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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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.

Acknowledgements
The work on this manual has been jointly initiated and supervised by Eurostat, the Statistical Office of the European Communities, and Cedefop, the European Centre for the Development of Vocational Training. We would like to thank Mr Ronnie Andersson and Ms Anna-Karin Olsson (Statistics Sweden), who have prepared the manuscript, and Mr Roger Fox (FAS, Ireland), Ms Christiane Krüger-Hemmer (Statistisches Bundesamt, Germany), Ms Joanna Selden (Department of Education and Employment, United Kingdom) and Mr Max van Herpen (Central Bureau voor de Statistiek, Netherlands) for their critical comments and contributions as members of the steering group. In the absence of this cooperation, this work could not have been achieved.
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

<table>
<thead>
<tr>
<th>Broad fields</th>
<th>Fields of education</th>
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<tbody>
<tr>
<td>General Programmes</td>
<td>Basic programmes</td>
</tr>
<tr>
<td>Education</td>
<td>Literacy and numeracy</td>
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<tr>
<td>Teacher training and education science</td>
<td>Personal development</td>
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<tr>
<td>Humanities and Arts</td>
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<td>Arts</td>
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<td>Social sciences, Business and Law</td>
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<td>Social and behavioural science</td>
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<td>Journalism and information</td>
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<td>Business and administration</td>
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<td>Law</td>
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<tr>
<td>Science</td>
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<td>Life science</td>
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<td>Physical science</td>
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<td>Mathematics and statistics</td>
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<td>Computing</td>
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<tr>
<td>Engineering, Manufacturing and Construction</td>
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<td>Engineering and engineering trades</td>
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<td>Manufacturing and processing</td>
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<td>Architecture and building</td>
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<td>Agriculture</td>
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<td>Agriculture, forestry and fishery</td>
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<td>Veterinary</td>
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<td>Health and Welfare</td>
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<td>Personal services</td>
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<td>Transport services</td>
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<td>Environmental protection</td>
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<td>Security services</td>
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<tr>
<td>Not known or unspecified</td>
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Structure for fields of training

<table>
<thead>
<tr>
<th>Broad fields (ISCED)</th>
<th>Fields of education (ISCED)</th>
<th>Fields of training</th>
<th>Programmes/Subjects</th>
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<tbody>
<tr>
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</table>

Subject content approach

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

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

\(^2\) ‘General’ in this context has nothing to do with ‘General’ as opposed to ‘Vocational’, but refers to basic skills and personal development.
<table>
<thead>
<tr>
<th>Broad fields</th>
<th>Fields of education</th>
<th>Fields of training</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Science</td>
<td>42 Life science</td>
<td>420 Life science</td>
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<tr>
<td></td>
<td>44 Physical science</td>
<td>440 Physical science</td>
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<tr>
<td></td>
<td>46 Mathematics and statistics</td>
<td>460 Mathematics and statistics</td>
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<tr>
<td></td>
<td>48 Computing</td>
<td>481 Computer science</td>
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<td></td>
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<td>482 Computer use</td>
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<tr>
<td>5 Engineering, Manufacturing and Construction</td>
<td>52 Engineering and engineering trades</td>
<td>521 Mechanics and metal work</td>
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<td>522 Electricity and energy</td>
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<td>523 Electronics and automation</td>
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<td>524 Chemical and process</td>
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<td></td>
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<td>525 Motor vehicles, ships and aircraft</td>
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<td></td>
<td>54 Manufacturing and processing</td>
<td>541 Food processing</td>
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<td></td>
<td></td>
<td>542 Textiles, clothes, footwear, leather</td>
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<td>543 Materials (wood, paper, plastic, glass)</td>
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<td>544 Mining and extraction</td>
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<td></td>
<td>58 Architecture and building</td>
<td>581 Architecture and town planning</td>
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<td>582 Building and civil engineering</td>
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<tr>
<td>6 Agriculture</td>
<td>62 Agriculture, forestry and fishery</td>
<td>621 Crop and livestock production</td>
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<td>622 Horticulture</td>
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<td>623 Forestry</td>
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<td>624 Fisheries</td>
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<td>64 Veterinary</td>
<td>640 Veterinary</td>
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<td>7 Health and Welfare</td>
<td>72 Health</td>
<td>721 Medicine</td>
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<td>722 Medical services</td>
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<td>723 Nursing</td>
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<td>724 Dental studies</td>
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<td></td>
<td>76 Social services</td>
<td>761 Child care and youth services</td>
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<td></td>
<td></td>
<td>762 Social work and counselling</td>
</tr>
<tr>
<td>8 Services</td>
<td>81 Personal services</td>
<td>811 Hotel, restaurant and catering</td>
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<td>812 Travel, tourism and leisure</td>
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<td>813 Sports</td>
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<td></td>
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<td>814 Domestic services</td>
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<td>815 Hair and beauty services</td>
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<td>84 Transport services</td>
<td>840 Transport services</td>
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<td></td>
<td>85 Environmental protection</td>
<td>850 Environmental protection</td>
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<td></td>
<td>86 Security services</td>
<td>861 Protection of property and persons</td>
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<td></td>
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<td>862 Occupational health and safety</td>
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<td></td>
<td></td>
<td>863 Military</td>
</tr>
<tr>
<td>9 Not known/ unspecified</td>
<td>99 Not known or unspecified</td>
<td>999 Not known or unspecified</td>
</tr>
</tbody>
</table>

*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 digit3. Note that the ‘0’ will be used for information about broad programmes, and should not be used as a rest code.

**Examples 3:**
A programme in business and administration, consisting of management, financing, sales and marketing etc. should be classified as 340 ‘Broad programmes in business’.

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

**Example 4:**
A broad programme in health and welfare covering several fields of training, could be classified as 700 if emphasis is not given to either health or social welfare.

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

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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’.

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**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).
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 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 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.

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:

- 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.

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

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

- Didactics
- Education science
- Educational assessment, testing and measurement
- Educational evaluation and research
- Pedagogical sciences
Exclusions:
• Teacher training programmes are excluded from this field and included in field 141 ‘Teaching and training’.

211 Fine arts
Fine arts is the study of visual forms of creative expressions, dealing with theory, history, techniques, performance and production in fine arts, especially painting and sculpture. Training programmes with the following main content are classified here:
  - Art theory
  - Etching
  - Fine art printmaking
  - History of art
  - Painting
  - Philosophy of art
  - Sculpture

Exclusions:
• Training in ceramics, pottery etc. is excluded from this field and included in field 215 ‘Craft skills’.
• Study of architecture is excluded from this field and included in field 581 ‘Architecture and town planning’.
• Teacher training in arts is excluded from this field and included in field 141 ‘Teaching and training’.

212 Music and performing arts
Music and performing arts is the study of the principles and techniques associated with performance involving music, speech, movement, mime, characterisation, improvisation and stage craft. Training programmes with the following main content are classified here:
  - Acting and directing
  - Choreography
  - Circus
  - Composition (music)
  - Conducting (music)
  - Dance (art)
  - Drama
  - Music
  - Theatre

Inclusions:
• Study of music and performing arts history and theory is included in this field.

Exclusions:
• Teacher training in music and other performing arts is excluded from this field and included in field 141 ‘Teaching and training’.

213 Audio-visual techniques and media production
Audio-visual techniques and media production is the study of techniques and skills to produce books, newspapers, radio/TV production, film/video production, recorded music production and graphic reproduction. It includes programmes in methods of colour reproduction, photography and computer graphics. Study of combining pictures, words and decorations in the production of books, magazines, posters, adverts etc. is also included. Training programmes with the following main content are classified here:
  - Bookbinding
  - Camera operating
  - Compositing (printing)
  - Computer type-setting
  - Film production
  - Graphic design
  - Graphic reproduction
  - Illustration
  - Media techniques
  - Photography
  - Printing
  - Publishing design, lay-out
  - Radio and TV production
  - Recorded music production
  - Sound 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

Exclusions:
• Social welfare programmes where emphasis is given to practical social work are excluded from this field and included in field 762 ‘Social work and counselling’.
• Study of economics where emphasis is given to business studies is excluded from this field and classified as 340 ‘Broad programmes in business and administration’.

321 Journalism and reporting

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

Exclusions:
• Study of techniques for mass communication (e.g. printing and radio/TV production) is excluded from this field and included in field 213 ‘Audio-visual techniques and media production’.
• Study of lay-out and publishing design is excluded from this field and included in field 213 ‘Audio-visual techniques and media production’.
• Study of public relations is excluded from this field and included in field 342 ‘Marketing and advertising’.

322 Library, information, archive

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

341 Wholesale and retail sales

Wholesale and retail sales is the study of buying and selling goods and services, including stock management, pricing practice, loss prevention, sale systems and procedures. It includes the study of the workings and current trends of the wholesale and retail industries. Selling of buildings and properties is also included. Training programmes with the following main content are classified here:
− Auctioneering
− Consumer services
− Demonstration techniques
− Purchasing
− Real-estate business
− Retailing
− Stock-keeping
− Ware-housing
− Wholesaling

Inclusions:
• Study of buying and selling buildings and properties is included in this field.

342 Marketing and advertising

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

343 Finance, banking, insurance

Finance, banking, insurance is the study of planning, directing, organising and controlling financial activities and services. It includes the control and monitoring of the financial resources of organisations, institutions and individuals, and the provision of financial services at the corporate and individual level. Training programmes with the following main content are classified here:
− Bank teller programmes
− Banking and finance
− Finance theory
− Insurance
− Investment analysis
− Investments and securities
− Pension insurance
− Social insurance
− Stock-broking

Exclusions:
• Study of actuarial science is excluded from this field and included in field 460 ‘Mathematics and statistics’.

344 Accounting and taxation

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

345 Management and administration

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

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

Inclusions:
- Study of leadership in the context of management is included in this field.

Exclusions:
- Study of administration in the meaning of office work is excluded from this field and included in field 346 ‘Secretarial and office work’.
- Training of leadership in the context of personal development is excluded from this field and included in field 090 ‘Personal development’.

346 Secretarial and office work

Secretarial and office work is the study of administrative procedures and practices, office technology and clerical, shorthand and keyboard skills. Specialised secretarial programmes (bilingual, medical, legal, 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 judicial bench. Training programmes with the following main content are classified here:

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

420 Life science

Life science is the study of the structure, function, reproduction, growth, evolution and behaviour of all living organisms. It comprises the study of biological and related sciences. This field consists to a large extent of non-vocational education. Training programmes with the following main content are classified here:

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

Inclusions:
- Study of chemical processes in living organisms (biochemistry, toxicology, pharmacology etc.) is included in this field.
Exclusions:
• Study of environmental science and ecology, which is study of the relation between living organisms and the environment, is excluded from this field and included in field 850 ‘Environmental protection’.

440 Physical science
Physical science is the study of matter and energy and the transformation patterns linking them. It comprises the study of physics, chemistry and earth science. The field consists to a large extent of non-vocational education. Training programmes with the following main content are classified here:
- Astronomy
- Chemistry
- Earth science
- Geography (nature)
- Geology
- Meteorology
- Optics
- Physics
- Seismology
- Space science

Inclusions:
• Chemistry is included in this field.

Exclusions:
• Biochemistry is excluded from this field and included in field 420 ‘Life science’.
• Social/human geography is excluded from this field and included in field 310 ‘Social and behavioural science’.

460 Mathematics and statistics
Mathematics is study of abstract deductive systems, numerical facts, data and their applications. It includes algebra, arithmetic, geometry, real and complex analysis and applied mathematics. Statistics is the study of collecting, describing, arranging and analysing numerical data. Training programmes with the following main content are classified here:
- Actuarial science
- Geometry
- Mathematical statistics
- Mathematics
- Numerical analysis
- Probability theory
- Statistics

481 Computer science
Computer science is the study of the design and development of computer systems and computing environments. It includes the study of the design, maintenance and integration of software applications. Training programmes with the following main content are classified here:
- Computer science
- Computer programming
- Computer system analysis
- Computer system design
- Electronic data processing
- Network administration
- Operating systems
- Programming languages (Visual Basic, C++ etc.)

Exclusions:
• Computer engineering (hardware) is excluded from this field and included in field 523 ‘Electronics and automation’.
• Training programmes in using computer applications are excluded from this field and included in field 482 ‘Computer use’.

482 Computer use
Computer use is the study of using computers and computer software and applications for different purposes. These programmes are generally of short duration. Training programmes with the following main content are classified here:
- Computer use
- Software for calculating (spreadsheets)
- Software for data processing
- Software for desk top publishing
- Software for word processing
- Use of Internet

521 Mechanics and metal work
Mechanics and metal work (Engineering and engineering trades) is the study of planning, designing, developing, producing, maintaining and monitoring machines, mechanical plants and systems and metal products. It includes designing and maintaining machines which produce goods and services. The focus of programmes in this field is machines, mechanical systems and metal products. Training programmes with the following main content are classified here:
- Gunsmith
- Hydraulics
- Locksmith and safe repairer
- Mechanical engineering
- Mechanical trades programmes
- Metal casting and patternmaking
- Metal fitting, turning and machining
- Metallurgical engineering
- Precision mechanics
- Sheetmetal working
- Steel production
- Tool and die making
- Welding

Exclusions:
• Study of motor vehicle mechanics and engineering is excluded from this field and included in field 525 ‘Motor vehicles, ships and aircraft’.

522 Electricity and energy
Electricity (Engineering and engineering trades) is the study of installing, maintaining, repairing and diagnosing faults in electrical wiring and related equipment in domestic, commercial and industrial establishments. Installation and maintenance of overhead and underground electrical power distribution networks is included. Energy is the study of energy generation. Training programmes with the following main content are classified here:
- Air-conditioning trades programmes
- Climate engineering
Electrical appliances repairing
Electrical engineering
Electrical fitting
Electrical power generation
Electrical trades programmes
Energy programmes
Gas distribution
Heating trades programmes
Nuclear, hydraulic and thermal energy
Power production
Powerline installation and maintenance
Refrigeration

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

Exclusions:
- Study of vehicle electricity is excluded from this field and included in field 525 ‘Motor vehicles’.

523 Electronics and automation

Electronics and automation (Engineering and engineering trades) is the study of planning, designing, developing maintaining and monitoring electronic equipment, machinery and systems. It includes designing computers and equipment for communication. Training programmes with the following main content are classified here:
- Broadcasting electronics
- Communication systems
- Communications equipment installation
- Communications equipment maintenance
- Computer engineering
- Computer repairing
- Control engineering
- Data processing technology
- Digital technology
- Electronic engineering
- Electronic equipment servicing
- Network technology
- Robotics
- Telecommunication technology
- Television and radio repairing

Exclusions:
- Computer science (design of computer systems and software applications) is excluded from this group and included in 481 ‘Computer science’.

524 Chemical and process

Chemical and process (Engineering and engineering trades) is the study of planning, designing, and developing products and processes where chemical and physical changes occur. It includes designing chemical plants and control systems. Training programmes with the following main content are classified here:
- Biochemical technologies
- Biotechnology engineering
- Chemical engineering
- Chemical process engineering
- Laboratory technology
- Oil/gas/petrochemicals processing
- Plant and machine operation (processing)
- Process technology

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

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

525 Motor vehicles, ships and aircraft

Motor vehicles, ships and aircraft (Engineering and engineering trades) is the study of designing, developing, producing, maintaining, diagnosing faults in, repairing and servicing motor vehicles, including earth moving equipment and agriculture machines. Typical is the combining of studies in both metal structures and motors. Training programmes with the following main content are classified here:
- Air craft engineering
- Air craft maintenance
- Automotive electrics
- Automotive engineering
- Coachwork
- Motorcycle engineering
- Panel beating
- Shipbuilding
- Varnishers/sprayers
- Vehicle building and repairing

Inclusions:
- Study of vehicle electricity is included in this field.

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

541 Food processing

Food processing (Manufacturing and processing) is the study of processing and packaging of food and beverages, and the equipment and procedures used in the production and distribution of foods. Training programmes with the following main content are classified here:
- Baking
- Beer brewing
- Butchering
- Confectionary
- Dairy foods
- Food and drink processing
- Food preservation
- Food science and technology
- Meat processing
- Pastry cooking
- Tobacco processing
- Wine production
Inclusions:
• Study of **food handling and food hygiene** is included in this field.

Exclusions:
• **Restaurant and catering** programmes are excluded from this group and included in field 811 ‘Hotel, restaurant and catering’.
• **Nutritional science** is excluded from this field and included in field 722 ‘Medical services’.

542 **Textiles, clothes, footwear, leather**

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

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

Exclusions:
• **Handicraft** programmes (weaving, embroidery etc.) are excluded from this field and included in field 215 ‘Craft skills’.

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

**Materials** (Manufacturing and processing) is the study of the manufacturing of products in wood, paper, plastic, glass or other materials like stone, clay, 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’.

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.

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

**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 wine production* is excluded from this field and 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’.

**623 Forestry**

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

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

Exclusions:
- *National park management* is excluded from this field and included in field 850 ‘Environmental protection’.
- *Timber technology* (sawmill production etc) is excluded from this field and included in field 543 ‘Materials (wood, paper, plastic, glass)’.

**624 Fisheries**

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

- Fish breeding
- Fish farms
- Fishery
- Fishery science and technology
- Shellfish breeding
Inclusions:
• Training programmes for operating fishing boats are included in this field.

Exclusions:
• Study of industrial processing of fish is excluded from this group and included in field 541 ‘Food processing’.

640 Veterinary
Veterinary is the study of preventing, diagnosing and treating diseases and injuries in animals, and their general care. The study of caring for sick, injured and infirm animals undergoing treatment in veterinary clinics is included. Training programmes with the following main content are classified here:
- Animal health care
- Animal reproduction (science)
- Veterinary assisting
- Veterinary medicine
- Veterinary science

Inclusions:
• The science of animal reproduction is included in this field.

Exclusions:
• Study of animal breeding is excluded from this field and included in field 621 ‘Crop and livestock production’.

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

722 Medical services
Medical services is the study of physical disorders, treating diseases and maintaining the physical wellbeing 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)
- 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

Exclusions:
• 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.

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
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<td>Camera operating</td>
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<td>Cane willow and bamboo work</td>
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<td>Care of the disabled</td>
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<td>Caretaking, housekeeping, homeservice</td>
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<td>Carpentry (not building)</td>
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<td>Carpenter and joinery (building)</td>
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<td>Cartography/Land surveying</td>
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<td>Choreography</td>
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<td>Clothing, apparel and textile working</td>
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623 Forest ranging
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621 Fruit production
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524 Oil refining
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721 Oncology
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460 Operations research
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722 Optometry
621 Orchards construction
440 Organic chemistry
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345 Organisational theory and behaviour
420 Ornithology
724 Orthodontics
722 Orthopaedic prosthetics
722 Osteopathy

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721 Obstetrics and gynaecology
862 Occupational health and industrial hygiene
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341 Packing
721 Paediatrics
211 Painting (art)
582 Painting and wall covering
440 Palaeontology
525 Panel beating

543 Paper manufacturing and processing
380 Para-legal studies
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211 Philosophy of art
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215 Picture framing
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543 Plastic manufacturing
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141 Post-school teacher training
840 Postal service
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521 Precision mechanics
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460 Probability theory
524 Process technology
622 Production of ornamental plants
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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
- Disc jockey training
- Film production
- Graphic design
- Graphic reproduction
- Illustration
- Lay-out
- Media techniques
- Photo developing
- Photography
- Printing
- Printing machinery
- 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  
Goldsmiting  
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

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  
Futureology  
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

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

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-brokering

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
Geochemistry
Global change science
Hydrogeology
Hydrology
Marine science
Meteorology
Mineralogy
Nuclear physics
Oceanography
Ocean life sciences
Optics
Organic chemistry
Palaeontology
Petroleum science
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

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

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
Nursing aide/Orderly
Psychiatric nursing

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

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

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
Fields of Training
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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