eurostat

CEDEFOP

European Centre for the Development of Vocational Training

Fields of

Training

Manual

The 25th January 1999 ,

Subject: Manual and Classification of Fields of Training

Dear Sir, dear Madam,

Upon the request and under the joint guidance of Eurostat and CEDEFOP, Statistics Sweden has elaborated a new Classification of Fields of Training as a sub-classification to the ISCED fields of education. This classification was presented and approved during the meeting of the Eurostat working group 'Education and Training Statistics' in Luxembourg in April 1996.

It is the intention of Eurostat to use this new classification in a number of future data collections, such as the next round of the vocational education and training data collection (VET), the next Continuing Vocational Training Survey (CVTS), the revised UOE questionnaires on education statistics, and the ad hoc module for the Labour Force Survey.

In order to enable Member States to provide data accordingly, work had been launched on the implementation of this new classification. Work has concentrated on the establishment of a manual guiding the use of the classification. The results of the work lead us to publish the enclosed manual.

We hope that you will find this manual useful and user-friendly.

Yours sincerely,

Pascaline Descy   Spyros Pilos

Fields of Training

Manual

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on behalf of
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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 are 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 too broad for the purpose of collecting policy-relevant data on fields of vocational education and training.

Thus, a sub-classification of the ISCED classification by field of education has been created with the dual aim 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'; the term 'fields of training' is used for short.

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 any major faults in the classification systems themselves, but rather by the lack of clear guidelines on how to apply the classifications.

A second and crucial step is therefore 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 to 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 capable of being classified 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.

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.

Since 'Fields of training' is a classification of training programmes, the classification can be applied to all types 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. By 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

Broad fields (ISCED)	Fields of education (ISCED)	Fields of training	Programmes/Subjects
x	xx	xxx	....
			....
			....
	xx	xxx	....
			....
		xxx	....
			....
			....
	xx	xxx	....
		xxx	....
			....
	xx	xxx	....
			....
		xxx	....
			....

Subject content approach

The rationale of the classification for fields of training is the subject content approach[1]. 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.

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, in the case of civil engineering/constructional engineering, under 58 (Architecture and building). This applies 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.

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[1] When developing the classification system for fields of vocational training, there was much discussion about the rationale of the system. 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. In any event, 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 its 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 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 13–25 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.

	Broad fields		Fields of education		Fields of training
0	General Programmes[2]	01	Basic programmes	010	Basic programmes
		08	Literacy and numeracy	080	Literacy and numeracy
		09	Personal development	090	Personal development
1	Education	14	Teacher training and education science	141	Teaching and training
				142	Education science
2	Humanities and Arts	21	Arts	211	Fine arts
				212	Music and performing arts
				213	Audio-visual techniques and media production
				214	Design
				215	Craft skills
		22	Humanities	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	310	Social and behavioural science
		32	Journalism and information	321	Journalism and reporting
				322	Library, information, archive
		34	Business and administration	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
		38	Law	380	Law

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

	Broad fields		Fields of education		Fields of training
4	Science	42	Life science	420	Life science
		44	Physical science	440	Physical science
		46	Mathematics and statistics	460	Mathematics and statistics
		48	Computing	481	Computer science
				482	Computer use
5	Engineering, Manufacturing and Construction	52	Engineering and engineering trades	521	Mechanics and metal work
				522	Electricity and energy
				523	Electronics and automation
				524	Chemical and process
				525	Motor vehicles, ships and aircraft
		54	Manufacturing and processing	541	Food processing
				542	Textiles, clothes, footwear, leather
				543	Materials (wood, paper, plastic, glass)
				544	Mining and extraction
		58	Architecture and building	581	Architecture and town planning
				582	Building and civil engineering
6	Agriculture	62	Agriculture, forestry and fishery	621	Crop and livestock production
				622	Horticulture
				623	Forestry
				624	Fisheries
		64	Veterinary	640	Veterinary
7	Health and Welfare	72	Health	721	Medicine
				722	Medical services
				723	Nursing
				724	Dental studies
		76	Social services	761	Child care and youth services
				762	Social work and counselling
8	Services	81	Personal services	811	Hotel, restaurant and catering
				812	Travel, tourism and leisure
				813	Sports
				814	Domestic services
				815	Hair and beauty services
		84	Transport services	840	Transport services
		85	Environmental protection	850	Environmental protection
		86	Security services	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 are clearly dominant. These broad programmes should be classified by using '0' as the third digit[3]. 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).

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[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 7-8. 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 13-25 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 13-25 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 7–8. 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 13-25 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 13-25 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 - 45 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
- Cooperation
- 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 *work place or to 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

• *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 engineering
– 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 filed 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

<u>Exclusions</u>:
- *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

<u>Exclusions</u>:
- 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

<u>Inclusions</u>:
- 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

<u>Exclusions</u>:
- 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 work place and to assignments. Training programmes with the following main content are classified here:

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

Inclusions:
- *Staff training related to the work place or assignments* is included in this field if it is not possible to classify it in any other field.

Exclusions:
- *Training related to the work place or 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 in any *other field is* excluded from this field and is 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 judical 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, synthetic 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 infield 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
- Horticulture
- 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 infield 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
- 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 operation and lorry 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 13-25 if it really is the appropriate code before using it.

A

344	Accounting
440	Acoustics
212	Acting and directing
460	Actuarial science
345	Administration
346	Administrative and secretarial services
342	Advertising
525	Aeronautical engineering
525	Aerospace engineering
211	Aesthetics
621	Agricultural business/agribusiness operations
621	Agricultural economics
621	Agricultural sciences
621	Agriculture
525	Agriculture machinery mechanics
621	Agronomy and crop science
840	Air crew programmes (flying and navigation)
850	Air pollution control
840	Air traffic control
522	Air-conditioning programmes
525	Air-craft engineering
525	Air-craft maintenance
840	Aircraft operation
762	Alcohol and drug abuse counselling
762	Alcohol, tobacco, drugs
460	Algebra
722	Ambulance service
721	Anaesthesiology
440	Analytical chemistry
721	Anatomy
222	Ancient Greek
621	Animal breeding
640	Animal health care
621	Animal husbandry
640	Animal reproduction (science)
621	Animal training
213	Animation
310	Anthropology (except physical anthropology)
460	Applied mathematics
224	Archaeology
581	Architectural urban design and planning
581	Architecture
322	Archival sciences
090	Argumentation technique
863	Army training
211	Art history
211	Art studies
211	Art theory
210	Arts and crafts (broad programmes)
210	Arts (broad programmes)
090	Assertiveness

723	Assistant nursing
440	Astronomy
440	Astrophysics
440	Atmospheric sciences
341	Auctioneering
721	Audiology/hearing sciences
344	Auditing
722	Auditory prosthetics
523	Automation
525	Automotive electricity
525	Automotive electrics
525	Automotive engineering
840	Aviation

B

721	Bacteriology
541	Baking
343	Bank teller programmes
343	Banking and finance
811	Bar service
815	Barbering
811	Bartender/mixologist
723	Basic nursing
010	Basic programmes
080	Basic remedial programmes for adults
621	Basic skills in agriculture
815	Beauty therapy
541	Beer brewing
310	Behavioural sciences
221	Bible studies
521	Bicycle production
521	Bicycle repair
213	Binding and finishing (printing)
524	Biochemical technologies
420	Biochemistry
420	Biology
420	Biometrics
420	Biophysics
524	Biotechnology engineering
543	Boat building (non-motor)
521	Boilermaking and welding
213	Bookbinding
344	Bookkeeping
813	Bookmaking (horses etc)
420	Botany
541	Brewing
582	Bricklaying
582	Brickwork and masonry
582	Bridge construction
321	Broadcast journalism
523	Broadcasting electronics
582	Building construction
581	Building design
582	Building engineering
582	Building maintenance
582	Building renovation
582	Building technology
840	Bus and coach driving
345	Business administration

346	Business correspondence	213	Composition equipment operating
343	Business finance	523	Computer repairing
340	Business programmes, broad	523	Computer engineering
541	Butchering	213	Computer graphics
341	Buying and selling	481	Computer programming
		481	Computer science
	C	482	Computer software use
811	Cabin crew training	481	Computer system analysis
543	Cabinet making	481	Computer system design
211	Calligraphy	213	Computer type-setting
213	Camera operating	482	Computer use
543	Cane willow and bamboo work	212	Conducting (music)
721	Cardiology	541	Confectionary
723	Care of old people	850	Conservation and land management
723	Care of the disabled	215	Conservation of cultural material
814	Caretaking, housekeeping, homeservice	582	Constructing plant operation
543	Carpentry (not building)	582	Construction technology
582	Carpentry and joinery (building)	582	Constructional engineering
581	Cartography/Land surveying	582	Constructional metalwork (building)
811	Catering	814	Consumer economics
582	Cement working	341	Consumer services
215	Ceramics (craft)	523	Control engineering
543	Ceramics (industrial)	814	Cooking (home)
541	Cheese production	811	Cooking (restaurant and hotel-type)
524	Chemical engineering	090	Cooperation
524	Chemical process engineering	815	Cosmetic services
440	Chemistry	815	Cosmetology
761	Child care	214	Costume design
761	Children recreation programmes	762	Counselling
814	Chimney sweeping	346	Court reporting
722	Chiropractic	215	Craft programmes
212	Choreography	215	Crafts, folk arts and artisanry
213	Cinematography	840	Crane driving
212	Circus (art)	223	Creative writing
581	City planning	380	Criminal justice studies
582	Civil engineering	310	Criminology
861	Civil security	762	Crisis support
814	Cleaning	621	Crop husbandry
346	Clerical programmes	811	Culinary arts
347	Clients' needs	224	Cultural history
522	Climate engineering	142	Curriculum development (theory)
724	Clinical dentistry	814	Custodian/caretaker
542	Clothing industry	542	Custom tailoring
542	Clothing trades programmes	861	Customs programmes
542	Clothing, apparel and textile working	542	Cutting and tailoring
525	Coachwork	721	Cytology
544	Coal mining		
344	Commercial assistants		D
	dataprocessing/accounting	541	Dairy foods (industrial)
380	Commercial law	341	Dairy retailing
840	Communication (air, railway, road etc.)	541	Dairy science
090	Communication skills	212	Dance (art)
523	Communication systems	460	Data analysis (mathematics/statistics)
321	Communication, mass- (wording and content)	346	Data entry
523	Communications equipment installation	523	Data processing technology
523	Communications equipment maintenance	215	Decorative metal crafts
581	Community development	624	Deep sea fishing
723	Community nursing	863	Defence studies
581	Community planning	310	Demography/population studies
347	Company knowledge	582	Demolition
224	Comparative literature	341	Demonstration techniques
213	Compositing (printing)	724	Dental assisting
212	Composition (music)	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
343	Financial management
211	Fine art printmaking
861	Fire technology
861	Fire-protection (fire fighting)
624	Fish breeding
624	Fish farms
624	Fish husbandry
624	Fishery
624	Fishery science and technology
815	Fitness and weight controll
815	Fitness services
141	Flight instructor training
582	Floor and wall tiling
582	Floor covering
622	Floriculture
215	Floristry (flower arranging)
840	Flying and navigation
541	Food and drink processing
811	Food and hospitality services
541	Food engineering
541	Food handling/hygiene
541	Food preparation
541	Food preservation
541	Food processing industry
541	Food programmes
541	Food science
541	Food science and technology
811	Food serving
813	Football playing
542	Footwear making

346	Foreign language secretary programmes		525	Helicopter construction
222	Foreign languages		721	Histology
721	Forensic medicine		224	History
722	Forensic medicine technology			History and philosophy of science and technology
623	Forest keeping			
623	Forest product techniques		211	History of art
623	Forest ranging		380	History of law
623	Forestry		224	History of science and ideas
840	Fork-lift driving		814	Home economics
621	Fruit growing		223	Home language
621	Fruit production		721	Homeopathic medicine
080	Functional literacy		621	Horse breeding
814	Funeral services and mortuary science		621	Horse husbandry
542	Fur making		622	Horticulture
543	Furniture crafts		811	Hospitality services
543	Furniture making		811	Hotel receptionist training
542	Furrier		811	Hotel services
310	Futurology		811	Hotel- and restaurant programmes
			811	Hotel/motel and restaurant services
	G		345	Human resources management
850	Garbage disposal		310	Human rights
622	Gardening		623	Hunting and trapping
542	Garment production		521	Hydraulics
522	Gas distribution		440	Hydrogeology
440	Gemmology		440	Hydrology
721	General medicine		850	Hygiene, community
420	Genetics		723	Hygiene, medical
440	Geodesy		722	Hypnotherapy
310	Geography (cultural)			
440	Geography (nature)			I
440	Geography (physical)		213	Illustration
440	Geology		721	Immunology
460	Geometry		541	Industrial bakery/flour production
440	Geophysics		214	Industrial design (artistic)
440	Geoscience		543	Industrial diamond production
723	Gerontological services		347	Industrial relations
721	Gerontology		862	Industrial welfare
215	Glass arts and craft		723	Infant hygiene (nursing)
543	Glass production		481	Informatics (computer science)
543	Glass working (industrial)		321	Information (wording and content)
582	Glazing		346	Information processing/data entry
440	Global change science		322	Information science
215	Goldsmithing		322	Information searching
621	Goose keeping		582	Insulation
621	Grain growing		343	Insurance
213	Graphic design		214	Interior architecture
213	Graphic reproduction		214	Interior decorating
622	Greenhouse operations		214	Interior design
622	Greenkeeping		721	Internal medicine
812	Ground crew training (airport)		310	International cultures
812	Guiding, tour leading		310	International economics
521	Gunsmith		310	International relations
813	Gymnastics		482	Internet use programmes
721	Gynaecology		222	Interpretation programmes
			347	Induction courses at work
	H		343	Investment analysis
721	Haematology		343	Investments and securities
815	Hairdressing		582	Irrigation and drainage (construction)
215	Handicrafts		621	Irrigation techniques
862	Health and safety in the work place			
723	Health care programmes			J
722	Hearing aid technology		215	Jewellery design
522	Heating trades programmes		215	Jewellery making (craft)

862	Job safety	345	Management science
090	Job-seeking programmes	345	Management skills
813	Jockeying	346	Management support services
582	Joining and carpentry	815	Manicure
321	Journalism	624	Mariculture
380	Jurisprudence	525	Marine construction
		440	Marine science
	K	525	Maritime engineering
346	Keyboard skills	342	Market research
542	Knitting (industrial)	342	Marketing
		582	Mason and tile setting
	L	582	Masonry
524	Laboratory assistant programmes	321	Mass communication (wording and content)
524	Laboratory technician programmes	815	Massage (beauty)
524	Laboratory technology	722	Massage (medical)
380	Labour law	460	Mathematical statistics
862	Labour protection	460	Mathematics
862	Labour security	541	Meat processing
862	Labour welfare (safety)	521	Mechanical engineering
581	Landscape architecture	521	Mechanical trades programmes
622	Landscape gardening	213	Media techniques
223	Language maintenance	722	Medical laboratory technology
222	Languages, 'dead'	721	Medical science
222	Languages, foreign	346	Medical secretary programmes
223	Languages, native	722	Medical technology
215	Lapidary and jewellery	721	Medical training
222	Latin	722	Medical x-ray techniques
814	Laundry	721	Medicine
380	Law	224	Medieval and renaissance studies
861	Law enforcement	722	Mental health services
213	Lay-out	342	Merchandising
542	Leather goods maker	521	Metal casting and patternmaking
542	Leather goods production	521	Metal fitting, turning and machining
542	Leather processing	521	Metal trades programmes
542	Leather trades programmes	521	Metallurgical engineering
380	Legal practice	521	Metallurgical technology
346	Legal secretary programmes	440	Meteorology
380	Legal studies	420	Microbiology
812	Leisure and tourism	521	Micromechanics
322	Librarianship training	723	Midwifery
322	Library programmes	863	Military science
861	Life guarding	544	Mineral technology
090	Life orientation programmes	440	Mineralogy
420	Life sciences	544	Mining engineering
420	Limnology	544	Mining technology
222	Linguistics, foreign languages	221	Missionary studies and missiology
223	Linguistics, native language	420	Molecular biology
080	Literacy	223	Mother tongue programmes
224	Literature history	723	Mothercraft nursing
211	Lithography	525	Motorbike mechanics
345	Local public administration	525	Motorcycle engineering
521	Locksmith and safe repairer	310	Multicultural studies
224	Logic	224	Museology
345	Logistic management	322	Museum documentation
		212	Music
	M	212	Music and the stage
840	Mail operations	215	Musical instruments (repairing and tuning)
622	Maintaining sports turf		
520	Maintenance engineering (broad programmes)		**N**
815	Make-up	310	National accounts
215	Making of musical instruments (not industrial)	850	National parks and wildlife management
762	Maltreatment	850	Natural resource use programmes
345	Management of education	850	Natural resources conservation

721	Naturopathic medicine	543	Paper manufacturing and processing
840	Nautical science	380	Para-legal studies
525	Naval engineering	722	Para-medical programmes
840	Navigation technologies	420	Parasitology
215	Needle craft	541	Pastry cooking
814	Needlework (home)	721	Pathology
481	Network administration	310	Peace and conflict studies
523	Network technology	142	Pedagogical sciences (education)
721	Neurology	815	Pedicure
321	News reporting	542	Pelt worker
850	Noise pollution control	343	Pension insurance
722	Nuclear medicine technologies	345	Performance appraisal
440	Nuclear physics	212	Performing arts
522	Nuclear, hydraulic and thermal energy	090	Personal career planning
080	Numeracy	090	Personal development
460	Numerical analysis	345	Personnel administration
622	Nursery management (horticulture)	345	Personnel management
723	Nursing	440	Petrology
723	Nursing aide/Orderly	420	Pharmacology
141	Nursing education (teacher training)	722	Pharmacy
722	Nutrition	223	Philology (native language)
722	Nutrition and dietetics	224	Philosophy
		211	Philosophy of art
	O	213	Photo developing
721	Obstetrics and gynaecology	213	Photography
862	Occupational health and industrial hygiene	141	Physical education teacher training
862	Occupational health and safety	813	Physical training (sports)
722	Occupational therapy	440	Physics
440	Ocean life sciences	721	Physiology
440	Oceanography	722	Physiotherapy
724	Odontology	215	Picture framing
346	Office automation	621	Pig farming
345	Office management	582	Pipe fitting
544	Oil and gas extraction	440	Planetary sciences
524	Oil refining	524	Plant and machine operation (processing)
524	Oil/gas/petrochemicals processing	582	Plastering (building)
621	Olive growing	543	Plastic manufacturing
721	Oncology	721	Plastic surgery
481	Operating systems	582	Plumbing
346	Operation of office machines	861	Police work
460	Operations research	861	Policing studies
721	Ophthalmics	310	Political economy
721	Opthalmology	310	Political science
722	Optical lens making	310	Politics
722	Optical prosthetics/lenses	440	Polymer chemistry
440	Optics	090	Positive thinking
722	Optometry	141	Post-school teacher training
621	Orchards construction	840	Postal service
440	Organic chemistry	621	Poultry husbandry
347	Organisation at work	522	Power production
345	Organisational theory and behaviour	522	Powerline installation and maintenance
420	Ornithology	141	Pre-primary teacher training
724	Orthodontics	521	Precision mechanics
722	Orthopaedic prosthetics	090	Presentation technique
722	Osteopathy	721	Preventive and social medicine
		141	Primary teaching
	P	213	Printing
341	Packing	213	Printing machining
721	Paediatrics	861	Prison work
211	Painting (art)	460	Probability theory
582	Painting and wall covering	524	Process technology
440	Palaeontology	622	Production of ornamental plants
525	Panel beating	481	Programming (computer)

481	Programming languages (Visual Basic, C++ etc.)	222	Sanskrit
223	Proof-reading programmes	582	Scaffolding work
341	Property sales	213	Screen printing
723	Psychiatric nursing	211	Sculpture
721	Psychiatry	840	Seamanship
310	Psychoanalysis	840	Seamen's programmes
310	Psychology	222	Second languages
345	Public administration	141	Secondary teaching
345	Public and institution management	346	Secretarial programmes
720	Public health programmes	861	Security and loss prevention services
342	Public relations	861	Security guarding
861	Public security	440	Seismology
090	Public speaking	090	Self esteem skills
321	Publishing (dissemination of messages)	090	Self-confidence
213	Publishing design	222	Semantics, foreign languages
341	Purchasing	223	Semantics, native language
341	Purchasing, procurement and contracts	814	Sewing (home)
		542	Sewing (industrial)
	Q	621	Sheep farming
347	Quality assurance	521	Sheetmetal working
520	Quality control (technical)	624	Shellfish breeding
345	Quality management	840	Ship operation
582	Quantity surveying	525	Shipbuilding
544	Quarry supervision	542	Shoe production
		542	Shoe, boot and leather repairing
	R	542	Shoemaking
621	Race horse care	346	Shorthand
213	Radio and TV production	223	Sign language
722	Radiography	213	Silk screen printing
722	Radiotherapy	215	Silversmithing
840	Railway operations	080	Simple literacy
544	Raw material extraction	542	Skins and leather production
341	Real-estate business	090	Social competence
346	Receptionist training	310	Social conflict theory
213	Recorded music production	310	Social geography
812	Recreation and leisure	343	Social insurance
812	Recreation management	762	Social policy
345	Recruitment	762	Social practice
850	Recycling	310	Social sciences
722	Reflexology	762	Social theory (applied)
522	Refrigeration programmes	762	Social work (welfare)
850	Refuse collection	310	Social/human geography
722	Rehabilitation	310	Sociology
221	Religion	542	Soft furnishings
221	Religious history	482	Software for calculating (spreadsheets)
221	Religious studies	482	Software for data processing
341	Retailing	482	Software for desktop publishing
582	Road building	482	Software for word processing
840	Road motor vehicle operations	481	Software localisation
523	Robotics	481	Software testing
582	Roof fixing	850	Soil and water conservation
543	Rubber manufacturing	621	Soil and water technician programmes
581	Rural development	621	Soil fertility
621	Rye and wheat growing	621	Soil science
		522	Solar energy
	S	213	Sound and vision
542	Saddlery	213	Sound engineering
342	Sales and marketing	440	Space science
341	Sales representatives	141	Special education teaching
815	Salon services (beauty therapy)	223	Speech and rhetorical studies (native language)
582	Sanitation (building)	722	Speech pathology and therapy
850	Sanitation, community	542	Spinning
		813	Sport leadership

813	Sport trainer training
813	Sports
813	Sports coaching
622	Sports grounds maintenance
813	Sports instructor training
214	Stage designing
345	Start your own business-courses
460	Statistics
521	Steel production
346	Stenography
811	Stewardess/steward training
343	Stock-broking
341	Stock-keeping
721	Stomatology
215	Stone carving (craft)
543	Stone cutting
582	Stonemasonry
850	Street cleaning
862	Stress at work
581	Structural architecture
582	Structural engineering
310	Studies of regional cultures
221	Study of different religions
721	Surgery
581	Surveying
346	Switchboard operating
543	Synthetic fibre manufacturing

	T
542	Tailoring
344	Tax accounting
141	Teacher education
141	Teacher training
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

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 13-25 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
Cooperation
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 engineering
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
Induction 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 engineering
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 renovation
Building technology
Carpentry and joinery (building)
Cement working
Civil engineering
Constructing plant operation
Construction technolgy
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
Opthalmology
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
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 operation
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
Lorry 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

CEDEFOP – European Centre for the Development of Vocational Training

Fields of Training

Manual

Ronnie Andersson, Anna-Karin Olsson
SCB Statistiska centralbyrån (Statistics Sweden)

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Manual

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.

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.

It is 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.

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