621 Orchards construction
440 Organic chemistry
347 Organisation at work
345 Organisational theory and behaviour
420 Ornithology
724 Orthodontics
722 Orthopaedic prosthetics
722 Osteopathy

P		522	Powerline installation and maintenance
341	Packing	141	Pre-primary teacher training
721	Paediatrics	521	Precision mechanics
211	Painting (art)	090	Presentation technique
582	Painting and wall covering	721	Preventive and social medicine
440	Palaeontology	141	Primary teaching
525	Panel beating	213	Printing
543	Paper manufacturing and processing	213	Printing machining
380	Para-legal studies	861	Prison work
722	Para-medical programmes	460	Probability theory
420	Parasitology	524	Process technology
541	Pastry cooking	622	Production of ornamental plants
721	Pathology	481	Programming (computer)
310	Peace and conflict studies	481	Programming languages (Visual Basic, C++ etc.)
142	Pedagogical sciences (education)	223	Proof-reading programmes
815	Pedicure	341	Property sales
542	Pelt worker	723	Psychiatric nursing
343	Pension insurance	721	Psychiatry
345	Performance appraisal	310	Psychoanalysis
212	Performing arts	310	Psychology
090	Personal career planning	345	Public administration
090	Personal development	345	Public and institution management
345	Personnel administration	720	Public health programmes
345	Personnel management	342	Public relations
440	Petrology	861	Public security
420	Pharmacology	090	Public speaking
722	Pharmacy	321	Publishing (dissemination of messages)
223	Philology (native language)	213	Publishing design
224	Philosophy	341	Purchasing
211	Philosophy of art	341	Purchasing, procurement and contracts
213	Photo developing		
213	Photography	Q	
141	Physical education teacher training	347	Quality assurance
813	Physical training (sports)	520	Quality control (technical)
440	Physics	345	Quality management
721	Physiology	582	Quantity surveying
722	Physiotherapy	544	Quarry supervision
215	Picture framing		
621	Pig farming	R	
582	Pipe fitting	621	Race horse care
440	Planetary sciences	213	Radio and TV production
524	Plant and machine operation (processing)	722	Radiography
582	Plastering (building)	722	Radiotherapy
543	Plastic manufacturing	840	Railway operations
721	Plastic surgery	544	Raw material extraction
582	Plumbing	341	Real-estate business
861	Police work	346	Receptionist training
861	Policing studies	213	Recorded music production
310	Political economy	812	Recreation and leisure
310	Political science	812	Recreation management
310	Politics	345	Recruitment
440	Polymer chemistry	850	Recycling
090	Positive thinking	722	Reflexology
141	Post-school teacher training	522	Refrigeration programmes
840	Postal service	850	Refuse collection
621	Poultry husbandry	722	Rehabilitation
522	Power production	221	Religion

221	Religious history	762	Social theory (applied)
221	Religious studies	762	Social work (welfare)
341	Retailing	310	Social/human geography
582	Road building	310	Sociology
840	Road motor vehicle operations	542	Soft furnishings
523	Robotics	482	Software for calculating (spreadsheets)
582	Roof fixing	482	Software for data processing
543	Rubber manufacturing	482	Software for desktop publishing
581	Rural development	482	Software for word processing
621	Rye and wheat growing	481	Software localisation
		481	Software testing
S		850	Soil and water conservation
542	Saddlery	621	Soil and water technician programmes
342	Sales and marketing	621	Soil fertility
341	Sales representatives	621	Soil science
815	Salon services (beauty therapy)	522	Solar energy
582	Sanitation (building)	213	Sound and vision
850	Sanitation, community	213	Sound technique
222	Sanskrit	440	Space science
582	Scaffolding work	141	Special education teaching
213	Screen printing	223	Speech and rhetorical studies (native language)
211	Sculpture	722	Speech pathology and therapy
840	Seamanship	542	Spinning
840	Seamen's programmes	813	Sport leadership
222	Second languages	813	Sport trainer training
141	Secondary teaching	813	Sports
346	Secretarial programmes	813	Sports coaching
861	Security and loss prevention services	622	Sports grounds maintenance
861	Security guarding	813	Sports instructor training
440	Seismology	214	Stage designing
090	Self esteem skills	345	Start your own business-courses
090	Self-confidence	460	Statistics
222	Semantics, foreign languages	521	Steel production
223	Semantics, native language	346	Stenography
814	Sewing (home)	811	Stewardess/steward training
542	Sewing (industrial)	343	Stock-broking
621	Sheep farming	341	Stock-keeping
521	Sheetmetal working	721	Stomatology
624	Shellfish breeding	215	Stone carving (craft)
840	Ship operation	543	Stone cutting
525	Shipbuilding	582	Stonemasonry
542	Shoe production	850	Street cleaning
542	Shoe, boot and leather repairing	862	Stress at work
542	Shoemaking	581	Structural architecture
346	Shorthand	582	Structural engineering
223	Sign language	310	Studies of regional cultures
213	Silk screen printing	221	Study of different religions
215	Silversmithing	721	Surgery
080	Simple literacy	581	Surveying
542	Skins and leather production	346	Switchboard operating
090	Social competence	543	Synthetic fibre manufacturing
310	Social conflict theory	T	
310	Social geography	542	Tailoring
343	Social insurance	344	Tax accounting
762	Social policy	141	Teacher education
762	Social practice	141	Teacher training
310	Social sciences	141	Teacher training in a practical subject

- 141 Teacher training in a theoretical subject
 141 Teacher training in a vocational subject
 141 Teacher training in an aesthetic subject
 090 Teamwork
 520 Technical drawing (broad programmes)
 141 Technical teaching
 523 Telecommunication technology
 341 Telephone selling
 523 Television and radio repairing
 542 Textile techniques
 542 Textile trades programmes
 542 Textiles, clothing and footwear
 212 Theatre
 221 Theology
 214 Three dimensional design
 543 Timber technology
 090 Time management
 541 Tobacco processing
 521 Tool and die making
 581 Topography
 812 Tourism
 812 Tourist trades programmes
 581 Town and country planning
 581 Town and regional planning
 581 Town planning
 420 Toxicology
 347 Trade union courses (general)
 345 Training management
 721 Training of doctors
 141 Training of instructors in companies etc.
 721 Training of physicians
 141 Training of trainers
 222 Translation programmes
 840 Transport programmes
 812 Travel agency services
 812 Travel and tourism
 812 Travel services
 840 Truck driving
 622 Turf cultivation
 622 Turf management
 213 Type-setting
 346 Typing
- U**
- 813 Umpires and other sports officials
 542 Upholstery
 581 Urban planning
 581 Urban studies
- V**
- 525 Varnishers/sprayers
 621 Vegetable plantation
 525 Vehicle and motor engineering
 525 Vehicle building
 525 Vehicle diagnostics
 525 Vehicle electricity
 525 Vehicle mechanics
- 525 Vehicle painting
 525 Vehicle repairing
 525 Vehicle trimming
 582 Ventilation (building)
 640 Veterinary assisting
 640 Veterinary medicine
 640 Veterinary science
 621 Vineyard construction
 420 Virology
 621 Viticulture
 762 Vocational counselling
 762 Vocational guidance
 722 Vocational rehabilitation
 440 Vulcanology
- W**
- 811 Waiting and bar service
 341 Ware-housing
 521 Watchmaking
 850 Water pollution control
 850 Water supply (service)
 582 Water supply and sewerage engineering
 582 Water technology and engineering
 215 Weaving (craft)
 542 Weaving (industrial)
 521 Welding
 341 Wholesaling
 815 Wig making
 850 Wildlife management
 850 Wildlife ranger studies
 214 Window dressing
 621 Wine growing
 541 Wine production
 541 Wine science
 541 Wine storing/maturing
 310 Women's studies
 543 Wood machining and turning
 543 Wood technology
 215 Woodcarving
 543 Woodwork trades programmes
 543 Woodworking and carpentry
 542 Wool science
 347 Work development
 347 Working life
- Y**
- 761 Youth recreation programmes
 761 Youth services
 761 Youth worker programmes
- Z**
- 420 Zoology

Systematic Code List

This part of the manual, the systematic code list, is meant to be used as a tool when classifying training programmes or groups of training programmes into fields of training. It should be used as a guidance – if a possible code for a field is found, it must be verified by looking at the field description given on page 9-26 if it really is the appropriate code before using it.

010 Basic programmes

Basic programmes

080 Literacy and numeracy

Basic remedial programmes for adults

Functional literacy

Literacy

Numeracy

Simple literacy

090 Personal development

Argumentation technique

Assertiveness

Communication skills

Co-operation

Development of behavioural capacities

Development of mental skills

Development of personal organisational capacities

Enhancing personal skills

Family life development training

Job-seeking programmes

Life orientation programmes

Personal career planning

Personal development

Positive thinking

Presentation technique

Public speaking

Self esteem skills

Self-confidence

Social competence

Teamwork

Time management

141 Teaching and training

Driver and safety teacher education

Driving instructor training

Early childhood teaching

Elementary teacher education

Flight instructor training

Nursing education (teacher training)

Physical education teacher training

Post-school teacher training

Pre-primary teacher training

Primary teaching

Secondary teaching

Special education teaching

Teacher education

Teacher training

Teacher training in a practical subject

Teacher training in a theoretical subject

Teacher training in a vocational subject

Teacher training in an aesthetic subject

Technical teaching

Training of instructors in companies etc.

Training of trainers

142 Education science

Curriculum development (theory)

Didactics

Distance education methodology

Education science

Education technology

Educational assessment, testing and measurement

Educational evaluation and research

Pedagogical sciences (education)

211 Fine arts

Aesthetics

Art history

Art studies

Art theory

Calligraphy

Drawing (art)

Etching (art)

Fine art printmaking

History of art

Lithography

Painting (art)

Philosophy of art

Sculpture

212 Music and performing arts

Acting and directing

Choreography

Circus (art)

Composition (music)

Conducting (music)

Dance (art)

Directing (theatre)

Drama

Fashion modelling

Music

Music and the stage

Performing arts

Theatre

213 *Audio-visual techniques and media production*

Animation
Binding and finishing (printing)
Bookbinding
Camera operating
Cinematography
Compositing (printing)
Composition equipment operating
Computer graphics
Computer type-setting
Desktop publishing
Discjockey training
Film production
Graphic design
Graphic reproduction
Illustration
Lay-out
Media techniques
Photo developing
Photography
Printing
Printing machining
Publishing design
Radio and TV production
Recorded music production
Screen printing
Silk screen printing
Sound and vision
Sound technique
Type-setting

214 *Design*

Costume design
Design
Design of industrial products (art)
Fashion design
Industrial design (artistic)
Interior architecture
Interior decorating
Interior design
Stage designing
Three dimensional design
Window dressing

215 *Craft skills*

Ceramics (craft)
Conservation of cultural material
Craft programmes
Crafts, folk arts and artisanry
Decorative metal crafts
Embroidery (craft)
Fibre, textile and weaving arts
Floristry (flower arranging)
Glass arts and craft
Goldsmithing
Handicrafts
Jewellery design
Jewellery making (craft)
Lapidary and jewellery

Making of musical instruments (not industrial)
Musical instruments (repairing and tuning)
Needle craft
Picture framing
Silversmithing
Stone carving (craft)
Weaving (craft)
Woodcarving

221 *Religion and theology*

Bible studies
Missionary studies and missiology
Religion
Religious history
Religious studies
Study of different religions
Theology

222 *Foreign languages and cultures*

Ancient Greek
Foreign languages
Interpretation programmes
Languages, 'dead'
Languages, foreign
Latin
Linguistics, foreign languages
Sanskrit
Second languages
Semantics, foreign languages
Translation programmes

223 *Mother tongue*

Creative writing
Home language
Language maintenance
Languages, native
Linguistics, native language
Mother tongue programmes
Philology (native language)
Proof-reading programmes
Semantics, native language
Sign language
Speech and rhetorical studies (native language)

224 *History, philosophy and related subjects*

Archaeology
Comparative literature
Cultural history
Ethics
History
History and philosophy of science and technology
History of science and ideas
Literature history
Logic
Medieval and renaissance studies
Museology
Philosophy

310 Social and behavioural science

Anthropology (except physical anthropology)
Behavioural sciences
Criminology
Demography/population studies
Development and child psychology
Econometrics
Economic history
Economics
Ethnic and cultural studies
Ethnology
Futurology
Geography (cultural)
Human rights
International cultures
International economics
International relations
Multicultural studies
National accounts
Peace and conflict studies
Political economy
Political science
Politics
Psychoanalysis
Psychology
Social conflict theory
Social geography
Social sciences
Social/human geography
Sociology
Studies of regional cultures
Women's studies

321 Journalism and reporting

Broadcast journalism
Communication, mass- (wording and content)
Information (wording and content)
Journalism
Mass communication (wording and content)
News reporting
Publishing (dissemination of messages)

322 Library, information, archive

Archival sciences
Documentation
Information science
Librarianship training
Library programmes
Museum documentation

341 Wholesale and retail sales

Auctioneering
Buying and selling
Consumer services
Dairy retailing
Demonstration techniques
Packing
Property sales
Purchasing

Purchasing, procurement and contracts
Real-estate business
Retailing
Sales representatives
Stock-keeping
Telephone selling
Ware-housing
Wholesaling

342 Marketing and advertising

Advertising
Market research
Marketing
Merchandising
Public relations
Sales and marketing

343 Finance, banking, insurance

Bank teller programmes
Banking and finance
Business finance
Finance theory
Finance, banking, insurance
Financial management
Insurance
Investment analysis
Investments and securities
Pension insurance
Social insurance
Stock-broking

344 Accounting and taxation

Accounting
Auditing
Bookkeeping
Commercial assistants dataprocessing/accounting
Tax accounting

345 Management and administration

Administration
Business administration
Educational management
Employment management
Enterprise training
Human resources management
Local public administration
Logistic management
Management of education
Management science
Management skills
Office management
Organisational theory and behaviour
Performance appraisal
Personnel administration
Personnel management
Public administration
Public and institution management
Quality management
Recruitment

Start your own business-courses
Training management

346 Secretarial and office work

Administrative and secretarial services
Business correspondence
Clerical programmes
Court reporting
Data entry
Foreign language secretary programmes
Information processing/data entry
Keyboard skills
Legal secretary programmes
Management support services
Medical secretary programmes
Office automation
Operation of office machines
Receptionist training
Secretarial programmes
Shorthand
Stenography
Switchboard operating
Typing

347 Working life

Clients' needs
Company knowledge
Industrial relations
Introductory courses at work
Organisation at work
Quality assurance
Trade union courses (general)
Work development

380 Law

Commercial law
Criminal justice studies
History of law
Jurisprudence
Labour law
Law
Legal practice
Legal studies
Para-legal studies

420 Life science

Biochemistry
Biology
Biometrics
Biophysics
Botany
Entomology
Genetics
Life sciences
Limnology
Microbiology
Molecular biology
Ornithology
Parasitology

Pharmacology
Toxicology
Virology
Zoology

440 Physical science

Acoustics
Analytical chemistry
Astronomy
Astrophysics
Atmospheric sciences
Chemistry
Earth science
Gemmology
Geodesy
Geography (nature)
Geography (physical)
Geology
Geophysics
Geoscience
Global change science
Hydrogeology
Hydrology
Marine science
Meteorology
Mineralogy
Nuclear physics
Ocean life sciences
Oceanography
Optics
Organic chemistry
Palaeontology
Petrology
Physics
Planetary sciences
Polymer chemistry
Seismology
Space science
Vulcanology

460 Mathematics and statistics

Actuarial science
Algebra
Applied mathematics
Data analysis (mathematics/statistics)
Geometry
Mathematical statistics
Mathematics
Numerical analysis
Operations research
Probability theory
Statistics

481 Computer science

Computer programming
Computer science
Computer system analysis
Computer system design
Electronic data processing
Informatics (computer science)

Network administration
Operating systems
Programming (computer)
Programming languages (Visual Basic, C++ etc.)
Software localisation
Software testing

482 Computer use

Computer software use
Computer use
Internet use programmes
Software for calculating (spreadsheets)
Software for data processing
Software for desktop publishing
Software for word processing

521 Mechanics and metal work

Bicycle production
Bicycle repair
Boilermaking and welding
Gunsmith
Hydraulics
Locksmith and safe repairer
Mechanical engineering
Mechanical trades programmes
Metal casting and patternmaking
Metal fitting, turning and machining
Metal trades programmes
Metallurgical engineering
Metallurgical technology
Micromechanics
Precision mechanics
Sheetmetal working
Steel production
Tool and die making
Watchmaking
Welding

522 Electricity and energy

Air-conditioning programmes
Climate engineering
Electrical appliances repairing
Electrical engineering
Electrical fitting
Electrical power generation
Electrical trades programmes
Energy programmes
Energy studies
Gas distribution
Heating trades programmes
Nuclear, hydraulic and thermal energy
Power production
Powerline installation and maintenance
Refrigeration programmes
Solar energy

523 Electronics and automation

Automation
Broadcasting electronics

Communication systems
Communications equipment installation
Communications equipment maintenance
Computer repairing
Computer engineering
Control engineering
Data processing technology
Digital technology
Electronic engineering
Electronic equipment servicing
Network technology
Robotics
Telecommunication technology
Television and radio repairing

524 Chemical and process

Biochemical technologies
Biotechnology engineering
Chemical engineering
Chemical process engineering
Laboratory assistant programmes
Laboratory technician programmes
Laboratory technology
Oil refining
Oil/gas/petrochemicals processing
Plant and machine operation (processing)
Process technology

525 Motor vehicles, ships and aircraft

Aeronautical engineering
Aerospace engineering
Agriculture machinery mechanics
Air-craft engineering
Air-craft maintenance
Automotive electricity
Automotive electrics
Automotive engineering
Coachwork
Helicopter construction
Marine construction
Maritime engineering
Motorcycle engineering
Motorbike mechanics
Naval engineering
Panel beating
Shipbuilding
Varnishers/sprayers
Vehicle and motor engineering
Vehicle building
Vehicle diagnostics
Vehicle electricity
Vehicle mechanics
Vehicle painting
Vehicle repairing
Vehicle trimming

541 Food processing

Baking
Beer brewing
Brewing

Butchering
Cheese production
Confectionary
Dairy foods (industrial)
Dairy science
Distilling
Food and drink processing
Food handling/hygiene
Food techniques
Food preparation
Food preservation
Food processing industry
Food programmes
Food science
Food science and technology
Industrial bakery/flour production
Meat processing
Pastry cooking
Tobacco processing
Wine production
Wine science
Wine storing/maturing

542 *Textiles, clothes, footwear, leather*

Clothing industry
Clothing trades programmes
Clothing, apparel and textile working
Custom tailoring
Cutting and tailoring
Dressmaking
Embroidery and needlework (industrial)
Footwear making
Fur making
Furrier
Garment production
Knitting (industrial)
Leather goods maker
Leather goods production
Leather processing
Leather trades programmes
Pelt worker
Saddlery
Sewing (industrial)
Shoe production
Shoe, boot and leather repairing
Shoemaking
Skins and leather production
Soft furnishings
Spinning
Tailoring
Textile techniques
Textile trades programmes
Textiles, clothing and footwear
Upholstery
Weaving (industrial)
Wool science

543 *Materials (wood, paper, plastic, glass)*

Boat building (non-motor)
Cabinet making
Cane willow and bamboo work

Carpentry (not building)
Ceramics (industrial)
Furniture crafts
Furniture making
Glass production
Glass working (industrial)
Industrial diamond production
Paper manufacturing and processing
Plastic manufacturing
Rubber processing
Stone cutting
Synthetic fibre manufacturing
Timber technology
Wood machining and turning
Wood technology
Woodwork trades programmes
Woodworking and carpentry

544 *Mining and extraction*

Coal mining
Mineral technology
Mining engineering
Mining technology
Oil and gas extraction
Quarry supervision
Raw material extraction

581 *Architecture and town planning*

Architectural urban design and planning
Architecture
Building design
Cartography/Land surveying
City planning
Community development
Community planning
Landscape architecture
Rural development
Structural architecture
Surveying
Topography
Town and country planning
Town and regional planning
Town planning
Urban planning
Urban studies

582 *Building and civil engineering*

Bricklaying
Brickwork and masonry
Bridge construction
Building construction
Building engineering
Building maintenance
Building renovationBuilding technology
Carpentry and joinery (building)
Cement working
Civil engineering
Constructing plant operation
Construction technology
Constructional engineering

Constructional metalwork (building)
Demolition
Dock and harbour engineering
Excavation engineering
Floor and wall tiling
Floor covering
Glazing
Insulation
Irrigation and drainage (construction)
Joining and carpentry
Mason and tile setting
Masonry
Painting and wall covering
Pipe fitting
Plastering (building)
Plumbing
Quantity surveying
Road building
Roof fixing
Sanitation (building)
Scaffolding work
Stonemasonry
Structural engineering
Water supply and sewerage engineering
Water technology and engineering
Ventilation (building)

621 Crop and livestock production

Agricultural business/agribusiness operations
Agricultural economics
Agricultural sciences
Agriculture
Agronomy and crop science
Animal breeding
Animal husbandry
Animal training
Basic skills in agriculture
Crop husbandry
Dog breeding
Farm and ranch management
Farm maintenance
Farming
Fruit growing
Fruit production
Goose keeping
Grain growing
Horse breeding
Horse husbandry
Irrigation techniques
Olive growing
Orchards construction
Pig farming
Poultry husbandry
Race horse care
Rye and wheat growing
Sheep farming
Soil and water technician programmes
Soil fertility
Soil science
Vegetable plantation
Wine growing
Vineyard construction

Viticulture

622 Horticulture

Floriculture
Gardening
Greenhouse operations
Greenkeeping
Horticultural techniques
Horticulture
Landscape gardening
Maintaining sports turf
Nursery management (horticulture)
Production of ornamental plants
Sports grounds maintenance
Turf cultivation
Turf management

623 Forestry

Forest keeping
Forest product techniques
Forest ranging
Forestry
Hunting and trapping

624 Fisheries

Deep sea fishing
Fish breeding
Fish farms
Fish husbandry
Fishery
Fishery science and technology
Mariculture
Shellfish breeding

640 Veterinary

Animal health care
Animal reproduction (science)
Veterinary assisting
Veterinary medicine
Veterinary science

721 Medicine

Anaesthesiology
Anatomy
Audiology/hearing sciences
Bacteriology
Cardiology
Cytology
Dermatology
Epidemiology
Forensic medicine
General medicine
Gerontology
Gynaecology
Haematology
Histology
Homeopathic medicine
Immunology

Internal medicine
Medical science
Medical training
Medicine
Naturopathic medicine
Neurology
Obstetrics and gynaecology
Oncology
Ophthalmics
Ophthalmology
Paediatrics
Pathology
Physiology
Plastic surgery
Preventive and social medicine
Psychiatry
Stomatology
Surgery
Training of doctors
Training of physicians

722 Medical services

Ambulance service
Auditory prosthetics
Chiropractic
Dietician programmes
Emergency para-medical technologies
Forensic medicine technology
Hearing aid technology
Hypnotherapy
Massage (medical)
Medical laboratory technology
Medical technology
Medical x-ray techniques
Mental health services
Nuclear medicine technologies
Nutrition
Nutrition and dietetics
Occupational therapy
Optical lens making
Optical prosthetics/lenses
Optometry
Orthopaedic prosthetics
Osteopathy
Para-medical programmes
Pharmacy
Physiotherapy
Radiography
Radiotherapy
Reflexology
Rehabilitation
Speech pathology and therapy
Vocational rehabilitation

723 Nursing

Assistant nursing
Basic nursing
Care of old people
Care of the disabled
Community nursing
Gerontological services

Health care programmes
Hygiene, medical
Infant hygiene (nursing)
Midwifery
Mothercraft nursing
Nursing
Nursing aide/Orderly
Psychiatric nursing

724 Dental studies

Clinical dentistry
Dental assisting
Dental hygiene
Dental laboratory technology
Dental nursing
Dental science
Dental surgery
Dental technology
Dentistry
Odontology
Orthodontics

761 Child care and youth services

Child care
Children recreation programmes
Youth recreation programmes
Youth services
Youth worker programmes

762 Social work and counselling

Alcohol and drug abuse counselling
Alcohol, tobacco, drugs
Counselling
Crisis support
Family and marriage counselling
Maltreatment
Mobbing
Social policy
Social practice
Social theory (applied)
Social work (welfare)
Vocational counselling
Vocational guidance

811 Hotel, restaurant and catering

Bar service
Bartender/mixologist
Cabin crew training
Catering
Cooking (restaurant and hotel-type)
Culinary arts
Food and hospitality services
Food serving
Hospitality services
Hotel receptionist training
Hotel services
Hotel- and restaurant programmes
Hotel/motel and restaurant services
Stewardess/steward training

Waiting and bar service

812 *Travel, tourism and leisure*

Ground crew training (airport)
Guiding, tour leading
Leisure and tourism
Recreation and leisure
Recreation management
Tourism
Tourist trades programmes
Travel agency services
Travel and tourism
Travel services

813 *Sports*

Bookmaking (horses etc)
Diving (sport)
Football playing
Gymnastics
Jockeying
Physical training (sports)
Sport leadership
Sport trainer training
Sports
Sports coaching
Sports instructor training
Umpires and other sports officials

814 *Domestic services*

Caretaking, housekeeping, homeservice
Chimney sweeping
Cleaning
Consumer economics
Cooking (home)
Custodian/caretaker
Domestic science
Dry-cleaning
Funeral services and mortuary science
Home economics
Laundry
Needlework (home)
Sewing (home)

815 *Hair and beauty services*

Barbering
Beauty therapy
Cosmetic services
Cosmetology
Fitness and weight control
Fitness services
Hairdressing
Make-up
Manicure
Massage (beauty)
Pedicure
Salon services (beauty therapy)
Wig making

840 *Transport services*

Air crew programmes (flying and navigation)
Air traffic control
Aircraft operation
Aviation
Bus and coach driving
Communication (air, railway, road etc.)
Crane driving
Driving programmes
Flying and navigation
Fork-lift driving
Mail operations
Nautical science
Navigation technologies
Postal service
Railway operations
Road motor vehicle operations
Seamanship
Seamen's programmes
Ship operation
Transport programmes
Truck driving

850 *Environmental protection*

Air pollution control
Conservation and land management
Ecology
Environmental conservation
Environmental control
Environmental protection
Environmental science
Environmental studies
Environmental toxicology
Garbage disposal
Hygiene, community
National parks and wildlife management
Natural resource use programmes
Natural resources conservation
Noise pollution control
Recycling
Refuse collection
Sanitation, community
Soil and water conservation
Street cleaning
Water pollution control
Water supply (service)
Wildlife management
Wildlife ranger studies

861 *Protection of property and persons*

Civil security
Customs programmes
Diving (professional)
Fire technology
Fire-protection (fire fighting)
Law enforcement
Life guarding
Police work
Policing studies
Prison work

Public security
Security and loss prevention services
Security guarding

862 *Occupational health and safety*

Ergonomics (occupational health and safety)
Health and safety in the work place
Industrial welfare
Job safety
Labour protection
Labour security
Labour welfare (safety)
Occupational health and industrial hygiene
Occupational health and safety
Stress at work

863 *Military*

Army training
Defence studies
Military science